December 2022

Transaction Supervisors' Forum Notes

SURVEY QUESTIONS:

The following questions are submitted prior to the forum via Survey Monkey.

➢ **Question**: With employees having access to their leave balances in Cal Employee Connect (CEC), are we required to disseminate the annual (10/22) Employee Statement of Leave (ESL) Information sheets?

Answer: ESLs is an optional service that California Leave Accounting System (CLAS) provides, used to provide employees with a "point in time" snapshot to reconcile their own leave information records which also offers an avenue for disputes on balances to be resolved and allows employees a space to plan for their balances. However, it is not required to distribute, and departments can opt out of receiving them in general. Note: Some departments do not have their full agency in CEC, so in those cases, it may not be a good option to use CEC as a replacement.

➢ **Question**: When reinstating an employee after a S90 (Rejection on Probation), does the A03 (Mandatory Reinstatement) effective date have to be the very next day after the S90 or can it be any time in the 10-day reinstatement period?

Answer: Yes, you can key an A03 up to 10 days after separation of a S90.

➢ **Question**: When determining the salary upon return to the prior position after rejection, are we able to use the salary earned in the probationary class as the rate last received?

Answer: Per CCR 599.826 permanent separations from state service shall include dismissal; resignation; automatic resignation (AWOL); rejection during probationary period; termination for failure to meet conditions of employment; termination of limited-term, temporary authorization, emergency, career executive assignment, or exempt appointment; and service retirement. In this instance they would apply CCR 599.677.

➢ **Question**: We have Accounts Receivables (AR) for employees that have transferred to other state departments. We reach out for confirmation that the AR has cleared and do not get answers. Is there a report we can run to track AR withholdings for all employees attached to our department code (currently with the department or transferred)?

   Answer: Human Resources (HR) offices must work together to share deduction information. If you are not receiving a response from the personnel specialist, please have your managers escalate to the previous agency management team.

➢ **Question**: We have an employee, previously in Bargaining Unit (BU) 10, who promoted to an excluded classification in February 2022. She recently discovered that her union dues were not cancelled and that she continued to pay into the BU10 union for approximately 10 months now. Who is responsible for ensuring that the union dues are cancelled for employees that promote to an Excluded class. What about those who change union representation, who is responsible for making sure that the appropriate union dues are applied?

   Answer: An employee can start or cease union deductions at any time and must submit their request to the union. See Payroll Procedures Manual (PPM) Section H:400.

SCO KEY INITIATIVES:

SCOConnect: Cal Employee Connect (CEC) Project/ConnectHR – Michelle Robinson (ConnectHRhelp@sco.ca.gov)

Cal Employee Connect (CEC)

- CEC Phase II – Employee Service features:
    - Wave I (107 civil service and 8 CSU campuses), and Wave II departments (47 civil service and 5 CSU campuses) have been deployed for the Direct Deposit feature.
    - Multifactor Authentication (MFA) is now available to all Cal Employee Connect (CEC) users.
    - Reminder email of Wave I and II departments was sent December 9, 2022.
    - As of 12/12/22: 2,665 employees have enabled MFA.
    - As of 12/12/22: CEC has received 1,139 direct deposit transactions.
    - Address Change feature is coming soon!

ConnectHR

- Telework Stipend Update - November:
    - 119,545 payments were issued to 98,705 employees
    - More than 86% were the result of data submitted via ConnectHR rather than the Payroll Input Process (PIP)

SCO – California State Payroll System (CSPS) Project – Jeana Smith (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

2016 - 2017 Business Analysis	2018 - 2021 Alternatives Analysis	2021 - 2022 Solution Development	2022 - 2023 Project Readiness	2023 - 2028 Implementation	2029 Ongoing Support
STAGE 1 Complete	**STAGE 2** Complete	**STAGE 3** Complete	**STAGE 4** In progress	**PROJECT EXECUTION**	**MAINTENANCE & OPERATIONS**

PROJECT APPROVAL LIFECYCLE (PAL) - CA Dept. of Technology process (4 stages) to improve the likelihood of success for IT projects. SYSTEM DEVELOPMENT LIFECYCLE (SDLC)

– Status Updates / Progress:

- **Recent Progress:**
  - Data team has begun analysis on 7 of 9 systems
  - DART Sponsor and Liaison November kickoff completed
  - Completed the Proof of Concept phase

- **Upcoming Activities:**
  - Continued meetings with Fi$CAL to mitigate risk

- **Schedule:**

Activities	Start	End	Status
Conduct Solicitation Phase 2 - Proof of Concept and Evaluate Proposals	August 2022	November 2022	In progress
DART Sponsor and Liaison Kickoff Meetings	October 19, 2022	November 14, 2022	Complete
Conduct Solicitation Phase 3 – Negotiate and Select Vendor	November 2022	June 2023	

BENEFITS ADMINISTRATION:

SCO – Statewide Benefits Program - Ryan Baughman (ppsdcsbenefits@sco.ca.gov**)**

– Open Enrollment Form Counts – 12/13/2022

Dental STD. 692	FlexElect Cash Option STD. 701C	Consolidated Benefits Cash Option STD. 702	FlexElect Reimbursement STD. 701R
Received ~ 13,121	Received ~ 3,097	Received ~ 810	Received ~ 7,621
Completed ~ 13,121	Completed ~ 3,097	Completed ~ 810	Completed ~ 7,621

– Updates
  - Open Enrollment team working on CalPERS Health File
  - Half of team back on regular benefits workloads
  - Expect to see catch up on Weekly Processing Dates
  - Thank you for your patience and timeliness through this 2022 Open Enrollment Season!

PROGRAM UPDATES:

CalHR Transaction Supervisors' Forum Update – Kim Herlache

- Pay Diff 456 – This pay differential is applicable to BU 13 and S13 employees, payable in January. The pay differential looks at QPP between July and December 2022. Please prepare now to ensure eligible employees receive their payments in January. It may be necessary to prepare a MIRS report to capture the employees and how many QPP they had. CalHR asked that I provide this update on behalf of the union who wants to make sure their employees receive this timely.

- Leave Reduction Plans – Reminder to ensure employees are putting leave plans in place for the upcoming year. Please remember to include anyone who is already at max or will reach max during the year. Reference CalHR Policy 2124 and the MOUs for acceptable reasons for employees not to adhere to their plan. HR should remind supervisors/managers that this requirement is not simply to check a box and not follow through with the leave plan, they need to ensure there is follow through. Also, a reminder that some MOU's temporarily increased the max for which need to be considered, but also a reminder some of those that have the increase begin to expire June 30, 2023 so leave plans should be made and enforced accordingly.

Affordable Care Act (ACA) Update – Korinn Revelino (ACASupport@sco.ca.gov**)**

– ACA Status Code Auto Population Program Enhancement
  - Delayed due to additional programming needs
  - When can you expect it?
    - o After the completion of the 2022 Annual 1095-Cs
    - o Spring of 2023

Statewide Tax Support Program – Monique Perez (PPSDW2MiscDed@sco.ca.gov)

– Form W-2 Reminders

- [Payroll Letter #22-019](): Document Cutoff Dates for 2022 Calendar Year-End Processing
  - Fringe Benefits:
    - ➢ One-time payroll deduction Accounts Receivable (A/R) for the January monthly payroll
    - ➢ Fringe benefit serial number indicator will be 999
  - If you have any questions, please inquire with your Department Accounting offices
- Mailing of Form W-2:
  - January 31, 2023
  - [Cal Employee Connect](https://)(CEC) will post Form W-2 information prior to the mailing date

Statewide Payroll Program – Renee McClain (Contact SCCC @ (916) 372-7200)

– Civil Service Audits Reminders

Separation Month	1st PAR must be received at SCO by…	Submit 2nd PAR to SCO between these dates…
November	12/9/22	12/12/22 to 12/23/22
December	12/9/22	12/29/22 to 1/13/23

- The deadline for submitting 1st Tax Year Personnel Action Request (PAR) was <u>December 9, 2022</u>.
  - SCO will continue to process 1st Tax Year Personnel Action Requests (PARs), but PARs submitted after this date could result in charges assessed by CalHR.
  - 1st Tax Year PARs must only include time needed for the first tax year.
  - 2nd Tax Year PARs must show total time across both tax years.
- Do not submit 1st and 2nd Tax Year PARs as one uploaded PAR package. They must be submitted separately using Connect HR.
  - In the drop-down menu, select CS Audits – Separation PAR package (Lump Sum).
- Please read and follow the instructions provided on the Post Audit ding notice.
  - If corrections are needed, respond back to the SCO specialist within one business day.
  - If your PAR package is cancelled, resubmit the entire package with the corrections and the Post Audit ding notice on top of the package to ensure it is returned to the appropriate specialist for processing.
- The words Max or Remainder must not be completed on the Election Form.
- Per Labor Code 201 and 202 the Election Form must be signed and submitted by the employee at least five ()days prior to their separation effective date.
  - Changes made to the Election Form after the five-day threshold will not be processed.

