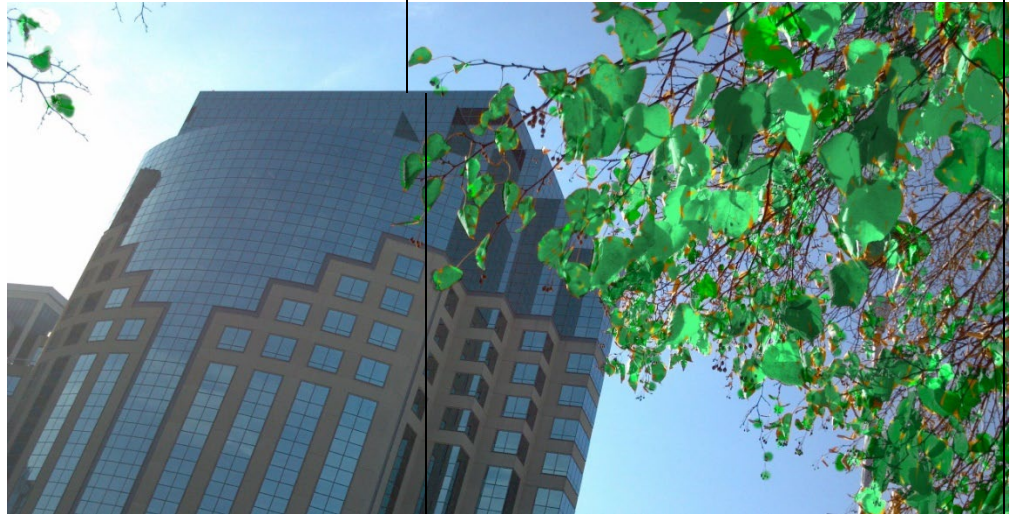




THE PPSD REGISTER

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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State Controller's Office Personnel
and Payroll Services Division

Key Highlights This Month

- ✓ [Reminder](#): Universal Email Boxes
- ✓ [Don't Miss Out on a New User Group Forum](#) for All Transaction Specialists
- ✓ [California State Payroll System Update](#)
- ✓ [End of the Control Period](#) for All Permanent-Intermittent Employees
- ✓ [Annual Position Control Budgeting and Reporting](#) – Schedule 8

SCO KEY INITIATIVES

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

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

CONTACT US

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Reminder: Universal Email Boxes

The Personnel and Payroll Services Division (PPSD) will require all human resources (HR) offices to provide a universal email box to the State Controller's Office (SCO) by July 1, 2022. This will ensure all communications, requests, and replies are received promptly by each agency.

If your agency has not already done so, please notify SCO of the preferred universal email-box address by contacting cacosta@sco.ca.gov. Please include your agency code(s) in the email subject line.

Lastly, please update the [California Personnel Office Directory](#) with your new universal email-box address.

Don't Miss Out on a New User Group Forum for All Transaction Specialists

In August, PPSD will begin holding quarterly Transaction Specialists' Educational Forums (TSEF) for HR personnel specialists.

These forums will provide personnel, payroll, and benefits specialists clarification and assistance from subject matter experts.

Look for an email invitation in early July with instructions on how to register for the TSEF. To ensure you receive invitations to all future forums and have access to post-forum notes, please [subscribe here](#) and select Transaction Specialists' Educational Forum from the drop-down list. For more information, contact TSEF@sco.ca.gov.

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

May: Process Advisory Committees

June: Department Agency Readiness Teams

July: CSPS Project Team

August: OCM Team Roles

The California State Payroll System (CSPS) Project Team invites you to become acquainted with a very important group of individuals that make up the CSPS Project Team.

What is the CSPS Project Team?

We are the team modernizing the human resource management, travel and business expense, and payroll systems used by more than 285,000 state government employees. We strive to provide accurate personnel and payroll services and a quality customer experience.

Why are we determined to bring the “future state” to life?

We are passionate about what we do simply because we believe in it. We have been in your shoes and experienced challenges with the existing system firsthand. Our project objectives are to:

- Enhance online view capabilities for payroll, employment history, leave balances, and tax information.
- Improve end-user functionality to allow employees to update bank information, tax withholdings, and addresses.
- Improve reporting capabilities to provide user-friendly ad-hoc reporting tools.
- Create automatic system checks to validate data entry and reduce manual rework processing time.

