



Transaction Supervisors' Forum

October 2020

SURVEY QUESTIONS:

The following questions were submitted via the Transaction Supervisors' Forum survey. If you would like to submit a question for the next forum, please use the survey link that will be provided with the invite.

- **Question:** Will CalHR be updating enrollment form, STD.692 Section E, so that we can document our portion making it simpler to process and submit while teleworking?
 - **Answer:** I took a look at the STD.692 in Section E, when we originally looked at this question we thought the form wasn't fillable or there wasn't an electronic signature, but it looks like the form is currently setup with these features and so I don't know if there's enough information to your question. If there's something else in particular that is being requested please reach back out and give us more details if you were looking for something more specific. The form is set up in a way where both the employee and the agency to be able to complete electronically. You can reach out to the dental inbox at CalHR: dental@calhr.ca.gov
- **Question:** Covid-19 related: If the coronavirus is contracted in the office and it can be traced to the office, can an employee file a claim for worker's compensation?
 - **Answer:** You can technically file for worker's compensation for anything. The second part of this is if whether or not you'd be accepted. There is not a definitive answer to this because every case submitted gets investigated. There is theoretically a possibility, but if you have any questions regarding reporting a claim you can always reach out to our worker's comp email at CalHR which is workcomp@calhr.ca.gov.
- **Question:** Where do you order the brown "official personnel file" folders?
 - **Answer:** The SCO HR office orders theirs through the Prison Industry Authority. Then they order an official personnel folder stamp then stamp the folders. We suggest that you reach out to the Prison Industry Authority for them.
- **Question:** If an employee is retiring on or before the 10th of the month, are they still entitled to the pay differential 440 for the month? Some of our employees are utilizing EPSLA and EFMLA on an hourly intermittent basis. We've had a handful of employee's who's EPLSA ended and EFMLA started on the same day. Per SCO's instructions on their pay letter, we are to be keying a 215 Transaction at the beginning and ending of the EPSLA period and the same for EFMLA; however, we've come across a small issue when EPSLA ends on the same day as EFMLA. We are unable to key two 215 transactions on the same day and we originally reached out to SCO regarding this issue and was advised that SCO would have to key these situations. We sent out PARs over for SCO to key, then we received them back with ding notices stating they couldn't be documented on the same day. After talking out the situation with SCO and advising that this situation is going to come up when employees utilize this time hourly; SCO advised that EFMLA

must begin the day after EFMLA ends. My question is what happens when an employee is utilizing FFCRA time only 3 hours a day and their EPSLA ends on one day after 2 hours and EFMLA starts on the third hour of the same day? Is this something that is allowable?

- **Answer:** Yes, if the employee has any pay that issues for the pay period they are entitled to that pay differential if they are otherwise entitled to it. No. It is not allowed, they cannot use EPSLA to supplement. Other leave balances may be used to cover the remaining time, but EFMLA begins the following day after the completion of EPSLA. If they have further questions they can contact me.
- **Question:** Provide clarification on how to calculate the maximum \$10K for E-FLMA.
 - **Answer:** They may reference pay letters 20-006. Also there are instructions in the FAQ, how to compute the daily max benefit at 2/3rds of the two hundred dollars. The calculator that's located on SCO's website has a ledger, where they're able to keep track of the balances and it also shows a breakdown of the computation. If they need further assistance you can contact me. My number is (916) 322-9171
- **Question:** Our agency doesn't have a confidentiality agreement for employees / new hire paperwork. Is there any way to ask the forum members if anyone would mind sharing theirs?
 - **Answer:** Please see SCO Human Resources example [here](#).

COVID-19:

❖ **New Sick Leave Entitlement for COVID – Kim Herlache (SCO)**

- California Bill 1867 allows those employees who were excluded from Families First Coronavirus Response Act (FFCRA) to have a sick leave entitlement. It will be eighty hours of sick leave for those who have been excluded from the Families First Act.
- Follow the CalHR online manual policy 1714, it's the policy for part time employee compensation. Any employee who has a part time time-base, CalPERS law requires retirement deductions out of their pay up to a full time employee (up to 40 hrs).

