



State Controller's Office

Ad Hoc Committee on Human Resources Forum Notes

September 2021

PROGRAM UPDATES

❖ **Statewide Tax Support Program – Monique Perez**

- Employee Action Request (EAR):
 - Employee Action Request (EAR) Keying Update:
 - Dependent Keying Error – Claim Dependents (E05)
 - Must be a whole dollar amount (i.e. \$2,000.00)
 - Should not be a single number (i.e. 1)
 - Withholding will not calculate correctly, as it will be based off \$1.00 rather than \$2,000.00 as it should be.
 - DO NOT put the amount for Claim Dependents in the Additional Withholding field as this amount will deduct every pay period (SCO has been receiving inquiries from specialists and employees.
 - EAR Quick Start Guide: https://sco.ca.gov/Files-PPSD/EAR_Quick_Start_Guide_ADA_version.pdf
 - Please refer employees to the Internal Revenue Service Tax Withholding Estimator to ensure the EAR is completed correctly. <https://www.irs.gov/individuals/tax-withholding-estimator>
 - Any questions please feel free to email me or my team email ppsdw2miscded@sco.ca.gov

❖ **Business Services Enhancements – Pliny Reynolds and Rehana Kausar**

- Other Post-Employment Benefits (OPEB) Payroll Automation Project:
 - The following have been updated on the SCO website:
 - [Payroll Letter #21-011: Automation of Other Post-Employment Benefits \(OPEB\) Contributions](#)
 - [OPEB Payroll Automation FAQs](#)
 - [Modified Paycheck Calculators \(CA, NY, IL\) effective 9/2021 pay period](#)
 - [Payroll Action Manual \(PAM\) Revision Payroll Action Request \(PAR\) Item 142 \(OPEB CBID\)](#)
 - Reminders:
 - Blank OPEB CBID in Employment History
 - Retirement max compensation review in Pay History
 - August pay period is the last month with the OPEB interim deduction

❖ **Statewide Payroll Program – Renee McClain and Christina Campbell**

- Misrouted Documents:
 - We have been receiving misrouted documents in the Temp Ops email. In order to better assist you:
 - Civil Service Audits - Should be receiving Payroll Action Requests (PAR) the departments are unable to key; this includes lump sum separations. These should not be going to the Retirement program. Phone calls pertaining to lump sum PAR documentation should also be going to Civil Service Audits.
 - Civil Service Payroll – Should only be receiving STD. 674s and STD. 674ARs (Accounts Receivable) for regular pay, lump sum pay, and Military.
 - Premium Pay - Should receive out of class, payment types 1,2,8,9, A, F G not GT, H, S, Y
 - Please do not send inquires to the Temp Ops email. You may contact the Statewide Customer Contact Center (SCCC) (916) 372-7200 for status on

❖ **Statewide Civil Service Benefits – Rebecca Doctolero**

- Open Enrollment
- ConnectHR
- Benefits Reminders

SCO KEY INITIATIVES

❖ **ConnectHR – Grant Boyken**

- ConnectHR file upload feature will soon be the only means of submitting personnel/payroll documents to SCO
- Goal: Deploy ConnectHR to as many departments as possible for the Open Enrollment period. 46 of 168 still not deployed.
- Prioritizing new deployments – please be patient if you already have ConnectHR access and are requesting to add/delete users

GENERAL REMINDERS

- Include your name on all documents submitted to the SCO.
- Utilize ConnectHR to send documents rather than fax, email or mail.
- Include the employees complete social security number (SSN) when sending documents through ConnectHR.
- 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 to allow for an email address for the specialist. This allows SCO to contact the specialist in a timely regarding PR250's (dings).
- Update [California Personnel Office Directory \(CPOD\)](#).

- The [PPSD Register](#) – PPSD’s Monthly Newsletter

COVID-19

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

RESOURCES

- Websites:
 - Human Resources: https://sco.ca.gov/ppsd_state_hr.html
 - State Employees: https://sco.ca.gov/ppsd_se_payroll.html
- Contacts:
 - [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
- SCO Key Initiatives:
 - [Cal Employee Connect](#)
 - [California State Payroll System Project](#)

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