



October 2022

## Transaction Supervisors' Forum Notes

### Table of Contents

[SURVEY QUESTIONS](#)

[SCO KEY INITIATIVES](#)

[BENEFITS ADMINISTRATION](#)

[PROGRAM UPDATES](#)

[SCO EMAIL SUBSCRIPTION SERVICE](#)

[CUSTOMER RELATIONS SURVEY](#)

[SCO RESOURCES](#)

[FORUM QUESTIONS](#)

### SURVEY QUESTIONS:

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

- **Question:** Is it true that that departments can now key the S70 who are deferring with item 606 completed to get pay to issue so the employee's don't have to wait for their pay? Then the department will send the 2<sup>nd</sup> PAR S70C to SCO after January 1<sup>st</sup> to key the 2<sup>nd</sup> PAR.

**Answer:** This is incorrect and will be answered later in the forum.

- **Question:** What report can we run in CalPERS to determine the employees that self-enroll and or make change to their health enrollment?

**Answer:** Health Event Transactions Report – More details to come in CalHR presentation.

- **Question:** Is there an update for the instructions for issuing the \$260 health stipend for the June 2022 pay period for employees who received Flex Elect or CoBen instead of the \$260 payment?

**Answer:** This will be addressed later in the forum.

- **Question:** The [Lump Sum Calculator](#) Overview training session filled up pretty quickly. Is there plans to do a second session?

**Answer:** We will be doing an overview later in the forum and at the [Transaction Specialists' Educational Forum](#) on November 3, 2022.

- **Question:** Are there consequences for departments that key appointments ahead of receiving the STD 612 and Payroll Action Request (PAR) with concurring signature? It seems to be a growing issue and besides being in bad taste and discourteous, it creates a lot of issues if the losing agency is in the middle of an audit, employment history correction, leave correction, have pending PAR packages or stipulations at SCO, and a host of other internal functions. Many agencies are short staffed and response times are delayed. Agencies should at least escalate their request and talk to a Transactions Manager or Bureau Chief to assess the situation before creating a massive issue for the losing agency.

**Answer:** HR offices must follow the procedures provided in the [PAM Section 8.3](#)

- **Question:** Will Departments be able to upload the 8K10 pay differential (432) like the telework stipend soon?

**Answer:** No, HR offices must key via PIP MISC.

## SCO KEY INITIATIVES:

**SCOConnect: Cal Employee Connect Project/ConnectHR – Tiffany Fong-Mao ([ConnectHRhelp@sco.ca.gov](mailto:ConnectHRhelp@sco.ca.gov))**

### Cal Employee Connect (CEC)

- CEC Phase II – Pseudo-Interactive features: Multifactor Authentication, Direct Deposit, Address Change and Withholdings
  - Wave 1 departments (110 civil service and 8 CSU campuses) have been deployed with Multifactor Authentication (MFA) and Direct Deposit features.
  - As of 10/17/22: 404 employees have enabled MFA
  - As of 10/17/22: CEC has received 124 direct deposit transactions.
- New [Help and Feedback](#) Web Form!
- Electronic W-2 Survey – Coming Soon!
- Our Promise Campaign Donations
  - How to [Donate Now](#)

### ConnectHR

- Telework Stipend Update - September:
  - 146,106 payments were issued to 104,923 employees
  - More than 90% were the result of data submitted via ConnectHR rather than the Payroll Input Process (PIP)

**SCO – California State Payroll System (CSPS) Project – Paula Giannini ([CPSHelp@sco.ca.gov](mailto:CPSHelp@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



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.

## Status Updates / Progress:

- **Recent Progress:**
  - Conducted “A Manager’s Role in Leading Change” for PPSD
  - Deliver “Improvements to Employee Pay” presentations to CalHR and SCO
  - Started Phase 2 of data cleansing
- **Upcoming Activities:**
  - Deliver “Improvements to Employee Pay” presentation to the Labor Relations Forum
  - Recurring meetings with Fi\$CAL to mitigate risk
- **Schedule:**

Activities	Start	End	Status
Conduct Solicitation Phase 2 - Proof of Concept and Evaluate Proposals	August 2022	November 2022	In progress
DART Sponsor and Liaison Kickoff Meetings	October 19, 2022	November 14, 2022	In progress
Conduct Solicitation Phase 3 – Negotiate and Select Vendor	November 2022	June 2022	

