



January 2023

## Transaction Supervisors' Forum Notes

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### SURVEY QUESTIONS:

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

- **Question:** Should agencies retain I9s when employee transfers to another agency or should we forward with Official Personnel File (OPF)?

**Answer:** The State is one employer and the I9 should move with the employee to the new department.

- **Question:** I have a question about Pay Differential 456. We have an employee who spent part of the control period at a different agency. Do they need to pay part of the stipend? Or does it all come from our department? The other department says they cannot pay because they are our employee now.

**Answer:** If the employee is currently R13 or S13 at your department, your department is responsible for issuing the full payment for all qualifying pay periods. If the employee moved out of Bargaining Units (BU) 13, then they do not qualify for any payment.

- **Question:** When SCO is emailing DINGS to the universal email, can they please include the name of the specialist that process the form?

**Answer:** SCO is currently working on updating our PR250 trackers and will work to include this in a future rollout.

- **Question:** Can we get any information on partial retirements? Does anyone have any experience or procedures on anything relevant to partial retirements other than the pamphlet CalHR provides?

**Answer:** You may find [Partial Service Retirement](#) information on the CalHR website BAM section 1701 or CalPERS [website under forms/partial service retirement](#). To speak to a live agent please reach out to CalPERS at 888-225-7377.

## SCO KEY INITIATIVES:

SCOConnect: Cal Employee Connect (CEC) Project/ConnectHR – Michelle Robinson ([ConnectHRhelp@sco.ca.gov](mailto: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 8 CSU campuses) have been deployed for the Direct Deposit feature.
  - Multifactor Authentication (MFA) is now available to all Cal Employee Connect (CEC) users.
  - As of 1/17/23: 5,076 employees have enabled MFA.
  - As of 1/17/23: CEC has received 2,232 direct deposit transactions.
  - The Direct Deposit Standard Form 699 will be discontinued by mid-year 2023
    - CEC self-service will be the only option
    - Exception will be for new hires only
  - Address Change feature is coming soon!

### ConnectHR

- Telework Stipend Update - December:
  - 131,859 payments were issued to 100,884 employees
  - More than 88% 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](mailto: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:**
  - Data team has begun analysis on 7 of 9 systems
- **Upcoming Activities:**
  - Continued meetings with Fi\$CAL to mitigate risk
  - DART Sponsors and Liaisons identifying and assigning subject matter experts and coordinators
  - Data team to begin communicating requests to cleanse data in January

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- **Schedule:**

<b>Activities</b>	<b>Start</b>	<b>End</b>	<b>Status</b>
Conduct Solicitation Phase 2 - Evaluate P2 Response	January 2023	February 2023	In progress
Conduct Solicitation Phase 3 – Negotiate and Select Vendor	February 2023	June 2023	Not started

## BENEFITS ADMINISTRATION:

### CalHR – Benefits Division

- Affordable Care Act (ACA) – Lisa Hatten ([ACA.Policy@calhr.ca.gov](mailto:ACA.Policy@calhr.ca.gov))
  - Affordable Care Act System (ACAS) Reminders
    - Open Enrollment Updates in ACAS
    - Employee elected to cancel their health coverage during the 2022 Open Enrollment: Key a 5B status code in ACAS, effective 12/31/2022
    - Employee elected to enroll in health coverage during the 2022 Open Enrollment: Key a 3A status code in ACAS, effective 1/1/2023
  - Permanent Intermittent Employees
    1. Employees who were credited with at least 480 paid hours in the July to December 2022 Control Period:
      - a. If employee is newly eligible for health benefits, the employee’s ACAS record should be updated to reflect:
        - 2D, effective 1/1/23
        - 1A, effective 2/1/23
        - 3A, effective the date the employee’s health coverage is effective **OR** 4A, effective 2/1/23, if the employee declines health coverage by returning the HBD-12 (or 4B, effective the 61<sup>st</sup> day following the permitting event date if no HBD-12 is received declining coverage
    2. Employees who were enrolled in health benefits and lost their health benefits eligibility because they were not credited with at least 480 paid hours in the July to December 2022 Control Period (or 960 in two control periods):
      - a. The employee’s ACAS record should be updated to reflect:
        - 5A, effective 1/31/23
        - 2B, effective 2/1/23
        - COBRA Offer (1B, 1C, 1D, or 1E), effective 2/1/23
    3. Employees who were not enrolled in health benefits and lost their health benefits eligibility because they were not credited with at least 480 paid hours in the July to December 2022 Control Period (or 960 in two control periods):
      - a. The employee’s ACAS record should be updated to reflect:
        - 2B, effective 2/1/23
  - Additional Reports to Identify ACAS Updates
    1. There are reports in SCO’s Management Information Retrieval System (MIRS) to help you identify Permanent Intermittent employees who may be newly eligible for or lost their health benefits eligibility.
      - INT 001A Report - Identifies Permanent Intermittent employees who are eligible for health benefits based on meeting 480 paid hours in a specified Control Period.
      - INT 002A Report - Identifies Permanent Intermittent employees and whether they are currently enrolled in health or dental benefits but have become ineligible for benefits based on not meeting 480 paid hours in a specified Control Period (or 960 paid hours in two consecutive Control Periods to continue their coverage).
    2. There are reports in myCalPERS to help identify ACAS updates for employees that have elected to enroll in health benefits or cancel their health coverage.

