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.

Key Highlights This Month

- ✓ Welcome California State Payroll System Project Director

- ✓ California State Payroll System Project Update

- ✓ January Dependent Eligibility Verification

- ✓ Statewide Tax Support Program: 2023 Form W-2, Wage and Tax Statement

- ✓ Annual Position Control Contact Information

SCO KEY INITIATIVES

SCOCONNECT:
CAL EMPLOYEE CONNECT
CONNECTHR

CALIFORNIA STATE PAYROLL SYSTEM PROJECT

CONTACT US

(916) 372-7200

ppsdops@sco.ca.gov

Welcome California State Payroll System Project Director

SCO is happy to announce that Jennifer Burkett, who formerly served as Project Manager of the California State Payroll System (CSPS) Project from January 2018 to November 2023, is now the CSPS Project Director. Jennifer's experience perfectly welds her working knowledge of the state's personnel and payroll statutes and regulations, her expertise in project management, and her excellent diplomacy and tact. She previously held the role of CSPS Assistant Project Manager from September 2016 to December 2017. With 20 years of personnel and payroll experience in California State government, Jennifer's range of expertise includes project, vendor, and human resource management.

Before joining the CSPS Project, Jennifer served as the Project Manager of the Justice HR Project at the California Department of Justice from 2014 to 2016, Functional Manager for the MyCalPAYS Project with SCO from 2011 to 2014, and as a MyCalPAYS functional team member from 2006 to 2011. Jennifer received her bachelor of arts degree from the California State University, Sacramento, in Human Resources Management, and she received her Project Management Certification in 2014. Please give Jenn a warm welcome as she begins her new role!

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
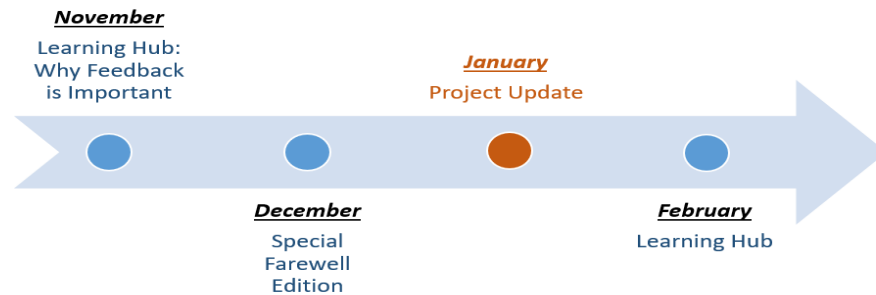
Requesting Pay History

Statewide Training

Payroll Flyers and Global Messages

Verification of Employment

California State Payroll System Monthly Snapshot

November
Learning Hub:
Why Feedback
is Important

January
Project Update

December
Special
Farewell
Edition

February
Learning Hub

The CSPS Project team continues preparing for the implementation of a new personnel and payroll system. Confidential discussions with potential bidders concluded during the first week of December and updates were made to the Project Approval Lifecycle (PAL) Stage 3 documents. The solicitation documents will be amended and then formally released after the PAL Stage 3 approval in early 2024. The project is on track and expects to award a contract in December of this year.

Describing how end-users interact with the system, the Functional team is dedicated to refining use case inventory and narratives. The interface business leads meet regularly to validate mapped interfaces against detailed requirements to ensure an effortless data integration. Simultaneously, the CSPS Technical team addresses data fixes. To enhance this work, the team designed a Data Cleansing Dashboard that is more dynamic, containing additional visual displays and customizable filters.

As the project team progresses through procurement, the Organizational Change Management (OCM) team continues to engage departments through the Department Agency Readiness Teams (DART). Agency Change Experts (ACE) will be sharing the new DART roadmap for 2024. The OCM team is also developing a detailed communications plan for informing and educating stakeholders on biweekly pay, additionally known as "Modernizing Pay Day". The Training team finalized a Learning Management System (LMS) Service Agreement for the use of CalLearns in collaboration with CalHR. This partnership ensures CSPS related training is organized and available all in one place.

Be sure to check out the next edition of the PPSD Register for a new Learning Hub article.

We are dedicated to information sharing and will continue 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 California State Payroll System (CSPS) Project website.

Statewide Benefits Program: January 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 February 1, 2024. 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 Public Employees' Retirement System (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 January verification cycle.

 • Notify employees in writing of deficient documents.

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

Statewide Tax Support Program: 2023 Form W-2, Wage and Tax Statement

SCO will provide the 2023 [Form W-2, Wage and Tax Statements](#) by mail or electronic delivery to state civil service and California State University employees by January 31, 2024. Form W-2s returned as undeliverable will be sent to department 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 [Form W-2 Wage and Tax Statement FAQs](#) and [Payroll Letter #23-021](#).

Statewide Position Control Program: 2024 Fiscal Year-End Processing

In preparation for the 2024 fiscal year-end processing and to ensure accurate delivery of the Payroll Header Report, please complete the information requested below and return to ppsdpositioncontrol@sco.ca.gov **no later than February 23, 2024**. Providing accurate contact information will ensure timely delivery of all fiscal year-end related materials from the Position Control Program.

Agency Information:

• Agency Codes

• Agency Name

• Mailing Address

Contact Information:

 • Name and Title

• Telephone Number

• Email Address

Please contact the PPSD Statewide Customer Contact Center (SCCC) at (916) 372-7200 with any questions.