



Ad Hoc Committee Human Resources

September 2020

Forum Notes

State Controller's Office

Personnel and Payroll Services Division

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.

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

Personnel and Payroll Operations Bureau (PPOB)

❖ Direct Deposit Initiative - Jill Souza

- Enrollment into direct deposit continues to increase each month.
- September enrollment numbers will be available at the next meeting.
- Department specific data is available. Contact Jill Souza at jsouza@sco.ca.gov
- In the coming months SCO will introduce a new option to submit Direct Deposit Enrollment data.
 - SCO will provide an Excel spreadsheet and Tool Kit
 - HR offices/Personnel Specialists will key enrollment data into the spreadsheet
 - Transmit the spreadsheet through a secure File Transfer Protocol to SCO for processing
- Question: Are Board Members with Collective Bargaining Identifier (CBID) E eligible for Direct Deposit?
 - Answer: As long as SCO maintains the Board Members Employment History and they are paid through the State Payroll system, the member is eligible to enroll in Direct Deposit. Eligibility is not tied to their CBID.

❖ Civil Service Payroll Program – Cari Buenaventura

- Personal Leave Program (PLP), Emergency Paid Sick Leave Act (EPSLA) and the Emergency Family and Medical Leave Expansion Act (E-FMLA):
 - EFMLA and EPSLA are not subject to PLP, they need to be calculated at the unreduced rate.
 - Sample 674s will be forthcoming.
 - We are working on an update to the E-FMLA calculator to include the EPSLA benefit and to calculate it at the unreduced rate.
 - Submit 674 EPSLA/E-FMLA adjustments to ppsdepslaefmlaadj@sco.ca.gov .
- Lump Sum Separation:
 - The Lump Sum Separation peak season is approaching November – February.
 - We are in the process of preparing our payroll letter
 - Regarding labor codes 201 and 202, we have 2.5 months from the separation date to process your employee's separation. Please refrain from submitting escalation.
 - We are going to be giving the November separation a priority as far as when the second capture approaches.
 - We still have a lot of questions regarding the five-day election forms. The employee must submit form five days prior to separation date.
 - Preparing Payroll Letter
 - Reminders:

- Employees participating in Savings Plus must sign, date, and return their Savings Plus election form to you at least 5 days prior to their separation effective date. (SCO recommends date stamping)
- Employees who receive approval to participate in Traditional Catch-Up must submit their approval letter to you with their Savings Plus election form. The amount they want for Catch-Up must be included in the total on the election form.
- When completing Item 962 the Lump Sum Code must be a “2” if requesting to pay the lump sum vacation and lump sum extra at the unreduced (non PLP) salary rate. Also, ensure to enter the correct salary rate (unreduced).
- Item 962 should not be used for hourly EEs, but rather Item 10 remarks should be completed with the correct salary rate.
- Civil Service (CS) Audits will key Item 606 to prevent a full master from issuing; followed by a corrected PAR to include the lump sum time.
- Please do not submit duplicate PARs or corrected PARs unless instructed to do so.
 - PARs are logged in and it can be difficult to identify if there are duplicates being submitted. Please remember it is taking longer than normal to provide a confirmation email that your PAR was received, so please wait at least 2 business days from the time it was submitted before inquiring.
- Do not respond to the confirmation email. Please direct your questions to the SCCC at (916) 372-7200.
- Make sure [California Personnel Office Directory \(CPOD\)](#) is updated so staff can contact you or your back up.
- Please ensure your name is legible on the PAR so staff can identify the contact name.
- If you receive an electronic PSD40 ding notice please review the action that is needed. If it is asking you to make corrections, please respond back to the specialist that sent it so they can make the corrections to prevent the PAR from being cancelled and returned. If you need to submit a corrected PAR to them please respond back informing them you will be submitting that to their attention.
- Please make sure you cancel direct deposit.
- Employees can access [Cal Employee Connect](#) to view their leave balances and monthly Savings Plus contributions.

❖ **Civil Service Benefits Program – Bryce Miller**

- The open enrollment dates were pushed back a little further this year. We just started processing time by 11 days.
- Open enrollment is September 21 and ends October 16, 2020. Changes will be effective January 1, 2020.
- We receive approximately 40,000 documents in the span of a month in a half. We only have an open enrollment team of five personnel/payroll specialists.
- This year due to a large population of employee’s teleworking, SCO’s Statewide Civil Services Benefits Unit (SCS Benefits) has created an open enrollment inbox,

which allows departments to submit their open enrollment documents electronically. Email completed Open Enrollment documents to: Openenrollment@sco.ca.gov. Human Resources offices may also mail and fax documents to SCO. If you email documents to SCO, please do not mail in or fax documents. This will limit the duplication of documents. Please use the open enrollment checklist that SCO creates for you all every year.

- Temp Ops Emails (PPSDTempOps@sco.ca.gov) - Please ensure staff are titling the email correctly in the subject line. For example, the email title states “Direct Deposit” but the contents contain documents for Payroll.
- Vision Service Plan (VSP) Forms - SCO has received an influx of VSP forms sent to us for processing. We are instructing the specialist to send these forms directly to VSP as the form states. Please send all VSP forms directly to VSP.

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
- ❖ CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov
- ❖ Cal Employee Connect Email connecthelp@sco.ca.gov
- ❖ Cal Employee Connect Feedback Email connectfeedback@sco.ca.gov

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