



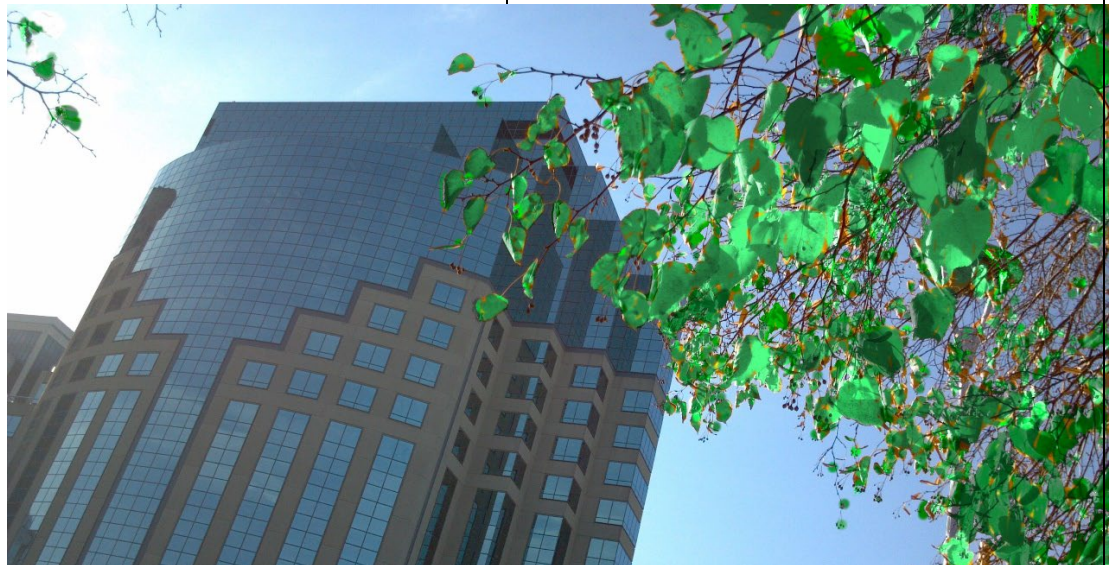
THE PPSD REGISTER

It is the mission of the Personnel and Payroll Services Division to provide accurate and timely personnel and payroll services through quality customer service

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State Controller's Office Personnel
and Payroll Services Division



Key Highlights This Month

- ✓ PPSD Statewide Training – New for 2022
- ✓ ACA 1095-C Corrections
- ✓ California State Payroll System Update
- ✓ Senate Bill 114 – Reinstating COVID-19 Supplemental Paid Sick Leave Payroll Calculations
- ✓ Special Open Enrollment

SCO KEY INITIATIVES

[CAL EMPLOYEE CONNECT](#)

[CALIFORNIA STATE PAYROLL
SYSTEM \(CSPS\) PROJECT](#)

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PPSD Statewide Training – New for 2022

These hard times have created much confusion and uncertainty in many aspects of our lives. PPSD Statewide Trainers strive to be your guiding light in the workplace.

Through the tumult of the past two years, we rose to the challenge by consistently delivering virtual versions of the high quality training you have come to expect. More innovations are on the way, so stay tuned!

We listen to your collective voices. We create new virtual trainings based on the most popular in-class versions and develop new training solutions based on input from the needs assessment, the Training Coordinator Panel Session, and direct feedback through our PPSD Training inbox.

The PPSD eLearning modules, a collaborative effort of the PPSD eLearning Team led by Siobhan Hallinan and the PPSD Statewide Training Team, have yielded to date, more than 25,000 views among 37 different modules!

What's new for 2022? By now, you may have noticed some new courses already rolled out to you in 2022:

- Advanced Salary Concepts A & B by Craig Ortega
- Virtual Corrective Actions by new trainer, Arianna Fine

More offerings are on the way. Currently under development, with a target release of May 2022, is another new virtual offering. Fundamentals of Personnel will be led by veteran trainer, Cindy Lunger, and PPSD newcomer, Gee Vang. We also will be unveiling a specific module for all Training Coordinators that outlines the fundamentals of their role.

On the training development docket for the remainder of 2022, PPSD Statewide Training is looking to transition the remainder of the in-class courses in our catalog to a virtual format:

- Employment History Overview
- Non-Industrial Disability Insurance (NDI)
- Garnishments

We also are prioritizing any new course development opportunities based on the past several years' worth of training needs assessments and voices from "we the people."

We count on your input in the needs assessment submitted by your agency's Training Coordinator to bring you the training you want. In addition, we value your direct feedback. Please contact us at PPSDTraining@sco.ca.gov to voice any opinions, questions, or concerns regarding training. We are here for you.

ACA 1095-C Corrections

The State of California is required to provide the Internal Revenue Service's Form 1095-C (Employer-Provided Health Insurance Offer and Coverage) to federally qualified full-time employees. This form details health coverage offered, if any, to employees and their dependents.

The Affordable Care Act (ACA) requires a revised Form 1095-C if an employee has had a change to information reported on the original Form 1095-C. Qualifying changes do not include social security number, name, or address.

