



September 2022

Ad Hoc Committee on Human Resources Forum Notes

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SCO KEY INITIATIVES:

SCOConnect: Cal Employee Connect Project/ConnectHR – Liz James / Cameron DeLemos (ConnectHRhelp@sco.ca.gov)

Cal Employee Connect (CEC)

- Pseudo-Interactive features: Multifactor Authentication, Direct Deposit, Address Change and Withholdings
- Wave 1 – October 3, 2022:
 - Multifactor Authentication
 - Direct Deposit

ConnectHR

- Telework Stipend Update - August:
 - 222,993 payments were issued
 - To 81,571 employees
 - 93% of the payments were the result of data submitted via ConnectHR rather than the Payroll Input Process (PIP)

Payroll Adjustment Notice (STD. 674) – Accounts Receivable Changing Method of Collection Demonstration:

- [Payroll Procedures Manual - Section I 026](#): Changing Method Of Collection (Revised 02/06, page 16)

SCO – California State Payroll System (CSPS) Project – Gina Serrano (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



Status Updates / Progress:

- **Recent Progress:**
 - Conducted “A Manager’s Role in Leading Change” for PPSD
 - Delivered “Improvements to Employee Pay” presentations to CalHR and SCO
 - Started Phase 2 of data cleansing
- **Upcoming Activities:**
 - Deliver “Improvements to Employee Pay” to the Labor Relations Forum
 - Recurring meetings with Fi\$CAL to mitigate risk
- **Schedule:**

Activities	Start	End	Status
Conduct Solicitation Phase 2 – Proof of Concept and Evaluate Proposals	August 2022	November 2022	In progress
DART Sponsor and Liaison Kickoff Meetings	October 19, 2022	November 14, 2022	In progress
Conduct Solicitation Phase 3 – Negotiate and Select Vendor	November 2022	June 2023	

BENEFITS ADMINISTRATION:

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

Open Enrollment is Here!

- Important Dates and Reminders:
 - Open Enrollment Period: September 19th – October 14th, 2022
 - Effective Date of Benefits: January 1, 2023
 - Please encourage your staff to work and upload Open Enrollment documents as they come in. They **do not** need to wait until the last day to upload.
 - Website resources are updated periodically and should be checked regularly.
- State Controller's Office Resources:
 - [Personnel & Payroll Services Division - Benefits Administration](#)
- CalHR Resources:
 - [CalHR Benefits Division - Open Enrollment](#)
 - [Dental](#)
 - [FlexElect Cash Options & Reimbursement Accounts](#)

PROGRAM UPDATES:

Statewide Tax Support Program – Monique Perez

- Nonresident Aliens Business Process (PPSDSTSP@sco.ca.gov):
 - Broadcast Email - [September 16, 2022](#)
 - REVISED [Personnel Letter #22-011](#): Verification Of Employees Identified As Nonresident Alien
 - REVISED [Personnel Letter #22-003](#): Verification Of Employees Identified as Nonresident Alien
 - [Payroll Letter #06-030](#) New IRS Nonresident Alien Federal Tax Withholding Procedures
- Calendar Year-End (PPSDW2MiscDed@sco.ca.gov):
 - Payroll Letter Release
 - Direct Mailing of 2022 Form W-2 and 2022 Form 1095-C Return Address on the Forms to Employees
 - Document Cutoff Dates for 2022 Calendar Year-End Processing
 - Deceased Employee and Designee/Beneficiary Reporting
 - Salary Advance Reporting Compliance

Statewide Payroll Program - Renee McClain and Christina Campbell (Contact SCCC at (916) 372-7200)

Garnishment Reminders

- Please be sure garnishment warrants are mailed out timely to recipients.
- Additional information on the garnishment process can be found in the Payroll Procedures Manual (PPM) Section [H 300](#).

Job Aid: Public Student Loan Forgiveness (PSFL) – Nastassja Johnson (PPSDHRSuggestions@sco.ca.gov)

- PSLF is a federal program which forgives the remainder of a borrower's student loans after 10 years of public service work.
- Job Aid – Now available on [SCO website](#)!
- Review and share!

PPSD General Reminders

- We have moved - [300 Capitol Mall, Suite 701 Sacramento, CA 95814](#)
- Remind HR staff to use ConnectHR to submit documents or upload data
- [Military Leave Survey](#): Sent out on September 15, 2022. Please complete the survey before September 30, 2022.
- 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
- It is recommended that the Human Resources (HR) staff follow [Section M](#) of the Payroll Procedures Manual (PPM) for certifying payroll, which requires HR staff to validate that both mandatory and voluntary deductions have been withheld appropriately and to certify the employee's payroll is accurate.
- 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 Email connecthelp@sco.ca.gov
- Cal Employee Connect Feedback Email connectfeedback@sco.ca.gov
- California Leave Accounting System (CLAS) Email Clas@sco.ca.gov
- ConnectHR Email (All HR Staff) connecthrhelp@sco.ca.gov
- ConnectHR Feedback Email (All HR Staff) connecthrhelp@sco.ca.gov
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- Management Information Retrieval System (MIRS) Email ppsdmir@sco.ca.gov
- [Statewide Customer Contact Center](#) (916) 372-7200

FORUM QUESTIONS:

The following questions were submitted during the forum:

- **Question:** Will there be added to CC an OE ding notice link?

