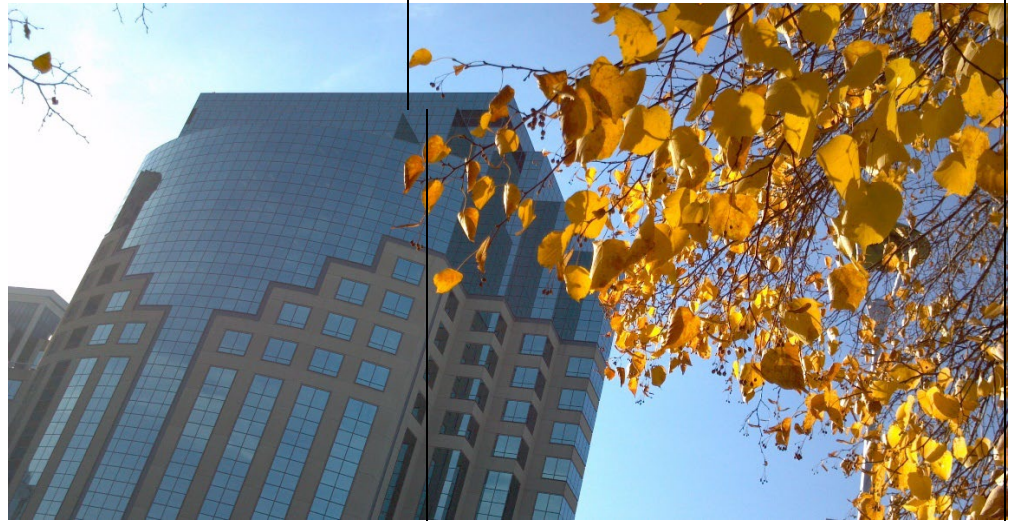




THE PPSD REGISTER

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



January 2023

VOL 4, ISSUE 1

State Controller's Office Personnel
and Payroll Services Division

Key Highlights This Month

- ✓ [Welcome Controller Malia M. Cohen](#)
- ✓ [2022 Form W-2, Wage and Tax Statement](#)
- ✓ [March 2023 Dependent Eligibility Verification](#)
- ✓ [California State Payroll System Project Update](#)
- ✓ [CalHR Savings Plus Program](#)
- ✓ [2023 Fiscal Year-End Processing](#)

SCO KEY INITIATIVES

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

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

CONTACT US

(916) 372-7200

ppsdops@sco.ca.gov

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Welcome Controller Malia M. Cohen



State Controller Malia M. Cohen was sworn in Monday, January 2, 2023, as California's chief fiscal officer.

Controller Cohen was elected in November 2022, following her service on the California Board of Equalization (BOE). She was elected to the BOE in November 2018 and was Chair in 2019 and 2022. As Controller, she continues to serve the Board as its fifth voting member. Prior to being elected to the BOE, Ms. Cohen served as President of the Board of Supervisors of the City and County of San Francisco. As a Member of the San Francisco Board of Supervisors, she served as the Chair of the Budget and Finance Committee and President of the San Francisco Employees' Retirement System (SFERS).

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](#)

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Statewide Tax Support Program: 2022 Form W-2, Wage and Tax Statement

The State Controller's Office (SCO) will mail 2022 [Form W-2, Wage and Tax Statements](#) to state civil service and California State University employees by January 31, 2023. Form W-2s returned as undeliverable will be sent to department human resources (HR) offices to distribute. Please ensure that your HR office address on the [California Personnel Office Directory \(CPOD\)](#) is current.

We also recommend employees confirm the address they have on file by visiting their [Cal Employee Connect \(CEC\)](#) user profile (once registered). The Form W-2 will be mailed to the address in their user profile. Employees who need to update their mailing address will need to submit an [Employee Action Request, Standard Form 686](#).

For additional information, please review [2022 Form W-2 Wage and Tax Statement FAQs](#) and [Payroll Letter #22-020](#).

Statewide Benefits Program: March 2023 Dependent Eligibility Verification

Departments will soon receive eligibility verification documents and completed [Dependent Eligibility Verification Checklists \(CalHR 781\)](#) from employees. It is critical that departments verify dependent eligibility for health benefits in [myCalPERS](#) by April 1, 2023. Delays will result in employees' dependents losing health care coverage and the creation of accounts receivables. Departments can also view the Dependent Eligibility Verification Schedule on the [CalPERS](#) website. Please see below helpful tips and resources regarding dependent eligibility verification:

- Review the [CalPERS resources](#).
- Review the [CalHR Dependent Re-Verification FAQs for Human Resources Offices](#).
- Verify dependent eligibility on a flow basis.
- Dis-enroll ineligible dependents from health, dental, and vision benefits in a timely manner.
- Use the "Dependent Verification End Date Report" in myCalPERS to determine which employees are required to verify eligibility of dependents for health benefits during the March verification cycle.
- Notify employees in writing of deficient documents.

