



October 2023

Ad Hoc Committee on Human Resources Forum Notes

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SURVEY QUESTIONS:

The following questions are submitted prior to the forum via [Survey Monkey](#).

Question: SCO is moving away from paper direct deposit enrollment, requiring enrollment through Cal Employee Connect (CEC) beginning November 1, 2023. Does this enrollment process require a state email address?

Answer: A state issued email address is not required to enroll in direct deposit through CEC.

Question: What is the process for employees without access to the network?

Answer: Department network access is required to enroll in direct deposit or make changes to an existing enrollment in CEC.

Question: What is the process for employees who are not issued a state email address?

Answer: A state issued email address is not required to access CEC, however departmental network access is required to utilize the direct deposit feature in CEC.

SCO KEY INITIATIVES:

SCOConnect: Cal Employee Connect Project/ConnectHR – Mason Duarte (ConnectHRhelp@sco.ca.gov)

– **CEC Phase II: Employee Services Features**

- **Multifactor Authentication (MFA):**

- Now available to all Cal Employee Connect (CEC) users
- As of 10/23/2023: 47,668 employees have enabled MFA

- **Direct Deposit:**

- 95% of departments statewide have been deployed
- As of 10/23/23: CEC has received 15,264 direct deposit transactions
- Effective 11/01/2023: SCO will no longer accept STD 699 on ConnectHR
 - Employee self-service feature on CEC will be primary option for new and change direct deposit requests
 - Electronic File Transfer Protocol (EFTP) will remain an option only for those agencies currently set up

- **Address Change:**
 - 95% of departments statewide have been deployed
 - As of 10/23/2023, CEC has received 3,207 address change requests
- **eTimesheet Feature:**
 - As of 10/23/2023:
 - 21 agencies have been using this feature
 - This feature is still available to agencies, who do not have a Time and Attendance system or wish to decommission their current system.
 - It has limited work schedules and leave benefits. Please email us for additional information.
- **2023 W-2 Paperless Feature:**
 - As of 10/25/2023:
 - This feature has been deployed statewide
 - 40,060 employees have opted-in (11.4% adoption rate)
 - Employees have until **November 30th to opt-in**

– **ConnectHR**

- **Accounts Receivable (A/R) 035 Deduction Collection Feature:**
 - This feature has been made available to all agencies
 - As of October:
 - **Total of 52,586** A/R 035 deductions have been processed via this feature
 - **Total of \$12,202,514** has been collected

SCO – California State Payroll System (CSPS) Project – Taras Kachmar (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

– Project Approval Lifecycle

- Stage 1, Business Analysis, 2016 – 2017
- Stage 2, Alternatives Analysis, 2018 – 2021
- Stage 3, Solicitation Analysis, 2021 – 2024
- Stage 4, Project Readiness, 2024 – 2025

- Project Execution
 - 2025 – 2029

- Maintenance
 - 2030

- Status Updates / Progress:

Recent Progress:

- Management met with departments to provide update on procurement
- Met with ESC to obtain approval on new project timeline

Current Activities:

- Working on "Modernizing Pay Day" presentations
- Finalizing procurement activities
- Released draft addendum 5 to vendors

- Schedule:

Activities	Start	End	Status
PAL Stage 3 – Finalize Solicitation Documents	October 2023	February 2024	In Progress
Conduct Vendor Discussions	November 2023	November 2023	Upcoming
Solicitation Phase 1	February 2024	March 2024	Not Started

BENEFITS ADMINISTRATION:

SCO – Statewide Benefits Program - Ryan Baughman (ppsdcsbenefits@sco.ca.gov)

- Open Enrollment Reminders
 - Deadline to upload new Open Enrollment forms is November 1, 2023
 - Deadline to upload PR250 responses is November 22, 2023
 - Resources on SCO, CalHR, and CalPERS websites for Staff

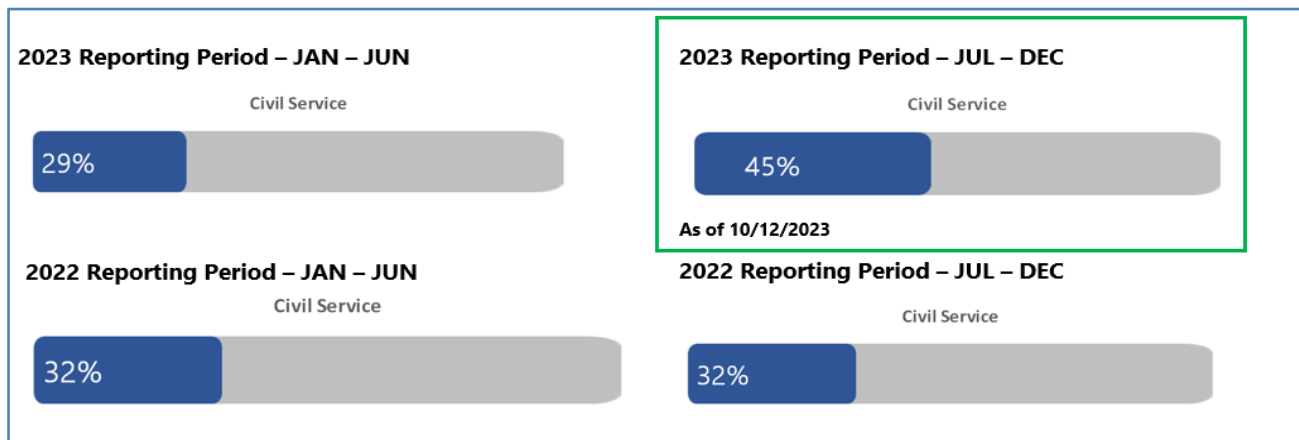
- Open Enrollment Form Counts as of October 24, 2023

