



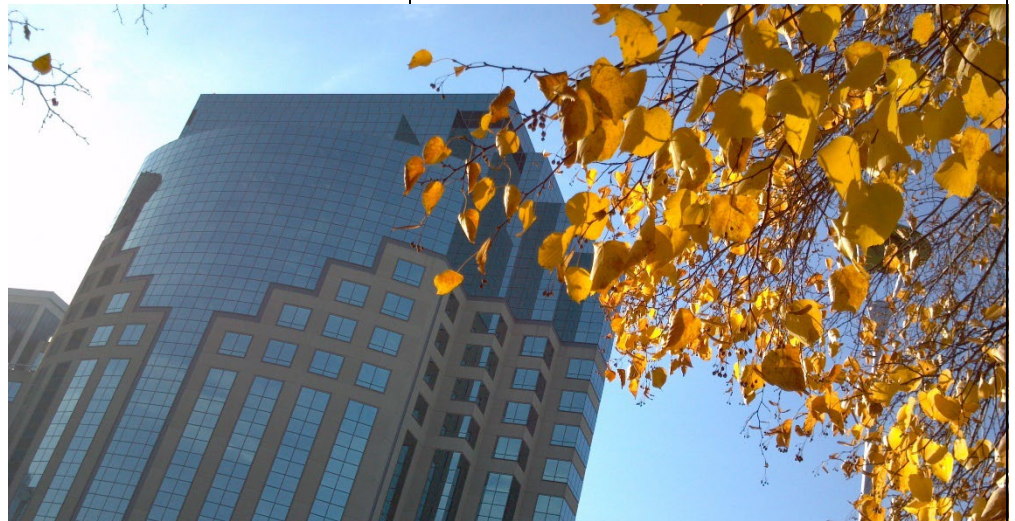
# THE PPSD REGISTER

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

**April 2025**

VOL 6, ISSUE 4

State Controller's Office  
Personnel and Payroll Services  
Division



## Highlights This Month

- ✓ [Form 1095-C Revision Process](#)
- ✓ [Meet the Team: Customer Service Section](#)
- ✓ [CalHR Savings Plus](#)

## SCO KEY INITIATIVES

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

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

## CONTACT US

(916) 372-7200

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

## Form 1095-C Revision Process

The State of California is required to provide the Internal Revenue Service's (IRS's) Form 1095-C (Employer-Provided Health Insurance Offer and Coverage) to federally qualified full-time employees. This form details health coverage offered, if any, to employees and their dependents. The Affordable Care Act (ACA) requires employers to provide a corrected Form 1095-C if there has been a change to information reported on lines 14, 15, or 16 of the original Form 1095-C issued to an employee.

The State is subject to penalties for failure to comply with the IRS's Employer Shared Responsibility provision. Each incorrect 1095-C statement that SCO provides to an employee and files with the IRS can result in a penalty from \$280, and up to \$560 (for the 2021 reporting year) under the Internal Revenue Code (IRC) section 6721 and \$280 penalty under [IRC section 6722](#).

The IRS has provided penalty relief for several years since the enactment of the ACA. However, this relief ended with the submission of the 2021 corrected 1095-Cs.

### IRP and ACA Reporting: Key Updates

Going forward, SCO will publish an Information Reporting Penalties (IRP) report, which will provide information on employees who received a corrected 1095-C to their Human Resources (HR) office that is responsible for the correction. HR offices are expected to make every effort to update the ACA System prior to the correction process and beyond, ensuring the accuracy of future reporting and minimizing the risk of future IRPs.

## HELPFUL TOOLS



[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](#)

### SCO Forums

[Transaction Supervisors'](#)

[Forum:](#)

April 17

May 15

[Transaction Specialists'](#)

[Educational Forum:](#)

April 3

Additionally, SCO will provide HR offices an opportunity to appeal any correction records that they do not believe are responsible for based on the IRP report. Information about the appeals process information will be provided through a [Personnel Letter](#).

The potential penalty amounts will be assessed using a phased approach, which will require HR offices to pay a portion of penalties assessed to the state by the IRS, based on the below schedule:

- 2021 Reporting Year: 50% of the assessed penalty
- 2022 Reporting Year: 75% of the assessed penalty
- 2023 Reporting Year and Beyond: 100% of the assessed penalty

For more information regarding IRPs or 1095-C corrections, please visit the [ACA IRP website](#), or contact the PPSD ACA Support at (916) 322-3770 or [acasupport@sco.ca.gov](mailto:acasupport@sco.ca.gov). SCO will continue to provide updates as we move through the implementation of this process.

