



April 2022

Transaction Supervisors' Forum Notes

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SURVEY QUESTIONS:

The following questions are submitted prior to the forum via [Survey Monkey](#).

- **Question:** When will Permanent Intermittent employees be eligible to enroll in Flex Cash? Assuming they meet control periods, would the first opportunity be to submit a form during Open Enrollment, with the payment issuing in July 2023 for the control period Jan-Jun 2023?
 - **Answer** (Carol Ormonde– CalHR): Yes. Permanent Intermittent employees must submit a Flex Cash enrollment form during the 2022 Open Enrollment if they believe they will meet the January – June 2023 control period requirements. If the control period requirements are met, then payment can be issued in July after the control period ends.
- **Question:** Are employees who enroll in a State-sponsored health plan after 07/01/22 eligible to begin receiving the \$260 Healthcare Cash stipend?
 - **Answer:** (Kim Herlache – CalHR)): Employees who meet the pay differential criteria are eligible to enroll. The pay differential criteria is being revised and will be effective July 1; however, departments will need to wait for the pay letter to issue in July to see the updated pay differential and see the changes.
- **Question:** Now that we are processing retroactive telework stipends, when the payments for 2021 issue will employees receive an amended Form W-2 for 2021?
 - **Answer:** (Alita Rivas – SCO): No, Form W-2 reporting is by issue date of payment, not by pay period. The stipend will be reported on the 2022 Form W-2.
- **Question:** Are there any plans to allow HR offices to print their own STD 672's. Notice Of Personnel Action (NOPA)s and Turnaround Personnel Action Request (PAR)s?

- **Answer:** (David Shettlesworth– SCO): Yes - The SCO has completed converting the STD. 672 form to an electronic version. It is scheduled to be available via ViewDirect and Mobius View in May 2022 (April Pay Period). A broadcast email will be sent as soon as it is available. Work to convert both the NOPAs and Turnaround PARS is ongoing.
- **Question:** For gender changes (male, female, and non-binary) that occur, what documents are needed to document the Personnel Action Request (driver's license, social security card, court documents, medical)?
 - **Answer:** (Christina Campbell – SCO): Gender verification is contingent upon each agency's departmental policy. See excerpt from [Personnel Letter #18-024](#) regarding changes to Item 440. SCO does not determine documentation required when keying 440. Please refer to CalHR for guidance.
- **Question:** Can the STD 674 Accounts Receivable form be updated to allow for "see remarks" in Section C?
 - **Answer:** (Christina Campbell – SCO): The 674 already has a remarks section. You may use the remarks section on the form. The C section is where you tell the SCO how to establish/setup deductions.
- **Question:** Supplement Paid Sick Leave (SPSL) usage was approved for January 10, 2022, through January 14, 2022, and January 18, 2022. Should the 215s be keyed as follows?
 - 215 start date 01/10/22 215 Return date: 01/17/22 (Holiday)
 - 215 start date: 01/18/22 215 Return date 01/19/22? Or
 - 215 start date 01/10/22 215 return date 01/19/22?
 - **Answer:** (Christina Campbell – SCO): See below:
 - 01/10/2022 START SPSL
 - 01/14/2022 END SPSL
 - 01/18/2022 START SPSL
 - 01/19/2022 END SPSL
 - If the notes states off work through the holiday then the holiday is counted towards SPSL usage and the begin date:
 - 01/10/2022 START SPSL- 01/18/2022 END SPSL
- **Question:** Do you know when the STD 640 form will come out for 2023?
 - **Answer:** (Christina Campbell – SCO): Contact the [Forms Management Center](#) (FormsManagement@dgs.ca.gov), Department of General Services (DGS) for the latest updates.

- **Question:** Is there a rule or something in the regulations that require agencies to maintain paper documents and physical Official Personnel File's (OPF)? Are agencies allowed to digitize documents and OPF's as an option?
 - **Answer:** (Christina Campbell – SCO): The retention schedule and guidelines can be found on the [Secretary of State website](#). You may also contact Spb@calhr.ca.gov.
- **Question:** Can you add INQUIRY to the drop-down in ConnectHR?
 - **Answer:** (Christina Campbell – SCO): The CS payroll and premium units will not be offering this dropdown. There are currently inquiry options for specific units. Please utilize the ConnectHr directory for assistance with inquiry dropdowns. Please call the SCCC if we have passed the weekly processing dates.

SCO KEY INITIATIVES: PROJECT UPDATES

Cal Employee Connect (CEC) – Grant Boyken (Gboyken@sco.ca.gov)

- Work continues on Phase II interactive features approved by the California Department of Technology (CDT) earlier this year.
- Our Promise "Spring into Action" Campaign – March 1 – 31, 2022
 - \$21,006 raised from employee donations and a matching grant from United way
 - 107 employees (including 72 new donors) participated

ConnectHR:

- Telework Stipend update: as of April 8, 68,118 payments have been made to 17,156 employees
- The May edition of the PPSD Register Newsletter will provide an update.
- Be sure to use the most recent spreadsheet template (find it [here](#)) for uploading data. For guidance and answers to questions, see the updated Telework Stipend [FAQs](#) and [Toolkit](#).