❖ **Q&A:**

- **Question:** What is the AB Bill number for sick leave?
 - **Answer:** AB-1867
- **Question:** You refer to the policy several times, what policy are you referring?
 - **Answer:** We are updating the Families First Coronavirus Act policy, that's currently in the CalHR online manual.
 - Contact Kim Herlache at Kim.Herlache@calhr.ca.gov

BENEFITS:

❖ **Affordable Care Act (ACA) Updates- Elaine Smith (CalHR)**

- It is important that the appropriate health benefits status codes are accurately captured for your employees and SCO's Affordable Care Act (ACA) database. All errors and updates must be corrected and keyed in the ACA database by December 30th 2020.
 - If the errors are not corrected and keyed timely, not only could it put the state's ability to demonstrate its compliance at risk, this could expose the state to information reporting penalties (\$280 each penalty).
 - To help you identify errors proactively, SCO has created several ACA compliance reports that are available on View Direct, and these reports are updated monthly and available usually by the first of the month. Departments are expected to review these monthly and correct all errors within 30 days.
- Keep record of employees that elected to enroll in health benefits or cancel their health coverage.

❖ **SEIU CoBen Cash Suspension - Chiara Galloway (CalHR)**

- The suspension is just for the cash option until July 1st of 2022 and will not affect the eligibility for the Flex Elect reimbursement accounts-completely different programs.
- According to CalHR the three year commitment is still in place.
- You do not need to collect the STD. 701 C's and the 702's from the employees. Any current employees or new employees that are ineligible for the benefit during this two year period, there will be a separate open enrollment window in April of 2022 prior to the July 1st effective date. We'll have everyone re-enroll.

❖ **FlexElect Changes and Reminders - Chiara Galloway (CalHR)**

- CalHR did an HR announcement at the beginning of August regarding changes to the 2020 plan year which would allow the employee to make a one-time mid-year change without a permitting event. The last effective date for 2020 is December 1st. In order to receive that December 1st effective date, SCO must receive the employee's form no later than November 10th.

❖ **Dental Pre-paid Plan Eligibility Reminder - Chiara Galloway (CalHR)**

- The prepaid plans are only available to retirees and employees that reside in California. The only exception to that is premier access, they have a small network of providers inside of Nevada. CalHR is currently doing an audit (Reviewing processes and communications) of all enrollment on these plans, limiting access for emergency care only.

❖ **Q&A:**

- **Question:** Is there Internal Revenue Services (IRS) laws for PI lump sum Flex Cash to be issued by a certain date?
 - **Answer:** Yes, that's part of the reason why PI employees are only eligible to receive a lump sum during the first part of the year (Between January-June 30th). The reason being is because it has to be paid out essentially in that same year. Eligibility for the second part of the year would not be assessed until January of the following year (Deferred Compensation)- which is not allowable in IRS guidelines. They are typically paid out in August/September.

❖ **Open Enrollment Update: Group Legal and Long Term Disability - Carol Ormonde (CalHR)**

- This is the first year that open enrollment took place in the fall for both group legal insurance and the long term disability insurance. Any changes made during open enrollment will be effective January one. Going forward we will have a single open enrollment period in the Fall for all benefits including voluntary plans.
- Enrollment for permanent intermittent employees, limited terms, or TAU employees still need to use the paper forms directly to vendors; not SCO.
- Employees enrolled in the basic life insurance plan can enroll in supplemental life insurance at any time.

❖ **Pre-Tax Parking Refunds - Carol Ormonde (CalHR)**

- In most circumstances refunds are not allowed, however if an employee has a refund request, the recent request must come from the personnel office.
- Retro-enrollment is not allowed.
- Employees can change their deductions, the minimum is \$1 per month.

❖ **Q&A:**

- **Question:** Can employee still enroll in group legal today?
 - **Answer:** Newly eligible employees have 60 days from the time they're newly eligible. For open enrollment no.

❖ **Q&A:**

- **Question:** If an employee requests a refund should we notify them refunds are not allowed or encourage them to email pre-tax parking?
 - **Answer:** We review recent request on a case-by-case basis. There are circumstances where they may be eligible, if departments have questions they can contact the tax parking email box. Employees cannot submit their refund requests to us it must come through the personnel office for review.

