



March 2023

## Ad Hoc Committee on Human Resources Forum Notes

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### SCO KEY INITIATIVES:

**SCOConnect: Cal Employee Connect Project/ConnectHR** – Tiffany Fong-Mao ([ConnectHRhelp@sco.ca.gov](mailto:ConnectHRhelp@sco.ca.gov))

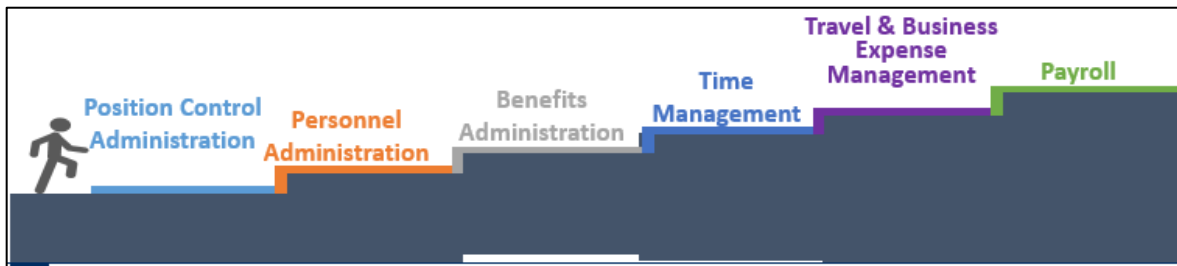
- CEC Phase II: Employee Services Features
  - Multifactor Authentication (MFA) feature is now available to all CEC users
    - As of 03/29/23: 10,373 employees have enabled MFA
  - Direct Deposit feature
    - 90% of departments statewide have been deployed
    - As of 03/23/23: CEC has received 5,584 direct deposit transactions
  - Address Change feature demo
    - Deployment has begun in wave approach
    - As of 03/27/23, this feature has been enabled in pilot mode to 10 agencies
    - CEC has received 20 address change requests

### ConnectHR

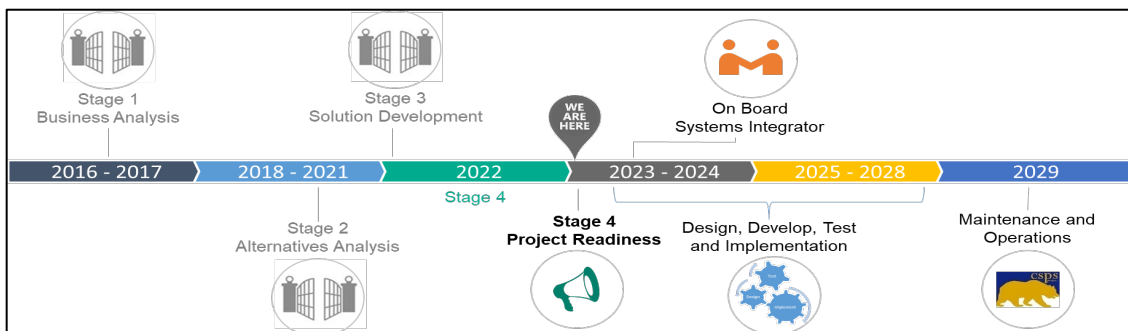
- Accounts Receivable (A/R) 035 Deduction Collection Feature:
  - As of 03/09/23, this feature has been made available to all agencies
  - As of 03/29/23:
    - The ConnectHR team sent notice of the feature availability to all remaining agencies via email to Security Monitors and Universal Email
    - 122 out of the 179 departments/agencies have been enabled. This number includes Wave 1, 2, 3 and the Pilot group
    - Total of 17,511 035 deductions have been processed via this feature
    - Total of \$3,932,644.18 A/Rs have been collected

**SCO – California State Payroll System (CSPS) Project – Taras Kachmar ([CPSHelp@sco.ca.gov](mailto:CPSHelp@sco.ca.gov))**

