



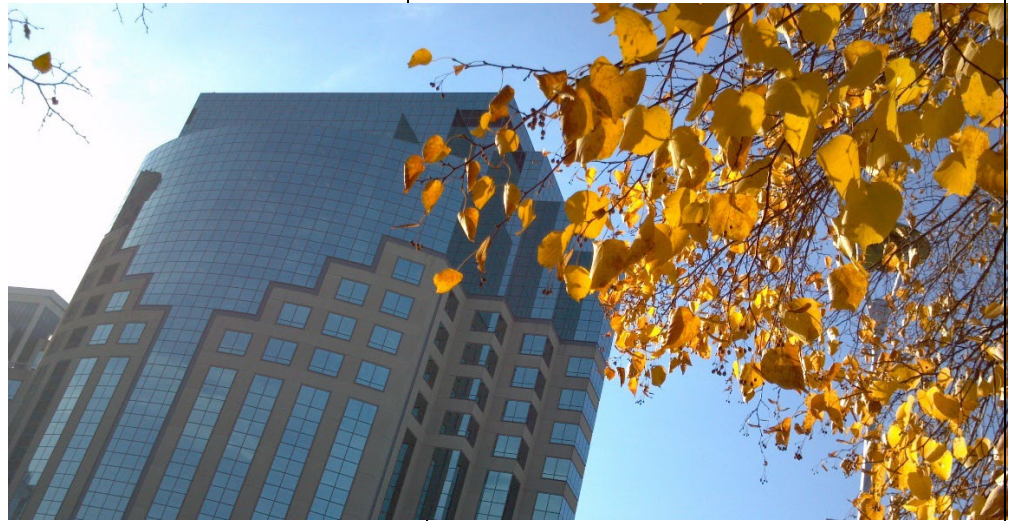
# THE PPSD REGISTER

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

**November 2022**

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State Controller's Office Personnel  
and Payroll Services Division



## Key Highlights This Month

- ✓ [Reminder](#): 2022 Lump Sum Peak Workload
- ✓ [Retiring Soon? Our Promise Campaign](#)
- ✓ [California State Payroll System Update](#)
- ✓ [Cal Employee Connect Employee Services](#)
- ✓ [Year-End Payroll Processing and Tax Reporting](#)

### SCO KEY INITIATIVES

SCO Connect:

[Cal Employee Connect Project/  
ConnectHR](#)

[California State Payroll System  
\(CSPS\) Project](#)

### CONTACT US

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## Reminder: 2022 Lump Sum Peak Workload

Lump Sum Personnel Action Request (PAR) Receipt Dates During Peak Season:

- If separating in November 2022:
  - 1<sup>st</sup> PAR must be received at SCO by 12/9/22
  - 2<sup>nd</sup> PAR must be received at SCO between 12/12/22 and 12/23/22
- If separating in December 2022:
  - 1<sup>st</sup> PAR must be received at SCO by 12/9/22
  - 2<sup>nd</sup> PAR must be received at SCO between 12/29/22 and 1/13/23

When submitting your lump sum separation PAR packages to the State Controller's Office (SCO):

- In the [ConnectHR](#) dropdown menu, select *CS Audits - Separation PAR Package (Lump Sum)*.
- Upload one PAR package per Social Security Number (SSN) – do not combine PAR packages in an upload.  
**NOTE:** PAR package includes: Coversheet, PAR, Election Form, and 457(b) Traditional Catch-Up Letter (if applicable).
- The coversheet for a lump sum separation PAR package is now a fillable PDF form located in the [Lump Sum Toolkit](#).

## Retiring Soon? Our Promise Campaign

After retirement, you can still donate to your favorite charity through [Our Promise!](#)

Thanks to our partnership with CalPERS, you can contribute to your nonprofit of choice via payroll deduction through your retirement check. It's an easy way to continue your monthly donations to nonprofits that rely on your support. Please contact the Our Promise team at 888-863-6466 to set up your monthly contribution with your CalPERS ID.