## BENEFITS ADMINISTRATION:

### Affordable Care Act – Sarah Huggins ([ACASupport@sco.ca.gov](mailto:ACASupport@sco.ca.gov))

- IRS Non-Compliance:
  - The SCO completes all ACA reporting for all State of California Civil Service departments/agencies
  - The State of California is 100% in compliance for all ACA regulations
  - If you receive a notice of Non-Compliance from the Internal Revenue Services (IRS), immediately send a copy to [acasupport@sco.ca.gov](mailto:acasupport@sco.ca.gov)
- Compliance Reports & Information Reporting Penalties (IRPs):
  - Twelve Compliance Reports available on ViewDirect, updated at the beginning of each month
  - All errors listed on the Compliance Reports should be fixed monthly
  - Why?
    - Help keep ACAS records up-to-date
    - Eliminates additional work during CalHR's Quarterly Compliance Review
    - Reduces retroactivity in ACAS that could result in a corrected 1095-C, ultimately reducing liability for IRPs
  - There are 802 errors that have been on a Compliance Reports since prior to January 1, 2022
    - PDQ2701L Active EE with Separation Code: 235 errors
    - PDQ2056M EE with 350-\*\*\* Deduction without 3A, 3B, or with a 6A: 480 errors
  - Action:
    - Review Compliance Reports monthly, make updates before the end of each month
    - Review all Quarterly Compliance Review reports thoroughly prior to certifying that the errors have been fixed
    - Refer to references on SCO website and ask for help when needed

- [https://sco.ca.gov/ppsd\\_affordable\\_care\\_act\\_training.html](https://sco.ca.gov/ppsd_affordable_care_act_training.html)
- [acasupport@sco.ca.gov](mailto:acasupport@sco.ca.gov)
- (916) 322-3770

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

- Open Enrollment Important Dates:
  - **October 14th** - Last day for employees to submit Open Enrollment forms to Human Resource offices
  - **November 1st** - Last day for agencies to submit new Open Enrollment forms via ConnectHR
  - **November 23rd** - Last day for agencies to submit PR250 corrections
  - **January 1st, 2023** - Effective date of Open Enrollment Benefits
- Open Enrollment Reminders:
  - Complete all required sections on the form, including on cancels
  - All dependents must be included on the enrollment forms, even if no action is occurring for them
  - Refrain from sending in duplicate forms
  - Write "Correction" at the top of any form submitted that is correcting a previous upload
  - A cover sheet listing all employee (EE) is encouraged for batch uploads

**Business Systems Enhancements – Carol Ormonde & Arlene Bailey ([PASCINQUIRIES@sco.ca.gov](mailto:PASCINQUIRIES@sco.ca.gov))**

- Improving Affordability and Access To Health Care::
  - Employees excluded from the \$260 payment process for the June 2022 pay period
    - Payments adjustments for the difference between the Flex-Elect/Consolidated Benefits (CoBen) cash will begin issuing on October 26, 2022
    - SCO Payroll Letter will be released by October 24, 2022 with additional instructions for the Agencies.

**PROGRAM UPDATES:**

**CalPERS Retirement Reporting – Tracy Gutierrez ([SCCC \(916\) 372-7200](tel:9163727200))**

- CalPERS Administrative Fees for Arrears:
  - Cause:
    - Late enrollments
      - Active employee appointments keyed 90+ days after effective date
      - [Circular Letter #200-009-20: Notification of Reported Late Appointment \(Enhanced myCalPERS Functionality\)](#)
    - Late Retired Annuitant (RA) reporting
      - RA appointments keyed 30+ days after effective date
      - RA payroll keyed 30+ days after effective date
      - [Circular Letter #200-048-18: Enrolling and Reporting Retired Members \(ca.gov\)](#)
    - Appeals:
      - Must be received by CalPERS within 30 days of invoice for waiver consideration
      - If you have questions regarding a received 'Notification of Reported Late Appointment' letter from CalPERS, send a copy to the PPSD Civil Service Retirement to [ppsdcsretirement@sco.ca.gov](mailto:ppsdcsretirement@sco.ca.gov).

