State Controller's Office

Personnel/Payroll Services Division

Transaction Supervisors' Forum

February 20, 2020

Program Management and Analysis Bureau (PMAB)

- ❖ **Affordable Care Act Program (ACA) – Megan Vinson**
  - o Reminders:
    - ▪ 1095-Cs are being printed and mailed right now. Some employees have received them, but some have not.
    - ▪ We will issue a personnel letter when all the 1095-Cs have been mailed and post the "1095-C Issued" report on View Direct.
    - ▪ The W-2 Unit has been receiving calls about 1095-Cs. Please direct all calls related to this process to the ACA Unit at (916) 322-3770 or you can email acasupport@sco.ca.gov.
  - o We are hosting an ACA training March 23, 2020. If interested, please email ppsdacatraining@sco.ca.gov.

Personnel and Payroll Services Bureau (PPOB)

- ❖ **Statewide Civil Service (CS) Direct Deposit Program - Mel Lyles**
  - o State Controller's Office (SCO) has created a toolkit to assist departments with the Direct Deposit Initiative. Toolkit includes:
    - ▪ Sample email to send to employees informing them of program changes
    - ▪ Instruction guide
    - ▪ Frequently Asked Questions
    - ▪ Video for employees
    - ▪ Video for Human Resource staff
  - o Toolkit is being reviewed for ADA compliance and will be available of the SCO website once approved.
  - o Goal is to have 85% of state employees enrolled in the program by July 2020. Currently, we have 75% enrollment. Enrollment into the program has increased 2.2% from last month.

- ❖ **Statewide Civil Service (CS) Audits and Payroll Program - Renee McClain/Tommy Fong**
  - o Audits reminders:
    - ▪ Please contact CS Personnel with questions on PAR documentation. Follow the Statewide Customer Contact Center (SCCC) Call Tree prompts. Refer to the call tree on the SCO website.

- Backdating appointments vs. Illegal appointments (Approvals)
- 5 day rule for lump sum separations with Savings Plus Contributions:
  - Labor Code 201 and 202 states the election form must be signed and submitted at least 5 days prior to the employee separating. SCO will not accept changes to amounts, plans, or tax years if it does not meet the labor code requirement.
- Payroll Reminders:
  - For detailed questions pertaining to a specific workload, please contact the area that handles that specific workload. Refer to the call tree on the SCO website.
  - Stipulations must be submitted in their entirety to SCO in order to update employment history and issue pay.
  - Departments cannot key stipulation transactions, this is a manual process that coordinates with multiple areas.

❖ **Disability Program – Karin Johnson-Anderson**
- Reminders:
  - Contact Employment Development Department Nonindustrial Disability Insurance/Family Care Leave at 866-758-9768 for forms, status of claim approval, and questions about how to complete the form.
  - Contact SCO SCCC at 916-372-7200 for 674Ds, PARs and keying questions.
- Revised 674D (dated 12/2019) is on DGS as well as the SCO website- it is also attached to the new NDI Calculator
- Ding Notices (PR250) - we do our best to call agencies to request corrections, but we will send it back via PR250 if we are not able to reach the agency
- When you are sending corrected documents back please attach the PR250 so it goes back to the specialist that sent it and is worked as priority. This avoids the document from being put back into inventory.

❖ **Statewide Civil Service (CS) Benefits Program – Rebecca Doctolero**
- CS Benefits unit has been blitzing 674ARs for two weeks. To expedite processing, SCO will not send 674ARs back to agencies when the 6C box on the form is not completed. Although the instructions require the completion of the 6C box, SCO will be making an exception and will not send the forms back to expedite processing while the unit is in backlog.
- Reminder: Refer to the sample in Section Z of the PPM to ensure accurate completion of forms.
- The CS Benefits unit has processed 2,771 dental documents in 1.5 weeks.
- Rebecca Doctolero (Manager of CS Benefits Program) will continue to audit ding notices to look for ways to avoid unnecessary notices.
- Dependent Eligibility Verification Reminder:

- If dependents needing verification for the March verification cycle are not verified in My|Calpers by March 1, they will be auto-dropped from healthcare coverage.
  - If SCO is reaching out to your agency for additional information on a form, please get back to us within 24-48 hours. Otherwise, the form will get put back into inventory.

California State Payroll System (CSPS)

- ❖ **CSPS Project Update – Bill Harrigan**
  - **Key Deliverables**
    - Subject Matter Expert (SME) Requirement Review Sessions
    - Market Research
    - Organizational Change Management (OCM) Assessments
    - Data Analysis and Planning SME Interviews for Dictionaries
  - **Recent Progress**
    - Market Research Report
    - Statewide Technology Procurement (STP) resource on board
    - OCM Assessment Interviews
    - SME Requirements Review Sessions
  - **What's Next**
    - SME Requirement Review Sessions
    - Alternatives Analysis
    - Review and Approval of Stage 2 Alternative Analysis (S2AA)
    - Independent Verification and Validation (IV&V) Contractors Start
    - External SCO OCM Assessment Interviews
    - OCM Assessment Staff Survey
  - **Our Ask**
    - Send SMEs to requirement review sessions
    - Participate in OCM assessments