## 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](#)

[Verification of Employment](#)

## CSPS Monthly Snapshot: Proof of Concept

**September:** DART  
Information Sessions

**October:** Project  
Update

**November: Proof of  
Concept**

**December:** Project  
Update

At the CSPS Project, we are in the midst of evaluating bidders' ability to meet our requirements using a Proof of Concept (POC) model. Potential vendors are being asked to demonstrate through the POC process how their system/solution will meet the project requirements and they are evaluated on their ability to do so.

You might be asking yourselves, "What exactly is a POC?" It is a demonstration of a product, service, or solution. A POC should demonstrate that the product or concept will fulfill customer requirements. Essentially, it's an exercise intended to evaluate whether a particular notion or assumption will actually work.

Another way of describing the POC is that it allows people to test whether an idea (in our case a potential technology system) is viable. This is particularly important when building a new product or software, as it allows customers to explore the idea's potential before investing in it.

The CSPS project began the POC phase at the end of August. This phase runs from August through November 2022. This provides bidders an opportunity to demonstrate that their product satisfies the State's requirements when presented with extremely complicated Human Resources and payroll scenarios.

In addition, using a POC model can help us identify any technical or logistical issues enabling our project team to test the idea further and to see if a vendor can fix any problems before deciding to accept the product.

This is an extremely exciting time for all involved. SCO, CalHR, and the rest of the project team look forward to continuing this project.

## Cal Employee Connect (CEC) Employee Services Feature

The SCO Connect Team has successfully developed two new Employee Services features: Multifactor Authentication (MFA) and Direct Deposit. These two features were created to support remote work, self-service, and will not replace any current process.

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MFA is currently available for employees to add an additional layer of security to their [CEC](#) account. The Direct Deposit feature will allow employees to submit Direct Deposit New/Change requests directly from their CEC account to the SCO for processing. Deployment for this new Direct Deposit feature will begin in the fourth quarter of 2022 through the first quarter of 2023. Both the MFA and the Direct Deposit are secure and user friendly.

For assistance or to share feedback, contact the [SCO Connect Team](#) directly.

## Statewide Tax Support Program: Year-End Payroll Processing and Tax Reporting

Year-end payroll processing and tax reporting season has arrived! Below are a few reminders to consider as you work through the peak season.

### Address Updates for Direct Mailing of 2022 Forms

- Review [Payroll Letter 22-020 – Direct Mailing of 2022 Form W-2 and 2022 Form 1095-C Return Address on the Forms to Employees](#) for information regarding updating addresses for Form W-2 and Form 1095-C mailing.
- To facilitate the return of undeliverable forms, departments must validate their own return addresses and notify [PPSDSTSP@sco.ca.gov](mailto:PPSDSTSP@sco.ca.gov) for changes.
- Remind employees with mailing address changes to submit an updated [STD 686 - Employee Action Request \(EAR\)](#) before December 16, 2022.

### Document Cutoff Dates for Calendar Year-End Processing

- Review [Payroll Letter 22-019 – Document Cutoff Dates for 2022 Calendar Year-End Processing](#) to ensure that each employee's 2022 Form W-2 is accurate.
- In December, SCO will issue a Payroll Letter with the date departments may see employee address listings on Mobius as the 2022 Form W-2s will be mailed to employees no later than January 31, 2023.

### Salary Advance Initial/Offset Reporting

- Review [Payroll Letter 22-018 Salary Advance Initial/Offset Reporting – Year End](#) for cutoff dates and reporting to ensure that employee's 2022 Form W-2 is accurate.
- After December 8, 2022, no initial reporting for the 2022 tax year will be accepted. The SCO will need to issue before a Corrected 2022 Form W-2 can generate.

### Deceased Employee and Designee/Beneficiary Reporting

- Review [Payroll Letter 22-017 – Deceased Employee and Designee/Beneficiary Reporting](#) for cutoff dates and reporting to ensure that employee's 2022 Form W-2 is accurate and the designee/beneficiary receives a [Form 1099 MISC, Miscellaneous Income](#) timely.

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