February 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 determining the Out of Class (OOC) pay (based on pay diff 91) and the employee is on Voluntary Paid Leave Program (VPLP), do you need to determine the appropriate base salary as if the employee were appointed to the class then reduce the salary based on the VPLP percentage?

    o **Answer** (Kim Herlache – CalHR): When determining the out-of-class pay (OOC) (based on Pay Differential 91), you would need to determine the appropriate base salary as if the employee were appointed to the class and then reduce the salary based on the VPLP percentage. The reduced salaries are then calculated to determine the OOC difference.

- **Question:** Is there guidance (law/rule/instruction) on how payroll warrants (live warrant or direct deposit advice slips) should be released/delivered to employees? Is there is a requirement for tracking such as FedEx, United States Postal Service (USPS) delivery confirmation/tracking, Golden State Overnight (GSO) tracking/delivery confirmation for mailing of live warrants such as separation warrants?

    o **Answer:** (Darlene Hicks – SCO): SCO does not have a requirement to track live warrants such as separations. Departments can visit State Administrative Manual (SAM) Section 8580 to understand their role when releasing payroll to an employee due to separation.

    o Please follow your Agency's Policy and Procedures on releasing payroll warrants. SCO's Disbursements Program releases payroll warrants (live warrants or direct deposit advice slips) to Agency couriers. If you do not receive payroll warrants, NOPAs, etc. mailed to you by SCO, you can call our Warrant Distribution Program at (916) 445-6999 for the tracking number.

- **Question:** Can we order missing Notice of Personnel Action Requests (NOPA), even if it is not the most current transaction in an employee's employment history?

    o **Answer:** (Renee McClain– SCO): Please refer to the Personnel Action Manual (PAM) Section 7.1 for the transactions that will produce a Notice of Personnel Action (NOPA). You can also find this information in the PAM under Section 2.6.

    o Departments can key a correction for the original applicable transaction to generate a NOPA or submit a letter requesting a reprint to the Civil Service Audits program which is referenced in the PAM Section 7.2.

- **Question:** We understand that MobiusView is replacing Document Direct (DDRINT). Does this mean that View Direct (REPT) will be disabled from the SCO platform?

  - **Answer:** (David Shettlesworth– SCO): Mobius View replacing Document Direct will have no effect on ViewDirect. ViewDirect will continue to be available to all users.

- **Question:** Can Cal Employee Connect (CEC) add a big bold notification regarding the date leave balances are reflected? We constantly have employees using time, based on what is reflected in their account. They are not aware of accruals and that the leave balances are posted for the previous month. It's a constant struggle when keying timesheets as we have to correct so many of them.

  - **Answer:** (Grant Boyken– SCO): Dates of leave balances are given in bold in the header row of the leave balance table and displayed the same as they are on printed pay stubs. The CEC team will discuss how to highlight the dates, possibly with a message above the table. Note: We are also developing a solution to allow CEC to display more recent leave balances.
  - Reminder, that you can also submit HR Suggestion to PPSDHRSuggestions@sco.ca.gov.

  - Leave balance table before the change:

  - Leave balance table on CEC after the change:

SUPPLEMENTAL PAID SICK LEAVE (SPSL)

CalHR – Benefits Division – Kim Herlache (psb@calhr.ca.gov)

- SB 114 Covid-19 Supplemental Paid Sick 2022 (SB 114 SPSL)
  - Retroactive to January 1, 2022
  - Additional COVID supplemental paid sick leave up to 80 hours
  - There are two buckets of leave for up to 40 hours each.
    - Up to 40 hours for employees for reasons 1 – 7 listed in the CalHR policy
    - Additional SB 114 SPSL - up to 40 hours for a positive test for themselves or a family member.
      - Department can require employee to provide documentation of a positive diagnostic test

- Potentially, employees may be bounce between both leaves depending on the day. The employee could be waiting for at test result and use 16 hours for reasons 1-7, then test positive and need 32 hours of the positive test leave. This means they have 24 hours of the reasons 1-7 leave left, and 8 hours of the positive test leave left. If their child then tests positive they can use the remaining 32 hours to cover that but if is because the child cannot go to school because of COVID on the premises they can only use the remaining 24 hours from reasons 1-7 for that time.
- Additionally, reason 1 and 2 in the policy include a positive test. Isolation by definition is staying home and away from others due to a positive test. However, exhausting the leave for a positive test under the "positive test" bucket is best benefit to the employee since reasons 1 – 7 allow for a broader use of the leave which the employee may need.