- o Monthly Service Credit
  - Retirement service credits are reported by SCO in a monthly file
  - Retirement service credits are posted to my|CalPERS in the last week of the following month
- o MyCalPERS Health Appointments
  - When SCO encounters Health Appointment issues, SCO contacts CalPERS
  - CalPERS has a five (5) day Service Level Agreement with SCO
  - For inquiries regarding Health Appointments, please contact the Statewide Customer Contact Center at (916) 372-7200

### Statewide Tax Support Program – Monique Perez

- Nonresident Aliens Business Process ([PPSDSTSP@sco.ca.gov](mailto:PPSDSTSP@sco.ca.gov)):
  - o Broadcast Email - [September 16, 2022](#)
  - o REVISED [Personnel Letter #22-011](#): Verification Of Employees Identified As Nonresident Alien
  - o REVISED [Personnel Letter #22-003](#): Verification Of Employees Identified as Nonresident Alien
  - o [Payroll Letter #06-030](#) New IRS Nonresident Alien Federal Tax Withholding Procedures
- Calendar Year-End ([PPSDW2MiscDed@sco.ca.gov](mailto:PPSDW2MiscDed@sco.ca.gov)):
  - o Payroll Letter Release
    - Direct Mailing of 2022 Form W-2 and 2022 Form 1095-C Return Address on the Forms to Employees
      - [Payroll Letter #22-020](#)
    - Document Cutoff Dates for 2022 Calendar Year-End Processing
      - [Payroll letter #22-019](#)
    - Deceased Employee and Designee/Beneficiary Reporting
      - [Payroll Letter #22-017](#)
    - Salary Advance Reporting Compliance
      - [Payroll Letter #22-018](#)

### California Leave Accounting Program – Megan Vinson ([CLAS@sco.ca.gov](mailto:CLAS@sco.ca.gov))

- The Supplemental Paid Sick Leave (SPSL) Benefit has been extended by the passing of Assembly Bill 152.
- Employees are eligible to use up to 80 hours of leave for COVID-related reasons
- No additional leave added
- Expires December 31, 2022
- New Leave Letter is coming along with HR Policy updates

Leave Accounting Letter 22-002: [SCO LETTER \(ca.gov\)](#)

### Statewide Payroll Program - Personnel and Payroll Operations Bureau (Contact SCCC @ (916) 372-7200)

Lump Sum Separation: Using the Pre-Tax Calculator for a Two Tax Year Contribution

*Overview:* In this session we will be demonstrating how to use the pre-tax calculator to help document a two tax year Savings Plus contribution. The pre-tax calculator is part of the [Lump Sum Separation Toolkit](#), which may be accessed on SCO's website. Use of the calculator and other components of the toolkit is suggested for documenting a lump sum separation.

About the Pre-Tax Calculator

**What** is the pre-tax calculator? The pre-tax calculator is one tool in the Lump Sum Separation Toolkit. The toolkit is designed to provide one-stop support and reference for documenting lump sum separations. The calculator assists the personnel specialist with processing and projecting lump sum balances.

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.

**Why** did we create it? A review of questions and suggestions from departments identified specific areas to target additional support.

**How** is it being used?

- To determine if there is enough lump sum to meet the employee’s request
- To project the leave balance by pay period
- To project the leave balance across one or two tax years

Overview of the Three Projections: For a Savings Plus Pre-Tax Account Contribution Over Two Tax Years

*In this scenario: The employee is choosing to make a pre-tax contribution over two tax years. The calculator may be used to calculate three different outcomes:*

1. Projection of total lump sum time and dollar amounts to determine if there is enough lump sum to meet the employee’s contribution amounts as indicated on the election form
2. Projection of the 1st tax year’s time and dollar amounts
3. Projection of the 2nd tax year’s time and dollar amounts

*In this scenario: The employee is choosing to make a pre-tax contribution over two tax years. The calculator may be used to calculate three different outcomes:*

1. Projection of total lump sum time and dollar amounts to determine if there is enough lump sum to meet the employee’s contribution amounts as indicated on the election form
2. Projection of the 1st tax year’s time and dollar amounts
3. Projection of the 2nd tax year’s time and dollar amounts

*In this scenario: The employee is choosing to make a pre-tax contribution over two tax years. The calculator may be used to calculate three different outcomes:*

1. Projection of total lump sum time and dollar amounts to determine if there is enough lump sum to meet the employee’s contribution amounts as indicated on the election form
2. Projection of the 1st tax year’s time and dollar amounts
3. Projection of the 2nd tax year’s time and dollar amounts

