



June 2023

Ad Hoc Committee on Human Resources Forum Notes

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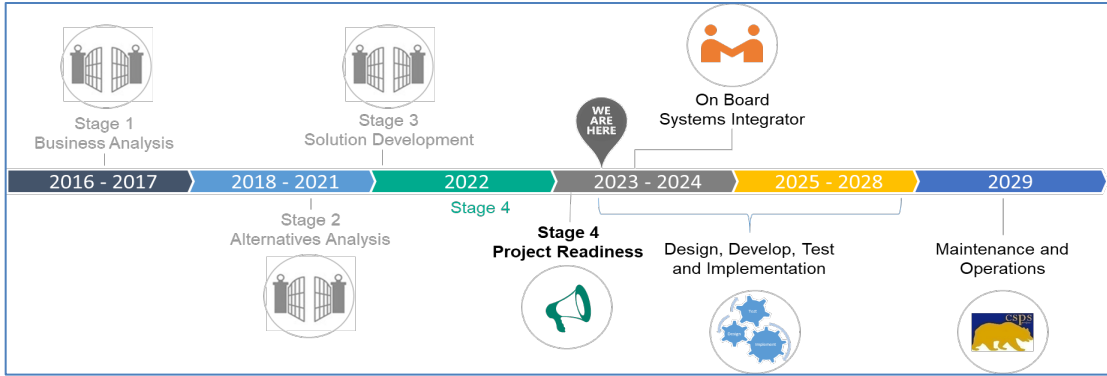
SCO KEY INITIATIVES:

SCOConnect: Cal Employee Connect Project/ConnectHR – Mason Duarte (ConnectHRhelp@sco.ca.gov)

- Cal Employee Connect (CEC) Phase II – Employee Service features
 - Multifactor Authentication ([MFA User Guide](#)):
 - Now available to all Cal Employee Connect (CEC) users
 - As of 6/27/23: 34,991 employees have enabled MFA
 - Direct Deposit:
 - 90% of departments statewide have been deployed
 - As of 6/27/23: CEC has received 8,766 direct deposit transactions
 - Address Change:
 - 90% of departments statewide have been deployed
 - As of 6/27/23: CEC has received 1,000 address change requests
- ConnectHR
 - Accounts Receivable (A/R) 035 Deduction Collection Feature:
 - This feature has been made available to all agencies
 - As of June:
 - Total of 35,492 A/R 035 deductions have been processed via this feature
 - Total of \$8,140,082.97 has been collected
 - As of 06/27/23:
 - The ConnectHR team sent notice of the feature availability to all remaining agencies via email to Security Monitors and Universal Email
 - 85% departments/agencies have been enabled.
 - Starting mid-July, the ConnectHR team will be reaching out to the agencies who are not using the 035 Feature via their HR Chiefs

SCO – [California State Payroll System \(CSPS\) Project](#) – Taras Kachmar (Contact: CSPSHelp@sco.ca.gov)

- CSPS Project Speed of Change
 - 2026 – 2028 | Commitment Level: Ownership and Commitment
 - Roll Out to Departments
 - Maintain System
 - 2024 – 2025 | Commitment Level: Support and Knowledge
 - Prep for Go-Live
 - Train Users
 - Pilot Departments
 - 2023 – 2024 | Commitment Level: Understanding
 - Onboard Vendor
 - Configure System
 - Educate on Future State
 - 2022 – 2023 | Commitment Level: Awareness
 - Vendor Selection
 - DART Formation
 - Validate Processes
- Project Information:
 - **Objective:** To modernize and integrate the State’s Human Resource and Payroll systems
 - **Goals:** Manager and Employee Self-service, Reduction in manual/paper submissions, Improved reporting capabilities, Efficiencies in processes/workflow
 - **Scope:** Personnel Administration, Benefits Administration, Position Control, Time & Attendance, Travel & Business Expense Management, and Payroll
 - **Why CSPS:** Current system is 50 years old and not integrated; current system does not reflect or incorporate IT, HR, PR innovations over past 50 years.
 - **Who will this impact:** State HR and Payroll staff and all state employees
- Status Updates / Progress:
 - Formal negotiations with potential system integrators for the CSPS project has been completed
 - Technical team completed modifications to the Affordable Care Act (ACA) Address Compliance process and continue to monitor data for quarterly reporting
 - Departments have until the August to identify Subject Matter Experts (SMEs) and Coordinators to their assigned Agency Change Expert (ACE)
 - The Organization Change Management (OCM) ACEs have been conducting outreach meetings with their departments over the last couple months



BENEFITS ADMINISTRATION:

SCO – Statewide Benefits Program – Ryan Baughman (Contact: ppsdcsbenefits@sco.ca.gov)

2023 Open Enrollment

- State Controller's Office & CalHR have begun collaborating on important information regarding the next Open Enrollment season.
- More information about Open Enrollment and resources will be provided in the coming

Statewide Tax Support Program – Alita Rivas (Contact: PPSDW2MiscDed@sco.ca.gov)