SCO - California Leave Accounting System (CLAS) – Megan Vinson (Mvinson@sco.ca.gov)

- 2022 Supplemental Paid Sick Leave

  - Up to 80 hours
  - New Administrative Time Off transaction: SX
  - Leave Accounting Letter coming soon

- Holiday Credit in Lieu of Saturday Holiday Posting Discrepancy
  - All posted transactions for employees with a non-qualifying pay period in January were voided

SCO KEY INITIATIVES: PROJECT UPDATES

SCO – SCOConnect – Grant Boyken (Gboyken@sco.ca.gov)

Cal Employee Connect (CEC):

- 2021 Form W-2s were made available in CEC on January 18, 2022

- California Department of Technology (CDT) approved the CEC Phase II project which will allow for the development of enhancements to make CEC interactive (e.g., update addresses, change tax withholdings or direct deposit information)

- Our Promise "Spring into Action" Campaign – March 1 – 31, 2022; link on CEC

ConnectHR:

- Telework Stipend has been approved (for details, see: Telework Stipend Agreements.

- After CalHR releases the Pay Letter(s), PPSD will be able to complete development of ConnectHR feature to accept data file generated from an Excel spreadsheet SCO will provide.

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

- In Process:
  - Finalizing solicitation based on CDT feedback
  - Conducting project overview with external departments
  - Data cleansing

- ▪ Executing Phase 1 of the Data Cleansing Plan

- • Recent Progress:
  - o Welcomed new CalHR CSPS Director, Brandon Rutschmann
  - o Provided project overview to Department of State Hospitals

- • What's Next:
  - o Begin obtaining approval for solicitation and targeting solicitation release in March, 2022
  - o Outreach – project overview with DMV
  - o Notify Departments of Department Agency Readiness Teams (DART) responsibilities and required resources

- • Our Ask:
  - o Learn more about CSPS at sco.ca.gov/csps.html
  - o Submit questions to cspshelp@sco.ca.gov if you're curious

POLL

- • **Question:** Has your agency submitted all 2020 Emergency Paid Sick Leave Act (EPSLA) and Emergency Family Medical Leave Act (EFMLA) documents?

- • **Results:** 85 Responses

Response	Qty
YES	43
NO	42

BENEFITS ADMINISTRATION:

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

- • Civil Services Benefits Manager Vacancy
- • Discontinuance of Health Benefits upon movement from Senate Payroll System (Assembly and Senate Staffers) to Uniform State Payroll System (Civil Service and CSU Employees)
- • General Reminders:
  - o Complete Documents
  - o Validate Benefits Deductions
  - o 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.

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

- • Dental, Vision, FlexElect, CoBen, Third Party Pre-Tax Parking Reimbursement Account, COBRA, Group Legal and Long Term Disability