SCO – California State Payroll System (CSPS) Project – Dustin Close (CSPSHelp@sco.ca.gov)

Project Information:

- **Objective:** To modernize and integrate the State's Human Resource and Payroll systems
- **Goals:** Manager and Employee Self-service, Reduction in manual/paper submissions, Improved reporting capabilities, Efficiencies in processes/workflow
- **Scope:** Personnel, Benefits, Position Control, Time & Attendance, Travel & Business Expense and Payroll
- **Why CSPS:** Current system is 50 years old and not integrated; current system does not reflect or incorporate IT, HR, PR innovations over past 50 years.
- **Who will this impact:** State HR and Payroll staff and all state employees



Status Updates / Progress:

- **Recent Progress:**
 - Solicitation Released!
 - Begin Stage 4 Project Readiness and Approval
- **Upcoming Activities:**
 - Notify Departments of Department Agency Readiness Teams (DART) responsibilities and required resources
 - Testing planning
 - Bidder Conference

Schedule:

Activities	Start	End	Status
Stage 3 Approved	2/25/22	2/25/22	Completed
BPOs/PACs to review Opportunity Change Impacts	3/10/22	7/28/22	In Progress
Release Solicitation to vendor community	4/1/22	4/1/22	Completed
DART Outreach Sessions	May 2022 (TBD)	May 2022 (TBD)	TBD
Conduct Proof of Concept	7/22/22	11/1/22	TBD
DART Liaison Kickoff	Oct 2022 (TBD)	Oct 2022 (TBD)	TBD

BENEFITS ADMINISTRATION:

CalHR - Benefit Programs – Carol Ormonde (Carol.Ormonde@calhr.ca.gov)

- Dental, Vision, FlexElect, CoBen, COBRA, Group Legal, Long Term Disability, and Third Party Pre-Tax Parking Reimbursement Account
 - Dental
 - Reference bargaining unit contracts to verify employee eligibility for dental plans. Certain bargaining units have a 24-month plan restriction that requires employees to select state-sponsored prepaid dental plan.
 - Program Updates or Reminders
 - We continue to receive calls from employees stating their personnel office directed them to call CalHR. Do not refer your employees to CalHR, employees must work with their personnel office regarding their benefits.
 - Review appeals before submitting them to CalHR and ensure that forms are accurate and complete.
 - Appeals must be submitted individually. **Multiple appeals received within a single email will be returned.**
 - Allow 30 days before following up on the status of an appeal.
 - Before contacting CalHR on the status of an appeal, check SCO's payroll system to see if the request was processed.

Disclaimer: This publication is intended for reference only. It does not supersede current applicable laws or regulations, and it is not intended for purposes of providing legal advice.

- Refer to the HR Online Manual, the BAM and program specific Permitting Event Codes for processing details and requirements.
 - [Permitting Event Codes – Vision Program](#)
 - [Permitting Event Codes – Dental Program](#)
 - Ensure retiring employees are informed of all their benefit options before retirement, including Group Legal and Vision insurance.
 - Reminder to provide copies of all enrollment forms to employees for their records.
 - Dental/Vision Authorization Portal
 - We recently revised the form for submitting updates to the portal.
 - Requests for updates to the portal must come from a departmental manager or supervisor currently on file with SCO’s CPOD.
- CalHR Conference Mini Session: Health & Safety
 - May 11, 2022: 9am-12pm
 - Health & Safety: Total Worker Well-being
 - Intended audience: EEO Officers, Labor Relations, Admin, Wellness Coordinators, EAP Coordinators, Return to Work Coordinators, Safety Coordinators
 - Registration now open through [CalLearns](#)
 - For more information please visit the [CalHR Conference webpage](#)

CalHR Benefits’ Resources

- Websites:
 - **Benefits Website:**
<https://calhr.benefitsprograms.info/>
 - **BAM Training Questions:**
BAMTraining@calhr.ca.gov
 - **HealthierU Connections:** <https://www.calhrwellness.com/en/welcome-california-state-employees/>
 - **Human Resources:**
<https://www.calhr.ca.gov/state-hr-professionals>
 - **State Employees:**
<https://www.calhr.ca.gov/employees>
 - **HR Manual:**
<http://hrmanual.calhr.ca.gov/Home/Manualte>
- Contacts:
 - ACA Program ACA.Policy@calhr.ca.gov
 - BAM Training BAMTraining@calhr.ca.gov
 - COBRA COBRA@calhr.ca.gov Dental Program dental@calhr.ca.gov
 - Dental/Vision Authorization Portal VisionDental.Authorization@calhr.ca.gov
 - Dependent Re-verification Program DependentRe-verificationProgram@calhr.ca.gov
 - FlexElect/CoBen Program FlexElect@calhr.ca.gov
 - Group Legal Grouplegal@calhr.ca.gov

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- Life Insurance LifInsurance@calhr.ca.gov
- Long Term Disability LTD@calhr.ca.gov
- Third Party Pre-Tax Parking Reimbursement Account Pre-TaxParking@calhr.ca.gov
- Vision vision@calhr.ca.gov

SCO – Civil Service Benefits and Retirement - Rebecca Doctolero (Rdoctolero@sco.ca.gov)

- Special Open Enrollment
 - Start date April 1, 2022 through April 30, 2022
 - Last day to submit to SCO May 15, 2022
 - Submit documents through Connect HR using dropdowns OE 701C and OE 702 New.
- Leave Credit Offset
 - Submit your calculations from the Leave Credit Offset Calculator when submitting your Leave Credit Offset 674AR to expedite processing.
 - https://www.sco.ca.gov/Files-PPSD/2022_LeaveOffset.xlsm
- Submitting documents through Connect HR
 - Only submit documents
 - Do not submit questions, letters without documents, or inquiries without documents.
 - Do not submit Std. 700 or CalHR 774 forms to SCO for new employees with a Permanent-Full time status.
- If you have a questions, please call the Statewide Customer Contact Center at (916) 372-7200. If it requires urgent processing and meets the Escalated Inquiries standards you may submit an inquiry to PPSDops@sco.ca.gov

PROGRAM UPDATES

SCO – Statewide Tax Support Program – Monique Perez (Mperez@sco.ca.gov)