- COGNOS Report - Departments should utilize the CalPERS Employer Health Event Transaction (COGNOS) report to identify transactions processed through the self-service portal that require an update in the ACAS (e.g., employee enrolls in coverage, employee cancels coverage).

Updates not made timely in the ACAS for any federally defined full-time employee could expose the state (departments) to information reporting penalties.

– Benefit Programs: CalHR Benefits Programs Include:

- Dental

- Program is current and within 30 days.
- Reminder about 24-month PPO restriction
  - Employees need to complete the full 24 months before they are eligible to enroll in a PPO dental plan. For example, an employee hired in December 2020 is not eligible to enroll in a PPO plan until January 2023.
- Appeals Issues
  - We continue to receive incomplete/incorrect STD 692 forms. Please review and audit forms prior to submission to CalHR.
  - With retroactive enrollments, prior to submitting appeals to CalHR, departments must ensure that employees are aware of the responsibility to pay retroactive premiums and that accounts receivables will be established to recover these premiums if applicable.
  - Enrollment effective dates are based on permitting events. An appeal with an enrollment effective date that doesn't correspond with the permitting event will be denied.
- A Complete Appeals Package includes:
  - Justification memo explaining appeal.
  - Complete and error free STD 692.
  - Written confirmation that the employee acknowledges accounts receivables will be established for retroactive enrollment (if applicable).
    - Once an appeal is approved by CalHR and processed by SCO, we will not cancel or reverse the appeal.

- Vision

- Program current and within 30 days.
- Form submission
  - Send forms directly to VSP:
    - CalHR 774 (Premier Vision Enrollment)
    - COBRA
    - CalHR 695 (Retiree Enrollment)
    - STD 703 (Direct Pay Authorization during LOA)
  - Do not send multiple enrollments in one email; this can cause errors with data entry for VSP.
  - Recommendation for form submission email subject
    - Premier Vision Enrollment\_Employee Name(Last Four)
    - Retiree Vision Enrollment\_Retiree Name (Last Four)
- Appeals
  - Prior to sending an appeal, confirm employee information in SCO miscellaneous