## 1st Tax Year PAR

STATE OF CALIFORNIA - STATE CONTROLLER'S OFFICE												
PERSONNEL ACTION REQUEST												
MAKE NO ENTRIES IN SHADED AREAS												
1	000-00-0000	Smith	John	051	100	5393	001					
2	570	11/15/21										
6		10 000 00				94 006 00		3	912			
8	888	1200										
9	999	See Remarks										
10		First Tax Year PAR, 401 = \$20,000										
11	SIGNATURE: Stephanie Wonders			DATE: 11/01/21			PHONE: 916-111-1111			CONTACT PERSON: Stephanie Wonders		

# 2nd Tax Year PAR

**PERSONNEL ACTION REQUEST**  
 MAKE NO ENTRIES IN SHADED AREAS  
 SOCIAL SECURITY NUMBER: 000-00-0000  
 EMPLOYEE LAST NAME: Smith  
 FIRST NAME AND MIDDLE INITIAL: John  
 AGENCY: 051  
 POSTAL NUMBER: 100  
 EMPLOYEE NUMBER: 5393  
 SOCIAL SECURITY: 001  
 EFFECTIVE DATE: 11/15/21  
 LUMP SUM VACATION: 99 008 00  
 LUMP SUM EXTRA: 99 008 00  
 EMPLOYEE: Stephanie Wonders  
 DATE: 12/15/21  
 PHONE: 916-111-1111  
 EMPLOYEE: Stephanie Wonders

Today's Example: Savings Plus Pre-Tax Account Contribution Over Two Tax Years

**Employee (EE):** John Smith

**Separation Effective Date:** 11/15/2021

**Salary Rate:** \$5,000.00

**Leave Accruals:**

- Lump Sum Vacation: 100 Days (Documented on the PAR as 99 Days 8.00 Hours)
- Lump Sum Extra: 100 Days (Documented on the PAR as 99 Days 8.00 Hours)

**Social Security (SS) = Yes; Medicare (Med) = Yes**

**Social Security Withheld:** \$2,500.00

**Medicare Taxable Gross:** \$40,000.00

**Lump Sum Separation Pay Contribution Election Form Section II B**

- 1st Tax Year (2021): \$20,000.00 into 401(k)
- 2nd Tax Year (2022): \$21,000.00 into 401(k)

## 1. Projection of Total Lump Sum Time and Dollar Amounts

Employee Name		Pre-Tax Lump Sum Calculator										Instructions	Clear	
John Smith														
Regular Pay		LS PP	Days	Hours	Salary Rate	Tax Year	Social Security	Medicare						
1121	10	0			\$ 5,000.00	2021	Yes	Yes						
Vacation		Days	Hours	Extra	Days	Hours	Sick *	Days	Hours	*Applies only to 571 disability approved retirement				Contribution
99	8	99	8	0	0					SS Withheld	Med Tax Gross	Buffer	Max Amt.	Amount
1121	12									\$ 169.09	\$ 39.55	\$ 100.00	\$ 2,418.00	\$ -
1221	22									\$ 310.00	\$ 72.50	\$ 50.00	\$ 4,567.00	\$ -
0122	21									\$ 310.00	\$ 72.50	\$ 50.00	\$ 4,567.00	\$ -
0222	21									\$ 310.00	\$ 72.50	\$ 50.00	\$ 4,567.00	\$ -
0322	22									\$ 310.00	\$ 72.50	\$ 50.00	\$ 4,567.00	\$ -
0422	2									\$ 29.52	\$ 6.90	\$ 50.00	\$ 389.00	\$ -
0422				19						\$ 280.48	\$ 65.60	\$ 50.00	\$ 4,127.00	\$ -
0522				22						\$ 310.00	\$ 72.50	\$ 50.00	\$ 4,567.00	\$ -
0622				22						\$ 310.00	\$ 72.50	\$ 50.00	\$ 4,567.00	\$ -
0722				22						\$ 310.00	\$ 72.50	\$ 50.00	\$ 4,567.00	\$ -
0822				15						\$ 211.36	\$ 49.43	\$ 50.00	\$ 3,098.00	\$ -
										Total:		\$ 42,001.00	\$ -	

### Tips

- In this scenario, the employee has 100 days of Vacation and 100 days of Extra, which projected to \$42,001.00, and this is enough to meet the request of \$20,000 for the first tax year and \$21,000 for the second tax year.
- Use the Std. 640 pay period calendar to verify time possible for the pay period, based on the separation effective date.
- Verify the Social Security (SS) and Medicare withholding in TAXI.

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.