- Deceased Employee Data Sheet Form PPSD21
 - A PPSD 21 Form must be submitted for Deceased Employees to report wages issued after the date of death that will be provided to the designee.
 - This form corrects the deceased employee’s Form W-2 and issues the 1099-MISC to the designee/beneficiary.
- Payroll Letter 22002
 - [Payroll letter 22-002: Deceased Employees and Designees/Beneficiaries](#)
- Fill and print Form PPSD21
 - [Form PPSD21: Deceased Employee Data Form](#)
- Salary Advances:

- Salary Advances must be reported when the related payroll warrant has not issued within 30 calendar days from payday. This will ensure accurate Form W-2 reporting
- Payroll Letter 22-003
 - <https://cacontroller.sharepoint.com/:p:/s/ppsd/Ee4d6173q0tNkrhjl41nVGMB7FZito-0DIfpTot2Pb3pdg>
- STD. 422 Salary Advances Paid/Offset Report
 - <https://cacontroller.sharepoint.com/:p:/s/ppsd/Ee4d6173q0tNkrhjl41nVGMB7FZito-0DIfpTot2Pb3pdg>
- Questions: Please contact the SCO W-2 unit at ppsdw2miscded@sco.ca.gov
- References:
 - Payroll Procedures Manual
 - Section N 103 – Salary Advances
 - Section N 109 - Instructions for completing the STD. 422, Salary Advances Paid/Offset Report
 - STD. 422, Salary Advances Paid/Offset Report
<http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std422.pdf>

SCO - Affordable Care Act (ACA) - Sarah Huggins (SHuggins@sco.ca.gov)

- PDA2056M – Revised
 - PDA2056M EE with 35
 - PDA2056M EE with 350-*** Deduction without 3A, 3B or with a 6A
 - Employees on the report have a health benefit deduction in payroll, but do not have an accept code (3A or 3B) OR they have a separated ACA Status Code in ACAS (6A) - all employee records listed need updates
 - Prior report: Captured incorrect deduction types
 - Latest report: Captures appropriate health benefit deduction codes and captures ACA Status Code 6A with a health benefit deduction
 - Available May 2
- Training (virtual) – not too late to enroll!
 - Part I – ACA Policy Training
 - May 3rd, 9 – 10 a.m.
 - Part II – ACA Training
 - May 4th, 9 – 11:30 a.m.
 - Enroll for both parts I and II

SCO – Statewide Payroll Program – Renee McClain and Christina Campbell
(Rmcclain@sco.ca.gov – Ccampbell@sco.ca.gov)

- Payroll Reminders
 - The SCO CS payroll team received 17K ConnectHR documents from January 3, 2022- March 31, 2022. Out of the 17K documents 7K documents were AR's. Majority of the AR's are due to late dock.
 - How can the SCO or CalHR assist with the Unpaid Leave (dock/Std.603) process or keying?
 - Prior to submitting documents HR offices are required to use the most current forms. You may find the most current forms on the [DGS website](#)
 - When completing all forms you must complete the document in its entirety please include your email address. If there is not an email address the SCO may send a PR250 (ding) to one of your peers.
 - To assist HR offices with ensuring someone is receiving our Pr250's/PSD40's, we are requesting all HR offices to create a universal mailbox. We ask that HR offices' naming conventions be consistent. For example:
 - SCOPersonnelTransactions@sco.ca.gov
 - HCDPersonnelTransactions@sco.ca.gov
 - Fire1PersonnelTransactions@sco.ca.gov
 - All HR offices need to update [California Personnel Office Directory \(CPOD\)](#) with their new universal mailboxes by May 30, 2022.
- Garnishments
 - Increased errors on Child Support Std.639CFS. Most common errors:
 - 8A (ongoing support only) and sections 8B and 11B or 11D (arrearages only).
 - Ongoing support and arrearages are separate garnishments
 - When cancelling, the dollar amount must be shown. This form cannot be blank or show zeros in the amount field.
 - Suspense payments:
 - Before sending your STD 674 request to SCO, please reference [PPM section I 406](#). To identify suspended payments use the [Viewdirect user guide](#) for reports.
 - Payment via PIP ETC/DCK
 - Clearing suspense payment codes: Refer to [PPM section I 410](#)

- Sample garnishment form – STD 639 Cancel Arrears Only

STATE OF CALIFORNIA - STATE CONTROLLER'S OFFICE
SALARY GARNISHMENT
CHILD SUPPORT/FAMILY SUPPORT
 STD, 639 (Rev. 08/02)

NOTE: SUBMIT ORIGINAL TO THE STATE CONTROLLER'S GARNISHMENT UNIT. SUBMIT ORIGINAL, ONE COPY AND COURT ORDER.

Reference: Payroll Procedures Manual Section H 300

DOCUMENT NUMBER

1. AGENCY NAME
 State Controller's Office

2. SOCIAL SECURITY NUMBER
 111-22-3333

3. EMPLOYER DATE
 04/20/2022

4. PORTION NUMBER
 (Agency) (Assn) (Class) (Subd)
 051 111 2222 333

5. ACTION TYPE
 NEW MODIFICATION OR CORRECTION OF ITEM CANCELLATION OF GARNISHMENT ORDER
 ORIGINAL EFFECTIVE DATE 04/01/2022

7. PAY FREQUENCY
 MONTHLY SEMI-MONTHLY QUARTERLY

8. GARNISHMENT TYPE (SEE)

A. COURT ORDERED ASSIGNMENT OF WAGES (DOMESTIC SUPPORT) (FC 503 et seq., 5000 et seq., or FC 5030) DEDUCTION AMOUNT OWNED FROM _____
 \$ _____ (Monthly Amount) (Check/Amnt per Pay Period)
 \$ _____ (Must be completed if selecting 8B)