- o Program Updates or Reminders
  - Please allow 30 days before following up on the status of an appeal.
  - Before contacting CalHR on the status of an appeal, make sure to check SCO's payroll system to see if the request has been processed.
  - Review appeals before submitting them to CalHR.
  - Ensure that employees are enrolling in eligible plans.
  - We continue to be receive a large number of incomplete or incorrect appeals.
  - We recently received several appeals for employees who are currently covered under their spouse's state dental plan.
  - **As a reminder: the state does not allow for dual coverage of dental benefits.**
  - Please send appeals via email instead of regular mail.
  - Appeals must be submitted individually. **Multiple appeals received within a single email will be returned.**
  - Ensure that appeals are submitted to the correct email boxes under CalHR Benefits' Resources.
  - Refer to the HR Online Manual and the BAM for processing details and requirements.
  - We continue to receive appeals from retirees who state they were not provided their benefit options or forms for benefits upon retirement. **As a reminder: Ensure retiring employees are informed of all their benefit options before retirement, including Group Legal and Vision insurance.**
  - 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 Benefits' Resources
- Websites:
  - o Human Resources: calhr.ca.gov/state-hr-professionals
  - o CalHR Benefits Websitehttps://calhr.benefitsprograms.info/
  - o HealthierU Connections: https://www.calhrwellness.com/en/welcome-california-stateemployees/
  - o State Employees: calhr.ca.gov/employees
  - o HR Manual: hrmanual.calhr.ca.gov/Home/ManualItem
- Contacts:
  - o ACA Program ACA.Policy@calhr.ca.gov
  - o BAM Training BAMTraining@calhr.ca.gov
  - o COBRA COBRA@calhr.ca.gov
  - o Dental Program dental@calhr.ca.gov
  - o Dental/Vision Authorization Portal VisionDental.Authorization@calhr.ca.gov

- o Dependent Re-verification Program DependentRe-verificationProgram@calhr.ca.gov
- o FlexElect/CoBen Program FlexElect@calhr.ca.gov
- o Group Legal Grouplegal@calhr.ca.gov
- o Life Insurance LifeInsurance@calhr.ca.gov
- o Long Term Disability LTD@calhr.ca.gov
- o Third Party Pre-Tax Parking Reimbursement Account Pre-TaxParking@calhr.ca.gov
- o Vision vision@calhr.ca.go

CalHR - Benefits Division – Lisa Hatten (ACA.Policy@calhr.ca.gov)

Affordable Care Act Program – Updates in the Affordable Care Act System (ACAS)
- Quarterly ACA Compliance Review
  - o The February ACA Quarterly Compliance Review is currently underway.
  - o Departments who were notified of their outstanding ACAS errors are to correct and certify the errors were corrected by returning the Quarterly ACA Compliance Notification to ACA.Policy@calhr.ca.gov by March 11, 2022.

  - o Departments are encouraged to utilize the existing ACAS resource and training documents, including SCO's [ACAS User Guide](#) and [Scenario-Based Job Aid for Updating the ACAS](#) on SCO's website for information on how to correct these errors.

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

- 2021 1095-Cs:

  - o Printing and mailing is in progress; will be complete by March 2, 2022
  - o View Direct Report: 1095-C Issued will be available by March 2, 2022
  - o Please do not request duplicate 1095-Cs until you've verified the employee received a 1095-C, using the 1095-C Issued report on ViewDirect

- Training:

  - o Next training is March 2, 2022; please accept Outlook training invites once they're received
  - o Training attendance and participation are reported back to your HR Offices
  - o Please reschedule / cancel at least one week in advance
  - o Information: [SCO | Affordable Care Act (ACA) Training](#)

- 2019 Corrections:

  - o Work is beginning now and expected to be completed in early summer
  - o Review records and make corrections now
  - o SCO will communicate once the corrections are complete

PROGRAM UPDATES

CalHR – Savings Plus Scheduled Fee Changes - Julie Schultze (Julie.Schultze@calhr.ca.gov)

- On April 1, 2022, our administrative fee structure will change slightly based on a recommendation from our independent consultant. These fees cover the costs associated with the administration of our plans. Here's a summary of what's changing:
    - The annualized asset-based fee will decrease from 0.05% to 0.04% and will no longer be embedded in the fund expense ratio
    - The asset-based fee[1] will be deducted quarterly at 0.01% against the first $600,000 of your account balance, including loan balances, and Schwab Personal Choice Retirement Account (PCRA) balances[2], capped at $60 per quarter
    - The administrative charge will change from a monthly fee of $1.50 per plan to a quarterly fee of $6.00 per plan
    - Both fees can be found in your quarterly account statement beginning in July
    - The table below illustrates the changes to a single account valued at $100,000:

Fee Type	Through 3-31-2022	As of 4-01-2022
Asset-based	*$50*	*$40*
Admin charge	*$18*	*$24*
Annual Cost	*$68*	*$64*

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

- Noncitizen Compliance

    - Revised Personnel Letter #22-003 – Verification of Employees Identified as Noncitizen (formerly Nonresident Aliens)

    - Send documents directly to PPSDSTSP@sco.ca.gov via encrypted email.

