



March 2020

## Ad Hoc Committee on Human Resources Presentation

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### 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).

### State Controller's Office – Personnel and Payroll Services Division

#### COVID-19 Update

- ❖ The Personnel and Payroll Services Division (PPSD) is monitoring the [COVID-19](#) pandemic closely. At this time, PPCS is open for business as usual. PPCS will continue to stay on top of the latest COVID-19 information and update departments of any changes that may impact services to our customers. PPCS is updating the State Controller's Office (SCO) [State Human Resources](#) and [State Employees](#) webpages with service information as it becomes available. These webpages will be updated regularly, as necessary.
- ❖ Departments should process all personnel and payroll transactions timely in preparation for potential reductions in workforce and/or office closures. Also, consider how to distribute earnings statements should your office close or reduce capacity. Departments using MIRS can run Report COM033A from the Common Library to help identify staff who are on direct deposit and those who are not.
- ❖ Please email [PPSDHRSuggestions@sco.ca.gov](mailto:PPSDHRSuggestions@sco.ca.gov) to let us know how you would like to receive communication (email, teleconference or video conference) during this time.
- ❖ For more information, please access our [COVID-19 FAQs](#).

#### Program Management and Analysis Bureau (PMAB)

- ❖ **Statewide Personnel and Payroll Training**
  - Due to social distancing guidelines, the Statewide Personnel and Payroll Training team is unable to provide classroom training at this time. However, the team encourages you to check out the [PPSD eLearning](#) options.
- ❖ **California Leave Accounting System (CLAS)**
  - The CLAS Unit will be releasing a Leave Letter in April regarding the timing of processing Annual Leave/Vacation Open Enrollment and Leave Buyback.
- ❖ **Affordable Care Act (ACA)**
  - Corrected 1095-C's for the 2016 reporting year have been mailed. Only those employees who had changes to their originally reported information will receive a corrected 1095-C. This form is for informational purposes only. If you have questions, please contact ACA Support at: [acasupport@sco.ca.gov](mailto:acasupport@sco.ca.gov)

## Personnel and Payroll Operations Bureau (PPOB)

### ❖ Statewide Disability Program

- The Disability unit is still performing business as usual. Most of the team is working from home and we have processes in place.
- Please continue your process work as normal, if you do not have access to a fax, you can scan and send documents via secure email to [PPSDTempOps@sco.ca.gov](mailto:PPSDTempOps@sco.ca.gov) with “Disability” in the subject line.
- If you need assistance, please call Karin Johnson-Anderson’s (Manager) direct line at (916) 322-3497 or email at [kjohnsonanderson@sco.ca.gov](mailto:kjohnsonanderson@sco.ca.gov)

### ❖ Statewide Position Control Program

- April marks the beginning of fiscal year-end processing for departmental reorganization. To help prepare, here are some important dates and tips.
  - 1. Submit Reorganization Form: The Annual Reorganization Memo will be delivered through the SCO Personnel and Payroll Services Division (PPSD) [Email Subscription Service](#) and posted on the [SCO Letters page](#) in early April. The form to document departmental reorganization for FY 2020-21 will be attached to the memo. Each department must submit a complete form to SCO by May 1.
  - 2. Submit Form PR421: The Payroll Letter and the Annual Payroll Header Report (Form PR421) will be delivered through the SCO PPSD Email Subscription Service and posted on the SCO Letters page in early April. Included in the Payroll Letter will be instructions on changing, deleting, adding, or reestablishing a Payroll Header. Each departmental HR office must submit a complete Form PR421 to SCO by May 1.
  - 3. Submit STD. 607 – Change in Established Positions: The Payroll Letter on documenting changes in established positions will be delivered through the SCO PPSD Email Subscription Service and posted on the SCO Letters page in early April.
    - All [STD. 607s](#) for reorganizations effective July 1 must be received by SCO by June 12.
    - All other individual STD. 607s, as well as all STD. 607 packages (two or more documents) including corrected documents with multiple changes, must be received by SCO by June 5.
    - Before submitting STD. 607, be sure item 12 is completed with signature and item 13 is stamped. ([See instructions for Form PR421 and STD. 607 completion.](#))

### ❖ Statewide Customer Contact Center (SCCC)

- The State Controller’s Office (SCO) is committed to providing the highest level of customer service possible. With that, we would like to share the reminder that we are here to service Department’s and/or Campus Human Resources (HR) Offices. Employees are best served by their own Department and/or Campus HR Office, as they have a direct relationship with the employee and can best address the employee’s needs. We ask that Department and/or Campus HR Offices do not share SCO’s direct contact information with employees. If an employee requires HR-related assistance, please direct the employee back to his/her respective HR Representative. This will ensure

that SCO can continue providing excellent customer service to Departments and/or Campus HR Office staff.

- Escalation Email:
  - Reminder: Our Escalation email ([PPSDOps@sco.ca.gov](mailto:PPSDOps@sco.ca.gov)) is for Supervisors and Managers. You can find guidelines to using our Escalation email on our website under Human Resources.
- California Personnel Office Directory (CPOD):
  - Please update [CPOD](#) with current information.
- ❖ **Additional Contact Methods:** [Statewide Customer Contact Center](#) (916) 372-7200, HR Suggestions (All HR Staff) [PPSDHRSuggestions@sco.ca.gov](mailto:PPSDHRSuggestions@sco.ca.gov)
- ❖ **The PPSD Register – Monthly Newsletter:**
  - [March 2020](#)

### Helpful Tools

- ❖ [Personnel and Payroll Services Division Subscriptions](#)
- ❖ [Payroll Procedures Manual \(PPM\)](#)
- ❖ [Personnel Action Manual \(PAM\)](#)
- ❖ [California State Payroll System Project \(CSPS\)](#)
- ❖ [Statewide Training](#)
- ❖ [Extended Keying Calendar](#)
- ❖ [Decentralized Payroll Calendars](#)
- ❖ [Civil Service Weekly Processing Dates](#)
- ❖ [CalHR Email Subscriptions](#)
- ❖ [CalPERS Email Subscriptions](#)
- ❖ [CalPERS Circular Letters](#): CalPERS has published circular letters for employers.
  - [200-015-20 – Governor’s Executive Order](#)
  - [200-016-20 – COVID-19 Reporting Impacts to CalPERS Reporting Frequency - FAQs](#)
  - [200-017-20 – Employer Payments During COVID-19 Closures](#)
- ❖ Employers can visit the [CalPERS website](#) to find out their response to COVID-19.