



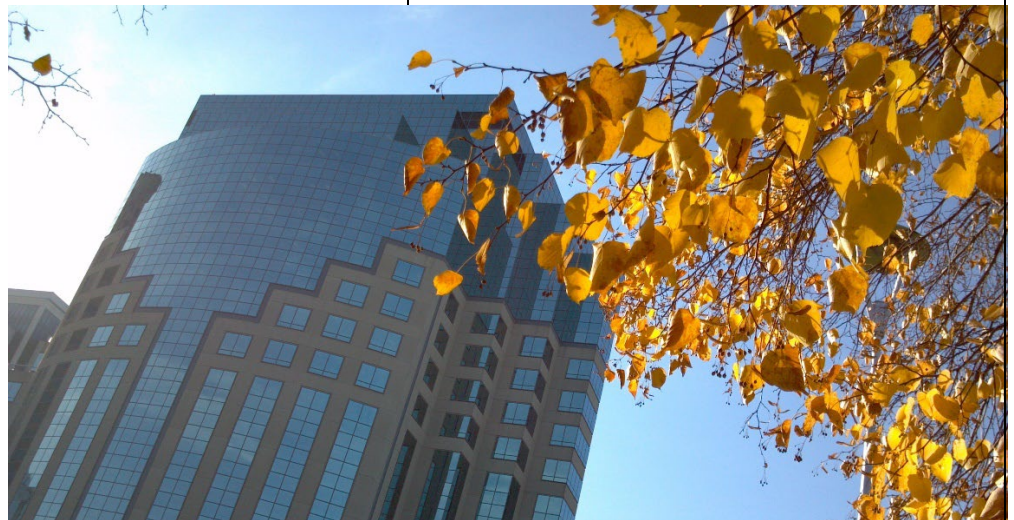
THE PPSD REGISTER

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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Key Highlights This Month

- ✓ [Reminder](#): 2022 Benefits Open Enrollment
- ✓ [Our Promise Campaign: Care for California](#)
- ✓ [California State Payroll System Update](#)
- ✓ [Lump Sum Separation Peak Workload Season Approaching](#)
- ✓ [New Job Aid: Public Student Loan Forgiveness \(PSLF\)](#)

SCO KEY INITIATIVES

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

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

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Reminder: 2022 Benefits Open Enrollment

The annual open enrollment period for health, dental, Premier Vision, and all FlexElect accounts has begun and will run through October 14. All open enrollment actions will be effective January 1, 2023. Please submit your documents to [ConnectHR](#) on a flow basis and use the [2022 Open Enrollment Checklists](#). Lastly, please review the [CalHR 2023 Instructions for Completing Open Enrollment Forms](#).

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](#)

Our Promise Campaign: Care for California



Show you **Care for California** by making a payroll deduction or increasing your donation during the [Our Promise Campaign](#) October 1 through December 31, 2022. Giving is easy! Simply register via [Cal Employee Connect\(CEC\)](#), find a [nonprofit cause](#) that speaks to you, and make your pledge by clicking the “Donate now to your favorite nonprofits(s)” button under your User Profile in CEC. You can donate as little as \$5 a month, or the average cost of one latte! Your gift makes a huge difference for your fellow Californians. Please share this information with all state employees.

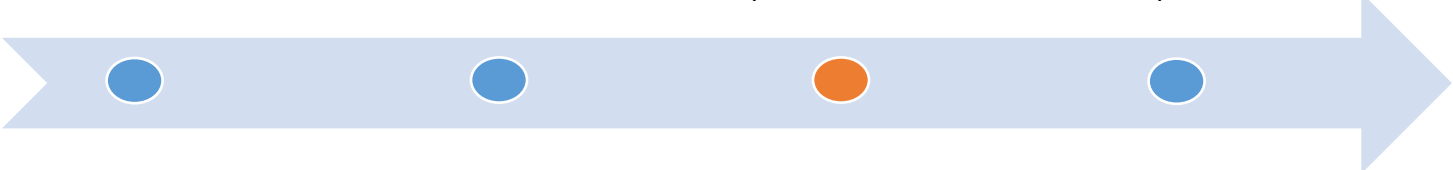
CSPS Monthly Snapshot

August: OCM Team

September: DART
Information Sessions

October: Project
Update

November: Proof of
Concept



It is a very exciting time for the [CSPS](#) Project! We are proud to share with you some recent accomplishments.

Project Overview: The CSPS Project will modernize the human resource management, travel and business expense, and payroll system used by more than 285,000 state government employees to provide accurate and timely personnel and payroll services. SCO has developed and modified current systems as business requirements became more complex.

Stage 4 Updates: Stage 4 includes releasing solicitations to the vendor community, selecting the vendor and system and finalizing project budget and schedule. We are progressing toward selection of a solution-integration partner by next spring. We have received bidder proposals and our evaluation team is examining bidder responses to determine who will help develop proofs of concepts in the coming months. The project team is excited to engage with the vendor community after years of planning.

