



## Ad Hoc Committee Human Resources

October 2020

Forum Notes

State Controller's Office

Personnel and Payroll Services Division

### Personnel and Payroll Operations Bureau (PPOB)

- ❖ **Statewide Civil Service Benefits Program - Rebecca Doctolero**
  - Open Enrollment:
    - Total documents received:
      - Dental: 2,747
      - 701R: 2,004
      - Flex Cash: 163
    - The number of documents received is lower than projected. We encourage you to get these documents into us as soon as possible.
  - Benefit Document Submission Deadline: November 2, 2020
  - Open Enrollment Email Box: [OpenEnrollment@sco.ca.gov](mailto:OpenEnrollment@sco.ca.gov)
- ❖ **Statewide Tax Support Program – Monique Perez**
  - [Payroll letter #20-020](#): Direct Mailing of 2020 W2's & 2020 FORM 1095-C Return Address
    - Please make sure that all addresses are correct
    - If you are unsure that the return address is correct you can contact PPSD tech support at [PPSDtaxsupsect@sco.ca.gov](mailto:PPSDtaxsupsect@sco.ca.gov)
  - [Payroll letter #20-0023](#): Document Cutoff Dates for 2020 Calendar Year-End Processing
    - This payroll letter has not gone out yet. It will go out early next week.
    - For the 676's the cutoff date is November 6<sup>th</sup>.
    - For the 675's the cutoff date is December 7<sup>th</sup>.
    - For the 422's the cutoff date is December 7<sup>th</sup>.
    - For the 9958's & 995R's the cutoff date is December 7<sup>th</sup>.
    - For the PPSD 21 the cutoff date is December 7<sup>th</sup>.
  - For more information, please contact Monique Perez at [MPerez@sco.ca.gov](mailto:MPerez@sco.ca.gov)
- ❖ **Statewide Direct Deposit Program - Jill Souza**
  - Direct Deposit Initiative:
    - 81.89% overall participation
    - Slight decline in enrollment
    - We are working on survey results and determining next steps on the project.
  - Department Specific data is available, please contact Jill Souza [jsouza@sco.ca.gov](mailto:jsouza@sco.ca.gov)
  - Coming Soon! We will be launching a 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. See below 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
  - Agencies will transmit the spreadsheet through secure File Transfer Protocol to SCO for processing.
- General Reminders:
    - All agencies please update the [California Personnel Office Directory \(CPOD\)](#)
    - Please visit [Department of General Services \(DGS\)](#) website for updated STD forms that allow 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 versus mailing Ding Notices/PR250's
- ❖ **Civil Service Payroll Program – Cari Buenaventura**
- The Civil Service Payroll Program team has updated the [Lump Sum Separation Toolkit](#) with information for the 2020 season. As well as released this year's Payroll Letter.
    - [Payroll Letter 20-021](#)
      - Refer to the “Received by dates” to ensure separation PARs are received and processed timely by SCO
    - Lump Sum Troubleshooting Guide (formerly the Lump Sum Separation Guide)
    - Lump Sum Separation Pay FAQ
    - Talking Points and Activities Kickoff Meeting
  - Reminders:
    - [Labor Code 201/202](#) states that the Savings Plus Election Form must be signed at least five days prior to the employee's separation date. Labor Code also states funds must be posted to Savings Plus accounts within two and ½ months from the time of separation, so please be patient and allow SCO staff time to process your request.
    - Please sign/write legibly to avoid processing errors and incorrect/illegible contact information.
    - Respond to SCO staff within 24 hours of being contacted to ensure corrections are made timely.
    - Provide multiple contacts (email addresses/phone numbers) for SCO staff to contact your staff.
    - Please ensure Payroll Action Requests (PAR) are identified as 1<sup>st</sup> tax year and 2<sup>nd</sup> tax year to assist SCO staff with tracking your incoming separation PARs.

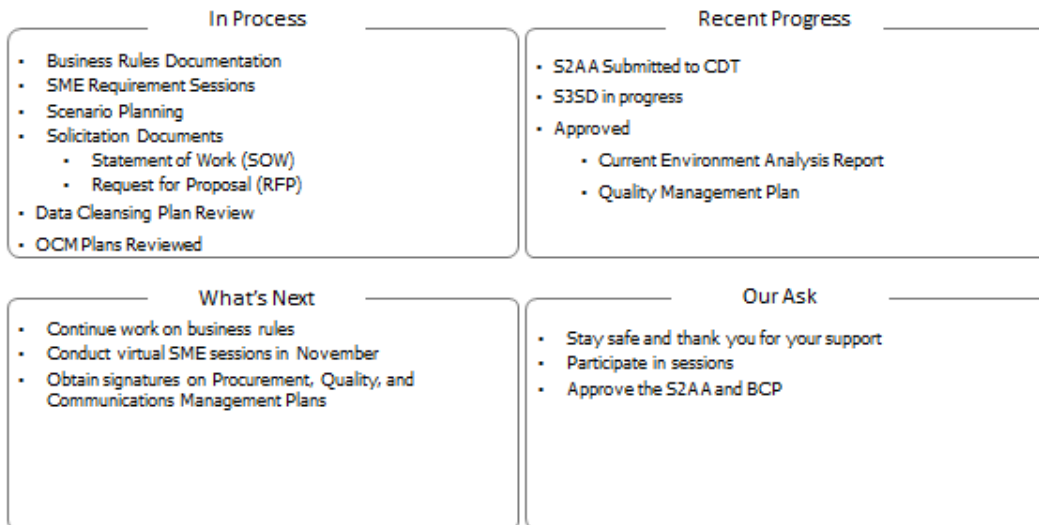
### **Cal Employee Connect (CEC) Project**

❖ **W-2 Update - Liz James**

- Corrected W-2 (W-2c) Testing is underway
- Completion date – October 23, 2020 (tentative)
- Go Live – October 28, 2020 (tentative)

## California State Payroll System (CSPS) Project

### CSPS Project November 2020



### Customer Relations Survey

- ❖ 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 \(Personnel / Payroll Operations\)](#)

### SCO Key Initiatives

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

### 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)

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