    - All departments should verify the noncitizens and report any changes to add or delete employees, indicate no changes or no noncitizens to report.

    - PPSD will be reaching out to departments who have not reported by March 15, 2022.

- Out-of-State Telework

    - On February 7, 2022, CalHR released clarification regarding out-of-state telework for employees who are headquartered in California.

    - SCO is reviewing business requirements and reporting of taxation for states other than California.

    - SCO currently withholds and remits personal income tax for New York and Illinois, due to reciprocal agreements in place.

**SCO – Mobius View - Administrative Services Bureau – David Shettlesworth
(infosec@sco.ca.gov)**

- Mobius View:

  - Mobius View replacing Document Direct will have no effect on ViewDirect. ViewDirect will continue to be available to all users.
  - Mobius View and Document Direct are simply programs that allow staff access to ViewDirect via a Web Browser.
  - Users must use either Microsoft Edge or Google Chrome to use Mobius View. Internet Explorer is not supported.
  - Users can use either ViewDirect or Mobius View to access any report.
  - At the bottom of the login screen to Mobius View, there are links to FAQs, a training document, contacts, and additional information.
  - PPSD is currently completing a short 20-minute instructional video. Once completed, a broadcast email will be sent with instruction on how to access it.

**SCO – Business Systems Enhancement (BSE) Program – Jennifer Robinson and Grady
Gardenhire (JRobinson@sco.ca.gov – Ggardenhire@sco.ca.gov)**

- Assembly Bill 532: Expansion of Race or Ethnicity Designation:
  - Preview of new ethnicity screens in the Affordable Care Act System (ACAS)
  - Changes to the SCO Security Authorization Form (PSD125A)
  - Pre and Post conversion PSD125A
- Keying Ethnicity into ACAS
  - CAS is accessed from SCO's mainframe (SCOPROD).
  - Since SCOPROD contains other applications, e.g., PIMS, HIST, PIP users can easily move from one application to another.

- Logging into ACAS: As with other SCO online applications, begin with entering "P" on the OTECH screen.

```
                    STATE OF CALIFORNIA
                 OFFICE OF TECHNOLOGY SERVICES

      OOOOOO      TTTTTTTTTTTT  EEEEEEEEEEEE   CCCCCCC     HHH       HHH
     OOOOOOOOOO   TTTTTTTTTTTT  EEEEEEEEEE   CCCCCCCCCCC   HHH       HHH
     OOOO   OOOO      TTT       EEE         CCCC    CCC    HHH       HHH
    OOOO     OOOO     TTT       EEE         CCC            HHH       HHH
    OOOO     OOOO     TTT       EEEEEE      CCC            HHHHHHHHHHHHH
    OOOO     OOOO     TTT       EEE         CCC            HHH       HHH
     OOOO   OOOO      TTT       EEE         CCCC    CCC    HHH       HHH
     OOOOOOOOOO       TTT       EEEEEEEEEE   CCCCCCCCCCC   HHH       HHH
      OOOOOO          TTT       EEEEEEEEEEEE   CCCCCCC     HHH       HHH

UNAUTHORIZED ACCESS TO ANY STATE OF CALIFORNIA COMPUTING SYSTEM CONTAINING US
GOVERNMENT OR STATE OF CALIFORNIA INFORMATION IS A CRIMINAL VIOLATION OF PENAL
CODE SECTION 502 AND/OR APPLICABLE FEDERAL LAW AND IS SUBJECT TO CIVIL AND
CRIMINAL SANCTIONS. ACCESSING ANY SYSTEM WHILE EXCEEDING ONES AUTHORIZATION OR
IN WAYS NOT INTENDED BY THE STATE OF CALIFORNIA SHALL BE SUBJECT TO DISCIPLINARY
ACTION, PROSECUTION OR BOTH. USERS SHALL HAVE NO EXPECTATION OF PRIVACY.

              ENTER "P" AND PRESS ENTER TO PROCEED

===>                                                          PYTN0124


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- At the SCOPROD screen, enter your User ID and Password

- When the blank screen appears, type ACAS in the top left corner and press ENTER. The ACAS Main Menu will appear.

- Screens - The ACAS Ethnicity contains four screens:
  - Main Menu
  - Employee Position Numbers (if applicable)
  - Key Employee Race or Ethnicity
  - View Employee Race or Ethnicity

- Main Menu – Ethnicity Key/View (User with View and Update Access)

