



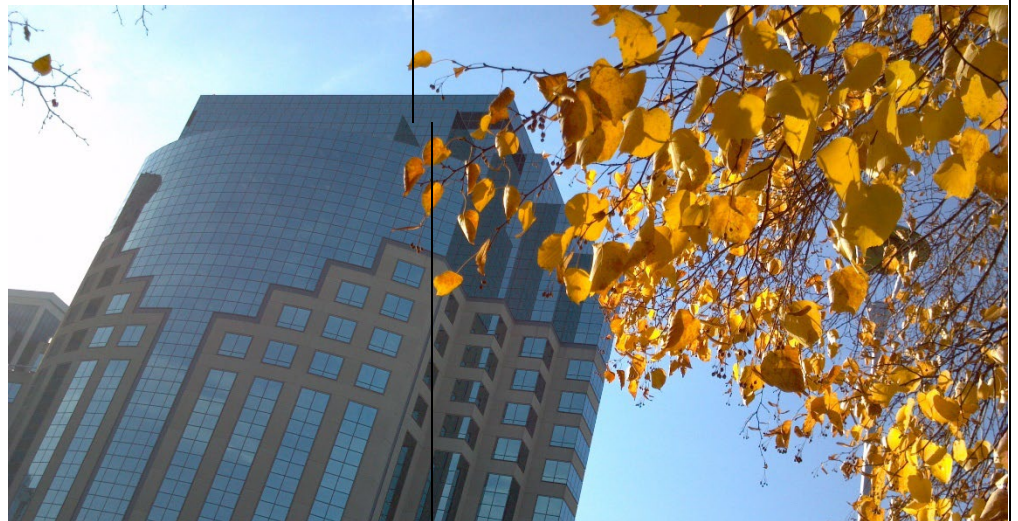
THE PPSD REGISTER

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

October 2023

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State Controller's Office
Personnel and Payroll Services
Division



Key Highlights This Month

- ✓ [Our Promise Campaign](#)
- ✓ [STD.699 Direct Deposit Enrollment Authorization Form Reminder](#)
- ✓ [2023 Benefits Open Enrollment Reminder](#)
- ✓ [Lump Sum Separation Peak Workload Season Is Approaching](#)
- ✓ [CalHR Savings Plus Updates](#)
- ✓ [SCOConnect Enhancements](#)
- ✓ [California State Payroll System Project Update](#)

SCO KEY INITIATIVES

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

[CALIFORNIA STATE PAYROLL
SYSTEM PROJECT](#)

CONTACT US

(916) 372-7200

ppsdops@sco.ca.gov

Our Promise Campaign

Show your *Care for California* by making a payroll deduction or increasing your donation during the [Our Promise Campaign](#) October 5 through December 31. 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 nonprofit(s)” button under your User Profile in CEC. You can donate as little as \$5 per 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.

Join us with over 100 nonprofits at the Campaign Kick Off on Thursday, October 5, from 11:00 a.m. to 1:00 p.m. at Capitol Building West Steps. You will have the opportunity to sign up to join the Campaign, meet your Campaign Leaders, and find out more. Sign up for the Kick Off [here](#).

STD. 699 Direct Deposit Enrollment Authorization Form Reminder

Effective November 1, SCO will no longer be accepting the hardcopy [STD. 699 Direct Deposit Enrollment Authorization](#) forms for processing via [ConnectHR](#). Employees can now make changes to their Direct Deposit by updating their information via the [CEC](#) Direct Deposit feature. Changes may also occur through the departmental Human Resources (HR) offices if they are currently using the Enterprise File Transfer Protocol (EFTP).

Refer to the [PPSD Register— September](#) for additional information on the [Direct Deposit Program](#).

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](#)

2023 Benefits Open Enrollment Reminder

The annual open enrollment period for health, dental, Premier Vision, and all FlexElect accounts has begun and will run through October 13. All open enrollment actions will be effective January 1, 2024. Please submit your documents to [ConnectHR](#) on a flow basis and use the State Controller's Office (SCO) [2023 Open Enrollment Resources](#). Lastly, please review the [CalHR 2023 Instructions for Completing Open Enrollment Forms](#).