- Organizational Change Management (OCM) and Department Agency Readiness Teams (DARTs)
  - Focus on the people side of change
  - Support departments in building their DARTs
  - Four objectives of DARTs:
    1. Voice
    2. Partnership
    3. Collaboration
    4. Communication
- 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, Benefits, Position Control, Time & Attendance, Travel & Business Expense 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:
  - We are currently evaluating bids from potential vendors for the CSPS Project
  - In February, we met with the DART Liaisons to help them understand the role of the DART Coordinators and Subject Matter Experts (SMEs)
  - Departments have until the end of May to identify SMEs and Coordinators to their assigned ACE
  - The OCM Agency Change Experts will be conducting initial outreach meetings with their departments throughout March



## **BENEFITS ADMINISTRATION:**

**SCO – Statewide Benefits Program** - Ryan Baughman ([ppsdcsbenefits@sco.ca.gov](mailto:ppsdcsbenefits@sco.ca.gov))

### – Updates

- STD. 692 Dental Enrollment Form – Must Use Most Current Version
  - Starting in May 2023, the Civil Service Benefits Unit will begin sending back outdated versions of STD. 692 Dental forms for correction.
  - The current version date is 03/2021 and can be found here on the [Department of General Services](#) website.
  - An autofill version is available for employees on [CalHR's benefits calculator](#) website.
- [Weekly Processing Dates](#) - Civil Service Benefits
  - Dental News & Cancels back to within Service Level Agreement (30 days).
  - Going to be focusing on Dental Changes and STD. 674AR workloads.
  - We have begun receiving Dependent Eligibility Verification/Dependent Re-Verification forms for March 2023. Remind staff of timely submission for dependent deletion or re-addition.

## **PROGRAM UPDATES:**

**Statewide Tax Support Program** – Monique Perez

- Nonresident Alien Compliance – (Contact: [PPSDSTSP@sco.ca.gov](mailto:PPSDSTSP@sco.ca.gov))
  - Revised [Personnel Letter #23-002 – Verification of Employees Identified as Nonresident Alien](#).
  - Documents should be uploaded directly to [ConnectHR](#).
    - Any inquires please contact PPSD Tax Support Team email at [PPSDSTSP@sco.ca.gov](mailto:PPSDSTSP@sco.ca.gov).
  - All departments should verify the nonresidents and report any changes to add or delete employees, and indicate no changes or no nonresidents to report.
  - PPSD Tax Support team will be reaching out to departments/campuses who have not reported by March 15, 2023.
- Deceased Data Sheet Form PPSD21 – (Contact: [PPSDW2MiscDed@sco.ca.gov](mailto:PPSDW2MiscDed@sco.ca.gov))
  - [Payroll Letter #22-002: Deceased Employees and Designees/Beneficiaries](#)
  - Fill and print Form PPSD21
    - [https://sco.ca.gov/ppsd\\_state\\_hr\\_tax\\_support.html](https://sco.ca.gov/ppsd_state_hr_tax_support.html)
- Salary Advance:
  - Reporting salary advances for 2022/2023 calendar year
  - [Payroll letter #22-003: Salary Advance Reporting Compliance](#)
  - [STD. 422 Salary Advances Paid/Offset Report](#)
- References:
  - Payroll Procedures Manual
    - [Section N 103](#) - Salary Advances
    - [Section N 109](#) - Instructions for completing the STD. 422, Salary Advances Paid/Offset Report

