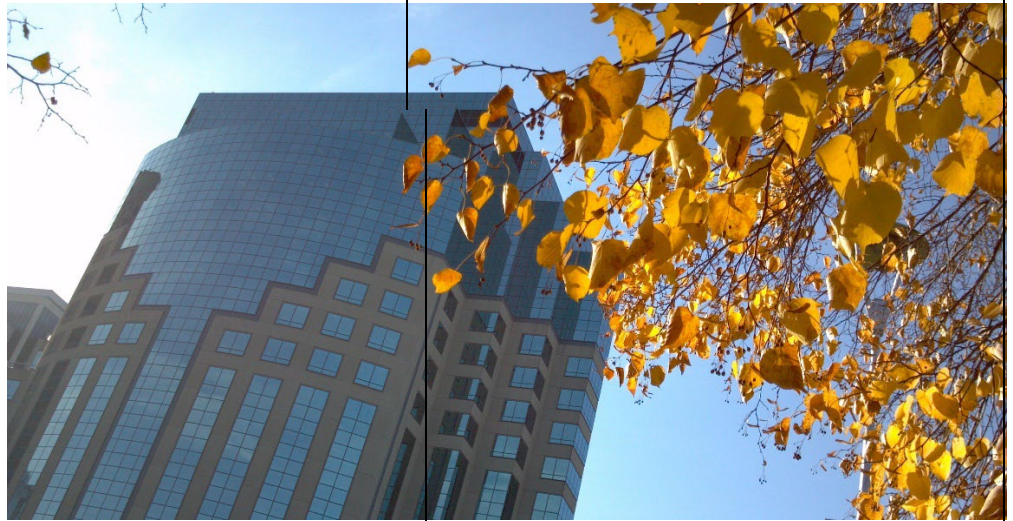




# THE PPSD REGISTER

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



**September 2022**

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State Controller's Office Personnel  
and Payroll Services Division

## Key Highlights This Month

- ✓ [Reminder](#): 2022 Benefits Open Enrollment
- ✓ [New Paycheck Tutorial eLearning!](#)
- ✓ [California State Payroll System Update](#)
- ✓ [State Employee Inquiries](#)

### SCO KEY INITIATIVES

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

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

### CONTACT US

(916) 372-7200

[ppsdops@sco.ca.gov](mailto:ppsdops@sco.ca.gov)

[sco.ca.gov](http://sco.ca.gov)

## 2022 Benefits Open Enrollment Reminder

The annual open enrollment period for health, dental, Premier Vision, and all FlexElect accounts runs from September 19 to 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](#). For more information on 2022 open enrollment, check out the [August 2022 PPSD Register](#).

## New Paycheck Tutorial eLearning!

Have you ever looked at your paycheck and wondered, “What does that mean?” or “Where is that money going?” If so, then wonder no more! The [Statewide Training Program](#) has put together a comprehensive eLearning training for you. This training provides all state and California State University (CSU) employees with explanations and resources to help navigate their paycheck. This new eLearning tool is an excellent resource for new and seasoned state and CSU employees. Topics defined in this tutorial include:

- Anatomy of a Warrant
- Deductions
- Employer Contributions
- Disposable Earnings
- Leave Balances
- Retirement contributions

Access the Paycheck Tutorial by visiting the State Controller’s Office (SCO) [State Employee webpage](#).

## 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: DART Informational Sessions

**July:** CSPS Project Team

**August:** OCM Team

**September:** **DART Information Sessions**

**October:** Project Update

The Organizational Change Management Team, along with project leaders from both SCO and CalHR, began Department Agency Readiness Team (DART) informational sessions via Microsoft Teams. The intent of these sessions is to meet with individuals from all state departments and provide a brief California State Payroll System (CSPS) project overview, present the “game plan” of how to begin building their DARTs, provide a timeline, and answer questions and concerns. In partnership with the CSPS team, these DARTs will be responsible for executing project readiness activities within their own organizations. This empowerment and engagement model helps create awareness, understanding, acceptance, and commitment.

**Project Overview** – Summarizes the importance of implementing a new system that will modernize human resource management, travel, business expenses, and payroll. We present the project vision, challenges of the legacy system, and significant innovations in human resources and payroll technology. We share lessons learned, project objectives, scope, structure, and timeline updates.

**DART Program** – Provides a live, guided tour explaining the DART structure. We also provide in-depth guidance on how each department will be building their DARTs, which includes suggested classifications and time commitments for each role assignment.

**DART Program Roadmap** – Provides a snapshot of seven upcoming action items all departments will follow to properly build their teams and stay on track. These items include:

- DART Informational Sessions: June-July
- Sponsor and Liaison Identification: July-August
- Sponsor and Liaison Kickoff: October
- Coordinator and Subject Matter Expert Identification: October-November
- Full DART Kickoff: January 2023
- Launch DART Assignments: February 2023
- DART Quarterly Meetings: March 2023

DARTs will serve as an extension of the CSPS project team to support and advocate for the change. This is an exciting step promoting collaboration between the project team and departments to ensure successful implementation.

## State Employee Inquiries

SCO receives inquiries directly from department employees via the [contact us](#) link on the SCO website. The most frequent inquiries we receive involve verification of employment, W-2 requests, and paycheck questions.

If we hear from an employee who does not believe they are receiving needed assistance from their human resources (HR) office, SCO provides them with contact information for a Personnel Specialist and Transactions Manager at their department, as listed in the [California Personnel Office Directory \(CPOD\)](#). We copy the Personnel Specialist, Transactions Manager, HR Chief, and the department's universal email box (Personnel Transactions) on all of our responses. If you need to update your department's CPOD contacts, you may do so using this [CPOD update form](#).

We ask that HR offices make employees aware of resources available to them such as [SCO](#), [California Public Employees' Retirement System](#), [California Department of Human Resources](#), and [Cal Employee Connect](#).