❖ **Open Enrollment- Rebecca Doctolero (SCO)**

- Open Enrollment
 - We have received:
 - 2,747 dental documents
 - 2,004 701R's
 - 163 Flex Cash
 - The numbers are still pretty low we encourage you to get these documents into us as soon as possible.
- Benefit Document Submission Deadline: November 2, 2020
- Open Enrollment Email Box: OpenEnrollment@sco.ca.gov

❖ **Q&A: Kim Herlache (CalHR) and LaTreese Menefee (SCO)**

- **Question:** Are employees entitled to unemployment when their FFCRA benefits run out?

- **Answer:** That's up to EDD. Also depends on what employee is doing. Are they taking a leave of absence? What are they doing after the leave has ended? Depends on EDD to determine what they are eligible for not CalHR or SCO
- **Question:** The pay to issue with the supplementation is higher than 100% of reduced pay, is that correct (Regarding the Current EFMLA calculator posted on SCO's Website)? July's version seems correct not August's version.
 - **Answer:** To contact me my number is (916) 322-9171 or LMenefee@sco.ca.gov.
- **Question:** What day do we retro back to count the entitlement of Administrative Time Off (ATO).
 - **Answer:** If you go to the bill AB67 it will tell you.

PROGRAM UPDATES

❖ W-2/Miscellaneous Deductions – Monique Perez (SCO)

- Direct Mailing of 2020 W2's & 2020 FORM 1095-C Return Address Payroll letter #20-020
 - Please make sure that all addresses are correct
 - If you are unsure that the return address is correct you can contact PPSD tech support at PPSDtaxsupsect@sco.ca.gov
- Document Cutoff Dates for 2020 Calendar Year-End Processing - [Payroll letter #20-0023](#) to be posted soon
 - This payroll letter has not gone out yet. It will go out early next week.
 - For the 676's the cutoff date is November 6th.
 - For the 675's the cutoff date is December 7th.
 - For the 422's the cutoff date is December 7th.
 - For the 9958's & 995R's the cutoff date is December 7th.
 - For the PPSD 21 the cutoff date is December 7th.
- If you need to contact me, my email is MPerez@sco.ca.gov

❖ Cal Employee Connect – W-2 Update - Liz James (SCO)

- Corrected W-2 (W-2c) Testing is underway
- Completion date – October 23, 2020 (tentative)
- Go Live – October 28, 2020 (tentative)

❖ Q&A:

- **Question:** Do we need to update Cal Connect address or will entering the Employee Action Request (EAR) form automatically update it with Cal Connect?
 - **Answer:** No, once you update your EAR form at the department, allow 24 hours for the system to refresh and then it will automatically be corrected.
- **Question:** I have an employee who updated their address in July and it was not updated in Cal Connect how can I correct this?

- **Answer:** One of the things you can do is email us directly if it's a specific HR shop we monitor the emails and respond within the same day. Send employees name and last 4 digits of social security number to Connecthelp@sco.ca.gov for faster service.

❖ **Direct Deposit – Karen Johnson-Anderson (SCO)**

- Statewide Direct Deposit Enrollment Initiative:
 - As of September our overall participation is 81.89%. We saw a slight decline in enrollment, we are working on survey results and determining next steps on the project.
 - Department Specific data is available, please contact Jill Souza at jsouza@sco.ca.gov.
- Coming Soon! New process to submit Direct Deposit Enrollment data. In the coming months SCO will formally introduce a new option to submit Direct Deposit Enrollment data. A very high level overview of the new process:
 - SCO will provide an Excel spreadsheet and toolkit for each agency
 - HR Offices/Personnel Specialist will key enrollment data into the spreadsheet
 - Transmit the spreadsheet through secure File Transfer Protocol to SCO for processing
- Update California Personnel Office Directory (CPOD)
- Please visit Department of General Services (DGS) website for updated Standard (STD) forms that allow for a digital signature.
 - STD674 and STD674 A/R have been updated adding an email address box for the specialist. This allows SCO to contact the specialist in a timely manner vs. mailing Ding Notices/PR250's.

