



Ad Hoc Committee on Human Resources Forum Notes

TELEWORK STIPEND

SCO – Benefits Division – Arlene Bailey (ABailey@sco.ca.gov)

- Resources overview:
 - [Telework Stipend Toolkit and Excel Template](#)
- Frequently Asked Questions – Release Date March 25, 2022

ConnectHR– Liz James (ljames@sco.ca.gov)

- ConnectHR:
- Telework Stipend (TWS) feature demo
- Payments processed via TWS feature as of:

TWS Feature	3/8/2022	3/9/2022	3/10/2022	3/11/2022	3/14/2022	3/15/2022	Total
Total records received	95	356	536	421	882	771	3061
Total records paid or payments issued	95	341	515	401	863	730	2945
Total employees paid	19	80	183	137	420	155	994

- TWS feature questions please contact: ConnectHRhelp@sco.ca.gov
- Eligibility questions please email: PSB@calhr.ca.gov

SCO KEY INITIATIVES: PROJECT UPDATES

SCO - California State Payroll System (CSPS) Project – Kim Pablo (CSPSHelp@sco.ca.gov)

- In Process:
 - Preparing solicitation for release in April
 - In evaluation phase for Project Advisor procurement
 - Executing Phase 1 of the Data Cleansing Plan
- Recent Progress:
 - Submitted final solicitation and Stage 3 Solution Development (S3SD) to CDT
 - Outreach – project overview with DMV
 - Business Process Owner meeting conducted
 - Executive Steering Committee met for March
 - Department Awareness Survey closed with over 10,600 respondents
- What's Next:
 - Begin Stage 4 Project Readiness and Approval
 - Begin Procurement for solution software
 - Notify Departments of Department Agency Readiness Teams (DART) responsibilities and required resources

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- Planning for DART Workshops for Departments
- Our Ask:
 - Learn more about CSPS at sco.ca.gov/csps.html
 - Submit questions to cspshelp@sco.ca.gov if you're curious

STATEWIDE PROGRAM UPDATES

SCO – Civil Service Benefits and Retirement - Rebecca Doctolero (Rdoctolero@sco.ca.gov)

- Special Open Enrollment for FlexElect and CoBen Cash Options
 - As shared previously, the \$260 monthly Improving Affordability and Access to Healthcare benefit will be removed on June 30, 2022, for all Service Employees International Union (SEIU) Local 1000 represented employees and excluded classes who are NOT enrolled in a state-sponsored health plan.
 - CalHR will hold a special open enrollment from April 1-30, 2022, for eligible employees to enroll into the [FlexElect](#) or [Consolidated Benefits \(CoBen\)](#) cash option in lieu of health and/or dental benefits. This special open enrollment does NOT offer options to enroll in, cancel or make changes to health, dental or other benefits. More information regarding benefits is available on CalHR's website at: <https://calhr.benefitsprograms.info/>.
 - All Special Open Enrollment STD 701C forms must be submitted to SCO no later than May 15, 2022, for timely processing. To submit documents through Connect HR use the dropdown "Benefits - STD. 701C Open Enrollment (OE) New" For CoBen Cash option STD 702 forms use the dropdown "Benefits - STD. 702 CoBen Cash Option Open Enrollment (OE)".

SCO – Statewide Tax Support Program - Monique Perez (Mperez@sco.ca.gov)

- Assembly Bill (AB) 444, State and Local Employees
 - AB444 was passed on January 1st of 2022, due to employees often designating a person or entity that is not necessarily related to the employee, or does not share financial accounts, or is not legal fiduciary, which creates difficulties for the employee's designated claimant to negotiate the warrant.
 - Although the warrant, upon release to the designated person, includes a stamp authorizing the designee to negotiate it, some financial institutions are not honoring SCO warrants issued to a deceased employee's designee due to financial institutions' internal third party check cashing policies.
 - This bill streamlined the process by state government employing agencies to reissue payment to the designated person.
 - Pay Warrants - Designees for payments on deceased employees has taken effect

- Payments made to beneficiaries
 - This bill will require an appointing power to issue a check directly to a designated person instead of delivering employee warrants to the person.
- Deposit into Revolving fund
 - Upon sufficient proof of the designee’s identity, the bill would require the appointing power to endorse and deposit the warrant issued to a deceased employee back into the Treasury to the credit of the fund or appropriation upon which it was drawn as specified, and then a revolving fund check will be issued to the designated person in the original amount payable to employee.
- Reissue to beneficiaries
- Updates to the SAM and PPM revisions are in process and should be posted by the end of March/April 2022.

SCO – Business Systems Enhancement– Pliny Reynolds (PReynolds@sco.ca.gov)

- Assembly Bill (AB) 532 – Expansion of Race and Ethnicity Designation
 - In compliance with [AB 532](#) and [GC 8310.9](#), changes to move Ethnic Origin from Employee History (EH) to Affordable Care Act System (ACAS) were implemented in production on 3/7/22.
 - Related changes to Management Information Retrieval System (MIRS) were implemented on 3/11/22.
 - The following resource documents are available on the SCO Website:
 - [Personnel Letter #22-006 - Ethnic Origin – Moving From Employment History PIMS to the Affordable Care Act System](#)
 - [User Guide for Keying Ethnicity into ACAS](#)
 - [Employee Race or Ethnicity FAQ](#)
 - [MIRS Letter #22-001 - MIRS Updates for Multiple Race/Ethnicity Origins](#)

SCO – Executive Office Inquiries – Nastassja Johnson (Nxjohnson@sco.ca.gov)

- What are EO Inquires?
 - Inquires that constituents send to the SCO
- Top EO Inquires:
 - [Verification of Employment](#)
 - [Form W-2](#), Wage and Tax Statement
- How you can help?
- Inform your employee by sharing Employee Bulletins
- Direct them to the resources on the [SCO State Employees](#) webpage

SCO – Human Resources (HR) Suggestions – Nastassja Johnson (Nxjohnson@sco.ca.gov)

- We received six (6) HR suggestions this past month

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- Three (3) of those suggestions are being reviewed to see if there is something new that we can implement or change
- If we are able to implement any of these suggestions we will share at the forum
- Remember to submit your HR suggestions to the SCO's HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov

SCO General Reminders – Nastassja Johnson (NXJohnson@sco.ca.gov)

- Utilize ConnectHR to submit documents
- Include the employee's complete social security number (SSN) when sending documents through ConnectHR
- Check [Weekly Processing Dates](#) before sending inquiries
- Update [California Personnel Office Directory \(CPOD\)](#)
- The [PPSD Register](#) – PPST's Monthly Newsletter
- Recommended [subscriptions](#)
- Review Communication from State Policy and Instructional Departments for Business Process impacts
- 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:

- [Cal Employee Connect](#)
- [California State Payroll System Project](#)

CONTACTS:

- Affordable Care Act (ACA) Email acasupport@sco.ca.gov
- Cal Employee Connect Email connecthelp@sco.ca.gov
- Cal Employee Connect Feedback Email connectfeedback@sco.ca.gov
- California Leave Accounting System (CLAS) Email Clas@sco.ca.gov
- ConnectHR Email (All HR Staff) connecthrhelp@sco.ca.gov
- ConnectHR Feedback Email (All HR Staff) connecthrhelp@sco.ca.gov
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- Management Information Retrieval System (MIRS) Email ppsdmir@sco.ca.gov
- [Statewide Customer Contact Center](#) (916) 372-7200

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- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- Civil Service Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov