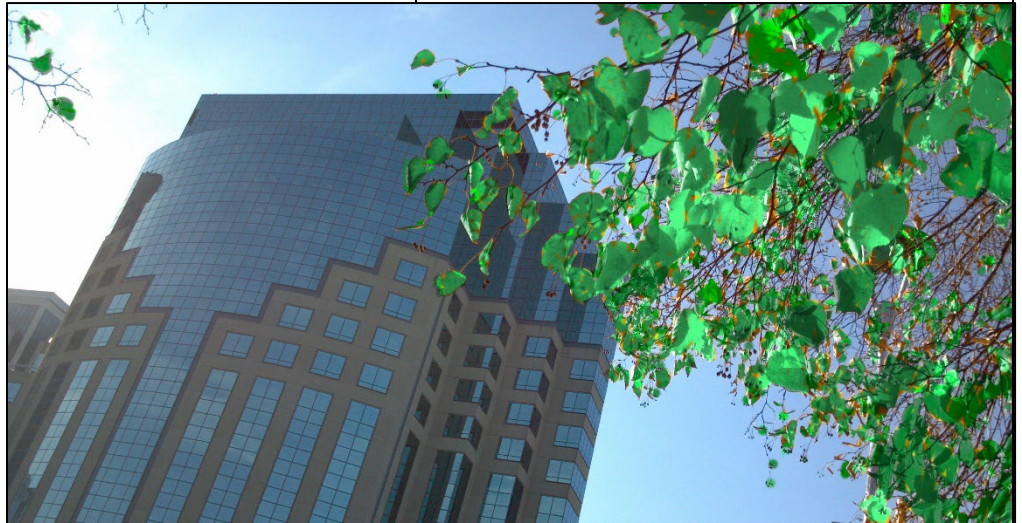# THE PPSD REGISTER

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

Highlights This Month

- ✓ Cal Employee Connect Reminder
- ✓ Annual Position Control Budgeting and Reporting – Schedule 8
- ✓ 2025 California State University Benefits and Payroll Conference
- ✓ Meet the Team: Business Systems Support and Maintenance Section
- ✓ CalHR Benefits: Open Enrollment
- ✓ End of Control Period: All Permanent-Intermittent Employees
- ✓ California State Payroll System Project

SCO KEY INITIATIVES

SCOCONNECT:
CAL EMPLOYEE CONNECT/ CONNECTHR

CALIFORNIA STATE PAYROLL SYSTEM (CSPS) PROJECT

CONTACT US

(916) 372-7200

ppsdops@sco.ca.gov

Cal Employee Connect Reminder

During your onboarding and exit interviews, ensure employees' emails are up-to-date on Cal Employee Connect (CEC). When an employee submits 'Problem Type' "Forgot Username" or "Forgot Password" through Help & Feedback, instructions to reset their login details go to the email on file in their CEC account.

Employees can change their email in the "User Profile" section by navigating to the user's name at the top right-hand corner of the CEC home page.

Having a current email on file will ensure employees can access their CEC account in the event they forget their log in information or have challenges with their multifactor authentication. For more information, please go to Connect Help & Feedback.

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:
July 17
August 14
Transaction Specialists' Educational Forum:
August 7

Annual Position Control
Budgeting and Reporting – Schedule 8

The Position Control process requires all civil service (CS) positions to have Department of Finance (DOF) approval (or delegated approval) before an employee can be appointed. The term "position control" also refers to data maintained within SCO's administered Uniform State Payroll System (USPS). The data is used to account for the number of positions allocated to each agency by the budget and is comprised in a report called the "Established Position Roster" file. The Established Position Roster file is a key component of CS payroll issuance and records all transactional changes occurring to each position in any given payroll cycle. The Schedule 8 is a report produced to assist departments in reconciling differences between SCO records and each individual agency's documentation. SCO runs this annual report for DOF at the beginning of each fiscal year in July. The Schedule 8 assists departmental budget staff in the estimation of salary and wages for established positions included in the Governor's budget. Beginning in April, the System Activities Coordination and Support (SACS) Unit posted Fiscal Year End Letters to the SCO website to help aid departments with their Schedule 8 process. Departments must view these letters to know which forms must be completed and submitted to SCO's Position Control for position movement before the Schedule 8 report is run. The report is available via ViewDirect and Mobius View but departments can sign up to receive the report via File Transfer Protocol (FTP) as well.

