



March 2023

Admin Ad Hoc Notes

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SCO KEY INITIATIVES:

SCOConnect: Cal Employee Connect (CEC) Project/ConnectHR – Tiffany Fong-Mao (ConnectHelp@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 3/20/23: 9,651 employees have enabled MFA
 - Direct Deposit:
 - 90% of departments statewide have been deployed
 - As of 3/20/23: CEC has received 5,376 direct deposit transactions
 - Address Change:
 - Deployment has begun in wave approach
 - As of 3/20/23, this feature has been enabled in pilot mode to 10 agencies
 - CEC has received 10 address change requests

ConnectHR

- A/R 035 Deduction Collection Feature:
 - As of 03/09/23, this feature has been made available to all agencies
 - As of 03/20/23:
 - The ConnectHR team sent notice of the feature availability to all remaining agencies via email to Security Monitors and Universal Email
 - 110 out of the 179 departments/agencies have been enabled. This number includes Waves 1, 2, 3 and the Pilot group
 - Total of 14,669 A/R 035 deductions have been processed via this feature
 - Total of \$3,264,467.39 Accounts Receivables have been collected

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

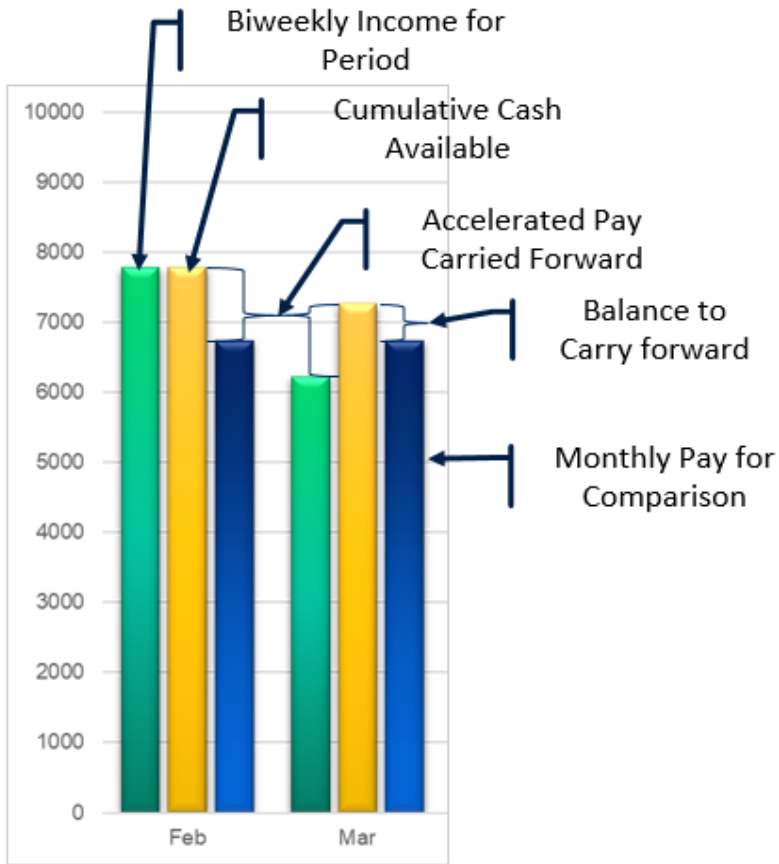
- When the CSPS solution goes “live” for a department, pay will be accelerated to a biweekly schedule for all employees. Pay accuracy will be improved and errors reduced through payroll in arrears.

- Why Change?
 - California as the employer vision
 - Different payroll rules across 21 bargaining units and excluded groups
 - Excess hours is cumbersome and difficult to maintain
 - Regular pay and Overtime pay only once per month
 - Unpredictable pay dates
 - Some pay calculations vary depending on work days in month
 - Difficulty adopting a Commercial Off The Shelf HR and Payroll solution
 - Most move off current systems as they are end of life
- What’s in it for Me- Employees?
 - Accelerated pay receipt
 - The state will release pay every two weeks
 - Accelerated overtime receipt
 - The state will release overtime every two weeks
 - Predictable and consistent pay days
 - Timesheets submitted for shorter period
 - Simplifies transition between departments
 - Pay cycle consistency when promoting into FLSA-exempt classifications
 - Improves recruitment potential for private sector applicants
- What’s in it for Me- HR?
 - Predictable and consistent pay cycles
 - Eliminates separate regular pay and overtime processing
 - Reduces payroll errors and timesheet correction processing
 - Simplifies employees transitioning from other departments
 - Simplifies employees transitioning between bargaining units
 - System automations will offset work of additional pay cycles
 - Uniform work weeks across departments
- What are the Potential Changes?
 - Salary: Monthly to Biweekly (Pay Scales to be updated)
 - $\frac{\text{Monthly Pay} \times 12 \text{ Months}}{26 \text{ Weeks}} = \text{Biweekly Pay}$
 - Deductions:
 - Options: 26 equal deductions / 24 deductions + 2 “holidays” / scheduled
 - Qualifying “Pay Period”