- If regular pay is due and has not issued for the pay period, use the paycheck calculator to determine the SS withholding that will be applied, and add it to the amount entered into the SS Withheld box.
- If regular pay is due and has not issued for the pay period, use the paycheck calculator to determine the Medicare Taxable Gross that will be applied and add it to the Med Tax Gross box.

## 2. 1st Tax Year Projection of Time and Dollar Amounts

Employee Name		Pre-Tax Lump Sum Calculator										Instructions		Clear	
John Smith															
Regular Pay															
LS PP	Days	Hours	Salary Rate	Tax Year	Social Security	Medicare									
1121	10	0	\$ 5,000.00	2021	Yes	Yes									
Vacation		Extra		Sick *		*Applies only to S71 disability approved retirement									
Days	Hours	Days	Hours	Days	Hours	SS Withheld	Med Tax Gross	Buffer	Max Amt.	Contribution Amount					
94	6	0	0	0	0	\$ 2,500.00	\$ 40,000.00								
1121	12					\$ 169.09	\$ 39.55	\$ 100.00	\$ 2,418.00	\$ 2,418.00					
1221	22					\$ 310.00	\$ 72.50	\$ 50.00	\$ 4,567.00	\$ 4,567.00					
0122	21					\$ 310.00	\$ 72.50	\$ 50.00	\$ 4,567.00	\$ 4,567.00					
0222	21					\$ 310.00	\$ 72.50	\$ 50.00	\$ 4,567.00	\$ 4,567.00					
0322	18	6				\$ 264.20	\$ 61.79	\$ 50.00	\$ 3,885.00	\$ 3,881.00					
Total:										\$ 20,004.00	\$ 20,000.00				

- To determine exactly how much leave time is needed to meet the EE's request for the 1st tax year, adjust the leave boxes (Vacation and/or Extra boxes), and review the amounts in the Max Amt. column – continue to adjust as needed.
- Remember - When projecting, Vacation is used before Extra.

**Result:** For the 1st tax year, 94 days and 6 hours of lump sum Vacation is needed to process the EE's request to contribute \$20,000.00 into their 401K account for the 2021 tax year.

### 1st Tax Year PAR Documentation

Item 606: 10 Days

Item 620: 94 Days 6.00 Hours

## 3. 2nd Tax Year Projection of Time and Dollar Amounts

Employee Name		Pre-Tax Lump Sum Calculator										Instructions		Clear	
John Smith															
Regular Pay															
LS PP	Days	Hours	Salary Rate	Tax Year	Social Security	Medicare									
0322	18	6	\$ 5,000.00	2022	Yes	Yes									
Vacation		Extra		Sick *		*Applies only to S71 disability approved retirement									
Days	Hours	Days	Hours	Days	Hours	SS Withheld	Med Tax Gross	Buffer	Max Amt.	Contribution Amount					
5	2	99	8	0	0										
0322	3	2				\$ 45.80	\$ 10.71	\$ 100.00	\$ 582.00	\$ 582.00					
0422	2					\$ 29.52	\$ 6.90	\$ 50.00	\$ 389.00	\$ 389.00					
0422		19				\$ 280.48	\$ 65.60	\$ 50.00	\$ 4,127.00	\$ 4,127.00					
0522		22				\$ 310.00	\$ 72.50	\$ 50.00	\$ 4,567.00	\$ 4,567.00					
0622		22				\$ 310.00	\$ 72.50	\$ 50.00	\$ 4,567.00	\$ 4,567.00					
0722		22				\$ 310.00	\$ 72.50	\$ 50.00	\$ 4,567.00	\$ 4,567.00					
0822		15				\$ 211.36	\$ 49.43	\$ 50.00	\$ 3,098.00	\$ 2,201.00					
Total:										\$ 21,897.00	\$ 21,000.00				

- If regular pay has not issued and will have an issue date in the 2nd tax year, use the paycheck calculator to determine the Social Security withholding that will be applied and add it to the SS Withheld box.
- If regular pay has not issued and will have an issue date in the 2nd tax year, use the paycheck calculator to determine the Medicare Taxable Gross that will be applied and add it to the Med Tax Gross box

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.



**Result:** 5 days and 2 hours of lump sum Vacation and 99 days and 8 hours of lump sum Extra will issue, and the EE's request to contribute \$21,000.00 into their 401(k) account for the 2nd tax year will be processed. The remaining lump sum of \$897.00 (\$21,897.00 - \$21,000.00) will issue to the EE and will be subject to all applicable taxes.