Questions? Contact the [PPSD Statewide Customer Contact Center](#) at (916) 372-7200.

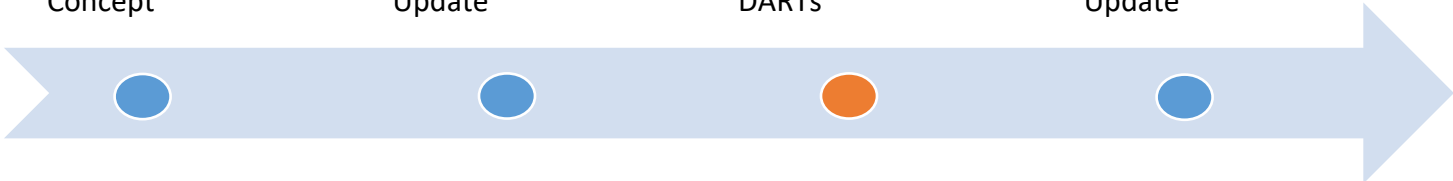
CSPS Monthly Snapshot

November: Proof of Concept

December: Project Update

January: Building DARTs

February: Project Update



The CSPS Project Team looks forward to the new year with excitement and momentum!

We enter 2023 with an exciting start for both the CSPS Project Team and partners. We have launched our Subject Matter Expert (SME) and Coordinator identification sessions, which will continue through March. The full Department Agency Readiness Team (DART) kickoff will take place shortly after. This is an opportunity for DARTs from each agency/department to come together and become oriented to their roles and expectations.

More specifically, this stage will cultivate the growth of each DART based on the needs of their department and expectations from the project. Departments have already assigned Sponsors and Liaisons to lead their DART team, and now have the opportunity to add SMEs and Coordinators to their team. The structure of each team may vary depending on department needs.

Role	Responsibilities	Desired Skills	Estimated Time Commitment
Sponsor	<ul style="list-style-type: none"> • Management oversight • Monitoring and advising • Issue resolution • Provides resources • Advocate for CSPS 	<ul style="list-style-type: none"> • Experience sponsoring change • Ability to influence • Positioned to make decisions 	5-25 hours per quarter
Liaison	<ul style="list-style-type: none"> • Serving as single point of contact • Leading readiness activities • Building department support • Promote teamwork and continuous improvement 	<ul style="list-style-type: none"> • Project management • Leadership experience • Ability to influence • Software implementation experience • Change management experience 	Full Time

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Role	Responsibilities	Desired Skills	Estimated Time Commitment
Subject Matter Experts / Super Users	<ul style="list-style-type: none"> • Conducting work sessions • Validating “as is” and “to be” processes • Validating design documentation • Analyzing the integration of CSPS business processes into department • Testing • Consulting with department management on staff readiness • Providing go-live and post go-live support 	<ul style="list-style-type: none"> • Analytical • Experience working within assigned area of scope • Understanding of operational processes within assigned area of scope • Ability to influence within role • Experience working on software implementation 	25-50 percent
Coordinators <ul style="list-style-type: none"> ➤ Training ➤ Reporting ➤ Technical 	<ul style="list-style-type: none"> • Manage activities • Coordinate needs • Support testing • Resolve issues • Manage communication and feedback 	<ul style="list-style-type: none"> • Appropriate experience • Understanding needs and processes within department • Access to needed tools 	25-50 percent

We are dedicated to information sharing and continuing to keep you updated on progress and 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 [CSPS website](#).

CalHR Savings Plus Program

The CalHR [Savings Plus](#) program has lowered the monthly minimum contribution from \$50 to \$25 per plan. State employees can visit the Savings Plus website or [contact Savings Plus](#) to enroll today!

Statewide Position Control Program: 2023 Fiscal Year-End Processing

To ensure accurate mailings and prepare for 2023 Fiscal Year-End processing, please email the information requested below to PPSDpositioncontrol@sco.ca.gov no later than February 21, 2023. Correct mailing information ensures timely delivery of all fiscal year-end materials from the Statewide Position Control Program, such as the Reorganizations and the Annual Header Forms PR421. See requested information below:

Agency Information:

- Agency Codes
- Agency Name
- Mailing Address

Contact Information:

- Name and Title
- Telephone Number
- Email Address

Questions? Contact the [PPSD Statewide Customer Contact Center](#) at (916) 372-7200.