- deductions.
- Complete Appeals Package includes:
  - Justification Memo explaining appeal
  - Copy of completed forms submitted and any confirmation documents that were received at time of submission.
  - Written confirmation that the employee acknowledges accounts receivable for retroactive enrollment (if applicable).
- Leave of Absence – Vision Benefits
  - Need to complete an STD 703 (Direct Pay Authorization during LOA) and send directly to VSP.
  - Confirm if employee is willing to direct pay premiums or does not want to pay premiums while off pay status.
  - Additional information in the Vision BAM.
- Retiree Enrollments
  - Please include Vision Benefits as part of the retiree benefit package.
  - Send enrollment CalHR 695 to VSP directly.
- Vision Dental Authorization Portal
  - Program is current and within 30 days.
  - The new template requires departments to provide their agency code and in the exact format provided within the template.
  - Requests to add, update, or delete employees must come from a supervisor or manager listed in SCO's California Personnel Office Directory
- FlexElect
  - FlexElect is currently at 60 days for processing appeals.
  - For questions regarding an employee's ASI account, the employee should contact ASI directly via phone at (800) 659-3035 or email at [asi@asiflex.com](mailto:asi@asiflex.com).
- CoBen
- COBRA
- Group Legal
- Life Insurance
- Long Term Disability
  - These programs are current within 30 days.
- Third Party Pre-Tax Parking Reimbursement Account
  - Program is current and within 30 days.
  - Reminders for personnel specialists:
    - Use the SCO database to check the status of an approved refund prior to emailing CalHR to inquire on the status.
    - Prior to enrolling an employee in PTP, the personnel specialist needs to ensure the employee is not already paying into a state-sponsored parking program.
    - When submitting the required memo for a refund request, please include ALL of the information requested within the memo requirements, including the cancellation form submitted to SCO.
      - Incomplete memos without the proper cancellation form will delay processing.

- Special announcements:
  - The 2023 Monthly Deduction Amount - HR Announcement was released on December 9, 2022. For 2023, the monthly deduction limit for qualified parking is \$300. This amount is an increase of \$20 over the limit of \$280 in effect for the year 2022.
- General Program Updates or Reminders
  - Training Recommendations:
    - Benefits Administration Manual Training – Online CalLearns
    - Employee Benefits Orientation Training – Online CalHR Webpage
  - Reminders for Open Enrollment Changes
    - Check pay history to verify open enrollment changes were processed.
    - Employees should check their pay warrant for Vision, Legal, and LTD open enrollment changes.
  - Benefits premiums cannot be waived for months where services are not used.
  - We continue to receive calls and emails 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.
  - Appeals
    - Review appeals for completed staff work prior to sending to CalHR.
    - All forms should be complete and accurate before submitting to CalHR.
    - Appeals should be sent individually, one email per employee/per appeal. Multiple appeals received within a single email will be returned.
    - Allow 30 days for processing.
    - Before contacting CalHR on the status of an appeal, check SCO's payroll system to see if the request was processed.
- State Engagement Program Updates
  - The Merit Award, Employee Assistance, and Statewide Wellness programs are coming together under one cohesive initiative as the newly established *Statewide Engagement Program* to holistically support the well-being of the state's workforce. We will be adding an Employee Engagement Program and launching the program March 1, 2023.
  - Employee Engagement Program: Program information Coming Soon
  - Statewide Wellness Program: Program information [HealthierUConnections site](#).
  - Employee Assistance Program: Program information [CalHR EAP website](#).
  - Merit Award Program: Program information [Merit Award Programs page on the CalHR Benefits website](#).
- Benefits Campaign
  - Statewide Engagement Employee Bulletin
  - To view the current Statewide Engagement Employee Bulletin please visit the Benefits Website, Benefits Campaign page.
  - [Benefits Campaign | Cal HR \(benefitsprograms.info\)](#)
- Dependent Re-Verification (DRV) – Nafisa Khan ([DRV@calhr.ca.gov](mailto:DRV@calhr.ca.gov))
  - What is DRV: The Dependent Re-verification (DRV) is the process of re-verifying the eligibility of your employees' spouses, domestic partners, children, stepchildren, and domestic partner

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children (family members) enrolled in state health and dental benefits.

Government Code section 19815.9 mandates re-verifying the eligibility of these family members for health benefits. Government Code section 22959 authorizes extending this review to family members enrolled for dental benefits. The bargaining unit contracts specify that family member eligibility for dental benefits shall be the same as that prescribed for health benefits.

