



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.

December 2023

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State Controller's Office
Personnel and Payroll Services
Division



Key Highlights This Month

- ✓ [Our Promise Campaign](#)
- ✓ [Training Update: eLearning](#)
- ✓ [Annual Purge](#)
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- ✓ [SCOConnect Enhancements](#)
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SCO KEY INITIATIVES

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

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

CONTACT US

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Our Promise Campaign

Join your fellow state employees in being *United in Giving* through the [Our Promise](#) campaign, running now through December 31! This annual campaign raises nearly \$5 million for nonprofits in California to provide vital resources for people experiencing homelessness, food insecurity, and more. By contributing as little as \$5 a month, you can be part of this powerful effort and have a profound impact. You can choose from thousands of nonprofits to show support of the incredible work they do.

[Retiring soon?](#) If employees were enrolled in Our Promise and had deductions taken out during their employment, these deductions will not automatically continue once they retire, as they will no longer receive a pay warrant from the State Controller's Office (SCO). Our Promise allows retirees to maintain their monthly donations to the nonprofits employees care about, ensuring they continue to receive much-needed support. Retirees can re-enroll through the Our Promise [website](#).

State employees can visit [Cal Employee Connect \(CEC\)](#) today to make a contribution and be a force for positive change. Together, we can make a lasting difference for those in need. Additional information can be found by scanning the QR code, which takes you directly to the Our Promise website.



HELPFUL TOOLS



[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](#)

Training Update: eLearning

The Personnel and Payroll Services Division's Statewide Training Section supports critical personnel and payroll functions by providing statewide training to approximately 6,000 decentralized human resources (HR) staff throughout the state. The Training Section provides training to department HR staff to process transactions within the personnel, payroll, California Leave Accounting System (CLAS), and Affordable Care Act (ACA) systems in compliance with the Department of Human Resources (CalHR) Personnel and Payroll policy.

Training delivery methods include virtual classrooms, online learning, blended learning, and a library of reference manuals and tools. The [SCO PPSD Statewide Training website](#) houses more than 80 eLearning modules on Personnel and Payroll Transactional Processing, plus eLearning and training modules on both the [Management Information Retrieval Reporting System \(MIRS\)](#) and the [ACA](#) programs.

You can register for our eLearning classes by visiting: [SCO PPSD eLearning Modules](#).

Exciting new modules include:

- Employment History Overview
- Military Leave Accounting (5 module series)
- Fundamentals of Personnel – Appointments

You can register for our virtual classes by visiting: [SCO PPSD Training Events page](#).

Check out our newly updated virtual classroom offerings on the following topics:

- Salary Determinations
- CLAS
- Corrective Actions
- Fundamentals of Personnel – Qualifying Pay Periods, Sick Leave, and Vacation
- Personnel Action Request (PAR) Documentation

If you have any questions, comments, or classes you would love to see presented, please reach out to PPSDTraining@sco.ca.gov.

California Leave Accounting System Annual Purge

The annual CLAS purge process is scheduled to run on December 4 at 6:00 p.m. This process deletes the following:

- Employees who have been inactive for the last five years.
- State service or leave benefit data older than five years.
- Employees who have been Not Leave System Eligible (NLSE) for more than five years.

When an employee has state service or leave benefit data deleted, a Purge Balance/Total transaction is created based on the most recent End Balance and posted the following January. For example, when 2018 data was purged, Purge Balance/Total transactions were posted in January 2019.

The Purge Process will not post Purge Balance/Total transactions to employees who have a Position Sequence Out of Service (OOS), State Service OOS, or Leave Benefit OOS condition. Also, transactions will not post to accrued benefits if the Establishment Period is not active during January or if it has been deleted.

Any error messages generated must be resolved by the agency. If the Purge Balance/Total transaction amount is incorrect, void the transaction and post a begin balance (code 24) or begin total (code 27) transaction for the correct amount.

Purge Balance/Total transactions will not post for:

- Employees whose Personnel Information Management System (PIMS) history is out of service.
- State service or leave benefits that are out of service.
- Accrued benefits that do not have an active establishment period during the January leave period.