### 2nd Tax Year PAR Documentation

Item 606: 10 Days

Item 620: 99 Days 8.00 Hours

Item 625: 99 Days 8.00 Hours

How will pay issue?

#### **1st tax year PAR time will issue accordingly:**

Regular pay (10 days) will issue as payment type 0 in 2021.

Lump sum Vacation (94 days and 6 hours) will issue as payment type 4 in 2021.

The 401(k) contribution (\$20,000.00) will be deposited in 2021.

#### **2nd tax year PAR time will issue accordingly:**

Lump sum Vacation (5 days and 2 hours) will issue as payment type 4 in 2022, and lump sum Extra (99 days and 8 hours) will issue as payment type 3 in 2022.

The 401(k) contribution (\$21,000.00) will be deposited in 2022.

**Note:** See the Lump Sum Separation FAQ for information regarding when Savings Plus contributions will post to an EE's account.

### **Lump Sum Separation Toolkit**

Where is the Toolkit: [Lump Sum Separation Toolkit \(ca.gov\)](#)

- Separation Checklist for Personnel Specialists
- A Guide for Avoiding Common Errors: Lump Sum Documentation and Processing
- Lump Sum Worksheet
- Lump Sum Pre-Tax Calculator
- Lump Sum Separation FAQ
- Talking Points and Activities for a Lump Sum Peak Workload Kickoff Meeting
- Lump Sum Separation Process eLearning Series

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

Payroll Reminders

- Lump Sum Election Form new "MAX" process:
  - If the SCO receives a Savings Plus Election Form with the word "MAX" written on it, the SCO will send it to CalHR for maximum funds allotment. Please note the amount CalHR provides is the set amount and will not include any catch-up amount.
  - If there is not enough lump sum time available to meet the employee's request on the Savings Plus Election Form, the employee must identify which plan they want to satisfy first. This information must be included in Section II B of the Election Form.

### **Lump Sum Deferral Guidelines and Resources Julie Schultze ([Julie.Schultze@calhr.ca.gov](mailto:Julie.Schultze@calhr.ca.gov)) [www.savingsplusnow.com](http://www.savingsplusnow.com) | (855) 616-4776**

Lump Sum Separation Definition

What is Lump Sum?: The opportunity to defer a portion or all of an employee's unused vacation and annual leave (minus Social Security and Medicare) upon separation from state service to the Savings Plus 401(k) and/or 457(b) Plans.

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.

## What are the benefits?

- Tax break
- Deferring into two tax years
- Can combine with Catch-up program

### Plan Contribution Limits for 2022

Plan Type	Normal Contribution Maximum	Age-Based 50+ Contribution	Total Contribution Allowable
401(k)	\$20,500	\$6,500	\$27,000
457(b)	\$20,500	\$6,500	\$27,000
<b>Total</b>	<b>\$41,000</b>	<b>\$13,000</b>	<b>\$54,000</b>

## Employer's Part

- Provide an estimate of cashable accumulated leave time available
- Reinforce the 5 workday timeframe for completing the form (Savings Plus can assist participant with completing it)
- [HR Manual](#) Sections 1802 & 1803 provide guidelines
- Send completed form to State Controller's Office
- Retirement
  - Contact CalPERS (no more than 120 days prior)
  - Notify your Personnel Office (45-65 days prior)
- Traditional 457(b) Catch-up
  - Complete and submit form to Savings Plus (45 days prior)
- Lump Sum
  - Fill out the Lump Sum Separation Pay Contribution Election form and submit to their Personnel Office (30 days prior)

California Labor Code: Lump Sum Separation Pay paperwork must be officially submitted five (5) workdays (Monday through Friday, excluding Saturdays, Sundays and legal holidays) prior to separation in accordance with California Labor Code Sections 201(b) and 202(b). No changes will be accepted after the five day threshold has passed.

## Employee Resources

- [Lump Sum Separation Pay Contribution Election Form](#)
- Contact a [Retirement Specialist](#)
- [Lump Sum Separation & 457\(b\) Traditional Catch-Up Webinar](#)

Payroll Reminders Continued: Renee McClain and Christina Campbell (Contact SCCC @ (916) 372-7200)

- Duplicate submission of telework stipend – Over the past few weeks, the SCO has received several hundred transfers of funds or Std674AR due to duplicate submissions of the telework stipends. A few reminders for HR offices to take before submitting the request:
  - Always check the pay period;
  - Employee position number (use your 672);
  - Pay history to verify payment hasn't been issued;
  - Verify the EID (Earning ID's)
  - Verify the amount
- Refer to the [Transaction Specialists' Educational forum notes](#) on how to complete garnishment

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.

forms, as well as review information on training, ConnectHR, the California State Payroll System (CSPS) project, benefits, how to prevent dual social security numbers in Employment History, and the lump sum process.