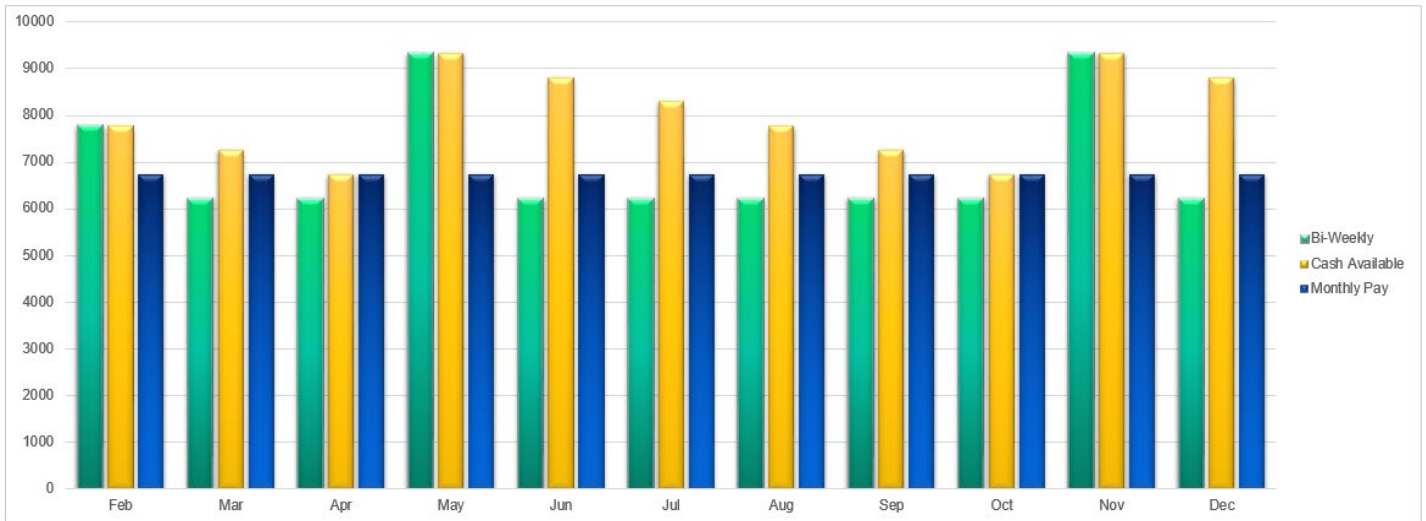
- Monthly Pay Differentials
- What are the Potential Impacts?
 - Will NOT change what you earn (hourly/annually)
 - Pay disbursed in 26 chunks rather than 12 chunks
 - *(more linear financial peaks and valleys between paychecks)*
 - Accelerated pay requires attention to future expenses
 - Bill timing (within the same month) may need to be updated
- How Would it Work?



– Pay Comparison- Data Details



– Pay Comparison: Cumulative Monthly Cash Available Comparison



– What can I do to Prepare?

- Change in pay date frequency means change in cash flow
 - *Plan ahead for the cash flow impact from the transition*
- Start reviewing your monthly expenses and the timing of your payments
- Determine changes needed to payment due dates
- Review your current federal/state tax withholding exemptions to make any necessary changes with the new pay frequency
 - “Additional” tax withholding will be withheld every biweekly paycheck instead of monthly

– What can the State do to Help?