Program Analysis and System Coordination Branch – Arlene Bailey (Contact SCCC @ (916) 372-7200)

- Pay Differentials
  - [Pay differential 453](#) – Telework Stipend Retroactive payments
    - o If payments are beyond 12 months, submit STD. 674 to the premium pay unit via ConnectHR to request payments.
    - o The [$260 Healthcare Cash Payment Frequently Asked Questions](#) will be updated in January 2023.
  - [Pay differential 440](#) – Bargaining Unit (BU) 08 upcoming changes
    - o The January 2, 2023, processing date of the automated $260 payment process is being modified to include the BU08 population according to the criteria in the pay differential that will be updated pending release of the CalHR's Pay letter.
  - [Pay differential 85](#) – Bargaining Unit 18 Changes
    - o Effective October 1, 2022, Shift payments are subject to Retirement and the earnings identifier can be locked on the PAR or keyed via Payroll Input Process (PIP).
    - o The quarterly refund is being modified to not refund retirement beginning with the October 2022 pay period.

- Payroll Input Process (PIP). Shift Pay Differential Project
  - Planned Implementation for January 1, 2023.
  - Agencies will be able to lock in shift earnings identifiers for bargaining units 13 and 19.
  - The quarter refund process will be modified to end the refund process with the December 2022 pay period.
    - o The process will still be used to capture the retroactive pay periods.
  - A SCO Personnel letter will be released in January 2023.

- Excluded Retirement Changes for S18 and M18 Employees
  - Per CalHR there is a change in effective date for the retirement contribution rate increase, from July 1, 2021, to December 1, 2022.
    - o PPSD will post corrections to [Personnel Letter 21-021](#) in January 2023.
    - o PPSD will post corrections to [Payroll Letter 22-015](#) in January 2023.
    - o PPSD will process retroactive 505 Voids transactions, effective July 1, 2021, and post new 505 transaction effective December 1, 2022.
    - o PPSD will process retroactive retirement contribution refunds.
    - o New Personnel Letter will be issued in January 2023.

Statewide Training – Michael Berlanda (PPSDTraining@sco.ca.gov)

- Open Enrollment is Here!
  - o Weekly Vacancy Reminders
- PPSD New Specialist Certificate Program
- PIP/FOPAY Instructor
- New Look for PPSD Training Website – In Progress

PPSD General Reminders

- Utilize ConnectHR to submit documents or upload data – include SSN
- Include the employee's complete social security number (SSN) when sending documents through ConnectHR
- Check Weekly Processing Dates before sending inquiries
- Update California Personnel Office Directory (CPOD)
- The PPSD Register – PPSD's Monthly Newsletter
- Check out recommended Human Resources 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.
- 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

SCO KEY INITIATIVES:

- SCOConnect
- California State Payroll System Project

CONTACTS:

- Affordable Care Act (ACA) Email: acasupport@sco.ca.gov
- Cal Employee Connect (CEC) Help and Feedback: https://connect.sco.ca.gov/help
- ConnectHR Help and Feedback: https://connecthr.sconet.ca.gov/help
- California Leave Accounting System (CLAS) Email: Clas@sco.ca.gov
- CS Escalation Email (HR Supervisors and Managers): PPSDOps@sco.ca.gov
- Decentralized Security & ViewDirect Access: (916) 619-7234 or DSA@sco.ca.gov
- HR Suggestions Email (All HR Staff): PPSDHRSuggestions@sco.ca.gov
- Management Information Retrieval System (MIRS) Email: ppsdmirs@sco.ca.gov
- Statewide Customer Contact Center: (916) 372-7200

FORUM QUESTIONS:

The following questions were submitted during the forum:

➢ **Question:** Do any fellow Transaction Supervisors have a written procedure on determining a MSA for limited-term appointments (even more specifically, Merit Salary Adjustments for Limited Term employees with no previous state service) that they would be willing to share?

Answer: Per the CalHR rule 599.682, GC section 19836, the ability to grant a MSA to a limited-term employee, with no prior state service, is at the appointing power's discretion, but the Personnel Action Manual (PAM) also provides several guidelines regarding Limited Term appointments and Merit Salary Adjustments.

➢ **Question:** I have a question about probation, we have recently received a lot of request to extend probations. It is my understanding that the supervisor is supposed to notify personnel at least 30 days before the probation is set to end. Is this correct? We have some supervisors who are notifying us less than 10 days before the probation end date of their intention to extend.

Answer: Please review 1214- Extension of Probationary Periods, and 2 CCR § 321. Extension of Probationary Periods for specific requirements. The Supervisor's Responsibilities During the Probation Period, communicate with their PMD Consultant, or reach out to CalHR's House Counsel, if needed.

➢ **Question**: Please provide clarification on Assembly Bill 1949. Will excluded employees no longer be able to use bereavement leave?

Answer (Kim Herlache - CalHR): Regarding Assembly Bill 1949, Excluded employees will not be losing any bereavement leave. They will still get the three days of bereavement leave and the option to use leave time for two additional days. CalHR is working on a policy update and will share in January 2023.