- DRV Updates
  - CalHR has successfully automated the DRV process for Dental and Premier Vision effective January 2023
  - CalHR will continue to mail out DRV notices to employees with dependents enrolled in dental and/or premier vision who require re-verification at 90, 60 and 30 days before the employees' birth month
  - Department Personnel Offices have started processing dental and premier vision dependent re-verifications through the Family Connect Portal (FCP)
  - The current health DRV process through CalPERS will remain unchanged
  - The current health DRV process through CalPERS will remain unchanged
- Next Steps
  - February 2023 – 30-day Dental and Premier Vision **Final** DRV notices will be mailed out for March 2023 birth month cycle
  - With this launch, department compliance with DRV regulation will be monitored through FCP
  - Email communications regarding DRV updates have been sent and will continue to be sent to each department's general transactions mailbox that is listed in CPOD as well as to everyone who attended the trainings in November and December 2022
  - The DRV Unit will provide HR offices with guidance and assistance with the Family Connect Portal and all tasks related to DRV
- Contact
  - Department Personnel Offices can send DRV related questions via email to [DRV@calhr.ca.gov](mailto:DRV@calhr.ca.gov)
  - Current response time is five (5) business days

– Open Enrollment (OE)

- OE Team Update – Nafisa Khan ([OpenEnrollment@calhr.ca.gov](mailto:OpenEnrollment@calhr.ca.gov))
  - Our current OE Project Coordinator Amber Neves has transitioned to other new and exciting projects in the Benefits Division. She will continue to be a resource for the OE Team in 2023
  - New OE Project Analyst – Bobby Saetern
    - Previous roles includes Lead Analyst in the Health Account Management Division at CalPERS
    - He will be assisting with the administration of the state benefit projects and programs to include the Statewide Open Enrollment project and the Dependent Re-Verification Program
- 2022 Post OE Surveys
  - CalHR has posted Open Enrollment Survey links on the Benefits Division Website at <https://calhr.benefitsprograms.info/>



- CalHR has provided a separate email template with the survey link to each department HR offices to forward to your employees
  - We are asking for feedback from all department HR offices and employees
  - Your feedback will be instrumental in the 2023 OE activities
  - Please take a few minutes to provide your feedback by taking the HR Professionals survey within the next two weeks.
- OE Page and Virtual Bookshelf: As a general reminder, the Open Enrollment page and the virtual bookshelf on the Benefits Website will remain active year-round.
- Contact
- Department Personnel Offices can send OE related questions via email to [OpenEnrollment@calhr.ca.gov](mailto:OpenEnrollment@calhr.ca.gov)
  - Current response time is two (2) business days
- CalHR Benefits' Resources
- Websites:
    - Benefits Website: <https://calhr.benefitsprograms.info/>
    - BAM Training Questions: [BAMTraining@calhr.ca.gov](mailto: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/ManualItem>
  - Contacts
    - ACA Program: [ACA.Policy@calhr.ca.gov](mailto:ACA.Policy@calhr.ca.gov)
    - Dependent Re-verification Program: [DependentRe-verificationProgram@calhr.ca.gov](mailto:DependentRe-verificationProgram@calhr.ca.gov)
    - Dental Program: [dental@calhr.ca.gov](mailto:dental@calhr.ca.gov)
    - FlexElect/CoBen Program: [FlexElect@calhr.ca.gov](mailto:FlexElect@calhr.ca.gov)
    - COBRA: [COBRA@calhr.ca.gov](mailto:COBRA@calhr.ca.gov)
    - Vision: [vision@calhr.ca.gov](mailto:vision@calhr.ca.gov)
    - Dental/Vision Authorization Portal: [VisionDental.Authorization@calhr.ca.gov](mailto:VisionDental.Authorization@calhr.ca.gov)
    - Long Term Disability: [LTD@calhr.ca.gov](mailto:LTD@calhr.ca.gov)
    - Life Insurance: [Lifeinsurance@calhr.ca.gov](mailto:Lifeinsurance@calhr.ca.gov)
    - Group Legal: [Grouplegal@calhr.ca.gov](mailto:Grouplegal@calhr.ca.gov)
    - Third Party Pre-Tax Parking: [Pre-TaxParking@calhr.ca.gov](mailto:Pre-TaxParking@calhr.ca.gov)

**CalHR – Personnel Services Division – Annette Tamburo** (for designated HR contacts: [PSB@calhr.ca.gov](mailto:PSB@calhr.ca.gov))

- Bereavement Leave: Changes Pursuant to Assembly Bill (AB) 1949
  - Effective January 1, 2023, AB 1949 added section 12945.7 to the Government Code (GC). Pursuant to this section, all state employees who are not permanent excluded employees, and who have been employed for at least 30 days, are entitled to a minimum of five (5) unpaid days of bereavement leave for the death of a spouse, domestic partner, child, parent, parent-in-law, sibling, grandparent, and grandchild.
  - Permanent excluded employees are covered by GC section 19859.3. California Code of Regulations (CCR) section 599.923.
  
