



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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Key Highlights This Month

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- ✓ [Form 1095-C Corrections That May Lead to Information Reporting Penalties](#)
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SCO KEY INITIATIVES

SCOCONNECT:
[CAL EMPLOYEE CONNECT/
CONNECTHR](#)

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

CONTACT US

(916) 372-7200

ppsdops@sco.ca.gov

SCOConnect: Employees Still Need Their W-2s?

If you have employees asking for a current or previous W-2, send them to [Cal Employee Connect](#) (CEC) to opt-in to Paperless W-2! There they will be able to download and print a copy of their current and past years' W-2s with no processing fee and no waiting for a paper copy.

Is the employee still not registered for CEC? They can easily register online at <https://connect.sco.ca.gov>.

Still need help? Visit [CEC Help and Feedback](#) or [Cal Employee Connect \(CEC\)](#) for more information.

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 Messages](#)

[Verification of Employment](#)

Form 1095-C Corrections That May Lead to Information Reporting Penalties

The State of California is required to provide the Internal Revenue Service (IRS) [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 there has been a change to information reported on lines 14, 15, or 16 of the original Form 1095-C issued to an employee.

The State is subject to compliance with the employer shared responsibility provisions and may be subject to penalties for failure to comply. Each Form 1095-C statement that is provided to employees and filed with the IRS with incorrect information can result in a penalty of up to \$560 (for the 2021 reporting year); this amount can be related to the \$280 penalty under the Internal Revenue Code (IRC) section 6721 and \$280 penalty under IRC section 6722.

The IRS has provided penalty relief for several years since the enactment of the ACA. It is important to note that since the 2021 reporting year, this relief is no longer available.

All Information Reporting Penalties (IRPs) will be passed directly to the human resources (HR) office responsible for the corrected Form 1095-C. HR offices are expected to make every effort to update the ACA System prior to the 2021 correction process and moving forward, to ensure the accuracy of future reporting and a reduction in future IRPs. SCO will release a Personnel Letter this Summer, which will include more information regarding the IRP assessment processes, and the tools and resources available to departmental HR offices.

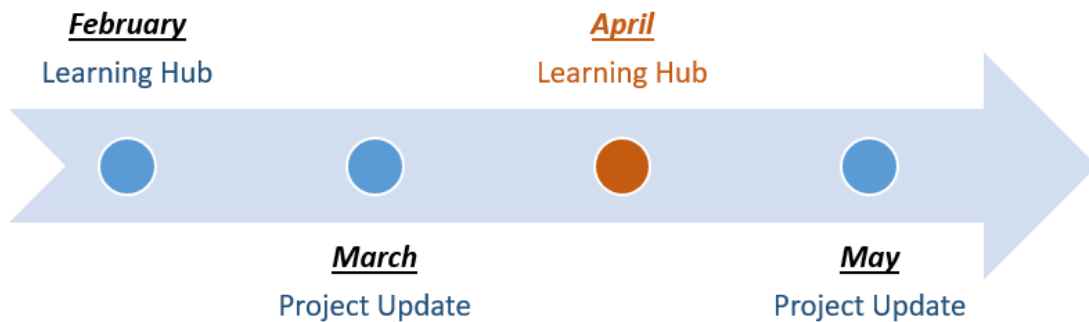
For more information regarding the Form 1095-C revision process, contact the PPSD ACA Support at (916) 322-3770 or acasupport@sco.ca.gov.

Statewide Training Update

Don't have enough time to attend a full day training course?

The Personnel and Payroll Services Training team has got you covered! We are pleased to offer you 70 self-paced courses on the [SCO website](#). These 20-to-40-minute classes have been specifically designed to provide you the tools you need to ensure that you have the knowledge and training required to accurately enter source data and process transactions. Our training program is committed to supporting a successful employee learning experience through the delivery of relevant training in the most effective and efficient method for conveying critical job knowledge and skills. As we continue to broaden our development and delivery of personnel and payroll training, we actively encourage you to let us know how we are doing. Your participation and feedback help us determine which statewide training needs are most critical, so we can plan accordingly. To offer your comments or feedback please contact us at ppsdtraining@sco.ca.gov.

California State Payroll System Monthly Snapshot



Successful change management often hinges on how well stakeholders are engaged throughout the process. Stakeholder engagement is not just a buzzword; it is a critical component of effective change management strategy. At its core, stakeholder engagement involves actively involving individuals or groups who are affected by or have a vested interest in the change initiative. For example, future users of the new solution and those who will support the technology are key stakeholders in the California State Payroll System (CSPS) Project.

Engaging stakeholders throughout a project ensures that everyone is on the same page about why the change is happening, its objectives, and the expected outcomes. When stakeholders understand the rationale behind the change and their role in its implementation, they can align their efforts accordingly. This alignment reduces resistance and fosters a shared sense of purpose.

Stakeholder engagement provides a platform for identifying potential concerns, risks, and obstacles early in the change process. By soliciting feedback and actively listening to stakeholders' perspectives, we can uncover insights that may not have been apparent otherwise. This feedback loop also allows for adjustments and adaptations to the change strategy based on real-time insights and evolving needs. Addressing feedback proactively helps mitigate resistance, resulting in a smoother path on the road to change.

One of the most important aspects of engaging stakeholders is the opportunity to build trust and credibility with our stakeholder community. When stakeholders feel heard, respected, and included in decision-making processes, they develop confidence in leadership and the change initiative itself. This trust forms the foundation for open communication, collaboration, and resilience in the face of challenges. By actively involving stakeholders throughout the change process, we seek to foster alignment, address concerns, adapt effectively, and build trust. This fundamental principle of organizational change management is key to navigating complexity and realizing meaningful transformation.

As the CSPS Project team continues this journey, we remain committed to fostering excellence, facilitating change, and delivering value to our stakeholders. Be sure to check out the next edition of the PPSD Register for a new project update article!

We are dedicated to information sharing and continuing to keep you updated on progress and achievement of major milestones. If any questions or inquiries arise, please feel free to reach out to us at CSPShelp@sco.ca.gov. We also invite you to explore our [California State Payroll System \(CSPS\) Project](#) website.