For more information on 2023 Open Enrollment, check out the [August 2023 PPSD Register](#). You may also contact the [Statewide Customer Contact Center \(SCCC\)](#) at (916) 372-7200 with questions. If you have suggestions, submit them to PPSDHRSuggestions@sco.ca.gov.

Lump Sum Separation Peak Workload Season Is Approaching

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

1. Utilize the [SCO Lump Sum Toolkit](#) when performing Lump Sum Separations

- This toolkit includes:
 - A Guide for Avoiding Common Errors
 - Human Resources (HR) Separation Checklist
 - FAQ
 - Calculators

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:
 - Provide employees with the [SCO Employee Guide to Retirement](#) for pertinent information regarding separating from state service.
 - 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.
 - Employees may [schedule an appointment](#) with a retirement specialist to help:
 - Complete the [Savings Plus Lump Sum Separation Pay Contribution Election Form](#);
 - Open a Savings Plus account;
 - Better understand retirement preparation; and
 - Become acquainted with investment choice.

3. Remember the Five (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 (5) 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 your separating employees decide how much to cash out or contribute to a Savings Plus account, provide them the following leave information:
 - A printout or PDF of the employee's dated leave balance from the California Leave Accounting System (CLAS) or your departmental leave system;
 - Provide your employees an estimate of their lump sum leave accrual payout amount available at the time of separation;
 - 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 (SSN) 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 (8) modules. This course should be used along with relevant manuals and training documents.
 - **Tip:** Module 3 includes how to calculate an employee's leave accrual payout.

Lump Sum Separation Pay PAR Items 620 and 625 Documentation Instructions

After using the [Lump Sum Worksheet](#) to determine whether 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 balances into the next tax year:

- **On the first 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 second 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).

Contact the [SCCC](#) at (916) 372-7200 with questions.

CalHR Savings Plus Updates

The Department of Human Resources (CalHR) announces the return of Savings Plus retirement savings transfer as part of the Leave Buy-Back Program.

Leave buy-back allows employees to receive cash payment in exchange for applicable leave credits. To participate, employees must have an appointment in one of the applicable bargaining units, work in a department with available funds, and be in the applicable bargaining unit at the time payment is issued to be eligible for the cash out, as described in the [CalHR Human Resources Manual](#)—Section 2104. Under this program, CalHR may authorize an annual Excluded Employee Leave Buy-Back Program and will notify departments of the opportunity to participate.

Beginning in 2024, eligible excluded employees will have the option to transfer future leave accruals (vacation or annual leave) into a Savings Plus 401(k) or 457(b) account. This enhancement will allow eligible employees the option to transfer the number of leave accruals elected into Savings Plus, take a cash payment, or a combination of the two.

To utilize the option to transfer the leave credit value into Savings Plus, employees must make an irrevocable election by December 31 to participate and identify the number of

future accrual hours to be transferred. Employees will also be asked to indicate if they would like the resulting deferrals to be made on a pre-tax or Roth after-tax basis. All deferrals are subject to the annual contribution limits. In addition, the cash value of the transfer is subject to various withholdings (i.e., pre-tax transfers are subject to Federal Insurance Contributions Act [FICA] and Medicare deductions, Roth after-tax is subject to Federal and State Tax Withholding, FICA and Medicare). The transfer of leave accruals to Savings Plus will occur in late June or early July 2024 and the transfer will be invested based on investment elections on file. For new Savings Plus participants, the initial transfer will be invested in a Target Date Fund based on the employee's date of birth.

If it is determined that the Leave Buy-Back Program will not be offered in the current Fiscal Year, the request will be null and void for the current year and a new election must be submitted for future years.

Additional information about the option to transfer leave accruals to Savings Plus and policy updates are in development and will be posted to the [CalHR website](#) in the coming months. Questions may be directed to the Savings Plus Deputy Administrator, Sarah Reeder at Sarah.Reeder@calhr.ca.gov.