Answer: Universal Email Process.

- **Question:** On the STD 701C Cash Option Enrollment Authorization form, box 13 asks if the health form is attached (HBD-12), as CalPERS has rolled out the self service feature and the HBD-12 is no longer required will the STD 701C form be updated to remove this question/box?

Answer (SCO): The question about shadowing the Health transaction will have to be answered by CalPERS. We will punt it to them and get the answer to everyone. As far as the HBD12 question on the Flex form, we are working with CalHR to either clarify the reason for box 13 or eliminate it if it is no longer necessary.

- **Question:** It has been brought to our attention that the HBD-12 CalPERS health form link directly from the CalPERS website does not allow you to?

Answer (SCO): It does not allow you to enter into the boxes when viewing it in the browser, however when you save the form to your computer and open it in adobe, the boxes become writable.

- **Question:** For employees that are now showing up on our reports with incorrect information from 2017, 2016, etc., are we going to be charged for those corrections?

Answer (SCO): Information Reporting Penalty relief has been in place through the year 2020.

- **Question:** How do we get notified about incorrect ACAS for our department? is this all part of PDA2050C report?

Answer: All ACA compliance reports are accessible on ViewDirect and Mobius.

- **Question:** These are employees that did not show up on the reports until the recent update a few months ago that is pulling employees from previous years.

Answer (CHP): Please contact ACAsupport@sco.ca.gov and we can look into this with you.

- **Question:** Can you remove the OLD reports that are not longer used from REPT?

Answer: Old reports, as in previous years that have been corrected? If there are still EEs showing on the report then typically they still have an error in ACAS.

- **Question:** Do you know when CalHR will be release pay letter for unit 02 and 09 employees?

Answer: We do not have release dates yet for those. She explained the process of getting the payroll letters out.

- **Question:** If we already submitted our form for the non-resident alien reporting and now have a new employee who is a non-resident alien, do we need to resubmit form?

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➤ **Answer:** Yes they will need to re-submit the form if there is a new employee that is a non-resident alien.

➤ **Question:** Does Savings Plus have to provide verification that the age based catch up is allowed for the employee?

Answer: You'll receive a Catch-Up letter. Catch-Up dollar amounts must be on the election form.

➤ **Question:** We can't see 401 on taxi anymore?

Answer: Yes you can.

➤ **Question:** Do we upload that also with the lump sum package?

Answer: Yes, the Catch-Up letter must be included in the Package.

➤ **Question:** But I thought with age base catch is not allowed with traditional catch up?

Answer: You must contact SPP to confirm eligibility.

➤ **Question:** I had an EE who transferred to our agency and the contributions from the prior agency were not reflected in Taxi. Do you know why?

Answer: You can find this information on the losing department 612. you can only view your agencies information.

➤ **Question:** Will you offer more Lump Sum Calculator Overview classes? Your current class is full?

Answer: Yes we have two additional dates..

➤ **Question:** Not sure this has been asked but when is the last date to submit a deferral to have it processed timely for end of the year?

Answer: Payroll Letter coming out soon.

➤ **Question:** Are deferrals supposed to be received by SCO 5 days prior or the date of the deferral has to be 5 days before?

Answer: Lump Sum Toolkit.

➤ **Question:** 24 hours from when? We receive them after 5PM and on the weekends.

Answer: 24 Hours of when the PSD 40 has been sent. There is a time stamp as it is sent by email. Not including weekend or holiday.

➤ **Question:** SCO - The Employee Retirement Guide is not working in SCO. Do you know when this will be activated?

Answer: https://sco.ca.gov/Files-PPSD/civil_service_state_employee_guide_to_retirement.pdf

- **Question:** We have submitted many documents for pay adjustments for FFCRA/SPSL usage, whether additional pay was due or an AR is needed. We are seeing that the adjustments resulting in additional pay are issuing, however the requested AR's are not yet being processed. Are we to submit the AR requests to the SPSL drop down, or should those be submitted to the STD 674 A/R drop down?

Answer: You will need to submit STD. 674 A/R for overpayments.

- **Question:** I did, but to the SPSL drop down, so now I'm wondering if that wasn't the correct drop down?

Answer: Gave the correct drop down options.

- **Question:** How can I check that SCO has re-issued a stale dated warrant that was submitted by Fiscal? I have the Journal ID in fiscal for the warrant.

Answer: Contact Disbursements.

- **Question:** If someone transferred to another agency can I upload document in HR connect?

Answer: Yes. You will manual add the employee and put your agency as the position code.

- **Question:** For docs that still come to us via paper, such as NOPAs, is there a plan to convert delivery to electronic?

Answer: SCO is in the process of converting both the NOPA and Turnaround PARS from paper to electronic delivery. We hope to have this completed by the end of this year.