❖ **Q&A:**

- **Question:** Is there any word that EFMLA will be extended past 12/31, and that also goes for FFCRA.
 - **Answer:** Federal law says they both expire December 31st.
- **Question:** We have a PI employee who is eligible for benefits but declined enrollment because they are enrolled with spouse. They are currently off pay status for Summer/Fall season, should this PI employee receive 260 including the off pay status month?
 - **Answer:** We will have to address this after the meeting.
- **Question:** We're receiving mixed messages on removing or not removing PLP EID for employment history at the start of NDI. Can you clarify what pay is subject to reduce PLP is it only hours worked or hours worked on supplementation?
 - **Answer:** Regular hours are subject to the PLP reduction. The NDI, SDI, and supplementation are not.

❖ **Lump Sum Separation Toolkit - Joan Lleren and Tommy Fong (SCO)**

- In this session we'll be exploring the guide and tools in the Lump Sum Separation Toolkit, as well as the advantages when using it to document a lump sum separation. The use of the Toolkit is suggested, but not required.

- Toward that end, we'll examine how each tool - when used with the PAM, Payroll Letter, and FAQs - supports the personnel specialist with timely and accurate documentation.
- **By the end of this session you will:**
 - Be familiar with how each tool in the Lump Sum Separation Toolkit may be used to help complete lump sum separations
 - Know the SCO receipt dates to ensure timely processing of lump sum separations and meet the timelines set forth in the California Labor Codes 201 and 202
 - Know how to avoid common errors
 - Have the opportunity to ask our team your questions
- **What** is it? The Toolkit is intended to be one-stop support and reference for documenting lump sum separations.
- **Why** did we create it? A review of interactions between SCO and departments identified specific areas to target additional support.
- **How** is it being used?
 - To link to relevant resources and references
 - As a guide during processing
 - To compute accrued time as well as projecting the balance (or checking computations and projections)
 - As a checklist before submitting
- 5-Day Rule for the Savings Plus Lump Sum Separation Pay Contribution [Election Form](#)
 - Must be signed, dated, and officially submitted by the employee at least 5 workdays (Monday through Friday, excluding Saturdays, Sundays and legal holidays) prior to the separation effective date.
- Government Codes 201 and 202
 - Cash deferred to next tax year: tendered by February 1
 - Contribution to Savings Plus account: deposited into account within two and one-half months after date of separation
- Lump Sum PAR Year-End Receipt Dates
- **Where is the Tool Kit:**
 - www.sco.ca.gov > State and Local > State Departments > Human Resources > Lump Sum Separation Toolkit
 - Lump Sum Separation Guide for the Departmental Human Resources Office
 - Lump Sum Worksheet
 - Lump Sum Pre-Tax Calculator
 - 2020 Lump Sum Separation FAQs
 - Talking Points and Activities for a Lump Sum Peak Workload Kickoff Meeting
- Lump Sum Separation Guide ([link](#))
- **References and Forms**
 - Payroll Letter 20-021
 - PAM
 - FAQs
 - 457 Traditional Catch-Up Information and Application
- **Tools and Government Codes**
 - Lump Sum Worksheet