Errors and retroactive changes must be resolved no later than 6:00 p.m. on December 4. Please refer to the associated [Leave Letter](#) for more information.

Statewide Tax Support Program: W-2 Wage and Tax Statement Mailings

Employees of California State University and the state civil service will receive 2023 Form W-2s electronically or by mail from SCO by **January 31, 2024**. Undeliverable Form W-2s will be forwarded to verified departmental HR office addresses.

For additional information, please review [Payroll Letter 23-021 – Direct Mailing of 2023 W-2 and 1095-C Forms and Return Address on the Forms to Employees](#).

Fringe Benefit Accounts Receivable

Fringe Benefits processed in December can generate a one-time payroll deduction Accounts Receivable (A/R) for the January monthly payroll. This is for accurate Form W-2 reporting purposes only. A/Rs will have a unique class code and serial number 999. Please see [PPM, Section N 173, Item Code and Item Description](#) for a listing of the class codes.

SCOConnect Enhancements

Cal Employee Connect (CEC)

The CEC team is happy to announce the launch of our newest features, the Leave Center and Paycheck Calculator.

The Leave Center will allow employees to track and project Leave Balances from their CEC account. The new feature provides employees the ability to track and download Leave Balances produced by CLAS. The tools available via the Leave Center give the employee the opportunity to produce Leave Balance scenarios of accrual and expenditures.

The Paycheck Calculator is available within the Earnings Statement Detail section of CEC. This feature allows employees to calculate pay and withholding information based on a selected Earnings Statement. The Paycheck Calculator enables employees to see how pay and withholding changes affect an Earnings Statements.

Earnings Statement Detail Prev Next

Deductions Chart Paycheck Calculator Beta [View/Download this earnings statement](#)

AGY/UNIT	Pay Period	Direct Dep #
Tax Year	Issue Date	Bank Transit
Tax Status	Fed	State
Gross Pay	YTD	Taxable Gross
		Deductions
		Net Pay

Paycheck Calculator Beta

Pay Frequency	1st/2nd Half	Retirement Code	SS/MED	CBID
Monthly	Choose...			
Federal Filing Status		State Filing Status		
Marital Status	Exemptions	High Wage	Marital Status	Exemptions
Single	0	No	Single	0
Claim Dependents	Other Income	Deductions	SDI	
0	0	0	No	
Gross Pay	Flex Cash Option	Total Other Flex Deductions	Total A/R Deductions	Total-Voluntary Deductions
	Amount	Amount	0.00	0.00
			Deferred Comp/TS	Amount
NET PAY		\$0.00	Federal Tax Withheld	\$0.00
SDI Withheld		\$0.00	State Tax Withheld	\$0.00
Federal Taxable Gross		\$0.00	Retirement Withheld	\$0.00
State Taxable Gross		\$0.00	OPEB Withheld	\$0.00
Social Security Taxable Gross		\$0.00	Social Security Withheld	\$0.00
Medicare Taxable Gross		\$0.00	Medicare Withheld	\$0.00

The data provided is current as of the day it was posted. In some circumstances, your payroll may issue and not be released to you. Please contact your Human Resources Office if you have questions.
1.0.4

Close

With Thanks: Farewell Notes from PPSD Division Chief Jil Barraza and CSPA Project Director Chris Maio

Jil E. Barraza, Personnel and Payroll Services Division Chief



I have been honored to serve the State of California's HR community for almost 35 years with passion and dedication.

I began my career working for the California Environmental Protection Agency's Boards, Departments and Offices, serving in numerous roles performing personnel and payroll administrative functions to leadership over those same functions. Serving in these roles provided me with many opportunities to hone my technical and managerial skills while also establishing working relationships with the State's control agencies, such as SCO. I recommend and encourage each

of you to make opportunities to connect with your peer HR professionals and develop your own relationships through the many [forums](#) SCO leads.

When I was presented with an offer to join SCO in 2007, I was eager to accept. During my time here, I have met and worked with the best of the best with the common goal of serving our state colleagues and all Californians at the highest level possible. I am filled with gratitude and pride when I think about the daily contributions of our central and decentral team members in the HR community. It takes courage and optimism to be in this line of work. Through all your collective efforts, we together, ensure accurate and timely payroll for state employees so that they can focus on the critical work they were hired to perform.

