



# 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

- ✓ [2024 California State University Benefits and Payroll Conference](#)
- ✓ [Annual Position Control Budgeting and Reporting – Schedule 8](#)
- ✓ [SCOConnect: Paycheck Calculator Feature](#)
- ✓ [Savings Plus Update](#)
- ✓ [End of the Control Period for All Permanent-Intermittent Employees](#)
- ✓ [California State Payroll System Project Update](#)

## SCO KEY INITIATIVES

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

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

## CONTACT US

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## 2024 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 Tuesday, August 6, and Wednesday, August 7.

SCO will be discussing and presenting the following topics:

- [Cal Employee Connect \(CEC\)/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](#)

## Annual Position Control Budgeting and Reporting – Schedule 8

The Position Control process requires all civil service (CS) 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 SCO's 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 is comprised in a report called the “Established Position Roster” file. The Established Position Roster file is a key component of CS 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 posted [Fiscal Year End Letters](#) to the SCO website to help aid departments with their Schedule 8 process. Departments must view these letters to know which forms must be completed and submitted to SCO’s Position Control for position movement before the Schedule 8 report is ran. The report is available via [ViewDirect](#) or [Mobius View](#) but departments can sign up to receive the report via File Transfer Protocol (FTP) as well.

For more information regarding the Schedule 8, see [Section C 500](#) of the Payroll Procedures Manual (PPM).

## SCOConnect: Paycheck Calculator Feature

The SCOConnect Team is excited to highlight the Paycheck Calculator feature available in CEC. This is one of the newest features added and can be found under the “Earnings Statement Detail” on the employee’s recent (2024) CEC Earnings Statements. The feature allows employees to simulate deduction changes and view breakdowns of deductions to earnings. For more information and to see how it works, login to your [CEC](#) account.

The screenshot shows the 'Earnings Statement Detail' page in the CEC system. At the top, there is a 'Next' button. Below the title, there are three main options: 'Deductions Chart', 'Paycheck Calculator Beta', and 'View/Download this earnings statement'. A red arrow points to the 'Paycheck Calculator Beta' button. Below these options is a table with the following data:

AGY/UNIT	[Redacted]	Pay Period	04/24	Direct Dep #	[Redacted]
Tax Year	24	Issue Date	05/09/24	Bank Transit	[Redacted]
Tax Status	Fed	M	State	[Redacted]	

## Savings Plus Update

As of July 1, employees may now select the “Do It For Me” option and skip completing the contribution allocation table. The customizable table is still available for employees who wish to manually allocate their funds (and, if they are separating between 11/01 and 12/31, they may be able to transfer up to the maximum contribution limit into two (2) tax years). This new feature, and many more form enhancements, will make the process more streamlined and accessible for everyone.

Also, effective July 1, all Lump Sum Separation Pay contribution elections are irrevocable once the form is signed and submitted to your personnel office for processing. Employees are not able to

amend, correct, or withdraw elections once they are submitted. This will ensure prompt processing and distribution of your funds.

You can view the newly revised form at [www.SavingsPlusNow.com](http://www.SavingsPlusNow.com). If you have questions about these updates, please reach out to Savings Plus at [Leaverollover@calhr.ca.gov](mailto:Leaverollover@calhr.ca.gov).

## End of the 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.

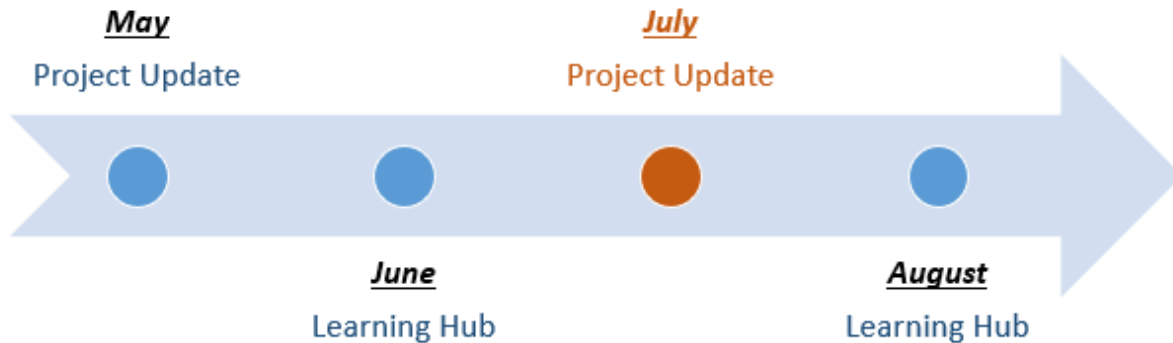
For PI employees to receive the cash option benefit, they must:

