



Transaction Supervisors' Forum

Presented By: Nastassja Johnson

Contact: SCOTransactionSupervisors@sco.ca.gov

Office of State Controller Malia M. Cohen

April 16, 2026

Survey Questions





Question

Presenter: Tommy Fong

Contact: [Statewide Customer Contact Center](#) (916) 372-7200

Is it possible to add the Separation 674 processing dates to the SCO Civil Service Weekly Processing Dates? This would be helpful for offices to track.

Answer: The 674 Perm Separation No Final Pay upload is processed daily as a priority, so there is no specific processing date tied to it. If the agency submits the upload by 10:00 a.m. on a cycle day, it will be processed the same day.

Uploads submitted after 10:00 a.m. or on a non-cycle day will be processed the next cycle day. You can review the [Decentralized Payroll Calendar](#) to determine cycle days.



SCO KEY INITIATIVES

CSPS Status – April 2026

Presenter: Dominick Mullane, Agency Change Expert (ACE)

Contact: CSPSHelp@sco.ca.gov

Project Activity Updates



California Personnel Office Directory (CPOD)

The California Personnel Office Directory (CPOD) contains general information (e.g., name, phone number, and email address) for personnel staff within the State of California employment. The CPOD also contains the physical address, mailing address, and agency code(s) for each state department and campus. For assistance with using the update form, or to report technical problems, please contact the Personnel/Payroll Services Division at WebmasterPPSD@sco.ca.gov.

- [California Personnel Office Directory](#)
- [California Personnel Office Directory Update Form](#)

Contacts

- [Divisions of the SCO](#)
- [Email subscription directory](#)
- [Contact the webmaster](#)
- [Accessing public records](#)

Assistance

- [Privacy policy](#)
- [Accessibility](#)
- [Feedback](#)
- [COVID19.CA.gov](#)

Other links

- [Register to Vote](#)
- [Adobe Reader](#)
- [Save Our Water](#)
- [Career Opportunities](#)

Find out
more
about
CSPS!

www.sco.ca.gov/csps.html

youtube.com/@CSPSProject

cpspshelp@sco.ca.gov



STATEWIDE BENEFITS ADMINISTRATION

CalHR Transaction Supervisors' Forum Update



CalHR Benefits Division

April 16, 2026



APRIL 16, 2026

CalHR Benefits Division Updates

*Benefits for a
Life Well Lived.*

About the Benefits Division

OUR MISSION

We administer benefits through stakeholder collaboration that empowers strategic partners to attract, retain and enhance the wellbeing of the State of California workforce.

OUR VISION

A thriving State of California workforce that is empowered by high-quality, comprehensive and competitive benefit options to lead healthy, secure and prosperous lives.





Open Enrollment 2026 Updates

Presenter: Amber Neves and Bobby Saetern

Open Enrollment 2026

Presenter: Bobby Saetern

Email: OpenEnrollment@calhr.ca.gov

Open Enrollment (OE) Updates

- The 2026 OE period will take place September 14 – October 9, 2026
 - Eligible state employees and retirees will have the option to enroll, change or remove benefit options for health, dental, vision, FlexElect, COBRA, long-term disability and legal insurance.
 - All changes made during the 2026 OE period will be effective January 1, 2027.
- Open Enrollment Events
 - The CalHR OE Team is collaborating with stakeholders to plan, prepare and host both In-Person and Virtual OE events for the 2026 season.

Open Enrollment 2026

Presenter: Bobby Saetern

Email: OpenEnrollment@calhr.ca.gov

Coming this season:

- In-Person Benefit Fairs
- Virtual OE events
- A new OE Fairs toolkit for HR Professionals
- Benefits Summits for HR Professionals

Open Enrollment 2026

Presenter: Bobby Saetern

Email: OpenEnrollment@calhr.ca.gov

Reminder:

- To receive future updates, please subscribe to the Personnel Officers Subscription list by visiting the [CalHR Benefits website](#), scrolling down to the bottom, and submitting your information.

Subscribe for Benefits Updates

Subscribe for updates on benefits, Open Enrollment and other essential resources for State HR Professionals.

