



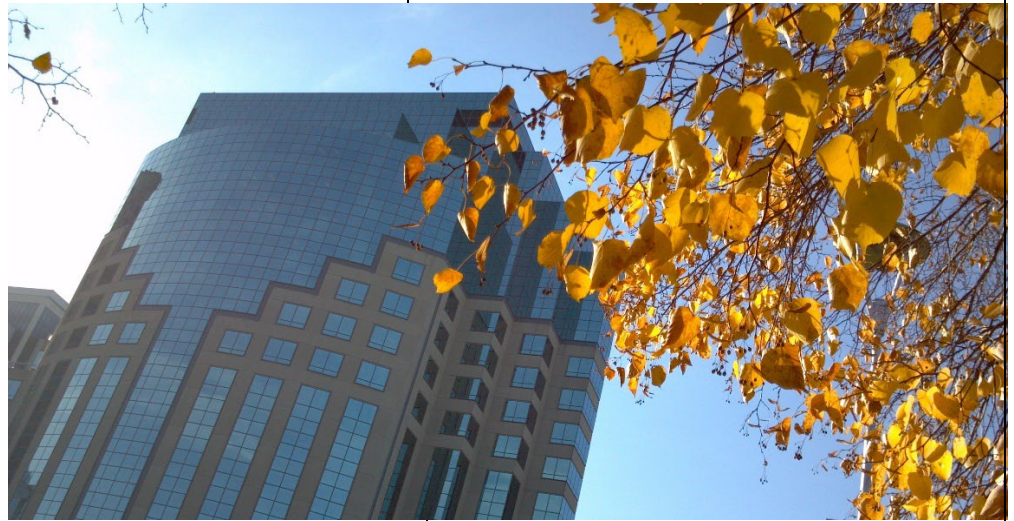
# THE PPSD REGISTER

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

- ✓ [Statewide Tax Support Program: Verification of Nonresident Alien Employees](#)
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- ✓ [CalHR Savings Plus Website Update](#)
- ✓ [SCOConnect Enhancements](#)
- ✓ [May 2024 Dependent Eligibility Verification](#)
- ✓ [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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# Statewide Tax Support Program: Verification of Nonresident Alien Employees

Departments must verify nonresident alien employees by March 15. To ensure compliance with Internal Revenue Services (IRS) requirements, review [Personnel Letter #24-001](#) and [IRS Notice 2005-76](#), and follow the steps below.

1. Review the report, "Employees Identified as Nonresident Aliens" (PDW7170), in ViewDirect to determine if all nonresident alien employees subject to IRS Notice 2005-76 are listed.
2. To add or delete employees from the report, follow the directions in Personnel Letter #24-001. Complete the form on page 5 of the Personnel Letter and submit to the State Controller's Office (SCO) by March 15.

Reminder: Departments must submit form [Listing of Nonresidents](#) even if they do not have any nonresident alien employees subject to IRS Notice 2005-76.

3. Verify that nonresident alien employees have completed a [STD. 686 Employee Action Request Form](#) or [STD. 457 CSU Student Payroll Action Request](#) correctly, per IRS Notice 2005-76 and Personnel Letter #24-001.

For questions, please contact the Statewide Tax Support Program at [PPSDSTSP@sco.ca.gov](mailto:PPSDSTSP@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 Messages](#)

[Verification of Employment](#)

# Statewide Position Control Program: Fiscal Year-End Processing for Reorganization

April is the start of fiscal year-end processing for departmental reorganization. Listed below are important dates and tips to assist agencies.

## April 2

PPSD will release the Payroll Letter on documenting changes in established positions through the [PPSD Email Subscription Service](#). The letter will be posted on the [SCO website](#).

## May 1

PPSD will release the Annual Reorganization Memo through the PPSD Email Subscription Service and post on the SCO website in early April. The form to document departmental reorganization for Fiscal Year (FY) 2024-25 will be attached to the memo and must be completed and submitted to SCO by May 1.

PPSD will send the Payroll Letter and Annual Payroll Header Report (Form PR421) through the PPSD Email Subscription Service and post on the SCO website in early April. The letter will include instructions on adding, changing, deleting, or reestablishing a payroll header. Each departmental Human Resources office must submit a completed Form PR421 to SCO by May 1.

## June 3

All [STD. 607](#) forms for reorganizations to be effective July 1 must be received at SCO by June 3.

