



May 2022

Ad Hoc Committee on Human Resources Forum Notes

SCO KEY INITIATIVES: PROJECT UPDATES

SCOCONNECT: CAL EMPLOYEE CONNECT PROJECT/CONNECTHR

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

- Telework Stipend Feature status update
- Toolkit and new template can be found at the following link:
[SCO | Human Resources \(ca.gov\)](https://sco.ca.gov/human-resources)
 - Possible issue that users sometimes encounter:
 - If you take more than 15 minutes to submit the upload screen, you will time out and get the "Failed to upload" error. So make sure you submit the upload form within 15 minutes.
 - Also, download the spreadsheet to your drive before entering data to the spreadsheet.

SCO – California State Payroll System (CSPS) Project – Dustin Close (CSPSHelp@sco.ca.gov)

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:

- **Recent Progress:**
 - Bidder's Conference
- **Upcoming Activities:**

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- Notify Departments of Department Agency Readiness Teams (DART) responsibilities and required resources
- Testing planning
- Solicitation Phase 1 – Evaluate Bidders

Schedule:

Activities	Start	End	Status
BPOs/PACs to review Opportunity Change Impacts	3/10/22	7/28/22	In Progress
Conduct Phase 1 of solicitation	4/1/22	7/21/22	In Progress
DART Outreach Sessions	May 2022 (TBD)	May 2022 (TBD)	
Conduct Solicitation Phase 2 - Proof of Concept and Evaluate Proposals	7/22/22	11/1/22	
DART Liaison Kickoff	Oct 2022 (TBD)	Oct 2022 (TBD)	

STATEWIDE PROGRAM UPDATES

SCO – Civil Service Benefits and Retirement - Ryan Baughman (Rbaughman@sco.ca.gov)

- New Civil Service Benefits Program Manager - Ryan Baughman
- FlexElect / Consolidated Benefits (CoBen) Cash Special Open Enrollment
 - Stats as of 05/18/22:
 - 8,485 forms received
 - 5,753 forms processed
 - Forms were due May 20, 2022
 - *Expected to receive 19,000 Forms for this Special Enrollment

SCO – Statewide Disability Program – Karin Johnson-Anderson (KJohnsonAnderson@sco.ca.gov)

During Green Cycle for Current Month Pay:

- Make sure to select the Green Cycle document choice for the type of disability pay you are submitting in ConnectHR. See options below:
 - Disability - Std. 674D Green Cycle IDL (Industrial Disability Leave)
 - Disability - Std. 674D Green Cycle NDI (Nonindustrial Disability Leave)
 - Disability - Std. 674D Green Cycle SDI (State Disability Leave)
 - Disability - Std. 674 Green Cycle TD (Temporary Disability)

SCO – Business Analysis & System Coordination – Tracy Gutierrez (TGutierrez@sco.ca.gov)

REMINDER

- Separating retirement annuitants (RAs)
 - Please separate any RAs that are no longer working
- Legislation requires reporting of RA hours worked
 - Unnecessary records on PIMS increase potential for CalPERS late reporting fees

SCO – Statewide Payroll Program – Nastassja Johnson on behalf of Christina Campbell (Ccampbell@sco.ca.gov)

- Universal Email Address:
 - Effective July 1, 2022, all HR offices must have a universal email established with the State Controller's Office (SCO).
 - A universal email will ensure that all communication, request, and replies are received timely.
 - The naming convention should be consistent with the abbreviation of the HR office's agency name (Example: SCOPersonnelTransactions@SCO.ca.gov).
 - To complete this update, please work with your internal Information Technology (IT) representative and then notify SCO by June 30, 2022 of the preferred universal email address by contacting cacosta@sco.ca.gov.
 - Lastly, please update the [California Personnel Office Directory \(CPOD\)](#) with your new universal email-box address.

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](#) – PPSD'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.
- Please review the toolkits on the State Human Resources website
- Accounts Receivable (A/R) Business Process Survey
- Universal Mailboxes
- 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 ppsdmirs@sco.ca.gov
- [Statewide Customer Contact Center](#) (916) 372-7200
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- Civil Service Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov

FORUM QUESTIONS:

The following questions were submitted during the forum:

- **Question:** Will the telework stipend process be changed in the future to a standing Pay Diff, rather than a monthly process?
 - **Answer (SCO):** We do not plan on making any changes at this time. You have the option to upload via File Transfer Protocol (FTP), Payroll Input Process (PIP) or ConnectHR. We do not see that changing. You can find more information regarding the Telework Stipend [here](#).
- **Question:** SCO has begun a new audit of departments and it is quite extensive and also overlaps with SPBs compliance review items. We have had to pull thousands of documents related to the audit. They said this is a new process and they will begin doing this for all departments but there hasn't been any formal announcements to departments. Could SCO give a presentation on this new audit, scope, requirements, what to expect, and how it is being coordinated with the other control agencies going forward. This will help other departments prepare resources for this new audit as we have found it required many hours of staff time and documentation review, etc and is far more extensive than SPB compliance review

- **Answer** (SCO): This question has been forward to the State Controller's Office, Division of Audits. We will work to have a presentation on this at a future forum.