September 2023

Ad Hoc Committee on Human Resources Forum Notes

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STATEWIDE PROGRAM UPDATES

Statewide Benefits Program – Ryan Baughman (Contact: ppsdcsbenefits@sco.ca.gov)

Important Dates & Reminders:

- Open Enrollment Dates: September 18 to October 13, 2023
- Effective Date of Benefits: January 1, 2024
- 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.

Statewide Tax Support Program – Monique Perez (Contact: PPSDSTSP@sco.ca.gov)

Verification of Employees Identified as Nonresident Aliens:
Monique Perez (Contact: PPSDSTSP@sco.ca.gov)
- 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/campuses** 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 are due by **September 15, 2023.**
- SCO will contact the department chiefs if forms are not received by September 15, 2023.

Reporting Compliance 2023:
- 2023 Reporting Period – JAN – JUN
  - Civil Service 29%
- 2023 Reporting Period – JUL – DEC
  - Civil Service 38%

Reporting Compliance 2022:
- 2022 Reporting Period – JAN – JUN
  - Civil Service 32%
- 2022 Reporting Period – JUL – DEC
  - Civil Service 32%

<u>**SCO KEY INITIATIVES:**</u>

California State Payroll System (CSPS) Project – Chris Maio (Contact: CSPSHelp@sco.ca.gov)

Project Information Update:

SCOConnect: Cal Employee Connect (CEC)Project/ConnectHR – Moe Adam (Contact: ConnectHRhelp@sco.ca.gov)

ConnectHR:

- **Accounts Receivable (A/R) 035 Deduction Collection Feature:**
  - This feature has been made available to <u>all</u> agencies
    - As of 08/31/23:
      - **Total of 46,400** A/R 035 deductions have been processed via this feature
      - **Total of $10,463,253.58** has been collected

    - As of 09/26/23:
      - The ConnectHR team sent notice of the feature availability to all remaining agencies via email to Security Monitors and Universal Email
      - 94% departments/agencies have been enabled.

  The ConnectHR team will continue to reach out to agencies who are not using the A/R 035 Feature via their Human Resources.

Cal Employee Connect Phase II – Employee Services features:
- **Multifactor Authentication (MFA):**
  - Now available to all Cal Employee Connect (CEC) users
  - As of 09/26/2023: 43,623 employees have enabled MFA
- **Direct Deposit:**
  - 95% of departments statewide have been deployed
  - As of 09/26/2023: CEC has received 13,162 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 09/26/2023, CEC has received 2,635 address change requests

Cal Employee Connect Phase II – features:

- **2023 W-2 Paperless Feature:**
    - As of 09/26/2023:
        - The feature has been deployed statewide
        - 24,949 employees have opted-in
- **eTimesheet Feature:**
    - As of 09/26/2023:
        - 20 agencies are currently using this feature
        - Availability
            - This feature is now 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

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
- 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 Administration (DSA) & 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