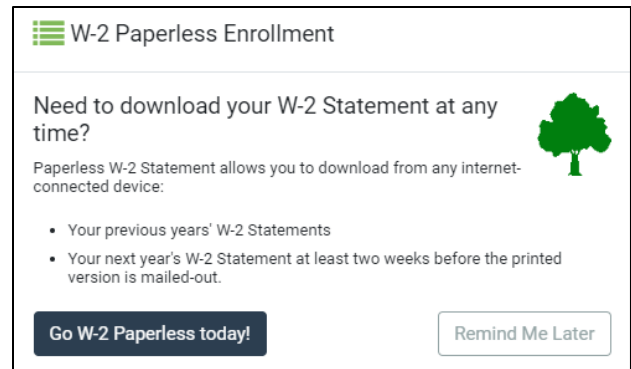
SCOConnect Enhancements

CEC W-2 Paperless Feature

Make a statement; go paperless! Cut down on unnecessary paper by encouraging employees to opt-in to the 2023 W-2 paperless feature by November 30. Opting in to receive your 2023 W-2 Statement on CEC helps save time and

resources. Employees who opt-in get early access to their W-2 Statement and can download a free copy of current and prior Form W-2s at any time. Opt-in for paperless W-2s and help reduce our carbon footprint.

Once employees log into CEC, the following prompt will appear providing the opportunity to opt-in to receiving a paperless Form W-2.



W-2 Paperless Enrollment

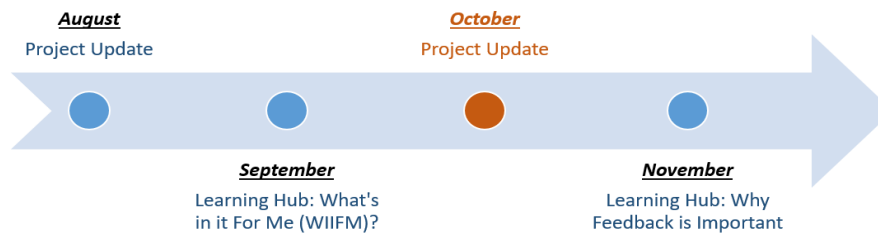
Need to download your W-2 Statement at any time?

Paperless W-2 Statement allows you to download from any internet-connected device:

- Your previous years' W-2 Statements
- Your next year's W-2 Statement at least two weeks before the printed version is mailed-out.

Go W-2 Paperless today! Remind Me Later

California State Payroll System Monthly Snapshot



The California State Payroll System (CSPS) Project has experienced a bump in the road with its last solicitation effort. We will continue to move forward, heed lessons learned, and do all we can to mitigate the length of delay to the project. The Functional Team continues to gain momentum and is focusing on use case inventory and use case narrative development. A use case is a written description of how users will perform tasks using the new solution. It outlines, from a user's point of view, a system's behavior as it responds to a user request. The Functional Team is also gathering information related to reports and interfaces. Currently, the team is working through 853 reports and approximately 800 interfaces. This work is a collaborative effort in partnership with PPSD and the Information Systems Division (ISD) here at SCO as well as CalHR.

Thus far, the Technical Team has been primarily focused on finding and fixing data that does not fit the business rules. Starting with over one million data errors discovered, they are down to just 28,000! They have finished reviewing all data critical for running monthly payroll and have moved on to lower priority data.

The Organizational Change Management (OCM) Team has been busy with the continued development of their customer relationship management tool, officially named Stakeholder Connect. Stakeholder Connect is the portal through which stakeholders and Department Agency Readiness Team (DART) Sponsors and Liaisons will connect with their OCM Agency Change Experts (ACEs).

Be sure to check out the next edition of the PPSD Register for a Learning Hub article and find out why feedback is so important during times of change.

We are dedicated to information sharing and will continue to 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. We also invite you to explore our [California State Payroll System \(CSPS\) Project website](#).