



Transaction Supervisors' Forum

Presented By: Nastassja Johnson

Contact: SCOTransactionSupervisors@sco.ca.gov

Office of State Controller Malia M. Cohen

November 19, 2025



Survey Questions





Question

Presenter: Michael Berlanda

Contact: PPSDTraining@sco.ca.gov

Is there someone who can present and teach on Industrial Disability Leave (IDL)/ Temporary Disability (TD) and supplementation? Will we be able to have in-person training again?

Answer: We encourage you to direct your specialists to the multitude of self-paced training, job tools and job aids located on the [SCO website](#). Our eLearning opportunities include State Disability Insurance (SDI), Non-Industrial Disability Insurance (NDI) and Workers' Compensation.

As for in-person training, we are continually gathering data and requests so that when the time comes PPSD Training is prepared for any shift in priorities regarding in-person training. Until then, our efforts are geared towards virtual instructor-led training and self-paced eLearning opportunities.



SCO KEY INITIATIVES



SCOConnect: Cal Employee Connect/ConnectHR

Presenter: Mason Duarte

Contact: ConnectHRHelp@sco.ca.gov

ConnectHR: Garnishment Feature



SCOConnect: Cal Employee Connect/ConnectHR

Contact: ConnectHRHelp@sco.ca.gov

Find an Employee:


After logging into ConnectHR, the next step is to search for the employee you wish to establish a Garnishment for. To do this, navigate to the "Employee Search" feature.


Admin


- Home
- Employee Search
- Upload Files
- Position Control

Administration

Click on the sidebar links on the left or the icons below to do specific admin actions.


Employee Search


Upload Files


Position Control


What's New?






SCOConnect: Cal Employee Connect/ConnectHR

Contact: ConnectHRHelp@sco.ca.gov

Within the "Employee Search" section, select a search option from the dropdown.

 Employee Search


 First Name Last Name 

868 department(s) selected 

Search By: Name ▼

Name
Employee ID (UEID)
SSN

The search will produce an employee record. Click anywhere on the record that is to the right of the left most feature icons.

	UEID	Last Name	First Name	DOB	Address
	9999-9999-9	DOE	JOHN D	07/04/1970	300 CAPITOL MALL



SCOConnect: Cal Employee Connect/ConnectHR

Contact: ConnectHRHelp@sco.ca.gov

After selecting an employee's record, ConnectHR will display an "Employee Detail" screen. Within the bottom right corner of the "Employee Detail" screen, the Garnishment feature will be listed within the "HR Operations" dropdown.

Employee Detail

First Name

JOHN D

Last Name

DOE

Date of Birth

UEID

UUID

Address

300 CAPITOL MALL

Position

Agency

State Controller's Office

Address 2

SACRAMENTO CA

Zip Code

95

Classification

CBID

WWG

←

HR Operations ▾

035 Agency Collect Deduction

339 Garnishment




SCOConnect: Cal Employee Connect/ConnectHR

Contact: ConnectHRHelp@sco.ca.gov

“Add” Garnishment:

The electronic Garnishment form currently provides a dropdown with options to indicate if the operation is an Add or Cancel. For the Garnishment setup the “Add” option should be selected.

 Garnishment - (339)

Step 1: Select the type of garnishment deduction to be established.

Select Operation

Select operation type ▲

Add

Cancel



SCOConnect: Cal Employee Connect/ConnectHR

Contact: ConnectHRHelp@sco.ca.gov

After indicating the “Add” option within the form. A new dropdown will be provided to select the Garnishment type within “step 1” of the form.

Select Garnishment Type

Select garnishment type. Type here to filter

339/003 Federal Taxes

339/004 FTB - State Taxes

339/004 FTB - Court Ordered Debt

339/004 FTB - Registration Collections

339/004 FTB - Student Loan Collections

339/004 Board of Equalization for Taxes

339/004 Unemployment Insurance

339/007 Earnings Withholding Order

339/008 Federal Student Loans



SCOConnect: Cal Employee Connect/ConnectHR

Contact: ConnectHRHelp@sco.ca.gov

“Step 2” of the Garnishment “Add” option contains all required form fields.

Step 2: Fill in the required information below

Case number ⓘ

12345678

Effective date ⓘ

05/12/2025

Total garnishment amount ⓘ

\$ 0.00

If more information on a section is needed, the "i" information icon can be clicked next to each section.

Effective date ⓘ

Effective Date

Must be 10 calendar days after the date on which the garnishment was served. If the garnishment is a "Jeopardy" withholding order for state taxes, the effective date must be the date served.



SCOConnect: Cal Employee Connect/ConnectHR

Contact: ConnectHRHelp@sco.ca.gov

If applicable a section for the optional Garnishment fields will be included.