Salary Advances

- [Paycheck Calculator](#) Calculations
- Break down is based on Pay Periods
- [Payroll Letter #22-003](#): Salary Advance Reporting Compliance

References

- [Payroll Procedures Manual](#)
 - [Section N 103](#): Salary Advances
 - [Section N 109](#): Instructions for completing the STD. 422- Salary Advances Paid/Offset Report
 - [STD. 422- Salary Advances Paid/Offset Report](#)

PROGRAM UPDATES:

System Activities Coordination and Support (SACS) - Chuck Lucas (Contact: ppsdcsacs@sco.ca.gov)

Schedule 8 Activities

- Fiscal Year-End is 06/30/23
- All 407 (Payroll Header Change), 607 (Change in Established Positions) & Re-Organization forms should be in to Position Control for all Fiscal Year end reports including the Schedule 8 Report
- Production Schedule 8 reports will be available on [ViewDirect and Mobius View](#) on 07/06/23 under PD59 (REGULAR) & PD60 (SUPPLEMENTARY)
- Preliminary Budget Memo (Fiscal Year End Letter 23-005) will be posted to the [Fiscal Year End Letters 2023](#) section of the SCO's website on 07/06/23
- File Transfer Protocol (FTP) files for those that signed up will be sent on 07/10/23

Executive Office (EO) Inquiries – Shelley McCarthy (Contact: ppsdeoinquiry@sco.ca.gov)

What are EO Inquiries?

- Inquiries that constituents send to SCO using the [Contact Us](#) webpage on the SCO website
 - [Email Inquiry Form](#)

Top inquiries: May 2023

- Paycheck: 15
- Direct Deposit: 11
- General Information: 6
 - 45% of our May inquiries were sent back to the HR office

Top inquiries: January-May 2023

- Taxes & W-2: 110
- Paycheck: 69
- Direct Deposit: 32
 - 43% of our 2023 inquiries were sent back to the HR office

How can you help?

- Inform your employees by sharing [employee bulletins](#)
- We ask that HR offices make employees aware of resources available to them such as [SCO State Employees Webpage](#), [California Public Employees' Retirement System](#), [California Department of Human Resources](#), and [Cal Employee Connect](#).

Our responses

- We provide the employee with contact information for a Personnel Specialist/Supervisor within their departmental HR office. We copy Transactions Managers and the HR Chief. BCC the department's universal email inbox (Personnel Transactions)
 - Encouraged to review/update the [California Personnel Office Directory](#) (CPOD)
- Access the [Statewide Customer Contact Center](#) (SCCC) and [Escalation Email](#) should you need assistance from the SCO

Human Resources (HR) Suggestions – Shelley McCarthy (Contact: PPSDHRSuggestions@sco.ca.gov)

- We received 14 HR suggestions in the last three (3) months
- In May we were able to implement one (1) suggestion. We will continue to share if any other suggestions are implemented at the forum.
 - Creating Military Leave eLearning Modules
- Remember to submit your HR suggestions to the SCO's HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov

PPSD General Reminders

When you reconcile payroll, check that these *details* are correct:

- Withholdings and deductions
- Employer taxes
- Hours worked, including overtime, vacation time, sick days, etc.
- Wages and salaries

Make sure the numbers recorded are reasonable. Look at past payrolls to see if current pay period is similar. If there is a large difference, learn the cause. Then, make sure each transaction you entered is correct.

- We have moved - [300 Capitol Mall, Suite 701 Sacramento, CA 95814](#)
- Remind HR staff to use [ConnectHR](#) to submit documents or upload data
- Update [California Personnel Office Directory \(CPOD\)](#)
- The [PPSD Register](#)– PPSD’s Monthly Newsletter
- Recommended [subscriptions](#)
- Review Communication from State Policy and Instructional Departments for Business Process impacts
- Review personnel and payroll reports to ensure accuracy of data
- It is recommended that the Human Resources (HR) staff follow [Section M](#) of the Payroll Procedures Manual (PPM) for certifying payroll, which requires HR staff to validate that both mandatory and voluntary deductions have been withheld appropriately and to certify the employee’s payroll is accurate.
- Share this information with your Human Resources Team!

SCO RESOURCES:

- Websites:
 - Human Resources (HR): https://sco.ca.gov/ppsd_state_hr.html
 - State Employees: https://sco.ca.gov/ppsd_se_payroll.html

SCO KEY INITIATIVES:

- [SCOConnect](#)
- [California State Payroll System Project](#)

CONTACTS:

- Affordable Care Act (ACA) Email acasupport@sco.ca.gov
- [Cal Employee Connect \(CEC\) - Help and Feedback](#)
- [ConnectHR - Help and Feedback](#)
- California Leave Accounting System (CLAS) Email CLAS@sco.ca.gov
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov
- Decentralized Security Administration & ViewDirect Access - (916) 619-7234 or DSA@sco.ca.gov
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- Management Information Retrieval System (MIRS) Email ppsdmirs@sco.ca.gov
- [Statewide Customer Contact Center](#) (916) 372-7200