



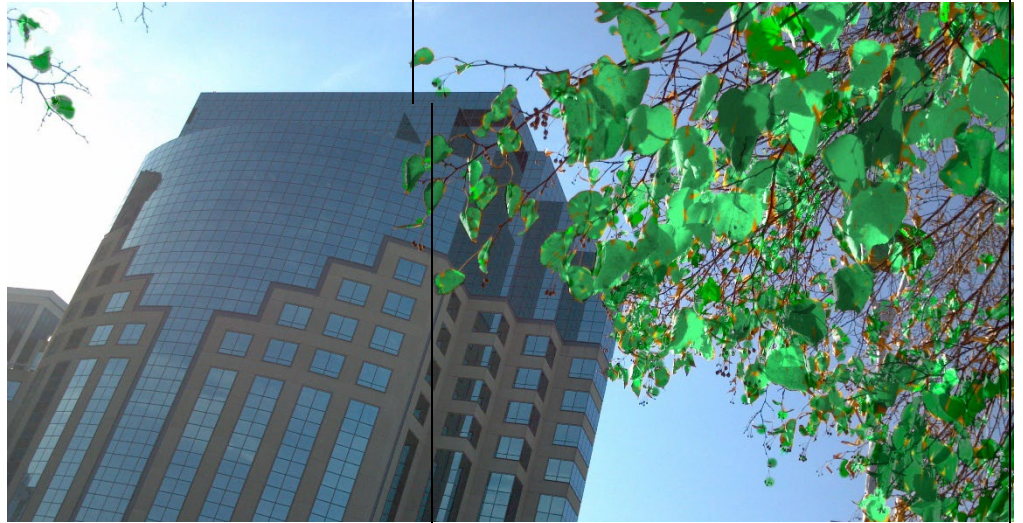
# THE PPSD REGISTER

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

- ✓ [2023 California State University Benefits and Payroll Conference](#)
- ✓ [End of Control Period for All Permanent-Intermittent Employees](#)
- ✓ [Annual Position Control Budgeting and Reporting—Schedule 8](#)
- ✓ [SCOConnect Enhancements](#)
- ✓ [California State Payroll System Project Update](#)

## SCO KEY INITIATIVES

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

[CALIFORNIA STATE PAYROLL  
SYSTEM PROJECT](#)

## CONTACT US

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## 2023 California State University Benefits and Payroll Conference

The State Controller's Office (SCO) is excited to participate in the California State University (CSU) Chancellor's Office Annual Benefits and Payroll Conference. This conference is an opportunity for business partners and vendors to present new and existing business processes, products, and services. Campuses come together to collaborate and share information from their respective campuses. To accommodate staff from all CSU campuses, the conference will be held virtually on Wednesday, August 2, and Thursday, August 3.

SCO will be discussing and presenting the following topics:

- Cal Employee Connect (CEC) and ConnectHR updates and demonstrations
- California State Payroll System (CSPS) Project updates
- Open Enrollment Business Processes
- Q&A with SCO team members

SCO is looking forward to attending this conference to learn more about new business processes and collaborate with our business partners.

## 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](#)

## End of Control Period for All Permanent-Intermittent Employees

June 30 will mark 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 (6) 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.
- For more information, please refer to [CalHR's Benefits Administration Manual – FlexElect Program](#).

## Annual Position Control Budgeting and Reporting— Schedule 8

The position control process requires all civil service positions to have Department of Finance (DOF) approval (or delegated approval) before an employee can be appointed. The term “position control” also refers to data maintained within the SCO-administered Uniform State Payroll System (USPS). The data is 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. Beginning in April, the System Activities, Coordination and Support (SACS) unit posts letters to the SCO listserv site to help aid departments with their Schedule 8 process. Departments can sign up to receive the report via File Transfer Protocol (FTP) and fill out forms that need to be sent to SCO’s position control for position movement from there. For more information

regarding the Schedule 8, see the Payroll Procedures Manual (PPM) [Section C 500](#). To see which forms are needed to complete Schedule 8, please see [Fiscal Year-End Letters](#).

## SCOConnect Enhancements

### Cal Employee Connect

#### Direct Deposit

Protecting CEC user information is our highest priority. Since the release of the Direct Deposit Feature, the CEC team has been collecting feedback to enhance the experience and ensuring all user information is protected. In addition to the increased layer of security the Multifactor Authentication (MFA) provides to CEC user accounts, the CEC team has applied further layers of security to the feature. These additional security measures are to ensure the highest level of user authentication before submission of any Direct Deposit request.

Below are a few of the feature's new security enhancements:

- CEC users will need to be on their agency network to submit a Direct Deposit request. Outside of their agency network will be view only and unable to access this Employee Services feature.
- The Direct Deposit feature will require the user to enter a confirmation code sent to the user's email on file to complete the request.
- Request to change an email address will have a 96-hour waiting period before access to Employee Services, such as Direct Deposit, becomes available.

## California State Payroll System Monthly Snapshot



Organizational Change Management (OCM) involves using a set of proven processes and tools to assist individuals through transitions. Uncertainty about the future can lead to resistance during times of transition. As a change leader, you have the ability to ease employees' concerns related to change. Leading people through change can be challenging, which is why it is advantageous for all people within an organization to recognize their ability to affect change. You do not have to be an expert in change management to advocate for change and practice change leadership.

Organizational change leadership is different, as it helps create and communicate the vision, inspires people, builds trust, and motivates teams. Change leadership and OCM work together to provide the communication, motivation, and enthusiasm for a successful transition. Here are some tips to help navigate through uncertainty and help manage resistance.

## Tips for Navigating Uncertainty



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](mailto:CSPShelp@sco.ca.gov). We also invite you to explore our [California State Payroll System \(CSPS\) Project website](#).

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.