```
ACAM100              AFFORDABLE CARE ACT SYSTEM (ACAS)            02/02/2022
                            MAIN MENU                             07:27:44

        PLEASE TYPE SSN AND "X" TO SELECT OPTION

        SSN:  _____




        _ KEY EMPLOYEE RACE OR ETHNICITY

        _ VIEW EMPLOYEE RACE OR ETHNICITY

        PRESS ENTER TO CONTINUE



   F2/PB=EXIT ACAS   F4=REFRESH

  TI                          »                      O   6.19   A
```

- Main Menu – Ethnicity View (User with View Access ONLY)

```
ACAM100              AFFORDABLE CARE ACT SYSTEM (ACAS)            02/02/2022
                            MAIN MENU                             07:27:44

        PLEASE TYPE SSN AND "X" TO SELECT OPTION

        SSN:  _____




        _ VIEW EMPLOYEE RACE OR ETHNICITY

        PRESS ENTER TO CONTINUE



   F2/PB=EXIT ACAS   F4=REFRESH

  TI                          »                      O   6.19   A
```

- Main Menu – ACA Key/View and Ethnicity Key/View (User with ACA and Ethnicity Access)

```
ACAM100              AFFORDABLE CARE ACT SYSTEM (ACAS)           02/02/2022
                               MAIN MENU                          07:27:44

          PLEASE TYPE SSN AND "X" TO SELECT OPTION

          SSN: _____

          _ KEY ACA TRANSACTION/HEALTH COVERAGE NOTICE DATE

          _ VIEW ACA TRANSACTION HISTORY


          _ KEY EMPLOYEE RACE OR ETHNICITY

          _ VIEW EMPLOYEE RACE OR ETHNICITY

          PRESS ENTER TO CONTINUE




 F2/PB=EXIT ACAS   F4=REFRESH

 TT                             »                    0   6,19   A
```

- Employee Position Numbers (This screen will appear if the employee has multiple positions)

```
ACAM200              AFFORDABLE CARE ACT SYSTEM (ACAS)           02/02/2022
                          EMPLOYEE POSITION NUMBERS              07:51:27
                                                                 PAGE    1
 NAME:                          ,               SSN:

 PLEASE TYPE POSITION SEQUENCE NUMBER (POS SEQ): __   PRESS ENTER TO CONTINUE

 SUFFIX  POS SEQ   POSITION NUMBER      STATUS      TENURE     TB
 CSU260    01      260-013-1870-901     ACTIVE                 INT
 CSU260    02      260-013-1874-002     SEP                    INT
 CS 802    03      802-353-4870-901     ACTIVE       T         INT








 F2=EXIT ACAS   F3/PB=PREV SCREEN   F4=REFRESH    F7=PREV PAGE   F8=NEXT PAGE

 TT                             »                    0   6,50   A
```

- Key Race or Ethnicity Screen


```
ACAM500            AFFORDABLE CARE ACT SYSTEM (ACAS)          02/02/2022
                   KEY EMPLOYEE RACE OR ETHNICITY             08:12:35

NAME:                       ,                SSN:

PLS TYPE AN "X" TO ONE OR MORE OPTIONS BELOW TO DESCRIBE RACE OR ETHNICITY:
-------------------------------------------------------------------------
_ BLACK OR AFRICAN AMERICAN(F)  _ AMERICAN INDIAN OR ALASKA NATIVE(H)
_ HISPANIC OR LATINO(D)        X WHITE(E)
--- ASIAN ---------------------------------------------------------------
_ CAMBODIAN(U)  _ CHINESE(J)  _ FILIPINO(G)   _ INDIAN(M)     _ JAPANESE(I)
_ KOREAN(K)     _ LAOTIAN(V)  _ VIETNAMESE(L) _ OTHER ASIAN(S)
--- PACIFIC ISLANDER ----------------------------------------------------
_ GUAMANIAN(R)  _ NATIVE HAWAIIAN(P)  _ SAMOAN(Q)  X OTHER PACIFIC ISLANDER(T)

IF EMPLOYEE DOES NOT IDENTIFY, TYPE AN "X" TO ONLY ONE OPTION BELOW:
-------------------------------------------------------------------------
_ BLACK OR AFRICAN AMERICAN(1)  _ ASIAN(2)        _ HISPANIC(4)
_ WHITE(5)                      _ PACIFIC ISLANDER(6)  _ AMERICAN INDIAN(7)

OUTDATED EH ETHNICITY CODE:


F2=EXIT ACAS  F3/PB=PREV SCREEN  F4=REFRESH

TT                          »                    O   8,2    A
```

- View Race or Ethnicity Screen


```
ACAM500            AFFORDABLE CARE ACT SYSTEM (ACAS)          02/02/2022
                   VIEW EMPLOYEE RACE OR ETHNICITY            08:14:54

NAME:                       ,                SSN:

EMPLOYEE RACE OR ETHNICITY:
-------------------------------------------------------------------------
_ BLACK OR AFRICAN AMERICAN(F)  _ AMERICAN INDIAN OR ALASKA NATIVE(H)
_ HISPANIC OR LATINO(D)        X WHITE(E)
--- ASIAN ---------------------------------------------------------------
_ CAMBODIAN(U)  _ CHINESE(J)  _ FILIPINO(G)   _ INDIAN(M)     _ JAPANESE(I)
_ KOREAN(K)     _ LAOTIAN(V)  _ VIETNAMESE(L) _ OTHER ASIAN(S)
--- PACIFIC ISLANDER ----------------------------------------------------
_ GUAMANIAN(R)  _ NATIVE HAWAIIAN(P)  _ SAMOAN(Q)  X OTHER PACIFIC ISLANDER(T)

HR SELECTED EMPLOYEE RACE OR ETHNICITY:
-------------------------------------------------------------------------
_ BLACK OR AFRICAN AMERICAN(1)  _ ASIAN(2)        _ HISPANIC(4)
_ WHITE(5)                      _ PACIFIC ISLANDER(6)  _ AMERICAN INDIAN(7)

OUTDATED EH ETHNICITY CODE:


F2=EXIT ACAS  F3/PB=PREV SCREEN

TT                          »                    O   1,2    A
```

- Resources available upon implementation
  - Personnel Letter
  - FAQ's
  - User Guide
- Changes to the PSD125A - Impacts to Agencies and What to Expect Going Forward
  - What is the PSD125A?
    - It's the official authorization form for granting, editing and documenting the various levels of user access within multiple applications, via the SCO's mainframe (SCOPROD).
    - Each Agency has a Security Monitor, who is responsible for editing, recording & submitting, their Agency's specific PSD125A form, to and

from the SCO, Personnel Payroll Services Division –Decentralized Security Administrator (DSA).

OFFICE OF THE STATE CONTROLLER – PERSONNEL AND PAYROLL SERVICES DIVISION
P.O. BOX 942850, SACRAMENTO, CA 94250-5878

DEPT/CAMPUS-ID: RM

ROUTE TO: RA MCGEE CORRECTIONAL TRAINING CTR
9850 TWIN CITIES ROAD
GALT, CA 95632
ATTN:

CURRENT SECURITY AUTHORIZATION AS OF:

NAME LAST, FIRST, MI	USER ID	T C	P I M S	H I S T	K E Y M	P I P	M I R S	D W P I M S	D W H I S T	C S P	L A S	M P C	V I E W	A C A S	C E C	REMARKS

RETAIN THIS COPY FOR YOUR RECORDS AND FUTURE REVISIONS

STATE CONTROLLER USE ONLY

As the duly appointed authority, I hereby accept responsibility for this authorization and certify that granting access to confidential employee data for the above named individuals is in accordance with their constitutional or statutory duties as mandated in the Information Practices Act.

- o New Application Subsystem Access:
  - Because the function of keying and storing ethnicity data will be converted from Employment History (EH) to ACAS, the need to distinguish between specific authorization levels was critical;
  - Strictly keep the subsystem functions separate from one another, but simultaneously permitting access to those who may be authorized users of both.
  - As a result, PPSD (DSA) added a new column of system authorization to the PSD125A form, titled **ETHACAS**.
- o New ETHACAS Column

OFFICE OF THE STATE CONTROLLER – PERSONNEL AND PAYROLL SERVICES DIVISION
P.O. BOX 942850, SACRAMENTO, CA 94250-5878

DEPT/CAMPUS-ID: TW

ROUTE TO: TOXIC SUBSTANCES CONTROL
1001 I STREET, 21st FLOOR
SACRAMENTO, CA 95812
ATTN: Jane Doe
(XXX) XXX-XXXX

CURRENT SECURITY AUTHORIZATION AS OF: February 7, 2022

NAME LAST, FIRST, MI	USER ID	T C	P I M S	H I S T	K E Y M	P I P	M I R S	D W P I M S	D W H I S T	C S P	L A S	M P C	V I E W	E T H A C A S	A C A S	C E C	
DOE, JANE P	TWJPD		O											U	U	X	
DOE, JOHN S	TWJSO		I	X		X	X			X		X		I		X	
NEW, JANE P	TWJPN		I	X		X	X			X	U	X		U	U	X	
NEW, JOHN S	TWJSN		O											I		X	
REED, DONNA	TWDR		I	X			X										
STEWART, JIMMY M	TWJMS		O	X		X	X	X	X	X	U	X	X		U	X	

NEW COLUMN

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.

- o Pre & Post Conversion: PSD125A
  - ▪ Pre Conversion – The How
    - ➢ Current users who hold PIMS access, by default, will have their specific access automatically mirrored and translated into the new ETHACAS access field/column.
    - ➢ For e.g., those who have access to key & view in EH, will now have that same level access in ETHACAS. This change will be reflected on the new PSD125A prior to the official ethnicity conversion date.
    - ➢ No department action is required for all current users, regardless of the type of EH access level held.
  - ▪ Pre Conversion – the Why
    - ➢ The decision to mirror EH access from current users, into the new ETHACAS access, was due in large part to the fact that the current function of keying Ethnicity was exclusive to EH.
    - ➢ Mirroring all current users was the fastest and least cumbersome process for all involved; the SCO-Information Security Office (ISO) and the SCO- Administrative Services Bureau (ASB).
    - ➢ Automatic rollover eliminated any need for Security Monitors to submit new forms to DSA.
  - ▪ Pre Conversion – The Access Translation

NAME LAST, FIRST, MI **Current User**	USER ID	P I M S	E T H A C A S
DOE, JANE P	TWJPD	O	U
DOE, JOHN S	TWJSD	I	I

Translation Key

COLUMN	CODE
PIMS = EMPLOYMENT HISTORY	"I" = "Inquire" only.
	"O" = "Inquire", "Update", and key "Out-of-Sequence".
ETHACAS = ETHNICITY (AFFORDABLE CARE ACT DATABASE)	"I" = "Inquire" only.