B. (SEE 503) CHILDREN WITHHOLDING ORDER FOR SUPPORT - ARREARAGES LOAN (FCP Section 706.005, 706.003, and 706.009 et seq.) (Including FTS Child Support Collection Program, Revenue & Transfer Code 19070) \$ _____

C. (SEE 503) CHILDREN WITHHOLDING ORDER FOR SUPPORT - ARREARAGES (FCP Section 706.005, 706.003, and 706.009 et seq.) (Including FTS Child Support Collection Program, Revenue & Transfer Code 19070) \$ 99,009.99

W. COMPLETE FOR USE BY DEPARTMENT OF CHILD SUPPORT SERVICES ONLY

EMPLOYEE ADDRESS 123 Capitol Mall
 Sacramento Ca 95814

EMPLOYEE DATE OF BIRTH (MMDDYYYY) 04141985

15. COMPLETE ONLY IF COURT SPECIFICALLY STATES (May only be completed with 8B.)

A. TERMINATION DATE OF EMPLOYEE WITHHOLDING ORDER _____

B. MONTHLY GARNISHMENT AMOUNT DEDUCTIBLE PER MONTH \$ _____

C. SUPPORT EXEMPTION AMOUNT \$ _____

D. SPECIFIC AMOUNT TO BE DEDUCTED PER MONTH \$ 250.00

16. DEBITMENT TO BE MADE PAYABLE TO _____
 (Must be completed - Case Number)

ENTER CASE NUMBER 00000000000000000000

FOR THE WORK XXXXX XXXXX

**C/O SDU
 PO BOX 980867
 WEST SACRAMENTO CA 95798**

18. REMARKS
 Cancel Child Support Arrears for \$250.00.

19. FORM COMPLETED BY
 Personnel Specialist

TELEPHONE NUMBER AND EXTENSION
 (916) 500-0000

20. PAYROLL INFORMATION CERTIFIED IN ACCORDANCE WITH BR 1016-1017
 AUTHORIZED SIGNATURE _____
 DATE _____
 EMAIL ADDRESS _____

- o Sample garnishment form – STD 639 Cancel Ongoing Support

STATE OF CALIFORNIA – STATE CONTROLLER'S OFFICE **NOTE: SUBMIT ORIGINAL TO THE STATE CONTROLLER'S GARNISHMENT UNIT. SUBMIT ORIGINAL, ONE COPY AND COURT ORDER.**

SALARY GARNISHMENT CHILD SUPPORT/FAMILY SUPPORT
 STD. 639 OF (Rev. 02/82)

Reference Payroll Procedures Manual Section H 300

DOCUMENT NUMBER

1. AGENCY NAME State Controller's Office		4. POSITION NUMBER			
2. SOCIAL SECURITY NUMBER 111-22-3333	3. RANK (P1) (P2) (A3) J M Doc	Month	(4th)	(2nd)	(5th)
5. EFFECTIVE DATE 04/20/2022	6. ACTION TYPE <input type="checkbox"/> NEW <input type="checkbox"/> MODIFICATION OR CORRECTION OF ITEM	051	111	2222	333
7. PAY FREQUENCY <input type="checkbox"/> MONTHLY <input type="checkbox"/> SEMI-MONTHLY <input type="checkbox"/> BI-WEEKLY		<input checked="" type="checkbox"/> CANCELLATION OF GARNISHMENT ORIGINAL EFFECTIVE DATE 04/21/2022			
8. GARNISHMENT TYPE (SEE A.)					
A. <input checked="" type="checkbox"/> COURT ORDERED ASSIGNMENT OF WAGES (ONCARE SUPPORT) (FC 106 et seq., 5262 et seq., or FC 203)					
\$ 800.00 (Monthly Amount) <input type="checkbox"/> REDUCTION AMOUNT CHANGED FROM \$ _____ \$ 800.00 (Deduction Amount per Pay Period) (Must be completed if changing 6A)					
B. (ONCARE) <input type="checkbox"/> GARNISH WITH HOLDING ORDER FOR SUPPORT - AMBASSADOR LUMP SUM (CCP Section 702.082, 702.083, and 702.079 et seq.) (Including FWS Child Support Collection Program, Reversal & Transfer Order 1807)					
C. (ONCARE) <input type="checkbox"/> GARNISH WITH HOLDING ORDER FOR SUPPORT - AMBASSADOR (CCP Section 702.082, 702.083, and 702.079 et seq.) (Including FWS Child Support Collection Program, Reversal & Transfer Order 1807)					
9A. COMPLETE FOR USE BY DEPARTMENT OF CHILD SUPPORT SERVICES ONLY					
EMPLOYEE ADDRESS	<input checked="" type="checkbox"/> 123 Capitol Mall Sacramento CA 95814				
EMPLOYEE DATE OF BIRTH (MMDDYY)	<input checked="" type="checkbox"/> 04/14/1985				
11. COMPLETE ONLY IF COURT SPECIFICALLY STATES (May only be completed with 6B)					
A. <input type="checkbox"/> TERMINATION DATE OF GARNISH WITH HOLDING ORDER	_____				
B. <input type="checkbox"/> MONTHLY GARNISHMENT AMOUNT DEDUCTIBLE PER MONTH	\$ _____				
C. <input type="checkbox"/> SUPPORT EXEMPTION AMOUNT	\$ _____				
D. <input type="checkbox"/> SPECIFIC AMOUNT TO BE DEDUCTED PER MONTH	\$ _____				
12. WARRANT TO BE MADE PAYABLE TO					
ENTER CASE NUMBER	<input checked="" type="checkbox"/> 000000000000000000000000				
PHONE AREA	<input checked="" type="checkbox"/> XX XX XX XX XX XX				
C/O SDJ PO BOX 99997 WEST SACRAMENTO CA 95798					
13. REMARKS Cancel ongoing Child Support for \$800.00.					
14. FORM COMPLETED BY Personnel Specialist		TELEPHONE NUMBER AND EXTENSION (916) 900-0000	15. PERSONNEL INFORMATION CERTIFIED IN ACCORDANCE WITH BIC/PDLE 8617 AUTHORIZING SIGNATURE DATE EMAIL ADDRESS		