Name *
First Last

Email *

Department *

Working Title *

Benefits Summits 2026

Presenter: Amber Neves

Email: OpenEnrollment@calhr.ca.gov

Benefits Summit

- CalHR Benefits Division is hosting a Benefits Summit for State HR Professionals. Summit participants will hear directly from Benefit Carriers including VSP, MetLife, ARAG, Standard, and Delta Dental on the fundamentals of administering state employee benefits.
- There will be a total of 4-5 Benefits Summit events prior to the Open Enrollment season.
- Registration, dates, location and timing of each summit is releasing soon.
- For questions regarding Benefits Summit, please email OpenEnrollment@calhr.ca.gov



FlexElect – Dependent Care Reimbursement Account

Presenter: Bobby Saetern

FlexElect – Dependent Care Reimbursement Account

Presenter: Bobby Saetern

Email: OpenEnrollment@calhr.ca.gov

Two New Permitting Events

- Governor Newsom released Executive Order [N-22-25](#), regarding minimum in-person workdays. This implementation was postponed one year, with an effective date of July 1, 2026.
- CalHR is working on creating two new permitting events for the FlexElect Dependent Care Reimbursement Account (DCRA) Program to support employees during the transition.
- More details will be released soon.



Affordable Care Act (ACA)

Presenter: Lisa Hatten

Affordable Care Act (ACA)

Presenter: Lisa Hatten

Email: aca.policy@calhr.ca.gov

Quarterly Compliance Review – Department Outreach

- CalHR's May ACA Quarterly Compliance Review is fast approaching.
- In early May, CalHR will reach out to departments on their outstanding errors in the Affordable Care Act System (ACAS).
- Departments who are notified of their outstanding errors are to correct and certify that the errors were corrected by returning the ACA Quarterly Compliance Notification to ACA.Policy@calhr.ca.gov by **June 12, 2026**.
- Departments are encouraged to utilize the [ACAS User Guide](#) and [ACAS Job Aid](#) on SCO's website for information on how to correct errors in the ACAS.

Affordable Care Act (ACA)

Presenter: Lisa Hatten

Email: aca.policy@calhr.ca.gov

Observations from the Monthly ACA Compliance Reports

- The compliance report that reflects employees with a 350 health deduction in pay history without an offer of health coverage in the ACAS experienced an increase in the total number of errors on this report compared to December (Open Enrollment Transactions).
- The “Health Event Transaction” COGNOS Report in myCalPERS can be helpful to identify ACAS updates for employees that have elected to enroll in health benefits and the effective date of coverage.

Affordable Care Act (ACA)

Presenter: Lisa Hatten

Email: aca.policy@calhr.ca.gov

ACA Training

- CalHR and SCO will facilitate the next ACA trainings on:
 - Wednesday, April 22, 9:00am – 10:30am (Part I Module) and Thursday, April 23, 9:00am – 11:30am (Part II Module)
 - Wednesday, May 6, 9:00am – 10:30am (Part I Module) and Thursday, May 7, 9:00am – 11:30am (Part II Module)
- To enroll, please visit SCO's ACA training webpage and follow instructions to complete the registration process.
 - [Statewide Personnel/Payroll Services Training](#)
- All upcoming training dates and information on how to enroll in training are also available on CalHR's [ACA SharePoint site](#), along with other ACA-related resource documents (training, policies, etc.). To request access to this site, please send an email to: ACA.Policy@calhr.ca.gov



Employee Assistance Program

Presenter: Shannon MacGregor

Employee Assistance Program

Presenter: Shannon MacGregor

Email: Eap@calhr.ca.gov

A New Chapter for the Statewide Employee Assistance Program: Enhancing Access, Innovation, and “Whole You” Support with Spring Health

- Transition to Spring Health | July 1, 2026
 - What’s Coming
 - Enhanced Access to Care
 - Holistic Wellbeing Support
 - Specialized Support for High-Impact Roles
 - Improved Digital Experience
 - Stronger Program Integration
 - What to Expect Next
 - For any questions, please email eap@calhr.ca.gov





Public Service Recognition Week 2026 | May 3 – 9

Presenter: Michelle Medeiros

Recognize. Reconnect. Reignite.