The ACA team files a fully completed form and provides the employee with a copy of their corrected Form 1095-C when departments make an update to their employee record in the ACA System. An X is marked in the "CORRECTED" checkbox next to the revision made on the form.

Please note:

- If California fails to file the correct information, or fails to furnish an accurate recipient statement, the state may be subject to penalties.
- Departments are expected to make every effort to update the ACA System for the 2019 correction process and forward, to ensure the accuracy of future corrections and revision efforts.
- Only employees who have had information corrected since the original issuance will receive a revised Form 1095-C with a unique cover letter stating the form is a correction and giving directions to discard the original Form 1095-C.

For more information regarding the Form 1095-C revision process, contact the PPSD ACA Support at (916) 322-3770 or acasupport@sco.ca.gov

HELPFUL TOOLS



[COVID-19 FAQ](#)

[Email Subscriptions](#)

[Civil Service Weekly Processing Dates](#)

[Decentralized Payroll Calendars](#)

[SCO Letters](#)

[Personnel Action Manual \(PAM\)](#)

[Payroll Procedures Manual \(PPM\)](#)

[Requesting Employment History](#)

[Requesting Pay History](#)

[Statewide Training](#)

[Payroll Flyers and Global Message](#)

CSPS Monthly Snapshot: Meet the Business Process Owners

February: [Project Objectives & Scope](#)

March: [Executive Steering Committee](#)

April: [Business Process Owner](#) Structure

May: Process Advisory Committees

Business Process Owner: This month we invite you to become acquainted with a very important group of individuals who make up the Business Process Owner's (BPO) structure.

BPOs are statewide leaders in Human Resources and Payroll. BPOs provide strategic leadership at the Executive Steering Committee level and provide functional leadership and collaboration at the Leadership Team level, as well as providing advice to the Project Team. BPOs are part of the overall Governance Model and are key advocates and sponsors for process driven changes.

BPOs include key individuals from the California Department of Human Resources (CalHR), Department of Finance, Government Operations Agency, and the State Controller's Office (SCO):

- Operational Providers – Any stakeholder that directly influences the operational delivery of the California State Payroll System (CSPS) HR Payroll system.
- Foundational Providers – Any stakeholder that supports the operational delivery of the CSPS HR Payroll system.

- Implementation Providers – Any stakeholder that implements the CSPS HR Payroll system.

The importance of BPOs: Process changes will occur when we transition from using our current human resources (HR) and payroll system to the future system. Future state processes require cross-agency integration, which is a key improvement. Since BPOs are the natural owners of their processes, we rely on their input, expertise and sponsorship to lead the effort. They will work directly with their Process Advisory Committees and the CSPS Project Team to ensure process changes are relevant and in alignment with business needs.

Below are some positive outcomes of having a BPO structure in place:

- Integrated Service
- Increased Teamwork
- Shared Accountability
- Collective Decision Making
- Increased Efficiencies
- Reduction in Errors and Risk
- Increased Adoption

[Learn more](#) about the BPOs for CSPS.

Senate Bill 114 - Reinstating COVID-19 Supplemental Paid Sick Leave Payroll Calculations

Senate Bill 114 provides supplemental paid sick leave (SPSL) to all employees. All hours claimed as SPSL shall be paid at the employee's regular rate of pay. This means that employees will be paid their unreduced salary (Personnel Action Request - Item 320). The rate will not include earnings IDs that decrease the employee's pay such as the Voluntary Personal Leave Program (VPLP). SPSL is available retroactive to January 1, 2022, and will expire on September 30, 2022.

The hours and days paid under the SPSL program will include any locked-in pay differentials that increase an employee's salary total.

The VPLP hours for pay period will be prorated based on the hours paid that are not SPSL using the intermittent chart.

To assist HR offices with requesting payment, the SCO has updated our FAQs. Please refer to the [COVID- 19 SPSL Toolkit](#), which includes a helpful calculator and form Std. 674 samples.

Special Open Enrollment

CalHR will hold a Special Open Enrollment from April 1-30, 2022 for eligible employees who previously enrolled or would like to enroll in the FlexElect or CoBen cash option in lieu of health and/or dental benefits. This Special Open Enrollment does NOT offer options to enroll in, cancel or make changes to health, dental or other benefits.

On July 1, 2022, the \$260 monthly Improving Affordability and Access to Healthcare benefit will be removed for all Service Employees International Union Local 1000 represented employees and excluded classes who are NOT currently enrolled in a state-sponsored health plan. Those enrolled in a CalPERS health plan will

continue to receive the benefit through June 2023.

All Special Open Enrollment STD 701C and STD 702 forms must be must be uploaded through ConnectHR no later than May 15, 2022 for timely processing. Please select the following document drop down options:

- "Benefits - STD. 701C Open Enrollment (OE) New."
- "Benefits - STD. 702 CoBen Cash Option Open Enrollment (OE)."

For additional information on Connect HR: <https://sco.ca.gov/connect-hr.html>. More information on the Special Open Enrollment: <https://calhr.benefitsprograms.info/>