- Types of Employees
  - Permanent Excluded
    - Covered under GC section 19859.3 and CCR section 599.923.
    - Excluded employee must have permanent status.
    - Shall be granted bereavement leave with pay for the death of a person related by blood, adoption, marriage, or any person residing in the immediate household of the employee at the time of death.
    - For any one occurrence, the bereavement leave shall not exceed three days with pay. However, a request for two (2) additional days of bereavement leave shall be granted, at the option of the employee, as either without pay or as a charge against any accrued sick leave credit.
    - If additional bereavement leave is necessary, the employee may use accrued vacation, compensating time off, or take an authorized leave without pay, subject to the approval of the appointing power.
    - Time limit to take bereavement leave is at the discretion of the appointing power.
  - Non-Permanent Excluded
    - Covered under GC section 12945.7.
    - Eligibility is after 30 days of employment.
    - Shall be granted bereavement leave for the death of a spouse, child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law, as defined in GC section 12945.7.
    - Shall be entitled to five (5) days of unpaid bereavement leave, except that an employee may use vacation, personal leave, accrued and available sick leave, or compensatory time off that is otherwise available to the employee.
    - Must be completed within three (3) months of the date of death.
  - Represented Permanent & Probationary
    - Eligibility is upon hire for bereavement leave in accordance with the Memoranda of Understanding (MOU), or after 30 days of employment for bereavement leave required under GC section 12945.7 (but not otherwise covered under the applicable MOU).
    - Refer to applicable MOU for relationship to employee.
    - Shall not exceed three (3) days with pay for any one occurrence for the death of specified individuals. However, an additional two (2) days under certain circumstances shall be granted at the employee's request.
    - The MOU describes whether the bereavement leave allowance is per fiscal year or per

occurrence, and other criteria. However, for minimum bereavement leave entitlements, refer to GC section 12945.7.

- Time limit to take bereavement leave provided in accordance with the MOU is at the discretion of the appointing power, unless otherwise specified in the applicable MOU. For leave required under GC section 12945.7 (but not otherwise covered under the applicable MOU), must be completed within three (3) months of the date of death.
- Represented Non-Status
  - Except for Service Employees International Union (SEIU) Seasonal Clerks and Bargaining Unit 8 employees, non-status employees are covered under GC section 12945.7.
  - For Seasonal Clerks and Bargaining Unit 8 employees refer to the applicable MOU and GC section 12945.7.
  - Includes, but is not limited to, Limited Term, Temporary Authorization Appointment (except SEIU Seasonal Clerks), Emergency, Casual, Retired Annuitant, and probationary employees who have not completed a probationary period.
  - Eligibility is after 30 days of employment.
  - Shall be granted bereavement leave for the death of a spouse, child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law, as defined in GC section 12945.7.
  - Shall be entitled to five days of unpaid bereavement leave, except that an employee may use vacation, personal leave, accrued and available sick leave, or compensatory time off that is otherwise available to the employee.
  - Must be completed within three months of the date of death.

#### **SCO – Statewide Benefits Program - Ryan Baughman ([ppsdcsbenefits@sco.ca.gov](mailto:ppsdcsbenefits@sco.ca.gov))**

##### – Updates and Reminders

- Dependent Eligibility Verification /Dependent Re-Verification (DEV/DRV) Season
  - Verification for March birth month in progress
  - **DEV** - Please make sure to complete any transactions within myCalPERS by April 1st.
  - **DRV** - Reminder that all procedures for deleting or re-adding dependents are still in effect. Please refer to [Benefits Administration Manual](#) for instructions. Upload any necessary forms by April 1st for timely processing.
- Weekly Processing Dates – Civil Service Benefits
  - Please have Specialists check [Weekly Processing Dates](#) prior to calling Statewide Customer Contact Center.
  - Whole team back to reported workloads, expect processing dates to move as we work on pushing through backlog.

