



## Ad Hoc Committee on Human Resources

March 2021

❖ **Fiscal Year End Letters, Student Garnishment Suspension, New Child Support Lump Sum Garnishment, \$260 Health Care Cash Payment, Max Compensation Project – Arlene Bailey**

- Fiscal Year End Letters: We have released our first one back in February. This was regarding enrollment into our FTP files for schedule 8. We are no longer printing the schedule 8. Responses back for the FTP signups were due March 8<sup>th</sup>. A few more letters will also be coming out in April.
- Update Student Garnishment Suspension – These are extended out to September 30, 2021. The only exception is if a lender is a non-department of education owned lender, they do have an option to still reestablish that garnishment.
- New Child Support Lump Sum Garnishment – 339-00
- Max Compensation Project
- \$260 Health Care Cash Payment: a report will be available that will identify employees who have received either COBEN or Flex Cash and the \$260 health payment-being overpaid. This report will be ran every month on view direct.

❖ **W-4 Employee Action Request and Internal Revenue Services (IRS) Lock Letters – Monique Perez**

- Employee Action Request (EAR): My unit (W-2 miscellaneous deductions unit) is currently working on IRS Lock letters. Please be advised that when sending EAR inquiries in, we mainly deal with IRS Lock Letters. We will answer general EAR questions for you.
- I am going to go over what we are unable to answer:
  - Address & name changes
  - Determining withholding amounts
- If you incorrectly enter in the EAR, do not key again. This can cause multiple deduction code errors. Which will take time for my unit to redo.

❖ **W-4 Employee Action Request– Tracy Gutierrez**

- The 2020 Employee Action Request (EAR) Std. 686 Form and Federal Withholdings Toolkit is available:
- Link to Toolkit: [https://www.sco.ca.gov/ppsd\\_2020fedwithholdings.html](https://www.sco.ca.gov/ppsd_2020fedwithholdings.html)
  - EAR Quick Start Guide

- EAR Keying Guide
- Upcoming e-Learning is currently in development.
- Currently in development
- Target Date - June 2021

❖ **Business System Enhancement & Special Projects Unit– Pliny Reynolds**

- Other Post-Employment Benefits (OPEB) Automation Project: It's a prefunded mandatory deduction of benefits to help offset rising benefit costs. To be eligible an employee must be eligible for health benefits. The rule of our OPEB automation project is to fully automate the OPEB withholding process.
- Our project is currently in user acceptance testing.
- We look to completing our first phase of testing in March.
- Our next effort will be to incorporate the maximum compensation limits onto OPEB.

❖ **Program Management and Analysis Bureau - Sarah Huggins**

- In response to questions raised regarding CalPERS' service credit purchase process, PPSD is streamlining the processing of payment history and employment history requests. The efforts will result in faster turnaround times. More information will be released at April's Transaction Supervisor and Ad Hoc forums.

❖ **Cal Employee Connect Human Resources Portal Update – Liz James**

- Connect Human Resources Portal (ConnectHR): This portal will be used by HR shops. If you have a CEC account this will be similar.
- Demonstration

❖ **General Reminders – Nastassja Johnson**

- Include specific program name in the subject line of emails to the [PPSDTempOps@sco.ca.gov](mailto:PPSDTempOps@sco.ca.gov) mailbox.
- Utilize secure email to send documents rather than fax or mail.
- Include the complete social security number when sending documents through secure email.
- Visit Department of General Services (DGS) website for updated Standard (STD) forms that allow for a digital signature.
- Update [California Personnel Office Directory \(CPOD\)](#).

❖ **SCO Resources – Nastassja Johnson (SCO)**

- **Websites:**
  - Human Resources: [https://sco.ca.gov/ppsd\\_state\\_hr.html](https://sco.ca.gov/ppsd_state_hr.html)

- State Employees: [https://sco.ca.gov/ppsd\\_se\\_payroll.html](https://sco.ca.gov/ppsd_se_payroll.html)
- **Contact:**
  - [Statewide Customer Contact Center](#) (916) 372-7200
  - HR Suggestions Email (All HR Staff) [PPSDHRSuggestions@sco.ca.gov](mailto:PPSDHRSuggestions@sco.ca.gov)
  - CS Escalation Email (HR Supervisors and Managers) [PPSDOps@sco.ca.gov](mailto:PPSDOps@sco.ca.gov)
  - Cal Employee Connect Email [connecthelp@sco.ca.gov](mailto:connecthelp@sco.ca.gov)
  - Cal Employee Connect Feedback Email [connectfeedback@sco.ca.gov](mailto:connectfeedback@sco.ca.gov)
- **SCO Key Initiatives:**
  - [Cal Employee Connect Project](#)
  - [CalATERS Replacement Project](#)
  - [California State Payroll System Project](#)

**CUSTOMER RELATIONS SURVEY:**

Please send suggestions to our HR Suggestions Inbox at [PPSDHRSuggestions@sco.ca.gov](mailto:PPSDHRSuggestions@sco.ca.gov)

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