Presenter: Michelle Medeiros

Email: Engagement@calhr.ca.gov

Recognizing the People Who Make a Difference

- May 3 – 9
- Celebrating the contributions of public service employees
- Learn more about PSRW: [California's PSRW Toolkit](#)
- For questions, contact the Employee Engagement Program at Engagement@calhr.ca.gov



CALHR
CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

PUBLIC SERVICE RECOGNITION WEEK

RECOGNIZE. RECONNECT. REIGNITE. **2026**

MEANINGFUL MONDAY • MAY 4
Start the week with purpose and pride. See how your daily work contributes to the greater good.

TEAMWORK TUESDAY • MAY 5
Celebrate collaboration and camaraderie. Strengthen workplace relationships and mutual appreciation.

WELLBEING WEDNESDAY • MAY 6
Appreciate the people behind the work. Be seen, valued and supported as a whole person.

THANK YOU THURSDAY • MAY 7
Show gratitude in every direction. Enjoy a culture of gratitude throughout the day.

FUTURE FRIDAY • MAY 8
Recognize potential and invest in growth. Feel supported in your professional journey and celebrate your strengths.

Resources – CalHR Benefits Webpages

- [Benefits Website](#)
- [State HR Professionals](#)
- [State HR Professionals Benefits Toolkit](#)
- [State HR Professionals OE Resources](#)
- [HR Manual](#)
- [Open Enrollment](#)
- [CalPERS Open Enrollment for Active Members](#)
- [Virtual Library](#)
- [Benefits Calculator](#)
- [State Employees](#)
- [Health](#)
- [Dental](#)
- [Vision](#)
- [Insurance Benefits](#)
- [Consolidated Benefits \(CoBen\)](#)
- [FlexElect Reimbursement Account](#)
- [Life Insurance for Excluded Employees](#)
- [Group Legal Services](#)
- [Group Long-Term Disability Insurance \(LTD\) – Excluded Employees Only](#)
- [Work Resources](#)
- [Engagement Resources](#)

Resources – CalHR Benefits Contacts

- ACA Program ACA.Policy@calhr.ca.gov
- BAM Training BenefitsInquiries@calhr.ca.gov
- COBRA COBRA@calhr.ca.gov
- Dental Program dental@calhr.ca.gov
- Dependent Re-verification (DRV) Program DRV@calhr.ca.gov
- FlexElect Program FlexElect@calhr.ca.gov
- CoBen Program CoBen@calhr.ca.gov
- Group Legal Grouplegal@calhr.ca.gov
- Life Insurance LifeInsurance@calhr.ca.gov
- Long-Term Disability LTD@calhr.ca.gov
- Third Party Pre-Tax Parking Reimbursement Account Pre-TaxParking@calhr.ca.gov
- Vision/Dental Authorization Portal VisionDental.Authorization@calhr.ca.gov
- Vision Program vision@calhr.ca.gov
- Open Enrollment OpenEnrollment@calhr.ca.gov
- General Questions BenefitsInquiries@calhr.ca.gov



STATEWIDE PROGRAM UPDATES

California Leave Accounting System (CLAS)

Presenter: Megan Vinson
Contact: CLAS@sco.ca.gov

Service Employees International Union (SEIU) Open Enrollment

- Each April, Bargaining Units 1, 3, 4, 11, 14, 15, 17, 20, and 21 are subject to an open enrollment period where they can elect to change whether they accrue Vacation (VA) and Sick or Annual Leave (AL).
- Election goes both ways – VA to AL or AL to VA.
- Occurs annually each April, but changes are effective the first day of the June pay period.





California Leave Accounting System (CLAS)

Presenter: Megan Vinson
Contact: CLAS@sco.ca.gov

SEIU Open Enrollment Process and 2026 Dates

- Receive Form 875 from the employee during the month of April
 - April 1 through April 30 enrollment period
- Hold until June
 - June 1 is the effective date
- Process in June after Monthly Leave Processing has happened
 - June 10: Monthly Leave Processing occurs
 - June 11: Earliest date to process the change
- To avoid retroactivity, process the change before June 30

California Leave Accounting System (CLAS)

Presenter: Megan Vinson
Contact: CLAS@sco.ca.gov

SEIU Open Enrollment Process – Where to Find

- CLAS Workbook, Conditions Section
 - AL to VA/Sick Leave
 - VA/Sick Leave to AL
 - Retroactive Corrections After Changing from VA to AL or AL to VA
- Leave Benefit Election Change eLearning



California Leave Accounting System (CLAS)

Presenter: Megan Vinson
Contact: CLAS@sco.ca.gov

SEIU Open Enrollment Process, continued

- What happens if I processed it early?
 - Void the transfer transactions along with any accruals or usages that have been keyed
 - Reopen the establishment period for the benefit the employee should be currently enrolled in.