- Sample garnishment form – STD 639 New Ongoing and Arrears

STATE OF CALIFORNIA – STATE CONTROLLER'S OFFICE
SALARY GARNISHMENT
CHILD SUPPORT/FAMILY SUPPORT
 STD, 639 (Rev. 08/02)

NOTE: SUBMIT ORIGINAL TO THE STATE CONTROLLER'S GARNISHMENT UNIT. SUBMIT ORIGINAL, ONE COPY AND COURT ORDER.

Refer to the Payroll Procedures Manual Section H 300

DOCUMENT NUMBER

1. AGENCY NAME
 State Controller's Office

2. SOCIAL SECURITY NUMBER
 111-22-3333

3. EFFECTIVE DATE
 04/01/2022

4. PAY PERIOD NUMBER
 (Agency) (Lot) (Class) (Step)
 051 111 2222 333

5. ACTION TYPE
 NEW MODIFICATION OR CORRECTION OF ITEM CANCELLATION OF ASSIGNMENT
 ORIGINAL EFFECTIVE DATE

7. PAY FREQUENCY
 MONTHLY BI-MONTHLY BI-WEEKLY

8. GARNISHMENT TYPE (SEE INSTRUCTIONS)

A. COURT ORDERED ASSIGNMENT OF WAGES (DOMESTIC SUPPORT) (FC 504 et seq., 505 et seq., or FC 5036)
 \$ 800.00 (Monthly Amount)
 \$ 800.00 (Each Payment per Pay Period)

REDUCTION AMOUNT CHANGED FROM \$ _____ (Must be completed following 8B)

6. ASSIGNMENT \$

B. DOMESTIC WITHHELD ORDER FOR SUPPORT - ARREARS (FC 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000)

6. ASSIGNMENT \$

C. DOMESTIC WITHHELD ORDER FOR SUPPORT - ARREARS (FC 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000)

6. ASSIGNMENT \$ 99,999.99

10. COMPLETE FOR USE BY DEPARTMENT OF CHILD SUPPORT SERVICES ONLY

EMPLOYEE ADDRESS 123 Capitol Mall
 Sacramento CA 95814

EMPLOYEE DATE OF BIRTH (MMDDYYYY) 04141985

11. COMPLETE ONLY IF COURT SPECIFICALLY STATES (May only be completed with 8C)

A. TERMINATION DATE OF EXISTING WITHHELD ORDER _____

B. MONTHLY GARNISHMENT AMOUNT DEDUCTIBLE PER MONTH \$ _____

C. SUPPORT DEDUCTION AMOUNT \$ _____

D. SPECIFIC AMOUNT TO BE DEDUCTED PER MONTH \$ 250.00

12. WARRANT TO BE MADE PAYABLE TO _____

ENTER CASE NUMBER 00000000000000000000000000000000

PHONE NUMBER XXXXX XXXXX

C/O SDU
 PO BOX 98887
 WEST SACRAMENTO CA 95708

13. REMARKS
 Establish Ongoing Child Support for \$800.00 and Child Support Arrears for \$250.00

14. FORM COMPLETED BY
 Personnel Specialist

TELEPHONE NUMBER AND EXTENSION
 (916) 000-0000

15. PAYROLL INFORMATION CERTIFIED IN ACCORDANCE WITH THE RULES ONLY
 AUTHORIZED SIGNATURE _____ DATE _____
 MAIL ADDRESS _____

- Submitting 674's/674ARs:
 - Example: Payment adjustment for payment type 0, do not include GHCP payments on the form.
- Misrouted forms:
 - Use the [ConnectHR](#) directory to assist with uploading your documents to the appropriate area.
 - Misroutes delays processing your request.
- Cheat sheet for [Uploading Documents](#)

Disclaimer: This publication is intended for reference only. It does not supersede current applicable laws or regulations, and it is not intended for purposes of providing legal advice.

- Payroll – payment type, 0,1,3,4
- Military – payment type 7
- Disability- T,U,6
- Benefits/Retirement/W2/ Miscellaneous deduction-
 - Payment type K please look at PPM section B to determine the deduction and upload to the correct area.
- As a reminder HR offices are not to send inquiries via ConnectHR for the payroll and premium payment programs. HR offices must contact the Statewide Customer Contact Center (SCCC) at 916-372-7200.
- When responding to PR250 notifications HR offices are required to include the PR250 notice with their corrected documents.
- The payroll and premium teams are diligently working on getting the backlog caught up. Please refer to the weekly processing dates.
- Do not send duplicate documents to staff or via ConnectHR. Please contact the SCCC if we are passed the weekly processing dates and you have questions about your document. Before calling the SCCC please check your employment and payment history.
- In order to ensure timely responses please do not contact multiple units.
- Civil Service Audits Reminders:
 - Please do not send duplicate PARs.
 - We are finding departments submitting multiple PARs which is creating additional work to identify the correct PAR to log and assign to staff for auditing and keying. If a staff member asks you to submit a correction please send it to the staff emailing you or the name on the PSD40.
 - Departments are keying employee Social Security numbers (SSNs) incorrectly and going back in to rekey it, creating a dual SSN.
 - If the SSN is keyed incorrectly, you must submit a 105 Transaction which is given priority processing to correct the SSN within a few days.
 - Creating a dual SSN could potentially take weeks, or even months to correct once the employee is paid from the incorrect SSN.
 - Do not attempt to submit a PAR correction after the business day has passed
 - If you receive a PSD40 stating the PAR will be cancelled after 1 business day, do not attempt to submit a correction after the business day has passed. Make your PAR corrections and resubmit the package with the PSD40 so it will be given back to the specific staff member to work with be placed in the backlog received dates.
 - Please upload PAR packages as a single PDF.