- Submit out of state child support and spousal support using the Std. 639
- Submit child support being collected in California using the Std. 639 CFS
- Use the Std.639 and Std. 639 CFS garnishment forms revised 03/2021

#### Civil Service Audits Reminders:

- Photocopies and pictures of documents will not be accepted
  - A PSD40 (ding notice) will be sent and the Payroll Action Request (PAR) package will be cancelled
- Departments may key lump sum separations completing items 606, 615 (if applicable) and 888 to prevent master pay from issuing incorrectly.
  - SCO will key a correct if the separation PAR has already been submitted

#### Personnel Action Request (PAR) Item 455 – Disability Code – Jennifer Robinson (SCCC (916) 372-7200)

- As of 10/17/2022, Item 455 - Disability Code, will no longer be required for Limited Examination Appointment Program (LEAP) appointments.
- Revisions to the Personnel Action Manual (PAM) and an amendment to the job aid included in Personnel Letter# 20-021 will be forthcoming.

#### Executive Office (EO) Inquiries – Nastassja Johnson ([PPSDComs@sco.ca.gov](mailto:PPSDComs@sco.ca.gov))

- What are EO Inquiries? Inquiries that constituents send to SCO
- Top EO Inquiries:
  - Paycheck: 59 (includes COVID and Telework Stipend)
  - Verification of Employment: 35 (include [Public Student Loan Forgiveness](#))
  - Retirement: 18
- How you can help?
  - Direct them to the resources on the [SCO State Employees](#) webpage

#### Human Resources (HR) Suggestions – Nastassja Johnson ([PPSDHRSuggestions@sco.ca.gov](mailto:PPSDHRSuggestions@sco.ca.gov))

- We received 22 HR suggestions in the last three months
- Three (3) of the suggestions are being reviewed to see if there is something new that we can implement or change
- If we are able to implement any of these suggestions we will share at the forum
- Remember to submit your HR suggestions to the SCO's HR Suggestions Email (All HR Staff) [PPSDHRSuggestions@sco.ca.gov](mailto:PPSDHRSuggestions@sco.ca.gov)

#### 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](#) – PPSD's Monthly Newsletter
- Recommended [subscriptions](#)

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.

- 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 Email [connecthelp@sco.ca.gov](mailto:connecthelp@sco.ca.gov)
- Cal Employee Connect Feedback Email [connectfeedback@sco.ca.gov](mailto:connectfeedback@sco.ca.gov)
- California Leave Accounting System (CLAS) Email [Clas@sco.ca.gov](mailto:Clas@sco.ca.gov)
- ConnectHR Email (All HR Staff) [connecthrhelp@sco.ca.gov](mailto:connecthrhelp@sco.ca.gov)
- ConnectHR Feedback Email (All HR Staff) [connecthrhelp@sco.ca.gov](mailto:connecthrhelp@sco.ca.gov)
- 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 [ppsdmir@sco.ca.gov](mailto:ppsdmir@sco.ca.gov)
- [Statewide Customer Contact Center](#) (916) 372-7200

## FORUM QUESTIONS:

The following questions were submitted during the forum:

- **Question:** Have all departments with Semi-Monthly BU18 employees been advised of the 20/21 "second half missing reporting" to CalPERS that is pending correction?

**Answer:** No, but we are aware of the issue. It's currently being addressed as part of a retirement reporting enhancement project.

- **Question:** We have a few employees without computers and their Attendance Coordinator did not tell them that VSP had to be completed online so they were not aware they had to make the changes online. Is this grounds for an appeal?

**Answer:** Each open enrollment employees are sent mailers directly to their homes from VSP notifying them they can make vision plan changes online or by calling the VSP customer care team. In the mailer they are also notified of the open enrollment dates when changes are allowed.

Based on the information provided this does not appear to be grounds for an appeal. The agency can reach out to [Vision@calhr.ca.gov](mailto:Vision@calhr.ca.gov) with additional information.