California Leave Accounting System (CLAS)

Presenter: Megan Vinson
Contact: CLAS@sco.ca.gov

SEIU Open Enrollment Process - References

- CLAS Workbook
 - [CS WORKBOOK](#)
- Leave Benefit Election Change eLearning
 - [Leave Benefit Election Change 3-25](#)
- CLAS Unit
 - (916) 327-0756 or CLAS@sco.ca.gov

Communications

- SEIU Open Enrollment for Annual Leave and Vacation/Sick Leave Leave Accounting Letter
 - [Leave Accounting Letter #26-003](#)



Business System Support and Maintenance Section

Presenter: Chuck Lucas

Contact: [Statewide Customer Contact Center](#) (916) 372-7200

Fiscal Year-End Activities

- Reorganizations
 - [Fiscal Year-end Letter #26-002](#) - Due 05/01/26
 - For ALL Agency Reorganizations effective 07/01/26
- Change in Established Positions Form STD.607
 - [Fiscal Year-end Letter #26-003](#) - Current Year (2025-26) MUST be keyed by 06/01/26. If any Exceptions are needed, they are due 06/08/26.
 - All 607 listings for Fiscal Year 2026-27 effective 07/01/26 can be keyed starting 07/17/26
- Annual Payroll Header Report Form PR421
 - [Fiscal Year-end Letter #26-004](#) - Due by 05/01/26
 - The annual Payroll Header report that represents the current FY 2025-26 will be available April 6, 2026, on Mobius View. Use this form to change or delete Payroll Headers for FY 2026-27.



System Activities Coordination and Support (SACS)

Presenter: Chuck Lucas

Contact: ppsdsacs@sco.ca.gov

CalHR Pay Letter 26-15

- Due to new system mapping for special compensation, some earnings IDs had to be changed so that they would align with the new mapping configurations.
 - CalHR Pay Letter 26-15 was released 04/07/26 effective 04/01/26
 - Pay Scales - [CalHR Website](#)
 - The Pay Differentials affected are:
 - 82 for BU07
 - 147 & 291 for BU16
 - 148 for BU17
 - 150 for BU19
 - 232 for BU18
 - 247 & 505 for BU08
 - 257 for BU20
 - 285 for 22nd & 32nd Agricultural Associations
 - If you have any "LOCKED-IN," please process a 350 transaction effective 04/01/26 to remove the old EID and enter new one as soon as possible.

Mainframe Passphrase Reset (MPR) Project

Presenter: William Nguyen

Contact: SCOMSD@sco.ca.gov

Project's Background

- The California Department of Technology (CDT) issued a new security mandate requiring all departments to replace the traditional 8-character passwords with 15-100-character passphrases for Mainframe and File Transfer Protocol (FTP) users connected to State Controller Office's SY3 system.
- The Mainframe passphrase deadline was December 31, 2023.
- SCO requests an extension to the current Exemption from the CDT passphrase deadline of December 31, 2023, until the end of the current fiscal year (June 30, 2026).



Mainframe Passphrase Reset (MPR) Project

Presenter: William Nguyen

Contact: SCOMSD@sco.ca.gov

Project's Background

- What SCO has done to comply with CDT's mandate
 - SCO Information Security Office (ISO) launched a new self-service tool (z/OS Password Manager: z/Pass) which allows users to create and reset their passphrase quickly and independently.
 - The ISO and Project Management Office (PMO) has executed 6 wave-based rollouts to all departments through Organizational Change Management communications – Awareness, Reminder, Call to Action/Action Required, and Final Notice – asking users to convert to passphrase
 - Project's end date shifted from March 31, 2026 to May 29, 2026 due to a thousand users not converting to passphrase