## PROGRAM UPDATES:

### Statewide Tax Support Program – Monique Perez ([PPSDW2MiscDed@sco.ca.gov](mailto:PPSDW2MiscDed@sco.ca.gov))

- Form W-2 Reminders and Exempt Employees
  - Form W-2 Reminders
    - SCO will be distributing 2022 Form W-2s by mail no later than January 31, 2023
    - 2022 Form W-2s are now available in [Cal Employee Connect](#) (CEC)
    - Departments are to encourage employees to utilize CEC for access to Form W-2s
    - Student Assistants
  - Duplicate W-2s:
    - Please email [ppsdw2dupcor@sco.ca.gov](mailto:ppsdw2dupcor@sco.ca.gov) for all inquiries regarding Duplicate Form W-2s
    - Duplicate Form W-2s will be ordered in February
  - Exempt Employees:
    - Employee filing exempt
    - February 15th, 2023

### Statewide Payroll Program – Renee McClain & Christina Campbell (Contact SCCC @ (916) 372-7200)

- Civil Service Audits Reminders
  - Post Audit Ding Notice
    - Respond to the sender of the Post Audit Ding Notice within one (1) business day
    - Follow the instructions provided in the Custom Message at the bottom of the notice
  - Lump Sum Personnel Action Request (PAR) Package Submission
    - Do not submit duplicate Lump Sum PAR packages
    - Contact the Statewide Customer Contact Center (SCCC) to make corrections to PARs
      - Refer to the [Lump Sum Separation FAQ](#) for corrections that can be made by phone
    - Refer to [ConnectHR](#) upload history and confirmation emails
    - Check the correct box on the coversheet for the appropriate tax year
      - Submit one PAR package per Social Security Number (SSN) and tax year
      - Do not submit two tax years as one package
    - Update Item 10 remarks section with the correct information for the tax year
      - Do not include both tax years in the remarks (one tax year for each PAR package)
  - Dual SSN and 105 Transactions
    - Please verify SSNs – Do not rekey the SSN if keyed incorrectly
      - Submit 105 transaction to SCO which will be processed as a priority transaction within 3-5 business days
      - Refer to the [SCO PPSD Transaction Educational Forum Notes](#) for examples and instructions to correct the invalid SSN
- Payroll Reminders
  - Contact the SCCC for questions on lump sum payments and contributions
    - Do not redeposit pay until after contacting SCO
    - Pay that is redeposited and needs to be reissued will require another Lump Sum PAR

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package to be submitted

- Pay History must reflect the redeposit before the PAR package can be submitted
- PAR package will be worked by the new received date
- Verify Pay History and warrant registers for lump sum payments that issued
- Verify year to date tax withholding totals and Savings Plus contributions in TAXI
- Refer to the [Lump Sum Separation Toolkit](#) for helpful tips and instructions to prepare a Lump Sum PAR package

### **Statewide Training Program – Michael Berlanda ([PPSDTraining@sco.ca.gov](mailto:PPSDTraining@sco.ca.gov))**

#### – New Personnel Specialists’ Certificate Program

- 1st Trimester 2023
  - For registrations and course info: [https://sco.ca.gov/ppsd\\_st\\_training.html](https://sco.ca.gov/ppsd_st_training.html)
- New course development
  - Employment History Overview eLearning (Spring 2023)
- Fundamentals of Payroll and Payroll Input Process course status

### **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](#) – PSD’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](mailto:PPSDHRSuggestions@sco.ca.gov).

