



## Ad Hoc Committee Human Resources

November 2020

Forum Notes

State Controller's Office

Personnel and Payroll Services Division

### Personnel and Payroll Operations Bureau (PPOB)

#### Statewide Direct Deposit Program – Jill Souza

- Statewide Direct Deposit Enrollment Initiative:
  - As of October our overall participation is 82.28% and up slightly from September. We are working on survey results and determining next steps on the project.
  - Department specific data is available, please contact Jill Souza at [jsouza@sco.ca.gov](mailto:jsouza@sco.ca.gov)
  - We have updated the [Direct Deposit Enrollment Form STD 699](#) to include a printed name box and an email address box of the HR Specialist completing the authorization.
- Coming Soon! New process to submit Direct Deposit Enrollment data. In the coming months SCO will formally introduce a new option to submit Direct Deposit Enrollment data. A very high level overview of the new process:
  - SCO will provide an Excel spreadsheet and tool kit for each agency
  - HR Offices/Personnel Specialist will key enrollment data into the spreadsheet
  - Transmit the spreadsheet through secure File Transfer Protocol to SCO for processing
- General Reminders:
  - Update California Personnel Office Directory (CPOD)
  - Please visit Department of General Services (DGS) website for updated Standard (STD) forms that allow for a digital signature.
  - STD674 and STD674 A/R have been updated adding an email address box for the specialist. This allows SCO to contact the specialist in a timely manner vs. mailing Ding Notices/PR250's

#### Statewide Tax Support Program – Monique Perez

- [Payroll Letter #20-023: Document Cutoff Dates For 2020 Calendar Year-End Processing](#)

#### Statewide Civil Service Benefits Program – Rebecca Doctolero

- Open Enrollment:
  - The Benefits Unit has received 7452 Dental docs, and 5497 Flex Forms. We have processed almost 72% of the Dental docs received, and 69% of Flex docs received
- Reminders:
  - Statewide Customer Contact Center
  - Returning Documents Timely

#### Statewide Civil Service Payroll and Audits Program – Cari Buenaventura

- Lump Sum Separation Pay Reminders:
  - Please refer to [Payroll Letter 20-012 for Lump Sum Separation Pay and Contributions](#)

- Labor Code 201 and 202 state an employee must have a separation date of November or December in order to defer into two tax years.
  - The [Lump Sum Toolkit](#) has been updated and the lump sum pre-tax calculator has also been updated to include the 2021 tax year.
- Please respond back to the specialist that is on the PSD40 notice. Do not submit a duplicate Payroll Action Request (PAR).
- Please only submit one copy of the PAR. It is taking a bit longer for the Audits team to receive PARs from the various mailboxes and incoming mail, so if you don't receive an email confirmation within five days please contact the [Statewide Customer Contact Center at \(916\) 372-7200](#).
- If faxing, please fax to the preferred number of (916) 322-8137. This will ensure it is date stamped when it is received.
- Please make sure your contact information is up to date on [CPOD](#) and it is legible on the PAR.
- There can only be one 962 code entered on the PAR. Please refer to the PAM section 2.149 on the SCO website for instructions.
- PARs being submitted with Savings Plus deferrals for only the 2021 tax year are being cancelled and returned. We will not hold the PAR until we are able to start processing for the 2021 tax year. Departments can key the 2020 PAR to issue any lump sum due the employee if they are not deferring into Savings Plus for the current tax year and then submit the PAR for 2021 to SCO by 12/28/20 for November separations or by 01/08/21 for December separations.
- 105 Transactions:
- Please verify the employee's Social Security Number (SSN) before creating an appointment. We have been receiving a lot of 105 transactions that could be avoided by double checking if the SSN is entered correctly.

## Program Management Analysis Bureau (PMAB)

### Program Analysis & System Coordination Team – Tracy Gutierrez

- Employee Action Request (EAR)
- Tax withholdings process

## Cal Employee Connect (CEC)

### Cal Employee Connect Project – Liz James

- Address Verification Demo
- Connect Help and Connect Feedback Mailboxes
  - [connecthelp@sco.ca.gov](mailto:connecthelp@sco.ca.gov)
  - [connectfeedback@sco.ca.gov](mailto:connectfeedback@sco.ca.gov)
- Website: <https://www.sco.ca.gov/cec.html>

## Customer Relations Survey

How would you like to receive information from us during this time? Please send suggestions to our HR Suggestions Inbox at [PPSDHRSuggestions@sco.ca.gov](mailto:PPSDHRSuggestions@sco.ca.gov).

## COVID-19 Update

- The Personnel and Payroll Services Division (PPSD) is monitoring the [COVID-19](#) pandemic closely. At this time, PPSD is open for business as usual. PPSD will continue to stay on top of the latest COVID-19 information and update departments of any changes that may impact services to our customers. PPSD is updating the State Controller's Office (SCO) [State Human Resources](#) and [State Employees](#) webpages with service information as it becomes available. These webpages will be updated regularly, as necessary.
- SCO has developed [streamlined processes](#) to expedite financial transactions and to report.
  - PPSD will accept electronic signatures. Please follow your electronic signature protocol.
- Updates have been made to the [COVID-19 Emergency Family Medical Leave Act \(E-FLMA\) calculator](#). Please be sure to use the most up to date version of the calculator.
- The State Controller's Office (SCO) has made a permanent decision to no longer impose restrictions identified in the Personnel and Payroll Services Division's (PPSD) [Decentralized Security Program Manual](#) and [Decentralized Security Guidelines](#) below:
  - Access and use of SCO's systems shall only be initiated from workstations that are owned or leased by the state agency and that are physically located within a facility that is owned or leased by the state agency and;
  - Access and use of SCO's Human Resource Management Systems shall only be initiated from workstations that are owned or leased by the state agency and that are physically located within a facility that is owned or leased by the state agency.
  - Instead, agencies and campuses should review and adhere to the following policies and procedures for remote access to information systems.
    - [State Administrative Manual \(SAM\) 5305.5](#)
    - [State Administrative Manual \(SAM\) 5360.1](#)
    - [Statewide Information Management Manual \(SIMM\) 5360-A](#)
  - Updates to PPSD's Decentralized Security Program Manual and Decentralized Security Guidelines to reflect this change in policy will be made as soon as practical.
- For more information, please access our [COVID-19 FAQs](#).

## Email Subscription Service

- To ensure you're receiving essential PPSD notifications, please subscribe to our email subscriptions listed below. Also, we invite you to share this information with anyone who would be interested in PPSD notifications.
  - [California Leave Accounting System \(CLAS\) Letters](#)
  - [State Controller's Office Letters \(Personnel / Payroll Operations\)](#)

## 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)

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