- Lump Sum Calculator
- CalHR Pay Differentials
- **Reviewing the Election Form**
 - Use TAXI to validate year-to-date contribution amount(s) entered in Part A
 - If approved for the 457 Traditional Catch-Up, the catch-up amount must be included in Section II B of their submitted Election Form
 - Q: If Election form is not signed or not dated to meet the 5 day rule, then what?
- **Page 3 of the Guide - Documenting the PAR**
- **Print legibly**
- **Item 615**
 - If PAR Item 615 is completed with an "X" for immediate pay, regular pay will issue for the month of separation in a daily payroll cycle.
 - If left blank, regular pay will issue with a master date. (see the Guide and the PAM for more details)
- **Items 620 & 625 when deferring into the two tax years**
 - On the 1st PAR, enter the time needed for the 1st tax year only.
 - On the 2nd PAR, you must enter the employee's TOTAL accrued time.
- **Item 962**
 - EID/Established Earnings: If there is an EID that is not indicated on the PAR, write the EID number and amount in the Remarks box. All EID sources must be verified by SCO.
 - For unverifiable 962 salary rate, show the breakdown in Box 10.
- **Line 10:** Indicate in Remarks which account (401(k) or 457) to max out first, if applicable.
- **Correcting a PAR**
 - Call the Statewide Customer Contact Center (SCCC) before submitting a corrected PAR, as this may significantly improve the processing time.
- **Do not send a duplicate or inquiry PAR**
 - Review the Instructions prior to completing the worksheet or calculator
 - Reconcile leave balances by completing the [Lump Sum Worksheet](#)
 - After projecting the leave balance using the [Std. 640 State Pay Period Calendar](#), use the [Lump Sum Calculator](#) to calculate the leave balance by pay period
 - Be sure to check the amounts that the EE indicated on the Election Form against the accrued leave balances using the Lump Sum Calculator: Is there enough leave balance to cover all amounts indicated by the EE on the Election Form?
- **Submitting Documents to SCO**
 - Be sure to include in the PAR package:
 - Lump Sum Documents Cover Sheet (suggested)
 - Lump Sum Separation Pay Contribution Election Form (required)
 - Traditional Catch-Up Approval Letter (if applicable)
 - PAR (required)
 - No other documents should be included in your PAR package
 - You will receive a confirmation email upon SCO's receipt of the PAR
 - Please allow 24-48 hours for the confirmation email to be sent.
 - If a confirmation email is not received within 48 hours, please contact the SCCC.
- Check TAXI or Cal Employee Connect for year-to-date 401(k) and 457 contributions
- Check for existing scheduled deductions to come out of regular pay
- Check if the employee is reaching Social Security max

- Check if employee is exceeding \$200,000 threshold for
 - Medicare
 - 1st PAR submitted is showing partial time
 - 2nd PAR submitted is showing total time
- When projecting 1st PAR lump sum request, vacation time must be used before using extra.
- The Lump Sum Tool Kit was designed for you - those who work in the departmental human resources office. Please give us your feedback by completing this very brief survey. The information that you provide in the survey will be used to update and improve future versions of the Tool Kit, as well as inform broader support provided by SCO.
 - **Go to:** <https://www.surveymonkey.com/r/RS9ZQ5F>

❖ **Q&A:**

- **Question:** Should agencies see separations for regular pay box 606 prior to sending the PAR to SCO for lump sum deferral pay processing?
 - **Answer:** It depends on the department and the amount of PARs we receive.
- **Question:** We are experiencing a severe delay in keying a lump sum payment which is causing our former employees to become irate without the ability to answer their questions. What can we do to correct these issues and get the money to them timely?
 - **Answer:** If the PARs are being keyed incorrectly we should be contacted.
- **Question:** If an employee is using leave, which is sick or vacation for the first two weeks of unpaid EFMLA, do we need to document that time towards EFMLA hours in CLAS?
 - **Answer:** No, that's just supplementation time.
- **Question:** Can you explain the pre-tax lump sum worksheet?
 - **Answer:** We can take this offline and talk about this. There are instructions in the worksheet.
- **Question:** When correcting a retirement date after the F70 is keyed, do we need to mail the correction to SCO?
 - **Answer:** Yes.
- **Question:** If an employee has unused PLP 2010/2012/2020 and was unable to use the leave before separation, that leave is not subject projection accruals; does your lump sum worksheet have a section to add a PLP without adding the projection accrual?
 - **Answer:** I believe it has a section for PLP, yes.
- **Question:** Will the 260 be automated or will they still need to be keyed in manually?
 - **Answer:** This will still be a manual key, it's not a pay differential so it's not an automated process.

CUSTOMER RELATIONS SURVEY:

Please send suggestions to our HR Suggestions Inbox at PPSDHRSuggestions@sco.ca.gov

SCO KEY INITIATIVES:

- [Cal Employee Connect Project](#)
- [CalATERS Replacement Project](#)
- [California State Payroll System Project](#)

CONTACT:

- Transaction Supervisors' Forum SCOTransactionSupervisors@sco.ca.gov
- [SCO - Personnel and Payroll Services Division \(PPSD\)](#)
- [California Department of Human Resources \(CalHR\)](#)
- [California Public Employees' Retirement System \(CalPERS\)](#)
- [California Personnel Office Directory \(CPOD\)](#)
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- Cal Employee Connect Email connecthelp@sco.ca.gov
- Cal Employee Connect Feedback Email connectfeedback@sco.ca.gov

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