Just as I have used these driving factors throughout my entire career, I trust you will also be successful if you use common sense, logic, and reason as your own guiding principles while you continue the perennial work you do.

Even though I will miss you all, I am looking forward to this next phase of my life. I will never forget the professionalism, collaboration, trust, and friendship I have experienced with all of you. Thank you for the valuable work you do.

I cannot imagine ending my public service career anywhere else. I wish you all the best!

Chris Maio, California State Payroll System (CSPS) Project Director



After serving the people of California for the past 35 years, and after much planning and consideration, I have decided to retire. My last day of work was November 30. Over the course of my career, I witnessed a great transformation in how work is performed as we transitioned away from typewriters to personal computers, networks, email, websites, and remote access to everything from anywhere. As a technologist, I was a key player in shepherding the growth of automated systems in every organization I was part of. As much as I really enjoyed working with technology all these years, as my career ends, I look back and recognize that I don't really remember much about the numerous individual systems I created as much as I recall the people who I worked with to create them. No computer or program has brought me as much joy as the people I was surrounded by. I'd like to take this moment to thank every peer, manager, mentor, and family member who shaped me into who I am today. It is for you that I am eternally grateful.

This is not to say that I am not proud to have been part of a few greater achievements. Prior to my joining SCO, I was the Chief Information Officer (CIO) at the Secretary of State during the first implementation of the online voter registration system. In just nine months, I led a team of developers and infrastructure staff to create a modern secure application that interfaced to our legacy systems that brought voter registration to the palm of the hands of all Californians. Sound familiar? While I did not play nearly as large of a role, I am very proud to have been a strong advocate for the CEC project. Just as transformative as the voter registration system was for California citizens, the Connect suite of products has been for all state employees and state HR professionals.

While I am proud of my professional achievements, I owe much of my recent success to the staff and management of this organization. The CSPS Project team truly is one of the best organizations I have ever led, and I take comfort knowing they, in partnership with PPSD, will continue to charge ahead and successfully transform the delivery of personnel and payroll services for our enterprise and ultimately for the State of California and the people we serve. I only lament that I will not be paid by the resulting system before I go.

I will miss my daily interactions with all of you and hope you continue to have fun doing the work you do, queuing up your favorite tunes along the way.

Remember, it's not what you worked on but who you worked with.

Farewell wherever you fare.

Part Two: Cal Employee Connect Through the Years

As we began to learn how CEC emerged in part one of [“Cal Employee Connect Through the Years,”](#) we will continue to highlight the journey of how the CEC portal has evolved. Since 2021, we have seen a rapid development of CEC from a simple application for employees to the current platform, introduced to departmental HR offices, with interactive features directly impacting employees and HR staff.

August 2021: Prior to 2021, CEC was an application to be used only by state employees. However, in 2021, the application evolved into a more universal platform that could support HR offices. ConnectHR was developed and launched to all departmental HR offices. ConnectHR supports the SCO paperless initiative by allowing HR offices to upload files while either teleworking or working onsite. ConnectHR has created a way to securely exchange confidential information between departmental HR offices and SCO. Like CEC, ConnectHR was developed entirely in-house by SCO staff, leveraging much of its technology from the CEC platform. It has proven to be a viable and secure method to transfer data and/or documents to the correct SCO program area. The SCOConnect team aids HR offices with submitting forms, which also promotes accountability, compliance, and eliminates additional workloads.

January 2022: Additional interactive capabilities, such as address changes and updating/ enrolling in Direct Deposit, were approved to launch in CEC. These interactive features enable employees to utilize self-service features. HR offices review all changes before they are processed. This ensures all parties are accountable and informed in the process.