	"U" = "Inquire" & "Update".

  - ▪ Post Conversion – What to Expect
    - ➢ The current EH user access that was mirrored and used pre-conversion, in order to establish the new ETHACAS access, will not dictate future ETHCAS access. The one time process was due to the occasion and will not be ongoing.
    - ➢ Adding a new user and or editing users, post conversion, will require following the procedures currently set in place by DSA.
    - ➢ Departments can make any desired modifications post implementation.
  - ▪ Recap
    - ➢ A new column of application security access, titled ETHACAS, was added to the PSD125A.

- All current users with EH access will be transitioned to reflect similar access levels in the new ETHACAS subsystem.
- No action required by Agencies pre conversion.
- For more information on how to add or edit SCOPROD application users access, please refer to your Agencies Security Monitor and or the State Controller's Office Personnel and Payroll Services Division Decentralized Security Program Manual, which may be found online at SCO's website, https://www.sco.ca.gov/Files-PPSD/2020_revised_decentralized_security_manual.pdf

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

- Premium Pay:
    - No backlog
    - If you previously submitted a Premium Pay document and it has not been processed, please contact the Statewide Customer Contact Center (SCCC) at (916) 372-7200.
    - 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.

- Payroll
    - On December 1, 2021, the backlog was 29,864 documents. Today we have 18,051 documents in backlog and are currently blitzing specific workloads. Due to the blitzing, you may see fluctuating dates in the weekly processing document.
    - If we have passed your weekly processing submission date, please contact the Statewide Customer Contact Center (916) 372-7200 and be prepared to provide proof of submission (PPSDtempops@sco.ca.gov email, ConnectHR upload confirmation or encrypted email.
    - It is recommended you validate payroll results, deductions and certify payroll
    - To reduce processing delays, please remind your staff to upload documents to the correct ConnectHR dropdown. You may find the most current drop-down directory in the ConnectHR FAQ/feedback section or on the external website here
- Payroll Reminders
    - Connect HR Document Uploading
    - Upload one employee at a time
    - Do not upload documents for multiple program areas as a single PDF
    - Refer to the Connect HR Directory when submitting documents
    - Lump Sum Reminders:
    - Processing Date: 01/13/2022
    - 1st and 2nd Tax Year PAR completion
    - Refer to the Lump Sum Guide for assistance with processing
    - Pictures of PARs and Savings Plus forms are not being accepted

- o Refer to Department of General Services and the Savings Plus websites for electronic forms
- o Employees must sign the Savings Plus Election form at least 5 workdays prior to separation
- o Lump Sum PAR packages that do not meet this threshold will be cancelled and the request will not be processed

SCO – Program Analysis and System Coordination – Arlene Bailey (ABailey@sco.ca.gov)

- Fiscal Year End Letters 2022

  - o 22-001 – Schedule 8 File Transfer Protocol (FTP) Sign-Ups and View Direct Report
  - o Deadline to sign up for the FTP file is March 30, 2022
  - o Upcoming Letters
  - o Reorganizations
  - o Change in Established Positions Form STD. 607
  - o Annual Payroll Header Report Form PR421
  - o Sign up for the Fiscal Year End Letters Email Subscription Distribution List by selecting "Civil Service Schedule 8/7a"

SCO – Program Analysis and System Coordination Section – Tracy Gutierrez (TGutierrez@sco.ca.gov)

- Retired Annuitant (RA) Late Enrollment and Payroll Reporting Fees

  - Any RA employee that hasn't worked in the past 12 months MUST be separated
    - o RAs that should be separated, but are not, can cause penalty fees to your Department. Refer to Circular Letter #200-049-21 (ca.gov)
  - RA employees MUST be Tenure "R" and Timebase "INT"

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

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 INIATIVES:
- Cal Employee Connect
- California State Payroll System Project