



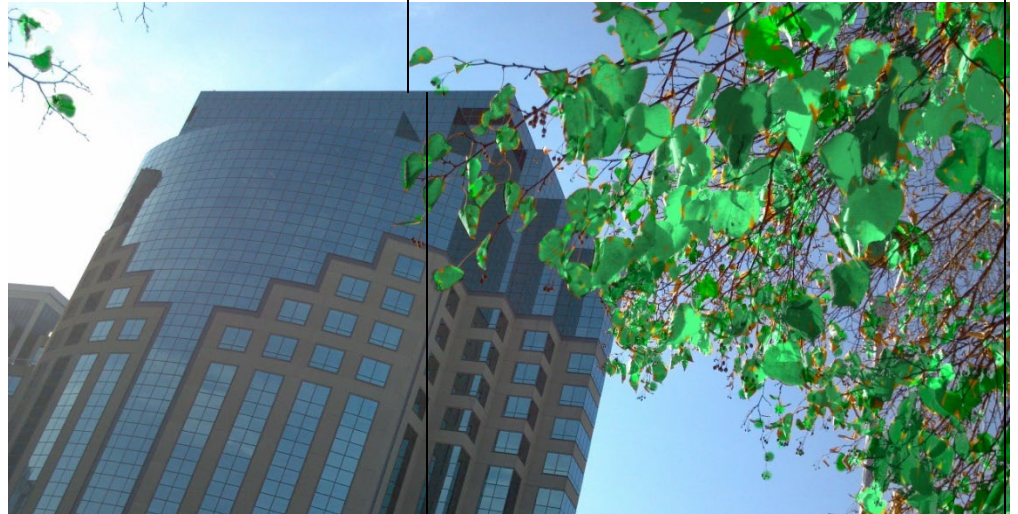
THE PPSD REGISTER

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

August 2022

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State Controller's Office Personnel
and Payroll Services Division



Key Highlights This Month

- ✓ [National Payroll Week](#)
- ✓ [California State Payroll System \(CSPS\) Update](#)
- ✓ [2022 Benefits Open Enrollment is Here](#)

SCO KEY INITIATIVES

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

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

CONTACT US

(916) 372-7200

ppsdops@sco.ca.gov
sco.ca.gov

National Payroll Week

[National Payroll Week](#), which celebrates America's employees and the payroll professionals who ensure they get paid, runs September 5-9, 2022. At the State Controller's Office (SCO), we make it a priority to observe the entire week. Last year, SCO planned several virtual events, including trivia and team meetings. We also provided each team member with a certificate of appreciation. The National Payroll Week organization has [many great ideas for celebrating your payroll professionals](#). After all, they play a critical part in providing accurate and timely personnel and payroll services through quality customer service. We encourage you all to celebrate this special week.

Thank you from SCO for your invaluable contributions to California state employees!

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 CSPS Project Team

June: Department Agency Readiness Teams

July: CSPS Project Team

August: OCM Team Roles

September: DART Info Sessions

We are Structured, Deliberate, and Continuous

What is OCM? Organizational Change Management (OCM) is a discipline focused on implementing approaches that help individuals, teams, and companies transition to new ways of doing work, using methods intended to significantly reshape organizations.

Unlike project management, which is focused on the realization of a technical solution, change management focuses on the achievement of desired results or outcomes by managing people through transitions.

We strive to:

- Empower leaders to manage and direct change effectively
- Motivate employees to work in a new environment
- Enable business transformation

When is OCM needed? OCM is essential during:

- Organizational Changes
- Strategic Changes
- Structural Changes
- Technological Changes
- Cultural Changes

Why might OCM be important to you? Here are a few of the reasons we believe you will find OCM helpful:

- The CSPS project team determined that OCM activities needed to begin early to open lines of communication throughout the project.
- By engaging stakeholders early, OCM provides stakeholders with a voice in changes that affect them, which in turn may also inform changes in your daily processes.
- The CSPS OCM team will work with your departments to create Department Agency Readiness Teams (DARTs), so every department is actively involved and engaged with the project.
- We provide consistent communication, so that all departments are receiving uniform messaging.
- We offer additional guidance as needed throughout the project journey.

We welcome CSPS project inquires, questions, and guidance requests at:

CSPSHelp@sco.ca.gov

2022 Benefits Open Enrollment is Here

The annual open enrollment period for health, dental, Premier Vision, and all FlexElect accounts runs from September 19 to October 14. All open enrollment actions will be effective January 1, 2023. The Statewide Civil Service (SCS) Benefits program processes approximately 30,000 dental (Std.692) and FlexElect (Std. 701R/701C) forms annually during the open enrollment period. This workload represents more than 20 percent of all forms processed by the SCS Benefits program each year.

As the SCS Benefits team ramps up for open enrollment season, here are some tips to help expedite processing of forms sent to SCO:

- Inform employees of the 2022 open enrollment period.
- Send reminders to employees encouraging submission of open enrollment changes as soon as possible.
- Audit submitted open enrollment forms to ensure they are accurate and complete.
- No action is needed for the FlexElect Benefit Plan for employees entitled to Pay Differential 440 during the 2022 open enrollment period. Employees will continue receiving this differential until June 2023, per provisions in the Memorandum of Understanding. Employees receiving Pay Differential 440 are not entitled to the FlexCash Benefit. The California Department of Human Resources and SCO will release additional information before discontinuation of Pay Differential 440.
- Employees who enrolled during FlexElect/CoBen Cash Option Special Open Enrollment in April/May 2022 will be automatically re-enrolled for the 2023 plan year. The exception is Permanent Intermittent (PI) employees, who must enroll each plan year during open enrollment. Refer to the FlexElect Handbook for more details.
- Submit open enrollment forms on a flow basis to SCO for processing through ConnectHR.
- Remind employees to use the Benefits Calculator provided by CalHR.
- Review the California Public Employees' Retirement System Board of Administration's approved health plan premiums for the 2023 calendar year.
- Use SCO Civil Service Benefits Open Enrollment Checklists.
- Contact the Statewide Customer Contact Center at (916) 372-7200 with questions.
- If you have suggestions, submit them to PPSDHRSuggestions@sco.ca.gov.

This publication is intended for reference only. It does not supersede current applicable laws or regulations, and it is not intended for purposes of providing legal advice.