For more information regarding the Schedule 8, see Section C 500 of the Payroll Procedures Manual (PPM).

2025 California State University
Benefits and Payroll Conference

The State Controller's Office (SCO) is excited to participate in the California State University (CSU) Chancellor's Office Annual Benefits and Payroll Conference. This conference is an opportunity for business partners and vendors to present new and existing business processes, products, and services. Campuses come together to collaborate and share information from their respective campuses. To accommodate staff from all CSU campuses, the conference will be held virtually on Wednesday, August 6, and Thursday, August 7.

SCO will be discussing and presenting the following topics:
- CEC and ConnectHR Updates and Demonstrations
- California State Payroll System (CSPS) Project updates
- Open Enrollment Business Processes
- Payroll Business Processes
- Q&A with SCO Team Members

SCO is looking forward to attending this conference to learn more about new business processes and collaborate with our business partners.

Meet the Team:
Business Systems Support
and Maintenance Section

The Personnel and Payroll Services Division (PPSD) Business Systems Support and Maintenance Section (BSSM), comprised of eight analysts and four managers, performs necessary updates to the system. BSSM is made up of two units, Systems Activities Coordination and Support Unit (SACS) and Business Program Administration Unit (BPA).

SACS
The SACS Unit conducts daily, monthly, quarterly, semi-annual, annual, and on demand tasks in support of maintaining Employment History and Payroll. The team creates and maintains numerous calendars, such as the Decentralized Calendar and all Campus Calendars for CSU; the Payroll/Agency Cutoff/Cycle/Transfer Date Calendar for the PPM; and internal calendars such as the Payroll Operations Calendar. The unit is responsible for maintaining many system tables, such as Pay Scales and Earnings IDs, agency and class code changes, and premium pay updates. Twice each month, SACS runs a complex series of tasks to balance and disburse the funds collected via deductions to the entities for which they were collected. Additionally, two analysts are dedicated to all other Deductions-related tasks, such as coordinating new deductions and updating benefits tables during open enrollment. This is just a small sampling of what this small but mighty team accomplishes.

BPA
The BPA Unit also conducts tasks in support of maintaining Employment History and Payroll. This team's focus is generally on updating individual employee records. The team performs monthly payroll updates such as generating Healthcare Cash Payments for CoBen members. Annually, the team performs mass updates not just for General Salary Increases, Special Salary Adjustments, and Retirement Contribution updates, but also to process programs such as changes to the CHP Dental Incentives Program and payments for Continuing Medical Education for Bargaining Unit 16. The team also processes Other Post-Employment Benefits (OPEB) rate changes. Due to the types of processes BPA performs, they also prepare and release Personnel and Payroll Letters frequently, as well as update the PPM and Personnel Action Manual (PAM). Currently the team is undertaking the significant effort of reconciling the Retirement Account Codes in Section 505 of the PAM.

CalHR Benefits:
Open Enrollment

Get Ready! Open Enrollment is Coming – September 15 to October 10

Open Enrollment (OE) is almost here! As a human resources (HR) professional, you play a critical role in helping your department's employees make informed choices about their benefits; choices that directly support their health, finances, and peace of mind. OE is the

time to ensure everyone has access to the resources they need to choose benefits for a life well lived.

During OE, eligible state employees can enroll in, make changes, or cancel benefits. These benefits include health, dental, vision, FlexElect Reimbursement Accounts, cash options, Consolidated Omnibus Budget Reconciliation Act (COBRA), legal insurance, long-term disability (LTD) and supplemental life insurance. It is also the time to add or delete dependents.

