



December 2023

Admin Ad Hoc Notes

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SCOConnect: Cal Employee Connect (CEC) Project/ConnectHR – Tiffany Fong-Mao and Mason Duarte
(ConnectHRhelp@sco.ca.gov)

As of December 14, current number of registered CEC users: nearly 355,000.

ConnectHR

- Accounts Receivable (A/R) 035 Deduction Collection Feature:
 - This feature has been made available to all agencies
 - As of 12/11/23:
 - 95% departments/agencies have been enabled
 - The ConnectHR team will continue to reach out to the remaining agencies via their Security Monitors and Universal Email
 - As of 12/11/23:
 - **Total of 61,093** A/R 035 deductions have been processed via this feature
 - **Total of \$13,725,475** has been collected
- Cal Employee Connect Phase II—Features:
 - eTimesheet Feature:
 - As of 12/11/23:
 - 21 agencies have been using this feature
 - 2023 W-2 Paperless Feature:
 - As of 12/11/23:
 - This feature has been deployed statewide
 - 55,786 employees have opted-in
 - This represents 15.6% of employees
 - Withholding Feature:
 - As of 12/11/23:
 - Waves A and B have been deployed, making this feature available to approximately 174,366 employees
 - Wave C targeted to be deployed by 12/31/23
 - Demo
- Cal Employee Connect Phase II— Employee Services Features:
 - Multifactor Authentication (MFA):

- As of 12/11/23: 55,589 employees have enabled MFA
 - Represents 16% of current registered users
- Direct Deposit:
 - 95% of departments statewide have been deployed
 - As of 12/11/23: CEC has received 19,910 direct deposit transactions
 - SCO will no longer accept STD. 699 on ConnectHR
 - Processing Options:
 - CEC Employee self-service feature
 - Excel file upload on ConnectHR
- Address Change:
 - 95% of departments statewide have been deployed
 - As of 12/11/23: CEC has received 4,477 address change requests

SCO – [California State Payroll System \(CSPS\) Project](#) – Kim Pablo (Contact: CSPSHelp@sco.ca.gov)

The project has recently had changes in leadership, Chris Maio, our longtime time leader and Project Director, has retired as of November 30. However, it is with great pleasure to announce that Jennifer Burkett has been selected as our the CSPS Project Director. Jenn was previously the CSPS Project Manager since its inception and worked on the previous projects MyCalPays, 21st century projects. We are excited to have her leadership as Director.

The CSPS Project team continues preparing for the implementation of a new personnel and payroll system. The recast of the active procurement will take approximately one year, and it was developed in collaboration with the Department of Technology and approved by the Executive Steering Committee (ESC). Confidential Discussions concluded and updates were made to Project Approval Lifecycle Stage 3 documents. Solicitation documents will be amended and then formally released after PAL Stage 3 approval in early 2024. Project information such as objective, goals, and scope will all remain the same within the project.

Agency Change Experts and project communications continue to work on the Modernizing Pay Day action planning as communication activity structure is developed. The Technical team is designing project dashboards for schedules, tasks, and risks.

The project remains alive and well and there is a lot of work to do. All of you are key to creating awareness of the CSPS project with your staff so that they know about the CSPS effort, they understand why it is important and how it will benefit them, and ultimately accept and commit to using the new systems to do their work once it is implemented. We continue the journey towards the vision of delivering a modern and efficient personnel and payroll system for the State of California. As always, we will be here to answer any questions that arise. Feel free to contact us at CSPSHelp@sco.ca.gov.

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 501(c)(3) 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

- Utilize ConnectHR to submit documents or upload data – include SSN
- Include the employee's complete Social Security number (SSN) when sending documents through ConnectHR
- Check [Weekly Processing Dates](#) before sending inquiries
- Update [California Personnel Office Directory \(CPOD\)](#)
- The [PPSD Register](#) – PPSD’s Monthly Newsletter
- Check out recommended Human Resources [subscriptions](#)
- Review Communication from State Policy and Instructional Departments for Business Process impacts
- 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 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 \(Personnel / Payroll Operations\)](#)

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.

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 ppsdmir@sco.ca.gov
- [Statewide Customer Contact Center](#) (916) 372-7200

FORUM QUESTIONS:

The following questions were submitted during the forum:

Question: When will the Withholdings Feature be available to all agencies?

Answer: By 12/31/2023.

Question: Do we know if the General Salary Increase (GSI) and salary increases will affect W-2's in terms of needed amended ones if the adjustments are keyed late?

Answer: W-2 reporting is based on issue date, not pay periods. If pay issues in December 2023, it will be reported on the 2023 Form W-2. Otherwise, the pay will be reported on the 2024 Form W-2.