## Business Analysis & System Coordination – Tracy Gutierrez (Contact: SCCC (916) 372-7200)

### – Fee Letters from CalPERS

- PPSD is aware of departments receiving fee letters from CalPERS
- PPSD is developing a Frequently Asked Questions (FAQ) page to address fee letters that are in the review stage
- It will include:
  - Answers to questions we have received
  - Samples of fee letters you may receive
  - Tips and Tricks for avoiding fees
  - Contact information for assistance with resolution
  - Links to resources
- Under Government Code (Gov. Code) [section 20283](#), employers have 90 days to establish membership and report retirement contributions to CalPERS.
  - Enrollments later than 90 days result in liability for both member and employer contributions, as well as a \$500 administrative fee.
- Under Government Code (Gov. Code) [section 21220](#), an employer shall enroll a retired member within 30 days of the effective date of hire.
  - Enrollments later than 30 days result a fee of two hundred (\$200) dollars will be assessed per month until the retired annuitant is enrolled in [my|CalPERS](#).
- If your department needs SCO assistance with an invoice, please provide it as an attachment and send it to PPSD Civil Service Retirement Inbox at [ppsdcsretirement@sco.ca.gov](mailto:ppsdcsretirement@sco.ca.gov).
- [Circular Letter #200-009-20](#) has details regarding Gov. Code 20283
- [Circular Letter #200-049-21](#) has details regarding Gov. Code 21220
- It is a best practice to verify that new appointments have been added to [my|CalPERS](#) the day after they are keyed, as part of your appointment routine.
  - If a transaction did not result in a record being added to [my|CalPERS](#), please contact the [Statewide Customer Contact Center \(SCCC\)](#) at (916)372-7200.
  - This will assist in avoiding late assessment fees.
- It is critical to address fee letters as soon as you receive them.
  - Response beyond 30 days can result in additional fees and the inability to request a waiver.
  - If you have concerns about the accuracy of fees, contact SCO at the SCCC as soon as possible.
- Retired Annuitant (RA) Reporting Reminders
  - Please make sure to separate ([S31](#)) any RA that is no longer working.
  - RA pay must be keyed by the 15th of each month to avoid late reporting fees.

## PPSD General Reminders

- 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](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)

## SCO KEY INITIATIVES:

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

## CONTACTS:

- Affordable Care Act (ACA) Email [acasupport@sco.ca.gov](mailto: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](mailto:CLAS@sco.ca.gov)
- CS Escalation Email (HR Supervisors and Managers) [PPSDOps@sco.ca.gov](mailto:PPSDOps@sco.ca.gov)
- Decentralized Security & ViewDirect Access - (916) 619-7234 or [DSA@sco.ca.gov](mailto:DSA@sco.ca.gov)
- HR Suggestions Email (All HR Staff) [PPSDHRSuggestions@sco.ca.gov](mailto:PPSDHRSuggestions@sco.ca.gov)
- Management Information Retrieval System (MIRS) Email [ppsdmirs@sco.ca.gov](mailto:ppsdmirs@sco.ca.gov)
- [Statewide Customer Contact Center](#) (916) 372-7200

## FORUM QUESTIONS:

The following questions were submitted during the forum:

**Question:** Departments are currently being charged retro fees for transactions that are processed within timeline to meet contractual pay regulations. Why is this the case?

**Answer:** Retroactivity is defined as the processing of personnel transactions more than 20 calendar days after the effective date, or payroll transactions processed more than 15 calendar days after the transaction pay period.

On the first business day of each month, agencies/campuses can access the PDJ6050 Monthly Retroactivity Report within Mobius View; this report identifies retroactive transactions from the previous month. It is the responsibility of each agency/campus to review these reports to ensure accuracy.

If there are charges on this report that an agency or campus feels are in error, the agency or campus can dispute the charges.

Instructions on contesting retroactivity charges can be found in the [Payroll Procedures Manual \(PPM\) Section A 011](#).

Any questions can be directed to [PPSDcontracts@sco.ca.gov](mailto:PPSDcontracts@sco.ca.gov).

**Question:** When will stipulations be caught up?

**Answer:** Based on the weekly processing dates of 12/20/22, we estimate stipulations will be caught up in 6 months to meet our service level agreement. If you have any questions please contact Statewide Customer Contact Center (916) 372-7200 and select the Stipulations option.