Step 3: Complete **ONLY** one of the following if the court order specifically states

Maximum amount deductible per month ⓘ

\$ 0.00

Specific amount to be deducted per month ⓘ

\$ 0.00

Please check and confirm the address listed within "Payee Address Preview" matches the Garnishment. This field is based on the selected Garnishment from the "Step 1" dropdown and may require manual keying. After reviewing all fields, click "Submit Garnishment" at the bottom of the form.

Payee Address Preview:

FRANCHISE TAX BOARD

PO BOX 942867

SACRAMENTO CA 94267-0011

Submit Garnishment



SCOConnect: Cal Employee Connect/ConnectHR

Contact: ConnectHRHelp@sco.ca.gov

A Garnishment Confirmation window will allow an additional opportunity to review the keyed information.

After submitting, the ConnectHR user will receive a confirmation email.

ConnectHR - Garnishment Request Confirmation

This is confirmation that your Garnishment Request has been submitted. Details below:

General Request Information	
Request Timestamp	
Employee UEID	
Employee Name	
Case Number	
Effective Date	
Total Garnishment Amount	
Specific Amt. per Month	
Max Amt. per Month	



SCOConnect: Cal Employee Connect/ConnectHR

Contact: ConnectHRHelp@sco.ca.gov

The selected 004 Garnishment within “Step 1” of the form will prepopulate the “Payee Address Preview” section.

Select Garnishment Type

Select garnishment type. Type here to filter

339/003 Federal Taxes

339/004 FTB - State Taxes

339/004 FTB - Court Ordered Debt

339/004 FTB - Registration Collections

339/004 FTB - Student Loan Collections

339/004 Board of Equalization for Taxes

339/004 Unemployment Insurance

339/007 Earnings Withholding Order

Payee Address Preview:

FRANCHISE TAX BOARD

PO BOX 942867

SACRAMENTO CA 94267-0011

Submit Garnishment




SCOConnect: Cal Employee Connect/ConnectHR

Contact: ConnectHRHelp@sco.ca.gov

“Cancel” Garnishment:

The cancellation of a Garnishment can be done via the “Cancel” option within the first dropdown.

 Garnishment - (339)

Step 1: Select the type of garnishment deduction to be established.

Select Operation

Select operation type ▲

Add

Cancel



SCOConnect: Cal Employee Connect/ConnectHR

Contact: ConnectHRHelp@sco.ca.gov

The “Step 2” section of the “Cancel” option within the electronic Garnishment form will list out all currently active Garnishments for the selected employee. To cancel a garnishment, click on the desired Garnishment and click the “Submit Cancellation” button.

Step 1: Select the type of garnishment deduction to be established.

Select Operation

Cancel

Step 2: Select a garnishment to cancel below

Effective Date	Deduction ID	Garnishment Type	Collected Amount	Total Garnishment Amount
01/07/2025	339003	FEDERAL TAX LEVY	0.00	999.00
01/07/2025	339004	STATE TAX LEVY	0.00	999.00
01/07/2025	339007	REGULAR GARNISHMENT	0.00	999.00

Submit Cancellation



SCOConnect: Cal Employee Connect/ConnectHR

Contact: ConnectHRHelp@sco.ca.gov

Upcoming Feature Update - “Modification” Garnishment:

The modification of a Garnishment is an upcoming feature update.

Garnishment - (339)

Step 1: Select the type of garnishment deduction to be established.

Select Operation

Select operation type

Add

Cancel

Modify



SCOConnect: Cal Employee Connect/ConnectHR

Contact: ConnectHRHelp@sco.ca.gov

The selection of the “Modify” option will list out all currently active Garnishments for the selected employee. To submit a modification, click on the desired Garnishment and ConnectHR will list out the Garnishment fields that are subject to modification.

Step 1: Select the type of garnishment deduction to be established.

Select Operation

Cancel

Step 2: Select a garnishment to cancel below

Effective Date	Deduction ID	Garnishment Type	Collected Amount	Total Garnishment Amount
01/07/2025	339003	FEDERAL TAX LEVY	0.00	999.00
01/07/2025	339004	STATE TAX LEVY	0.00	999.00
01/07/2025	339007	REGULAR GARNISHMENT	0.00	999.00

Total garnishment amount ⓘ

\$ 999.00

Number of Exemptions / Dependents ⓘ

02

Standard Deductions ⓘ

Married Filing Jointly – [2]

Submit Modification

CSPS Status – November 2025

Presenter: Dominick Mullane, ACE

Contact: CSPSHelp@sco.ca.gov

Project Information



2025 Current Activities: Solution Integrator (CGI) onboarding; Project Kick Off; Project Planning; Project Schedule Development

Objective: To modernize and integrate the State’s Human Resource and Payroll systems

Benefits: Manager and employee self-service, reduction in manual/paper submissions, improved reporting capabilities, efficiencies in processes/workflow

Status/Progress

- **Organizational Change**

Management held the first DART Quarterly meeting to share the Phases and Waves methodology, DART Funding approach, and Modernizing Pay Day information with department liaisons.