## SCO RESOURCES:

- Websites:
  - Human Resources (HR): [https://sco.ca.gov/ppsd\\_state\\_hr.html](https://sco.ca.gov/ppsd_state_hr.html)
  - State Employees: [https://sco.ca.gov/ppsd\\_se\\_payroll.html](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](mailto:acasupport@sco.ca.gov)
- [Cal Employee Connect \(CEC\) - Help and Feedback](#)
- [ConnectHR - Help and Feedback](#)
- California Leave Accounting System (CLAS) Email [CLAS@sco.ca.gov](mailto:CLAS@sco.ca.gov)
- CS Escalation Email (HR Supervisors and Managers) [PPSDOps@sco.ca.gov](mailto:PPSDOps@sco.ca.gov)
- Decentralized Security & ViewDirect Access - (916) 619-7234 or [DSA@sco.ca.gov](mailto:DSA@sco.ca.gov)
- HR Suggestions Email (All HR Staff) [PPSDHRSuggestions@sco.ca.gov](mailto:PPSDHRSuggestions@sco.ca.gov)
- Management Information Retrieval System (MIRS) Email [ppsdmirs@sco.ca.gov](mailto:ppsdmirs@sco.ca.gov)
- [Statewide Customer Contact Center](#) (916) 372-7200

## FORUM QUESTIONS:

The following questions were submitted during the forum:

- **Question:** In a prior sup forum talking about lump sum deferral, one of the SCO staff said that the departments do not need to advance on lump sum deferrals. We were hoping that SCO could elaborate and clarify further on this statement, to explain what aspect of the final pay does not need to be advanced. Can anyone in today's forum explain/clarify?

**Answer** [*Christina Campbell, SCO*]: HR offices may key an S70 to issue time to be paid new (item 606) on the PAR to ensure timely payment of wages. Since the employee is deferring into a SPP account, the vacation/annual and extra hours are not subject to AB2410 per the labor code 202.

- **Question:** An employee of mine was told by Savings Plus that they would give him a new lump sum form for the new limits if we would accept it.

**Answer** [*Christina Campbell, SCO*]: The Lump Sum Separation Pay Contribution Election Form must be signed at least 5 workdays prior to separation as stated in California Labor Code. Changes will not be accepted after this threshold has passed. If you have not already submitted an employee's election form to SCO and a new form can be completed by the employee within the 5 workday requirement, you may complete and submit a new form. The Internal Revenue Service generally announces contribution limits for the coming year in late October or early November. You may still write the new contribution limit on the prior version, or you may find an updated form on our website approximately a week after the limits are announced.

- **Question:** I have a couple of questions about the CEC e-timesheets. (1) What schedule should PT employees use if they don't work a standard PT schedule? (2) For employees who submit WC (Misc - ZZWC), the timesheet doesn't update the hours worked; is this a system error?

**Answer** [*Liz James, SCO*]: (1) If an employee does not find their work schedule in the 'Schedule' drop-down they should select the 'GENERIC' option. (2) WC is not a leave balance. The employee has to use WC with a leave balance to adjust the hours worked.

- **Question:** What schedule should PT employees use if they don't work a standard PT schedule?

**Answer:** If the employee does not find their work schedule in the dropdown they should use the 'GENERIC' option.

- **Question:** This question was not in text, but spoken. 674 GHCP off pay status. New drop-down menu to go to Premium Pay. We are requesting the GHCP payment, healthcare stipend, etc. We typically put those on the same 674. Can we continue to put them on the same 674? It sounds like there is a difference between locked on the PAR. Karin and Christina will work on this off line to figure out the process.

**Answer** [*Karin J-A., Christina C., SCO*]: If it is only the single one-line entry "GHCP," HR

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should send documents to premium. If multiple EIDs are on the documents then the form should go to disability for processing.

- **Question:** If an employee is applying for SDI but is meeting their updated 1/2 time base that has been keyed in their EH, does a S50 need to be keyed?

**Answer** [*Karin J-A., Christina C., Renee M., SCO*]: Yes! S50 needs to be keyed once an employee (EE) is approved from EDD for SDI period. It does not matter if EE is under FT or part time base, S50 still needs to be keyed with code 35 or 36 for EE when they are out for SDI period.

- **Question:** Is the Family Connect Portal (FCP) going to be updated with new hires and separating employees? Or is this something the departments are required to maintain?

**Answer:** The employee accounts in the Family Connect Portal (FCP) are updated weekly through a file transfer from SCO. HR offices are not required to update employee account status in FCP.