- Have completed a [STD. 701C](#) form 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](#).

# California State Payroll System Monthly Snapshot



## Welcome Technical Team Chief

The CSPS Technical Team is excited to welcome Kermit Taylor as the new Technical Team Chief. He has been serving as the Client Services and Data manager on the project. Before joining SCO, Kermit led the Covered California agency's implementation of the Human Capital Management system, Workday. He has worked in Information Technology for most of his professional life, as both a manager and a project manager. Kermit successfully managed many projects during his 30-year career with IBM Corporation including Facebook's internet.org initiative, Kaiser Permanente's data centers, and Daimler-Benz/Honda in car voice technology to name a few. Outside of work, he enjoys playing golf, traveling, and spending time with his family. Please join the CSPS Project Team in welcoming Kermit to his new role.

## CSPS Project Update

The CSPS Procurement Team is in the solicitation process for a Systems integrator (SI) as scheduled. An SI is an individual or organization that helps organizations embark on technology projects. The main goal of the SI is to consolidate different subsystems into one integrated solution that meets the business needs of the organization. The bidder proposals have been received and software demonstrations are underway. The Procurement Team is also developing contracts for Business Analysis and Information Technology (BA/IT) services and updating solicitation documents.

The Technical Team is collaborating with the Organizational Change Management (OCM) Team to support an initiative to validate interfaces with all State Departments impacted by the CSPS Project. An interface is a point where two (2) systems, subjects, organizations, etc. meet and interact. The interfaces are being validated through the Department Agency Readiness Teams (DARTs) which is progressing well. This vital task will conclude at the end of June and will provide the SI with a concise, prioritized inventory of interfaces that need to be included in the CSPS Project.

The Functional Team is holding a working session regarding system interfaces with their partners in Information Systems Division (ISD) and Personnel and Payroll Services Division (PPSD) within SCO. This is part of the overall effort to document and describe how the current payroll system interacts with other independent systems statewide by engaging with all departments and agencies. Documenting these interfaces is important to ensure the new system interacts well with other systems in the future.

The OCM Team successfully delivered Stakeholder Connect Module One (1) training to the DART Liaisons; Module One (1) included accessing the portal and an orientation of the tool. Stakeholder Connect is the online portal where DARTs can obtain project information, tools, resources, and connect with their Agency Change Experts (ACEs). Department Liaisons are now familiar with the user interface, features, and content of Stakeholder Connect. Module Two (2) training has begun and focuses on exploring the Liaison Hub functions of the portal. This includes the assignment dashboard where Liaisons receive, share, and submit their CSPS Project assignments and communicate with their ACEs. The DARTs are currently using Stakeholder Connect to access and submit an interface validation assignment.

The OCM Training Team continues to refine the Modernizing Pay Day (MPD) presentation and facilitator guide. This presentation is a comprehensive overview of what MPD is, why it is happening, related impacts, and introduces resources to help with the transition to biweekly pay. OCM met with PPSD, the State Accounting and Reporting Division (SARD), and CalHR to review the presentation and receive feedback on the developed materials. The MPD presentation will be available to all state departments and agencies as part of a larger communication campaign focused on biweekly pay that will continue throughout the life of the project.

We are dedicated to information sharing and continuing to keep you updated on progress and achievement of major milestones. Please feel free to reach out to us at [CSPShelp@sco.ca.gov](mailto:CSPShelp@sco.ca.gov). We also encourage you to explore our [California State Payroll System \(CSPS\) Project](#) website.