## Meet the Team: Customer Support Section

The Customer Support Section is comprised of three program areas within PPSD. The Customer Support Section provides customer service and trainings to many departments and agencies throughout the state.

### **California Automated Travel Expense Reimbursement System (CalATERS) Global**

The CalATERS Global is a self-service portal that allows employees and non-employees to request travel advances and submit claims for reimbursement of travel and business expenses incurred on behalf of the state of California. The CalATERS Global Team is comprised of six members, with a combined 45+ years' experience. The team consists of one program manager, two Information Technology (IT) members and three analysts. The team maintains the states travel reimbursement system and provides customer service support to 116 departments and their nearly 140,000 users. The team is responsible for department implementations and trainings; daily system monitoring and troubleshooting; system modifications; code deployments and user acceptance testing; processing daily claim schedules and file loads; and responding to help desk inquiries. In 2024, the team processed more than \$80M in reimbursements and responded to more than 5,000 help desk inquiries. The CalATERS Global Team believes in "treating others the way we would want to be treated" and in that fashion, their goal is to always provide excellent customer service to our clients. Over the next several years, as the travel and expense reimbursement process transitions to the CSPS solution, the CalATERS Global Team will be here to provide consistent and reliable support to departments and users until all have transitioned to the new travel expense reimbursement system.

### **California Leave Accounting System (CLAS)**

The CLAS houses all leave benefit and state service data for civil service employees. The CLAS Unit, made up of three analysts and one manager, monitors, updates, and executes approximately 40 different batch processes, which utilize around 200 programs to update the CLAS database on a daily through annual basis. The CLAS database itself is modified by the team based on the bargaining unit contracts and changes to State policy. In addition, the CLAS Unit staff provides training and customer service to almost all State departments, to assist in maintaining the nearly 200,000 employees who are on the CLAS.

### **Personnel and Payroll Services Training**

The PPSD Training Program supports critical Personnel and Payroll functions by providing statewide training to decentralized HR staff throughout the state. Adequate staff training supporting personnel and payroll transactions is essential to ensure that state employees receive correct compensation and do not incur financial or personal hardships. It is a vision of PPSD Training to reduce/eliminate excessive financial cost to the State and taxpayers due to the time required to correct errors and/or research, respond to, and resolve issues. This is done by carrying out the essential function of the PPSD Training Program: support employee digital record management compliance by developing and providing the business tools needed to accurately understand the business processes, enter data, and process transactions in the personnel, payroll, ACA, and Leave accounting system(s) in compliance with the Department of Human Resources (CalHR) Personnel and Payroll policy. Training activities are dedicated to those primary classifications that support each agency's comprehensive human resource functions.

## **CalHR Savings Plus**

### **Savings Plus Investment Changes are Coming!**

The Savings Plus Investment Committee regularly reviews and explores new investment options that better align with participant needs to enhance your long-term financial security. For current participants, these investment changes will be implemented automatically, ensuring a seamless transition without requiring any action from you. However, it is important to review your Savings Plus investments to ensure they align with your long-term retirement goals. To keep you informed, a regularly updated webpage with Frequently Asked Questions and details on new investment options will be available April 1 through [savingsplusnow.com](https://savingsplusnow.com). Thank you for trusting Savings Plus as we strive to help you achieve a secure and prosperous retirement.

### **Website Refresh**

We recently refreshed our [website](#) to add intuitive navigation, education filtering, and a modern design that's fully ADA accessible.

*Highlight!* Revised webinar series — Retirement planning can be complex, but our webinar series includes a variety of engaging topics designed to empower you as you continue your retirement planning journey. These live webinars are developed to accommodate your work schedule, and provide a dynamic and engaging environment allowing for real-time Q&A.

### Meet your new Retirement Specialist – Justin Guarino!



Justin Guarino is the dedicated Senior Retirement Specialist for Sacramento and Northern California. He has been helping members prepare for and live in retirement since 2018. Justin earned a Bachelor of Science in Economics from San Jose State University and holds his Financial Industry Regulatory Authority (FINRA) Series 6, 63, and 65 securities licenses.

Email Justin today at [justin.guarino@nationwide.com](mailto:justin.guarino@nationwide.com), or [schedule an appointment](#).

### Connect with us!



[Follow us](#) to receive updates on the first edition of the Savings Plus Newsletter for 2025: Horizons – to be released April 1.



Solution Center: 1 (855) 616-4776



[Retirement Specialists](#)



[SPPOutreach@calhr.ca.gov](mailto:SPPOutreach@calhr.ca.gov) → Individual guidance, or schedule free financial wellness services at your department.