



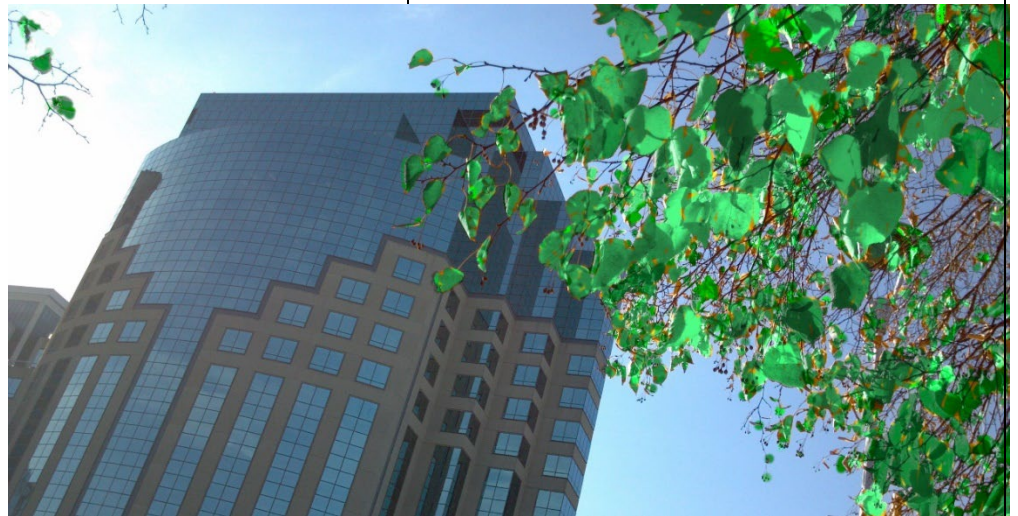
THE PPSD REGISTER

It is the mission of the Personnel and Payroll Services Division to provide accurate and timely personnel and payroll services through quality customer service

May 2022

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State Controller's Office Personnel
and Payroll Services Division



Key Highlights This Month

- ✓ Telework Stipend
- ✓ California State Payroll System Update
- ✓ May Reminder – Special Open Enrollment
- ✓ Did You Know? Verification of Employment
- ✓ Our Promise – Spring into Action!

SCO KEY INITIATIVES

[CAL EMPLOYEE CONNECT](#)

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

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Telework Stipend

As most *PPSD Register* readers are aware, the new telework stipend provides extra pay to certain employees who have a telework agreement on file with their departments. The SCO Personnel and Payroll Services Division (PPSD) sprang into action to develop solutions for human resources offices implementing the stipend.

The PPSD SCOConnect team created a feature that enables agencies to request stipend pay differentials digitally. Agencies can now upload a text file from Excel spreadsheet data using [ConnectHR](#). This can replace manually processing requests through the Payroll Input Process System, which is still available. The ConnectHR option allows for paperless processing at increased speed, while giving agencies an efficient way to document or transfer requests.

Please note:

- Always confirm you are using the most up-to-date spreadsheet to enter your data. The current template can be found [here](#).
- Agencies will be responsible for maintaining a list of employees eligible for the stipend for all pay periods from the effective date.
- Refer to the [CalHR Pay Differential 453](#) for additional eligibility information. **Important: Not all bargaining units are eligible for this payment.**
- Please follow and review CalHR directives before issuing pay to employees.
- The telework stipend will be issued as supplemental pay.

The daily cutoff time for departments to submit text files will be Monday through Friday by 5:00 p.m. All files received by this time will be issued within the next payroll cycle.

For more information, the “[What’s New](#)” section of the Human Resources page of sco.ca.gov includes a telework stipend FAQ document, a telework stipend toolkit document, and the latest spreadsheet template.

Contact: ConnectHRHelp@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 Process Advisory Committees

March: [Executive Steering Committee](#)

April: Business Process Owner

May: Process Advisory Committees

June: Department Agency Readiness Teams

Process Advisory Committees: This month, we invite you to become acquainted with the Process Advisory Committees (PAC).

What are the PACs? They are Committees comprised of Business Process Owners (BPO) who serve as control agency and department/agency subject matter experts within each process. They will be responsible for designing, implementing, and enforcing standardized processes within their service offerings. Our request of the PACs:

- Become a united and integrated team
- Assess process impacts associated with implementing the new system
- Provide input into standardizing and streamlining processes
- Test and validate that systems meet business requirements
- Support the implementation, enforcement and continuous improvement of business processes.

Why are the PACs necessary? Operational business process changes will need to occur to transition into the future state. The California State Payroll System (CSPS) Project Team recognizes that BPO and PAC engagement is critical to the success of the CSPS project. BPOs will need the expertise of the PACs to identify detailed impacts and design, and to implement standardized processes. BPO and PAC involvement should result in:

- Integrated service
- Increased teamwork
- Shared accountability
- Collective decision making
- Increased efficiencies
- Reduction in errors and risk
- Increased adoption of the new modernized system

[Learn more](#) about PAC for CSPS.

May Reminder

All Special Open Enrollment STD 701C and STD 702 forms must be must be uploaded through ConnectHR **by no later than May 15, 2022, for timely processing.**

For additional information on Connect HR: <https://sco.ca.gov/connect-hr.html>

More information on the Special Open Enrollment: <https://calhr.benefitsprograms.info>

Did You Know? Verification of Employment

PPSD audits and processes all personnel and payroll transactions for individuals holding state civil service, California State University (CSU), or exempt positions.

Employees can obtain their verification of employment (VOE) using these options:

- **Work Number:** The Work Number is an automated service in which departments and campuses voluntarily elect to participate. There is no cost to departments to sign up for this service. Employees at participating departments or campuses can use this system when it is necessary to provide employment

or income verification to organizations such as mortgage companies or rental agencies. Click [here](#) to access Work Number information for VOE.

- **Contact Departmental Human Resources (HR) Office:** For any information employees cannot obtain from The Work Number, reach out to their respective [Departmental HR Office](#)
- **State Locator:** To obtain employees' civil service agency or CSU campus contact information, contact the State Locator by phone at (916) 322- 2760.



Our Promise – Let's Spring into Action!

Join state workers across California giving back to nonprofit organizations. State employees can now make a one-time gift year-round to any 501(c)(3) nonprofit of their choice and track their donations via [Cal Employee Connect \(CEC\)](#).

Together, we can make a difference. Your gift through [Our Promise](#) can help your choice of thousands of nonprofits as they recover from challenging times.

Visit the [Our Promise website](#) to learn more.

Contact Information:

Donor Hotline - 888-863-6466

Email: ourpromiseca@uwccr.org