- Do not upload one page at a time.
- Please do not respond to the confirmation email. The email inquiries and questions are not monitored and will not be answered.
- Please contact the SCCC at (916) 372-7200 for assistance.

SCO General Reminders

- Utilize ConnectHR to send documents.
- Include the employee's complete social security number (SSN) when sending documents through ConnectHR.
- Check [Weekly Processing Dates](#) before sending inquires.
- Update [California Personnel Office Directory \(CPOD\)](#).
- The [PPSD Register](#) – PPSD's Monthly Newsletter
- Recommended [subscriptions](#)
- Review Communication from State Policy and Instructional Departments for Business Process impacts
- It is recommended that the Human Resources (HR) staff follow Section M of the Payroll Procedures Manual (PPM) for certifying payroll, which requires HR staff to validate that both mandatory and voluntary deductions have been withheld appropriately and to certify the employee's payroll is accurate.
- Please review the toolkits on the State Human Resources website
- Accounts Receivable (A/R) Business Process Survey
- Share this information with your Human Resources Team!

SCO EMAIL SUBSCRIPTION SERVICE:

- To ensure you're receiving essential PPSD notifications, please subscribe to our email subscriptions listed below. Also, we invite you to share this information with anyone who would be interested in PPSD notifications.
 - [California Leave Accounting System \(CLAS\) Letters](#)
 - [State Controller's Office Letters \(Personnel / Payroll Operations\)](#)

CUSTOMER RELATIONS SURVEY:

How would you like to receive information from us during this time? Please send suggestions to our HR Suggestions Inbox at PPSDHRSuggestions@sco.ca.gov.

SCO RESOURCES

WEBSITES:

- Human Resources (HR): https://sco.ca.gov/ppsd_state_hr.html
- State Employees: https://sco.ca.gov/ppsd_se_payroll.html

CONTACTS:

- [Statewide Customer Contact Center](#) (916) 372-7200
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov

- Civil Service Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov

SCO KEY INITIATIVES:

- [Cal Employee Connect](#)
- [California State Payroll System Project](#)

FORUM QUESTIONS:

The following questions were submitted during the forum:

- **Question:** Will all departments be included in the Department Agency Readiness Team (DART) sessions for the California State Payroll System Project?
 - **Answer** (Dustin Close – SCO): Yes they will be included. Each department or agency within the state will have a [DART](#) team with the primary responsibility of ensuring their respective department or agencies readiness for changes to people, process, and technology brought about by the CSPS implementation.
- **Question:** For the telework Stipend, if an EE retired in 12/2021 but earns the 10/21 & 11/21, how do we enter that in the system?
 - **Answer** (Arlene Bailey – SCO): If you can't key the payment via PIP for each eligible pay period, then you should send in a 674 to SCO to request payment to be issued..
- **Question:** We have been trying to get a telework stipend to issue for two R02 employees for the February pay period. They had promotions effective 3/1. We've tried uploading with both the old and new position number but it won't issue. I've called SCO but no one has called back. Is there someone that can reach out to assist us on how to get this issued?
 - **Answer** (Christina Campbell – SCO): If you can't issue the payment via PIP then please upload a Std. 674 payment request through ConnectHR.
- **Question:** If an employee receives a stipend (pending disability leave approvals) and it is later determined the employee was not entitled to it, what drop down in ConnectHR should we use to submit the 674's to establish an AR?
 - **Answer** (Christina Campbell – SCO): Upload to Disability Std. 674 A/R
- **Question:** There is an escalated phone number? Is this only for supervisors as well?
 - **Answer** (Christina Campbell – SCO): No. Please refer to the escalation guidelines.
- **Question:** To confirm, when we have Premier vision forms, we only send them directly to VSP?
 - **Answer** (Arlene Bailey – SCO): Premier Forms should only be sent to VSP.
- **Question:** Can an employee be enrolled in PVLP while on a leave reduction plan?
 - **Answer** (Kim Herlache – CalHR): Yes, however, employees with remaining PLP 2010, 2012, 2020 (some bargaining units) must use this leave first. So leave plans may become complex because they will need to use this leave in conjunction with a leave plan. Additionally, departments are expected to comply with the PLP usage first if required for 2020.