- Financial planning/budgeting assistance through Employee Assistance Program (EAP)
- Financial planning/budgeting courses through Savings Plus
- Focused budgeting training with various scenarios under the new model

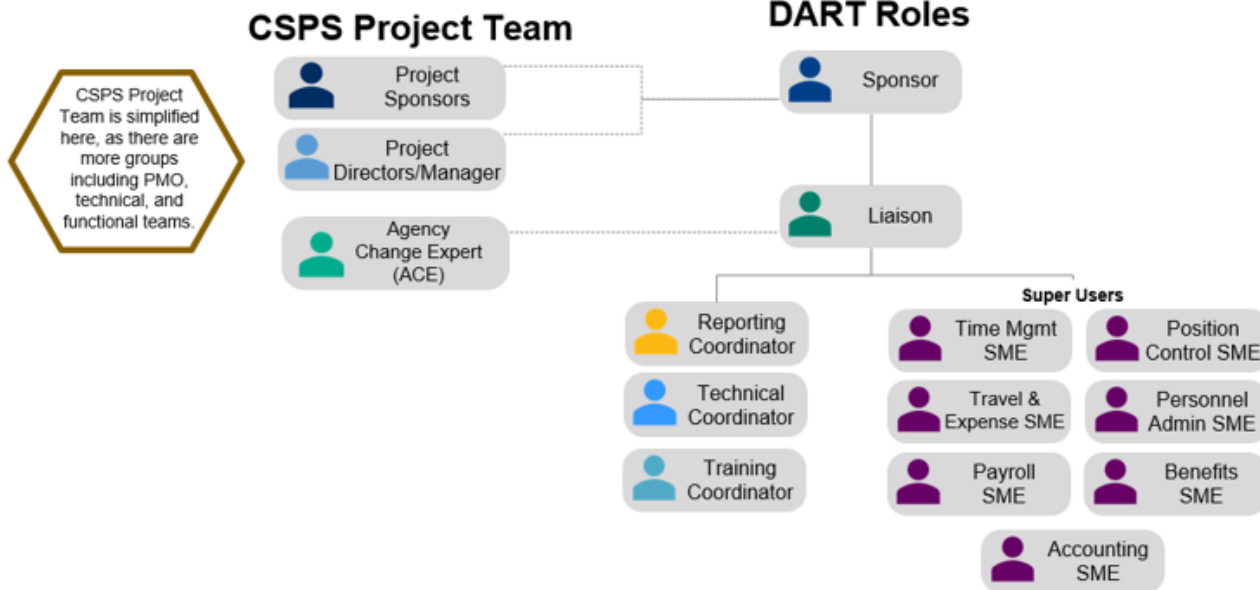
– Next Steps

- Policy Review
- Continued Communication
 - Bargaining Units
 - Departments
 - Employees

CSPS- Organizational Readiness Project– Tiffany Fong-Mao (Contact: TFongMao@sco.ca.gov)

- DART Activities
 - CSPS PPSD Partnership Conference – holding quarterly
 - Agency Change Experts Outreach to Departments – modeling the way; sharing of our tools for the other ACEs to use
 - Data Cleansing – while we are going through this activity – For instance, position control – you will be hearing from us to as partners to work together to ensure data for Position Control is accurate and up to date.
- CSPS PPSD Organizational Readiness Activities
 - HR offices are the “end users.”
 - The below DART Structure is an example of a recommended DART structure set up for state departments/agencies. This structure may have fewer or more “super users” as part of the DART team depending on the size of your HR office supporting your department/agency.
 - Not all departments may have this recommended structure. It is logical to assume that the large complex departments would want to build a full DART team, but small less complex departments may not.