Who are the leaders of the CSPS Project Team, and what are their roles?

Our leadership team has authority to make daily operational decisions. The team triages matters that are escalated by the project’s work stream teams and makes decisions regarding the planning, execution, and reporting tasks/activities to complete the project’s scope of work. Let’s meet them:

Chris Maio, CSPS Project Director – Chris provides leadership and direction for the CSPS project and oversees completion of the four stages of the Department of Technology’s Project Approval Lifecycle: procurement, design, development, testing, and implementation. Chris advises and consults with the project’s executive steering committee, statewide project governance organizations, external control agencies, state departments and agencies, and labor organizations. He also represents the project in meetings and hearings with the Legislature and serves as the central point of communication and coordination for the project.

Brandon Rutschmann, CSPS Project Director, CalHR – Brandon ensures the new system applies requirements set by laws, regulations, and bargaining agreements while supporting the business policies, practices, and processes of statewide HR and labor relations programs.

Brandon has been with the state for just over 21 years, 18 of which have been in project leadership roles.

Jennifer Burkett, CSPS Project Manager – Jennifer is responsible for all tasks and activities required throughout the lifecycle of the project. These include acquiring project resources, preparing budget documents, risk and issue management, oversight of the development of solution requirements, development and maintenance of the project schedule, required project reporting, and stakeholder management. Jennifer provides leadership and administration of both technological and business aspects of the project. She also oversees current software application

assessments and overall replacement efforts. Jennifer serves as a subject matter expert regarding current payroll processes and possesses the knowledge, skills, and abilities to shape future policies and procedures.

CSPS Project Teams: Project teams and leads make daily operational decisions within specific work streams. Our teams include Project Management Office (project management, independent verification and validation, vendor, staffing, cost, procurements), Functional Team (business analysts, testing and transformational opportunities), Technical Team (data for now), and Organizational Change Management.

[Learn more](#) about CSPS.

End of the Control Period for All Permanent-Intermittent Employees

June 30 marked the end of the control period for all permanent-intermittent (PI) employees. Unlike permanent full-time employees, PI employees do not receive the cash option benefit every month. Instead, they receive a lump sum to cover them for six months.

For PI employees to receive the cash option benefit, they must:

- Have completed a STD. 701C during the open enrollment period, or if newly eligible, after open enrollment but before January 1;
- Be eligible for enrollment in health and/or dental insurance for the entire January-through-June control period (eligibility gained as of January 1 but not effective until February 1 meets the criteria);
- Have been paid for at least 480 hours worked during the January-through-June control period;
- Have a PI appointment from January 1 through June 30 of the plan year for which they have enrolled with no break in service.

Document Submission Deadline for Cash Option Payment – PI Employees:

- SCO must receive the STD. 701C and STD. 674 forms for cash option-eligible PI employees by September 1. All requests for payment received after September 1 will be returned unprocessed.

Annual Position Control Budgeting and Reporting – Schedule 8

All civil service positions must have Department of Finance (DOF) approval (or delegated approval) before an employee can be appointed. This process is called “position control.”

As the state’s payroll administrator, SCO administers the position control process through the Uniform State Payroll System (USPS). The term position control refers to data maintained within USPS. These data are used to account for the number of positions allocated to each agency by the budget and comprise a report called the “Established Position Roster” file. The Established Position Roster file is a key component of civil service payroll issuance and records all transactional changes occurring to each position in any given payroll cycle.

The Schedule 8 is a report produced to assist departments in reconciling differences between SCO records and each individual agency’s documentation. SCO runs this annual report for DOF at the beginning of each fiscal year in July.

The Schedule 8 assists departmental budget staff in the estimation of salary and wages for established positions included in the Governor’s Budget. The Schedule 8 also assists departments in preparing their annual Schedule 7A Galley Proof for inclusion in the Governor’s Budget.

Each year, usually in late July, Salary and Position Worksheets (Schedule 7A) are distributed to departments via email by their finance analyst. Schedule 7A contains the totals of authorized positions and shows the count of full-time equivalent positions filled and actual amount expended for the past year, the number of full-time equivalent positions, and amounts approved by the Legislature in the immediate past approved budget for the current and budget years.

For more information regarding the Schedule 8 and the Annual Schedule 7A, see the [State Administrative Manual \(SAM\)](#).