Two Agencies, One Goal: The CSPS Project is a monumental collaboration between SCO and CalHR requiring a strong partnership. This partnership has only grown stronger as the project picks up steam. CalHR's Project Director, Brandon Rutschmann, is organizing resources to align with SCO and ensure timely response and policy guidance throughout procurement and implementation. The project team communicates regularly with our labor partners and policy teams on the key transformational opportunities. SCO and CalHR have joined forces to bring all state departments up to date on the project in the form of the Department Agency Readiness Team (DART) Informational Sessions. These sessions help build department awareness, knowledge, ability, and success with the new system.

Engagement & Empowerment: We are busy holding informational sessions designed to guide departments in creating their Department Agency Readiness Teams (DART). We encourage departments to submit questions, inquire, or to request additional assistance. We believe engagement is the key to success. We welcome communication to our project email address at: cspshelp@sc0.ca.gov.

Lump Sum Separation Peak Workload Season Approaching

Fall marks the peak of the lump sum separation pay peak workload. Employees retiring in November or December have the option to defer accrued leave time into two tax years, as well as maximize contributions to Savings Plus accounts. Here are some tips to help you and your employees prepare:

1. **Use the [SCO Lump Sum Toolkit](#) when performing lump sum separations.** This toolkit includes the Guide for Avoiding Common Errors, HR Separation Checklist, FAQ, and calculators to help you through the lump sum process.
2. **Communicate retirement resources to your employees.** SCO and Savings Plus provide opportunities for employees to better understand retirement planning and lump sum separation pay. Consider including this information via email to your employees:
 - a. Provide employees the [SCO Employee Guide to Retirement](#) for pertinent information regarding separating from state service.
 - b. Savings Plus offers webinars for employees on retirement planning topics including: Lump Sum Separation and 457(b) Catch-Up, Enrolling in Savings Plus, and Nearing Retirement.
 - c. Employees may [schedule an appointment](#) with a retirement specialist to help:
 - i. Complete the Savings Plus Lump Sum Separation Pay Contribution Election Form;
 - ii. Open a Savings Plus account;
 - iii. Better understand retirement preparation; and
 - iv. Become acquainted with investment choice
3. **Remember the 5-workday threshold on the [Savings Plus Lump Sum Separation Pay Contribution Election Form](#).** The Savings Plus Election Form must be signed, dated, and officially submitted by the employee at least five workdays prior to their effective date of separation.

Tip: 30-Day Rule of Thumb: Personnel specialists should encourage employees to submit necessary documentation at least 30 days prior to their separation date to allow time to address questions, verify calculations of the lump sum, and prepare the Personnel Action Request (PAR).

4. **Provide year-to-date accrued leave and leave accrual payout to your employees:** To help separating employees decide how much to cash out or contribute to a Savings Plus account, provide them the following leave information:
 - a. A printout or PDF of the employee's dated leave balance from the Leave Accounting System (LAS) (or your departmental leave system);

- b. An estimate of their lump sum leave accrual payout amount available at the time of separation;
- c. A printout or PDF of the employee's year-to-date Savings Plus contributions obtained in Year-To-Date Inquiry (TAXI).

Tip: Be sure to delete or redact the Social Security number when providing confidential information to the employee.

- 5. **Complete the [Lump Sum eLearning Training](#) for personnel specialists.** SCO provides [eLearning](#) courses on topics for personnel specialists including processing lump sum separation pay. Personnel specialists can learn the process over eight modules. This course should be used along with relevant manuals and training documents.

Tip: Module three includes how to calculate an employee's leave accrual payout.

Lump Sum Separation Pay PAR Items 620 & 625 Documentation Instructions

After using the [Lump Sum Worksheet](#) and determining an employee's accrued leave balance exceeds 99 days:

- **Items 620 and 625:** If the total lump sum vacation and/or lump sum extra time to be paid is greater than 99 days, enter 99 in the lump sum 'days' field and convert the remaining days beyond 99 into hours.
- **Item 620:** If an employee has more than 99 days and 999 hours [vacation, annual leave, Personal Leave Program (PLP)], Item 620 should reflect 99 days and 999 hours, and Item 215 must reflect total vacation, annual leave, and PLP time.

If the employee is deferring any leave balance into the next tax year:

- **On the 1st PAR (first tax year),** complete Item 620 (lump sum vacation) with time needed to process the employee's request for the first tax year. Note: Complete Item 625 (lump sum extra) only after all time in Item 620 is used and more time is needed to cover the employee's request.
- **On the 2nd PAR (second tax year),** enter the grand total accrued leave in Items 620 and 625 (this total reflects what is to be paid out across both tax years).

New Job Aid: Public Student Loan Forgiveness (PSLF)

[PSLF](#) is a federal program which forgives the remainder of a borrower's student loans after 10 years of public service work. SCO has created a [job aid](#) for you to share with employees who are employed by a U.S. federal, state, local, or tribal government or not-for-profit organization and might be eligible for the PSLF. Please review the job aid and use it as a resource to share with state employees.