1. All other individual STD. 607 forms, as well as all STD. 607 packages (two or more documents), including corrected documents with multiple changes, must be received at SCO by June 3.
2. Before submitting a STD. 607, ensure item 12 is complete with a signature and item 13 is stamped. Refer to [Section C 207](#) and [Section C 310](#) of the Payroll Procedures Manual (PPM) for clarification.

To receive alerts when Personnel, Payroll, and Fiscal Year-End Letters become available, please subscribe to the [PPSD Email Subscription Service](#). For Fiscal Year-End Letters, subscribe to the [Fiscal Year-End Process \(Civil Service\)](#) list.

## CalHR Savings Plus Website Update

California Department of Human Resources (CalHR) Savings Plus program launched a new online enrollment experience on [savingsplusnow.com](https://savingsplusnow.com). The online enrollment experience has been simplified through the introduction of a default contribution rate and investment selection, reducing the number of decisions participants are required to make to enroll. This has resulted in a drastic reduction in the amount of time it takes individuals to enroll. In the first month after the experience was implemented, there was a decrease in the time to complete an online enrollment from 21 minutes to under 10 minutes. Savings Plus saw a 262 percent increase in the success rate of the online enrollment experience and a 15 percent increase in enrollments through the digital experience, compared to paper enrollments. Savings Plus is excited to continuously improve upon the online user experience, ensuring it is as seamless as possible for prospective participants.

## SCOConnect Enhancements

[Cal Employee Connect \(CEC\)](#) and [ConnectHR](#) are SCO's secure web-based customer service portals for employees and human resources (HR) staff. SCO staff developed CEC and ConnectHR entirely in-house using existing hardware and no cost open-source technology. CEC and ConnectHR provide Civil Service and California State University employees, as well as HR staff, convenient and immediate access to view payroll and personnel information. CEC and ConnectHR continue to grow, developing new features and enhancing current features to improve the user experience of the application.

### CEC

CEC provides employees with a secure self-service portal having instant access to earnings statements, Form W-2s, leave balances, and more.

CEC self-service features include:

- **W-2 Paperless Statement** – The W-2 Paperless enrollment period runs annually from February 1 to November 30 and allows employees the opportunity to receive their Form W-2s electronically via CEC. Enrollment in W-2 Paperless statements began February 1 and will allow users who have opted in the ability to download PDF copies of all Form W-2s listed within CEC.
- **Leave Center** – The Leave Center allows employees to track and download leave balances from their CEC account. This feature provides employees a detailed summary of their leave balances produced by the California Leave Accounting System (CLAS).

CEC employee services include:

- **Direct Deposit** – This feature allows employees to securely submit a new or change of direct deposit electronically via their CEC account.
- **Address Change** – This feature allows employees to securely submit an electronic address change.

- Withholdings Change – This is CEC’s newest Employee Services feature. The electronic Withholdings Change form is an alternative to the Employee Action Request (EAR) and allows employees to securely update their withholding information electronically.

## **ConnectHR**

ConnectHR has provided HR staff with a secure method to view employees’ records and to transfer data and documents to SCO programs.

- File Upload – This feature is a key part of ConnectHR, providing an organized and secure way for HR staff to upload documents to SCO.
- Shadow Feature – This feature allows users to view specific employee information exactly as the employee would view it. Using this feature, HR staff can view earning statements, Form W-2s, or troubleshoot questions that employees may have about their payments.
- Accounts Receivable (A/R 035) Deductions Collections – This feature allows HR staff to change the method of collection from Agency Collection to Payroll Deduction electronically via ConnectHR.

For more information or assistance, please contact [CEC Help and Feedback](#) for matters regarding Cal Employee Connect or [ConnectHR Help and Feedback](#) for matters regarding ConnectHR.

## **Statewide Benefits Program: May 2024 Dependent Eligibility Verification**

The California Public Employees’ Retirement System (CalPERS) and California Department of Human Resources (CalHR) mail out Dependent Eligibility Verification/Re-Verification (DEV/DRV) notices to employees with dependents enrolled in Health, Dental, and/or Premier Vision benefits. Departments are responsible for notifying employees that they must verify dependent relationships to continue benefits. Departments are also responsible for disenrolling ineligible dependents from Health, Dental, and Premier Vision benefits. Departments will soon receive eligibility verification documents and completed [Dependent Eligibility Verification Checklists \(CalHR 781\)](#) from employees.

