



June 2023

Admin Ad Hoc Notes

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SCO KEY INITIATIVES:

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

Cal Employee Connect (CEC)

- CEC Phase II – Employee Service features
 - Multifactor Authentication (MFA):
 - Now available to all Cal Employee Connect (CEC) users
 - As of 6/19/23: 34,178 employees have enabled MFA
 - Direct Deposit:
 - 90% of departments statewide have been deployed
 - As of 6/19/23: CEC has received 8,484 direct deposit transactions
 - Address Change:
 - 90% of departments statewide have been deployed
 - As of 6/19/23, CEC has received 861 address change requests

ConnectHR

- Accounts Receivable (A/R) 035 Deduction Collection Feature:
 - This feature has been made available to all agencies
 - As of May 2023:
 - Total of 29,096 A/R 035 deductions have been processed via this feature
 - Total of \$6,556,167 has been collected
 - As of 6/19/23:
 - The ConnectHR team sent notice of the feature availability to all remaining agencies via email to Security Monitors and Universal Email
 - 85% departments/agencies have been enabled.

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

- Solicitation (Product and Implementation Vendor)
 - Contract Award on track for September 2023
- Biweekly Positive Pay Updates
 - Government Code 19824 Trailer Bill Language (TBL) moving forward

- Qualifying Pay Period -> Qualifying Service Month
 - Health/Vision/Dental deductions → 24 deductions + 2 deduction “breaks”
 - Pay issue date targeting five (5) business days after close of pay period
 - Managers must submit a timesheet if an employee is unable or unavailable
 - Once in CSPA always in CSPA
- Communications
- Biweekly pay is mentioned in the [CSPA Project Newsletters](#)
 - [Q2 Spring 2023](#)
 - Developing multi-level messaging approach—coming soon!

SCO – California State Payroll System (CSPA) Organizational Readiness Project – Veronica Encinas (Contact: VEncinas@sco.ca.gov)

- CSPA PPSD Partnership Conference
 - Created a series to hold quarterly. Each conference has activities which we use to build upon from conference to conference.
- Participated in tasks for vendor selection
- Identify PPSD Department/Agency Readiness Team (DART) Subject Matter Expert Role
- Data Cleansing
 - While we are going through this activity, for instance, Position Control, you will be hearing from partners to work together to ensure data for Position Control is accurate and up-to-date.

PROGRAM UPDATES:

System Activities Coordination and Support (SACS) – Chuck Lucas (Contact: PPSDSACS@sco.ca.gov)

- Fiscal Year-End is 6/30/23
- All 407 (Payroll Header Change), 607 (Change in Established Positions), and Reorganization forms should be in to Position Control for all Fiscal Year-End reports including the Schedule 8 Report
- Production Schedule 8 reports will be available on [ViewDirect/Mobius View](#) on 7/6/23 and under PD59 (REGULAR) and PD60 (SUPPLEMENTARY)
- Preliminary Budget Memo (Fiscal Year-End Letter 23-005) will be posted to the [Fiscal Year End Letters 2023](#) section of the SCO website on 7/6/23
- File Transfer Protocol (FTP) files for those that signed up will be sent on 7/10/23

PPSD General Reminders

- Utilize ConnectHR to submit documents or upload data – include SSN
- Update [California Personnel Office Directory \(CPOD\)](#)
- The [PPSD Register](#) – PPSD’s Monthly Newsletter
- 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 & 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