- **Question:** Question for SCO MIRS; when will the report for the Leave Buyback be prepared? Or can departments, agencies utilize last year's Leave Buyback report?
 - **Answer** (Sarah Huggins – SCO): The SCO MIRS report for Leave Buyback will be updated / available after the payroll letter is released. We use information from that letter to make updates as needed. We'll send a notification once it's available.
- **Question:** What agency administers the 120 day death benefit?
 - **Answer** (Christina Campbell – SCO):
<https://cacontroller.sharepoint.com/:p:/s/ppsd/Ee4d6173q0tNkrhjl41nVGMB7FZito-0DIfpTot2Pb3pdg>
- **Question:** Is there a toolkit for the Salary advance reporting? This is very confusing?
 - **Answer** (Alita Rivas – SCO): Not at this time. We are preparing a toolkit and will release once it has been finalized. In the meantime, please refer to the [PPM Section N 103](#).
- **Question:** Did CalHR release any information about the leave buy-back program?
 - **Answer** (Kim Herlache – CalHR): Refer to the following links for instructions and the forms:
 - https://www.sco.ca.gov/Files-PPSD/2022_LeaveOffset.xlsm
 - **Excluded Employees:**
 - <https://www.calhr.ca.gov/Documents/2022-Excluded-Employee-Leave-Buy-Back-Request-Form.pdf>
 - **Represented Employees:**
 - <https://www.calhr.ca.gov/Documents/2022-employee-leave-cash-out-request-form.pdf>
- **Question:** Are employees who enroll in a State-sponsored health plan AFTER 07/01/22 eligible to begin receiving the \$260 Healthcare Cash stipend?
 - **Answer** (Kim Herlache – CalHR): Employees who meet the pay differential criteria are eligible to enroll. The pay differential criteria is being revised and will be effective July 1; however, departments will need to wait for the pay letter to issue in July to see the updated pay differential and see the changes.
- **Question:** For the telework stipend -- if an employee works one day in the month and is out on vacation or any approved leave -- are they eligible for the pay?
 - **Answer** (Kim Herlache – CalHR): Yes, MUST have a telework agreement on file first. Then, if worked at least one day during the eligible pay period....contact PSB@calhr.ca.gov with specific details for further guidance.
- **Question:** For the Telework Stipend if an employee transfers mid-month does the losing agency or gaining agency pay the stipend if they telework at both agencies?
 - **Answer** (Kim Herlache – CalHR): Departments need to work together to coordinate the payment to ensure the employee is not double paid.
- **Question:** If an employee works a few days a week, they are entitled to the \$25.00 a month?

- **Answer** (Kim Herlache – CalHR): The employee must have an approved telework agreement.
 - NOTE: PSB works with employees that departments have designated as contacts. Generally speaking, it is the Personnel Officer and one or two other managers. You can email psb@calhr.ca.gov and ask who your contacts are if you are unsure.

- **Question:** If an office-centered employee had an unofficial accommodation with their supervisor to telework due to health reasons, which allowed them to work more than 50% telework for one month, would they be eligible for the \$50 instead of \$25?
 - **Answer** (Kim Herlache – CalHR): If an employee has a reasonable accommodation request to work from home, it should be fully documented and not an unofficial accommodation. To be eligible for the pay differential, the employee must have a telework agreement with a documented schedule.

- **Question:** Can you clarify for SEIU, is the health stipend going to continue for those that health benefit deduction?
 - **Answer** (Kim Herlache – CalHR): Once an agreement is made there will be a pay letter and pay differential revision. Notification about the pay letter will follow the normal process.

- **Question:** For the BOM, are departments required to pull reports and obtain forms 2xs a year (revised forms if not adhering to initial form submitted) or is it sufficient to do it once a year? For I-9s are departments required to go back and physically verify the documents that were verified virtually during the pandemic?
 - **Answer** (Kim Herlache – CalHR): Departments need to ensure employees are adhering to their leave plans. What this looks like will depend on department process. I recommend HR make it clear to supervisors/managers that leave plans are not optional and they are responsible for ensuring their employees adhere to the plan. HR should develop a mechanism to ensure compliance throughout the department. I-9's are Federal documents and departments need to refer to the appropriate Federal webpage to ensure compliance

- **Question:** Is there any word on the telework stipend payments for SEIU 1000 represented employees for approval?
 - **Answer** (Kim Herlache – CalHR): CalHR will update the pay differential to incorporate what changes are coming. The Update will be released in a pay letter which will

- **Question:** Is it written how the telework stipend will be taxed? If not being taxed at the flat rate of 22% fed and 6.6% state??
 - **Answer** (Arlene Bailey – SCO): The telework stipend is programmed for a flat tax for Federal and State taxes.

- **Question:** When will Permanent Intermittent employees be eligible to enroll in Flex Cash? Assuming they meet control periods, would the first opportunity be to submit a form during Open Enrollment, with the payment issuing in July 2023 for the control period Jan-Jun 2023?

- **Answer** (Amber Neves – CalHR): Yes. Permanent Intermittent employees must submit a Flex Cash enrollment form during the 2022 Open Enrollment if they believe they will meet the January – June 2023 control period requirements. If the control period requirements are met, then payment can be issued in July after the control period ends.
- **Question:** For the FlexElect enrollment, do we also need the HBD 12 decline or dental form decline on file if they enroll?
 - **Answer** (Rebecca Doctolero – SCO): The HR offices do not have to submit an HBD 12 and/or Dental form to SCO when the employee is declining coverage. The documents mentioned will be retained at the HR office in the employee’s file.
- **Question:** Does Flex for Dental still require the 3 year waiting period?
 - **Answer** (Carol Ormonde– CalHR):
 - **Dental Cash Option Three-Year Commitment:** Once enrolled in the Dental Cash Option, the employee is obligated to stay in the Dental Cash Option for three plan years. After completion of the three plan year commitment, employees may enroll in a state dental plan during the next open enrollment period. The Personnel Office should take steps to monitor the three-year commitment and ensure compliance when employees request cash option enrollments or changes during or after the open enrollment period.
 - **Exception to the three-year commitment:** If employees lose their other dental coverage, they have 60 days (after the loss of coverage) to cancel the dental cash and reenroll into a state-sponsored dental plan. If this action is not requested within the 60-day period, employees must wait until the next open enrollment period to cancel the cash and reenroll into a dental plan.
- **Question:** Will we be receiving a FLEX open enrollment toolkit?
 - **Answer** (Amber Neves– CalHR): There will be no toolkit. All information regarding the Special Open Enrollment can be found on the [CalHR Benefits website](#)
- **Question:** It is my understanding that accounting offices complete the 422, not HR?
 - **Answer** (Alita Rivas– SCO): Yes, the STD 422 is submitted by the Accounting Offices.
- **Question:** So excited to receive STD 672's electronically. Are PARs and NOPA's going to be available electronically?
 - **Answer** (Christina Campbell – SCO): Refer to Department of General Services for any new or updated forms (<https://www.dgs.ca.gov/Resources/Statewide-Forms>)
- **Question:** Health post tax deductions do not start with 350 code. Those would be for the SDI /FMLA continuation of benefits ARs; therefore, would that be an issue for the report?
 - **Answer** (Sarah Huggins – SCO): Yes, we'll be issuing a Personnel Letter about the revised ACA Compliance Report.
- **Question:** For Affordable Care Act System training, how do we sign up?