Mainframe Passphrase Reset (MPR) Project

Presenter: William Nguyen

Contact: SCOMSD@sco.ca.gov

Project's Status & Reports – Users Conversion to Passphrase

- In Compliance – users converted to passphrase
 - SCO - 615 of 632 (97%)
 - All Agencies (including SCO): 6200 of 9599 (65%)
- Out of Compliance – Users Not Converted to Passphrase (1585 accounts)
 - SCO (Personnel and Payroll Services Division (PPSD)) – 17 users
 - External – 155 agencies for a total of 1150 users & 4 system accounts (non-human)
 - Largest Example: CDCR – 109, FTP – 90, PERS – 75, DWR– 50, DHCS – 45, EDD HR 42, CDPH – 38, Dept of Parks and Recreation – 35, DMV – 32, Caltrans – 31



Mainframe Passphrase Reset (MPR) Project

Presenter: William Nguyen

Contact: SCOMSD@sco.ca.gov

Project's Strategies – Final Effort

- Appeal to various forums (attend Transaction Supervisors, Ad Hoc Committee on Human Resources)
- Delete all “Never Used” mainframe user accounts
- Delete all “human” mainframe user accounts older than December 31, 2024
- Disable all “human” mainframe user accounts whose last login or password change occurred in 2025
- Final effort to get remaining mainframe users accounts whose last login or password change occurred in 2026
 - Communicate through the “Division Security Coordinator / Decentralized Security Administrator OR individual contact (if email applicable)”
 - Communicate agency by agency (largest to smallest)
 - Request action completed by a future end date (TBD)
 - If not completed by deadline, account will be disabled



Mainframe Passphrase Reset (MPR) Project

Presenter: William Nguyen

Contact: SCOMSD@sco.ca.gov

What we need from you:

We need your support to communicate to your employees / contacts to convert to passphrase before their accounts get deleted or disabled, potentially interrupting your department's year end activities.

SCOConnect: Cal Employee Connect/ConnectHR

Presenter: Tiffany Fong-Mao

Contact: ConnectHRHelp@sco.ca.gov

Cal Employee Connect:

- Phishing Email:
 - Friday, April 10th
- Tips on how to protect yourself from phishing and online scams:
 - Ignore suspicious texts, links, and attachments.
 - Verify SCO or department contact directly with the agency.
 - Share information carefully—never on public networks or social media.
 - Do not reply to or click links in suspicious messages.
 - If you are unsure, contact SCO directly to verify the request, your HR and Information Security Offices.

PPSD General Reminders

When you reconcile payroll, check that these *details* are correct:

- Withholdings and deductions
- Employer taxes
- Hours worked, including overtime, vacation time, sick days, etc.
- Wages and salaries

Make sure the numbers recorded are reasonable. Look at past payrolls to see if current pay period is similar. If there is a large difference, learn the cause. Then, make sure each transaction you entered is correct.

Resource: Payroll Procedures Manual (PPM) [Section M](#)



PPSD General Reminders

- Utilize ConnectHR to submit documents or upload data
- Please **do not** email forms that include employees' social security number (SSN) to the ConnectHR Team. All attachments containing SSNs are automatically deleted.
- Check [Weekly Processing Dates](#) before utilizing the [Escalation Email](#) process
- Update [California Personnel Office Directory \(CPOD\)](#)
- All HR Offices must promptly address all email messages that come through their Departmental Universal Email established with SCO (e.g., Ding Notices, ConnectHR Direct Deposit Feature – Approval Required, etc.)
- The [PPSD Register](#) – PPSD's Monthly Newsletter
- Check out our recommended Human Resources [subscriptions](#)
- HR offices calling the [Statewide Customer Contact Center](#) (916) 372-7200 must listen to the prompts carefully and patiently to select the appropriate program area who may best assist with their inquiry.
- Share this information with your Human Resources Team!



SCO Contacts

Web Resources:

- HR Personnel | [Webpage](#)
- State Employees | [Webpage](#)

Contacts:

- Affordable Care Act (ACA) | [Contact Email](#)
- Cal Employee Connect (CEC) | [Help and Feedback](#)
- ConnectHR | [Help and Feedback](#)
- California Leave Accounting System (CLAS) | [Contact Email](#)
- Civil Service Escalation Email (HR Supervisors and Managers) | [Contact Email](#)
- Decentralized Security Administration & ViewDirect Access | [Contact Email](#)
- PPSD HR suggestions (All HR Staff) | [Contact Email](#)
- Management Information Retrieval System (MIRS) | [Contact Email](#)