To support you and your department's employees, this year's OE season will again offer both In-Person Benefits Fairs and Virtual Benefits Fairs. These events give state employees the chance to speak with benefit carriers and access benefit materials. Dates, times and locations will be announced soon. Please visit the [Benefits Fair webpage](#) for more information. Also, to be kept in the loop of OE updates, please subscribe to the Personnel Officers CalHR Subscription list on the [CalHR website](#) to receive future updates.

The [Open Enrollment website](#) remains your go-to resource for tools such as the Virtual Library, Benefits Calculator and OE event calendar; everything you need to guide your department's employees through OE.

New for 2025:

In response to your feedback, CalHR is introducing several enhancements to help you better support your department during OE:

- Expanded In-Person Benefit Fair locations across California to give you and your teams direct answers to benefit carriers.
- Virtual Lunch and Learn for HR professionals – September 25: A new session co-hosted by CalHR and CalPERS, including a review of benefit programs, step-by-step dental enrollment form guidance, and a live Q&A with representatives from CalHR, SCO, and CalPERS.
- Virtual Benefits Fair – September 10 through 11: Two days of virtual events for state employees to connect directly with benefit carriers.
- Monthly OE communication emails starting in June to keep HR professionals informed about OE.
- Ongoing OE briefings at:
  - Transaction Supervisors' Forum (monthly)
  - Ad Hoc Committee on Human Resources Forum (monthly)
  - Transaction Specialists' Educational Forum (quarterly)

Your role is essential in ensuring that employees get the information and support they need to make choices that protect their health and financial wellbeing; benefits for a life well lived.

For questions or support, contact the CalHR OE team at OpenEnrollment@calhr.ca.gov or visit the CalHR Open Enrollment webpage for announcements throughout the season.

End of Control Period: All Permanent-Intermittent Employees

June 30 will mark the end of the control period for all permanent-intermittent (PI) employees. Unlike permanent full-time employees, PI employees do not receive the cash option benefit every month. Instead, they receive a lump sum to cover them for six months.

For PI employees to receive the cash option benefit, they must:

- Have completed a STD. 701C during the OE period, or if newly eligible, after OE but before January 1.
- Be eligible for enrollment in health and/or dental insurance for the entire January through June control period (eligibility gained as of January 1 but not effective until February 1 meets the criteria).
- Have been paid for at least 480 hours worked during the January through June control period.
- Have a PI appointment from January 1 through June 30 of the plan year for which they have enrolled with no break in service.

Document Submission Deadline for Cash Option Payment – PI employees:

- SCO must receive the STD. 701C and STD. 674 forms for cash option eligible PI employees by September 1. All requests for payment received after September 1 will be returned unprocessed.
- For more information, please refer to CalHR's Benefits Administration Manual – FlexElect Program.

California State Payroll System Project Update

The CSPS Project Team is pleased to share an update on recent and upcoming project activities.

- **Project Management Office Team –** They are actively reviewing project deliverables in collaboration with workstreams and integrating CGI's implementation schedule into the Master Project Schedule. This coordination is important to ensure alignment across all planning efforts.
- **Functional Team –** They are currently holding focused working sessions with CGI partners to develop the Software Development Lifecycle Methodology Plan. These sessions lay the foundation for how the system will be designed, built, and tested.
- **Organizational Change Management (OCM) Team –** They are currently conducting project team training sessions.

- These sessions are essential in preparing team members for what is ahead and ensuring everyone is equipped with foundational knowledge of the system's capabilities and constraints.
- Project Team training will support the state's ability to make informed decisions and effectively manage the transition to the new system.
- **Technical Team –** They have been diligently working on data cleansing in several SCO systems including CalATERS, Leave Accounting System, Position Control, and Basic Payroll.
  - Data cleansing removes incorrectly formatted, duplicate, or incomplete data within a dataset.
  - Preparing the data now prevents any inaccurate data from being carried over into the new system

We are dedicated to sharing information and continuing to keep you updated on progress and milestones of the CSPS Project. Please feel free to reach out to the OCM Team at CSPShelp@sco.ca.gov with any questions or inquiries. We also invite you to explore our CSPS Project website.