DART Structure

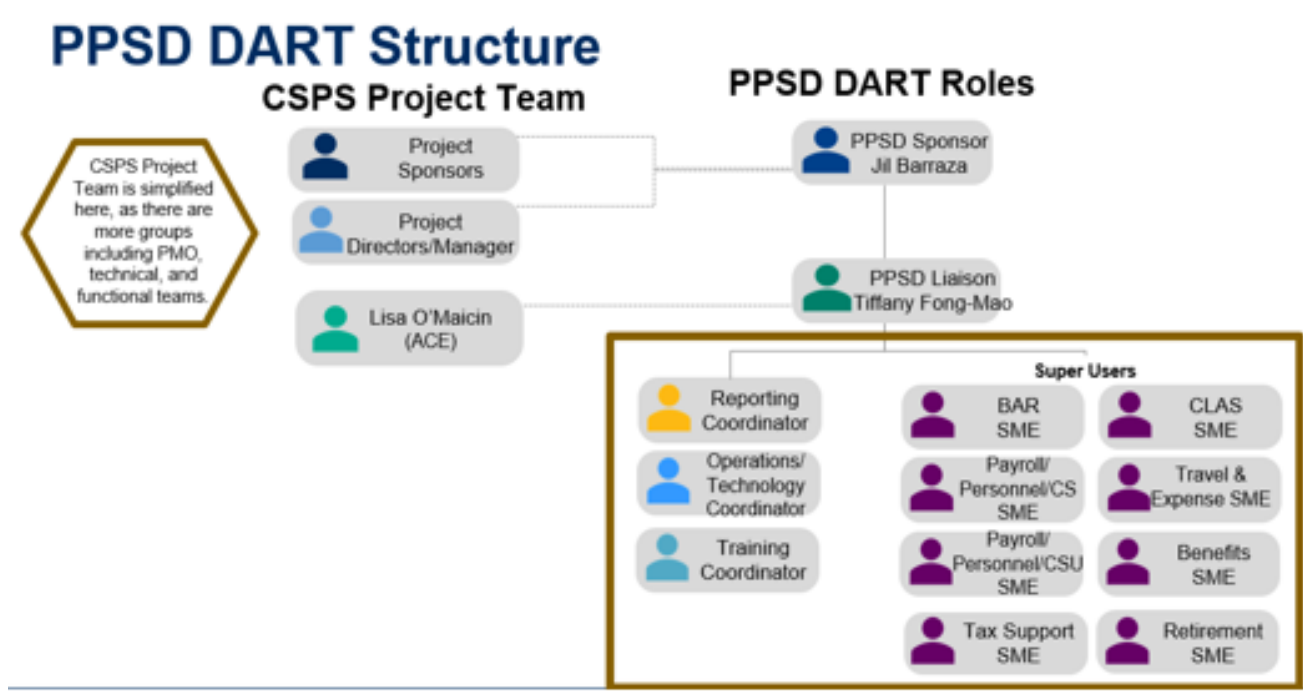


- As an example, unlike the general DART structure set up for other state departments/agencies who are ultimately the “end users,” this DART structure diagram, below, is unique to PPSD.
 - PPSD’s DART structure is comprised of leadership and subject matter experts from PPSD. With support and training from the CSPS OCM Team, the DART will prepare and empower PPSD to facilitate and manage change and help our employees understand, prepare for and adopt process and technology changes brought about by the CSPS solution implementation, since we at PPSD are a big part in

contributing to the development of that technology solution for HR Offices who are ultimately the “End Users”.

– **The PPSD DART Structure is made up of the following:**

- **PPSD DART Sponsor, Jil Barraza**, as our representative from the Division leadership serves as an advocate for the CSPA Project and provides oversight and support within the department.
- **PPSD DART Liaison (Tiffany Fong-Mao)** the single point of contact between PPSD and the CSPA Project OCM team. My role as the liaison will lead and manage all readiness activities, including coordinating project communications, assignments and trainings within PPSD.
- **DART Coordinators** coordinate and manage PPSD activities related to their respective areas, i.e., reporting, operations/technology, and training
- **DART Subject Matter Experts** are PPSD experts in our program areas, i.e., Business Analysis & Reporting (BAR), Leave Accounting, Travel and Business Expense (CalATERS), Payroll/Personnel for Civil Service and CSUs, Benefits Administration, and Retirement (CalPERS reporting) who help to test and analyze the integration of CSPA processes.



– **Examples of PPSD’s CSPA Readiness Activities**

- **DART Activities**
 - CSPA PPSD Partnership Conference
 - Created a series to hold quarterly. Each conference has activities which we use to build upon from conference to conference.
 - Agency Change Experts Outreach to Departments
 - PPSD is modeling the way; sharing of our tools for the other ACEs to use
 - Data Cleansing

- While we are going through this activity – for instance, position control – you will be hearing from us as partners to work together to ensure data for Position Control is accurate and up to date.

PROGRAM UPDATES

Statewide Training Program – (Contact: PPSDTraining@sco.ca.gov)

- New Personnel Specialists' Certificate Program
 - Needs assessment for 2nd trimester – Training Coordinators
 - Certificate for New Personnel Specialists
 - Fundamentals of Payroll and Payroll Input Process course status

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

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