Dental STD. 692	FlexElect Cash Option STD. 701C	Consolidated Benefits Cash Option STD. 702	FlexElect Reimbursement STD. 701R
Received – 8446	Received – 1514	Received – 576	Received - 5836
Completed - 6333	Completed – 763	Completed – 4	Completed - 5627

PROGRAM UPDATES:

Statewide Tax Support Program – Monica Perez (ppdstsp@sco.ca.gov)

- Verification of Employees Identified as Nonresident Aliens:
 - Tax Support conducts bi-annual verification, therefore if you filed a form for the first half of the year (January through June), you must also submit a form for the second half (July through December).
- [Personnel Letter #23-016](#): Verification of Employees Identified as Nonresident Aliens.
- The Nonresident Alien reports (PDW7170) are available on [ViewDirect](#) until December 31, 2023.
 - Please note any addition or deletion requests submitted to SCO after July 1, 2023, will not be included in the report.
- **ALL agencies** are required to submit the verification forms bi-annually, even if your agency/campus does not have any Nonresident Alien. Forms should be submitted on a flow basis to indicate any Additions or Deletions to the report.
- Forms were due by **September 15, 2023**.
- SCO will contact the department chiefs if forms were not received by September 15, 2023.



- Document Cutoff Dates for 2023 Calendar Year-End Processing
 - [Payroll Letter 23-017](#), released on October 18, 2023
- Cutoff Dates (please refer to the [Payroll Letter 23-017](#))
 - Form STD. 676V: Non-USPS Adjustment Request - Vouchers
 - Form STD. 676P: Non-USPS Adjustment Request - Payments
 - Form STD. 674 Non-Resident Alien With Tax Treaty Exemptions
 - Form STD. 674 LC4800 / LC4811
 - Form STD. 674D: Industrial/Non-Industrial Disability Pay Request
 - Form STD. 422: Salary Advances Paid/Offset Report
 - Form STD. 675: Non/Qualified Moving Expenses
 - Form STD. 995A: Non-USPS-Agency Collection Accounts Receivable
 - Form STD. 995R: Non-USPS Refund of Overcollections
 - Form PPSD21: SCO Deceased Employee Data Form

Business System Support and Maintenance Section – Tracy Gutierrez (SCCC (916) 372-7200)

– Implementation of New Contract Provisions

- CalHR and SCO have a record-setting amount of contract implementation to perform
 - General Salary Increase (GSI) for most of the 14 units recently ratified
 - More than 600 Special Salary Adjustments (SSA)
 - Changes to more than 90 Pay Differentials
- SCO and CalHR are working in close collaboration
 - CalHR has provided technical documentation (Pay Letter drafts)
 - SCO is analyzing Pay Letter drafts in preparation for numerous mass updates
- It is too early to say when most increases may begin appearing in paychecks
 - The goal is to have as many of the remaining mass updates done by SCO before the end of the year as possible
 - SCO is preparing to perform mass updates for Bargaining Unit (BU) 6 and 12 in November 2023

Reminder: Our Promise Campaign 2023

- The campaign lasts from October 1 to December 31, 2023.
- Any California state employee can pledge a new donation, change their monthly payroll deduction, or make a one-time gift to support a nonprofit of their choice through [Our Promise](#).
- You can donate to any 501c3 nonprofit organization. You can search among these [Certified Nonprofits](#) on [Our Promise](#) website.
- To donate online visit [Cal Employee Connect](#).
 1. Once you are logged in, click on your name at the top right-hand corner and select “User Profile” from the dropdown.
 2. Scroll down and at the bottom of your screen you will see the Our Promise Campaign banner and a link to donate below.
 3. When you click on the link, it will then prompt you to copy your Employee ID (UEID) before proceeding to the link to the Our Promise page to register for an account and start your donation.

PPSD General Reminders

- 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
- HR offices calling the [Statewide Customer Contact Center](#) (916-372-7200) must listen to the prompts carefully and patiently to select the appropriate program area who may best assist with their inquiry.
- 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:

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

CONTACTS:

- Affordable Care Act (ACA) Email 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
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov
- Decentralized Security & ViewDirect Access - (916) 619-7234 or DSA@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