### **Health Benefits - Dependent Eligibility Verification (DEV)**

Department Personnel Offices process health benefits DEV transactions in [myCalPERS](#). It is critical that departments verify dependent eligibility in myCalPERS before May 1. Delays will result in employees’ dependents losing benefits coverage and the creation of accounts receivables. Departments also can view the [Dependent Eligibility Verification Schedule](#) on CalPERS website.

### **Dental and Premier Vision Benefits - Dependent Re-verification (DRV)**

The automated DRV process for dependents enrolled in Dental and/or Premier Vision benefit starts with the April 2024 birth month cycle. The first set of notifications were mailed in January 2024. All dependents enrolled in Dental and/or Premier Vision benefits will be subject to re-verification. This includes dependents who were previously re-verified prior to the automated dental and premier vision DRV process. Dental and Premier Vision benefits DRV transactions will now appear in the Family Connect Portal (FCP). Click [here](#) for more detailed information.

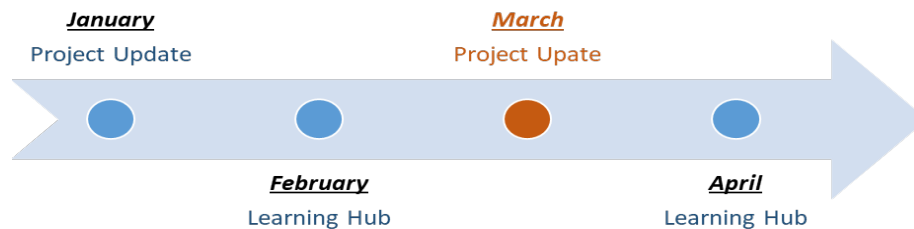
**Note:** The FCP is a tool for tracking and reviewing dependent statuses. Any changes or cancellations must still be performed and sent to SCO or appropriate carrier per the [CalHR Benefits Administration Manual](#).

It is critical that departments verify dependent eligibility in FCP and notify SCO or the appropriate carrier before May 1. Delays will result in ineligible dependents remaining enrolled. Departments also can view more information regarding [Dependent Re-Verification](#) on CalHR's Benefits Division website.

#### Tips:

- Review the [CalPERS resources](#) for health benefits dependent eligibility.
- Review the [CalHR Benefits Administration Manual](#) for dental and vision dependent eligibility.
- Verify dependent eligibility on a flow basis.
- Disenroll ineligible dependents from dental and premier vision benefits in a timely manner.
- Use the "Dependent Verification End Date Report" in myCalPERS to determine which employees must verify eligibility of dependents during the April verification cycle.
- Notify employees in writing of deficient documents.

# California State Payroll System Monthly Snapshot



The California State Payroll System (CSPS) Project continues to move forward. From enhancing collaboration to implementing innovative tools, each area contributes to the overall success and progress toward the goal.

In line with the CSPS Project's commitment to excellence, the Project Management Office (PMO) has introduced a Quality Metrics dashboard. This dashboard serves as a comprehensive tool to measure the effectiveness of project management processes and serves as the source of truth for monitoring project health. By leveraging data-driven insights, the PMO can proactively address challenges and optimize project performance. The dashboard also offers stunning, on-demand visualization of complex data that can be presented to a wide variety of audiences.

The Functional Team has been diligently documenting and updating the current list of reports and interfaces. This critical information will inform the Technical Team's strategic planning with their partners in SCO, laying the groundwork for seamless interface implementation as the project evolves. Additionally, the team continues to develop the Main Business Capability (MBC) Pods, fostering cross-functional collaboration among CSPS project team members. These pods leverage diverse expertise to tackle project tasks collaboratively, driving efficiency and innovation.

The Technical Team continues to push boundaries by creating new Power Business Intelligence (BI) dashboards. These dashboards analyze metrics related to project tasks, providing invaluable insights through visual representations of data. By utilizing power BI, the CSPS Project Team can leverage their data to make informed decisions, identify insights, and create new data models.

The Organizational Change Management (OCM) Team is dedicated to further developing Stakeholder Connect for Department Agency Readiness Team (DART) liaisons. Job aids are being created that will equip liaisons with the knowledge to effectively engage with this tool. Designed to facilitate communication and resource sharing between Agency Change Experts (ACE) and department liaisons, Stakeholder Connect enhances collaboration, two-way

communication, and further contributes to the partnership between ACEs and the departments they support.

As the CSPA Project continues this journey, project teams remain committed to fostering excellence, embracing change, and delivering value to our stakeholders. 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 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 \(CSPA\) Project](#) website.