Winter 2022- Spring 2023: CEC released the following features to be made available statewide:

- Direct Deposit (new/change). This feature replaces the STD. 699 Direct Deposit Enrollment form.
- Address Change feature. This replaces the STD. 686 EAR form.
- W-2 Opt-In. This allows employees to opt-in to an electronic or paperless W-2.
- The ability to electronically donate to the “Our Promise” campaign.
- ConnectHR A/R 035. This allows HR staff to change the method of collection from Agency Collection to Payroll Deduction for A/R's.
- eTimesheet feature. Twenty (20) departments currently use this feature, and additional HR offices are able to request to use for their departments.
- In order to help secure all of these new features, the SCOConnect team also implemented Multifactor Authentication (MFA). This feature uses any modern smartphone MFA app.

SCOConnect as It Is Today

Soon, you can expect to see an electronic withholdings change feature. Employees can now use these interactive capabilities to serve themselves, saving paper and the time of HR specialists, as well as the SCO's Personnel and Payroll Operations Bureau (PPOB) and SCO's Disbursements Operations.

As employees are no longer required to use paper forms, the platform has evolved to become extremely convenient for both employees and HR staff. To put this in perspective, four (4) pallets of paper a month were once used to print direct deposit advice statements. At that time, about six (6) percent of state employees did not feel comfortable putting their banking information on the STD. 699 Direct Deposit Enrollment form. However, now that CEC offers a secure platform for employees to enroll in direct deposit, SCOConnect is now expecting to see an increase in enrollments via the CEC self-service portal. PPOB used to manually key in each [STD. 699](#) and [STD. 674 A/R Payroll Adjustment Notice](#). Since employees are now able to self-serve via CEC, PPOB staff are now able to focus on other deadlines. CEC has evolved from a single application for employees to a portal that serves both employees and HR staff, resulting in a paperless initiative. Through CEC and ConnectHR, SCO has had the opportunity to establish impactful connections with state HR offices while assisting in registering and addressing technical questions that arise.

The SCOConnect team is extremely responsive to their customers. The team listens to all comments and feedback. They receive feedback from [HR user group forums](#), workshops, and more to make improvements in the state employee and HR communities. On a typical payday, CEC now sees about 100,000 log-ins.

As expected, the more features that are launched, the more inquiries the SCOConnect team receives. The team is making efforts to automate responses by implementing chat bot features to reduce back-and-forth email communications. Learning, evolving, and responding to customers helps the team better understand customers and boost efficiency.

SCOConnect: The Future Vision

The changes implemented by SCO demonstrate how public agencies can create efficient and effective modifications to improve customer service. While CEC was initially written for internal customers, the team has seen what it can do for external customers. The CEC team is analyzing any additional forms they may be able to automate in CEC that would eliminate manual work for HR, employees, and the PPOB. The main goal the team keeps in mind is, *"How can we streamline the process from beginning to end?"*

As CEC continues to expand, the SCOConnect team has acknowledged that there has been tremendous growth in the past three and a half years. The team is excited about the possibilities of SCOConnect, both CEC and ConnectHR and what is to come. Both the people and processes are ready to transition to new technology with the CSPS Project implementation.

CEC initially began as a team of three (3) business staff and four (4) Information Technology (IT) staff who served 300,000 state employees and 5,000 HR staff. This team learned to anticipate questions

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and respond to customer inquiries and built the process along the way. As this initiative has grown and additional features have been added to the original project, the team will continue to grow as a bridge to our future state.

The story of change at SCO represents the best of what can be done in state service. As the CEC platform and development are fluid, SCOConnect is here to fully support the timeline for CSPA. The team continues to support CSPA through providing employees and HR offices with useful self-service tools and solutions. The challenges posed by use of new and improved technologies, are addressed in monthly change-control meetings and documented with monthly Executive Project Performance Reports. The compilation of these reports helps ensure the Uniform State Payroll System (USPS) remains in compliance with federal and state laws and bargaining agreements/contracts. Executing essential details will enhance the work experience for all customers. Testing, tracking, and monitoring data will evolve into data analytics with the growth and modernization of the future state.

Similar to her dedication to modernizing California's property tax system while at the Board of Equalization, State Controller Malia M. Cohen will advance the state's payroll system by continuing to sponsor the further development of SCOConnect and the CSPA Project. Under Controller Cohen's leadership, both SCOConnect and the CSPA project will continue progress forward to achieve the vision set forth by the previous administration.