- **Answer** (Sarah Huggins – SCO): To register for Affordable Care Act System training, please email PPSDACATraining@sco.ca.gov. You may find more information about training on the [SCO website](#).
- **Question:** How many days to respond to ding email?
 - **Answer** (Christina Campbell – SCO): Two Days
- **Question:** Has SCO stopped sending ding notices? We have older pending pay that when I look closer can see that there was an error, but never received a ding notice, so we are still waiting for pay to issue.
 - **Answer** (Christina Campbell – SCO): No, the SCO is emailing all Pr250 notices.
- **Question:** Will ding notices be sent to the backup specialist entered on ConnectHR?
 - **Answer** (Christina Campbell – SCO): The Pr250 will be sent to the email address on the form.
- **Question:** For very small departments with one or two specialists, are we still required to set up a special mail box for ding notices?
 - **Answer** (Christina Campbell – CalHR): Yes.
- **Question:** Once agency establish the email box who do we provide the email box address to?
 - **Answer** (Christina Campbell – SCO): The SCO will send out a broadcast email with all information.
- **Question:** Will only ding notices be sent to the general email account?
 - **Answer** (Christina Campbell – SCO): Yes, once implemented.
- **Question:** Do you want the Specialist to put this universal email on the documents instead of their email?
 - **Answer** (Christina Campbell – SCO): Yes.
- **Question:** Our agency utilizes a universal mailbox already, just a different naming convention. Are we still required to create a new one?
 - **Answer** (Christina Campbell – SCO): No.
- **Question:** If we already have a general email box. Who and how do we send our universal address to?
 - **Answer** (Christina Campbell – SCO): Instructions will be sent out in the coming months.
- **Question:** On HR Connect will you be providing a resend button?
 - **Answer** (Christina Campbell – SCO): This will be implemented in a future phase.
- **Question:** For submitting A/R what if there is a name change. Do we use the new name or the name the A/R was established under?
 - **Answer** (Christina Campbell – SCO): Use the name in PIMS Employment history.

- **Question:** Is it okay to have ongoing support and arrears effective on the same day?
 - **Answer** (Renee McClain – SCO): Yes, ongoing support and arrears can have the same effective date.
- **Question:** We are finding documents that were sent to the previous PPSD email for processing and they have not been processed yet. Do we need to call for these or can we re-send it in connectHR for processing?
 - **Answer** (Christina Campbell – SCO): Please contact the SCCC at 916-372-7200.
- **Question:** Can an email also be sent to the supervisor indicated on the connectHR submission when there is an error that need to be corrected?
 - **Answer** (Christina Campbell – SCO): When implemented, the Universal email box should resolve this issue.
- **Question:** Will SCO be expanding the ability to provide additional information on CA Personnel Office Directory, like the universal email? There is not currently a place for that, only for individual information. Also an expansion of what units each contact serves, it is currently limited.
 - **Answer** (Nastassja Johnson – SCO): Send an email with your request or idea to webmasterppsd@sco.ca.gov for consideration.
- **Question:** For I-9s are departments required to go back and physically verify the documents that were verified virtually during the pandemic?
 - **Answer** (Alita Rivas – SCO): YES, you should physically verify the documents to ensure you are receiving the original documents.
- **Question:** Are departments allowing employees to use sick leave for CFRA baby bonding leave for mothers and fathers?
 - **Answer** (Kim Herlache – CalHR): Departments should not change their practice. If your department currently allows for this do not change, if you do not allow it, do not initiate a change. CalHR is working on a policy to ensure a statewide practice that is the same. Until that happens, please do not adjust your past practice.
- **Question:** Does anyone have a number for EDD/SDI to actually talk to a live person? Or can someone suggest a way to get copies of SDI notices?
 - **Answer** (Roundtable): Suggested contact information:
 - For SDI/NDI: 866-352-7675 press option 2,3,1,1,0 – per Reynoso, Sandra@CSD
 - For PFL: 877-945-4747 prompts 3,3,1,1,0, star 1 – per Reynoso, Sandra@CSD
 - EDD/SDI 1-877-945-4747, press 2, 3, 1, 1, 0, star 1 – per Hermansen, Jessica@CALFIRE

- **Question:** Do any of the departments have a process they are using for timesheet/attendance audit?
 - **Answer** (Roundtable): Suggested department process:
 - We take the LAB and compare against the timesheets and make any corrections before cut off. We have an automated system for timesheets so they are online - per Rodriguez, Krishna@CalRecycle
 - DSH has a MIRS report we run by SSN, then audit using MIRS report and actual timesheets - per Barton, Marie@DSH-S
- **Question:** Does anyone know what the PSD Reference # tracking retention is?
 - **Answer** (Christina Campbell – SCO): Please review the secretary of state retention schedule.
- **Question:** My question regarding leave attendance, before COVID, the attendance clerk would key monthly balance and a different specialist would validate leave (CalHR 139). Now that we all work from home, how are departments doing that?
 - **Answer** (Kim Herlache– CalHR): This question is unclear as to what system the attendance clerk is using to key leave. Assuming it may be an electronic timekeeping system, regardless of timekeeping system used, departments are required to comply with a monthly auditing process per CalHR policy. How that is implemented is determined by the respective departmental policy.