- **Functional Team** conducted ELM training on the SDLC Methodology Plan and began User Story writing.

- **Project Management Office**

continues to support ongoing recruitment efforts for new Fiscal Year (FY) 25/26 positions and key project roles. Kiran Kesireddy has been selected to serve as the new CSPA Project Manager.

- **Technical Team** deployed HERMES Release 2.20 which includes enhanced notifications, additional field change log tracking, and new navigation options.

CSPA Project Web Page Overview – CSPA Project FAQ

California State Payroll System Project FAQ

General CSPA Project Questions

- [What are the goals of the CSPA Project?](#)
- [What is within the CSPA Project scope?](#)
- [Will the rollout of CSPA occur all at once or in phases?](#)
- [Will the new system run concurrently with the old system initially?](#)
- [How are you approaching the next System Integrator procurement/solicitation process to enable success this time around?](#)
- [Why is the State considering external vendors instead of using in-house IT professionals?](#)
- [How will CSPA training be delivered?](#)
- [Are we able to request a demo of the CSPA Solution at this point in the project?](#)
- [How will Unions be involved, and will they receive training?](#)

CSPA Project Web Page Overview – CSPA Project FAQ

Modernizing Payday/Biweekly Pay

Goals And Essentials

The CSPA Project is an initiative to modernize the current Uniform State Payroll System by implementing a new HR and payroll technology. Part of this initiative includes transitioning all employees to biweekly pay.

What is biweekly pay?

As the State of California transitions to a new HR and payroll system, all pay periods will convert to a biweekly pay schedule. This means, instead of receiving one check each month as most California State employees currently do, employees will be paid every two weeks resulting in 26 pay checks per year. It is important to note that an employee's gross annual salary will not change.

Why is it necessary to switch?

The transition to biweekly pay aligns the civil service and California State University employees into a single, uniform pay cycle.

Due to the size and complexity of the system, the State will need to acquire a standard HR and Payroll platform. Most software in the marketplace is not designed to accommodate our current pay schedules and would require significant customization, drastically increasing the time and cost of the CSPA Project.



STATEWIDE BENEFITS ADMINISTRATION



Transaction Supervisors'
Forum: November 19, 2025

CalHR Benefits Division Updates

*Benefits That Support
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.





ACA Updates

Presenter: Lisa Hatten

Affordable Care Act (ACA)

Presenter: Lisa Hatten

Email: aca.policy@calhr.ca.gov

November ACA Quarterly Compliance Review

- Departments who were notified of their outstanding errors in the Affordable Care Act System (ACAS) as part of CalHR's November Quarterly Compliance Review are to correct and certify that the errors were corrected by returning the *Quarterly ACA Compliance Notification* to ACA.Policy@calhr.ca.gov by **December 12, 2025**.

Affordable Care Act (ACA)

Presenter: Lisa Hatten

Email: aca.policy@calhr.ca.gov

December ACA Monthly Compliance Review

- The December Monthly ACA Compliance Reports will be available on SCO's ViewDirect/Mobius View by the first part of December. All errors on the reports need to be corrected as soon as possible to be reflected in the annual reporting to the IRS and reduce the state's exposure to information reporting penalties.

Affordable Care Act (ACA)

Presenter: Lisa Hatten

Email: aca.policy@calhr.ca.gov

Detailed Safe Harbor Outreach

- In early December, CalHR will reach out to departments with errors observed on the Detailed Safe Harbor Report for the state's full-time employees who are eligible for health benefits but the health benefit status code in the Affordable Care Act System (ACAS) reflects otherwise.
- Correction instructions will be provided to departments as well as a summary of all errors on the monthly compliance reports with a reminder to correct all errors in the ACAS before the end of the year.

Affordable Care Act (ACA)

Presenter: Lisa Hatten

Email: aca.policy@calhr.ca.gov

Information Reporting Penalties

- The state may be subject to information reporting penalties up to **\$680** per corrected 1095-C if the health benefit status data reported on the 1095-C form that is issued to the employee and reported to the IRS is incorrect.
 - **\$340** penalty for each failure to file a correct information return with the IRS.
 - **\$340** penalty for each failure to furnish a correct statement (1095-C) to the employee.

Reminder

- Departments will be responsible for 100 percent of any information penalties assessed for the 2025 reporting year.

Affordable Care Act (ACA)

Presenter: Lisa Hatten

Email: aca.policy@calhr.ca.gov

Reports Available to Departments to Actively Monitor ACA Compliance

- CalPERS COGNOS Reports
 - Employer Health Event Transaction Report
 - Identifies employees who have either voluntarily elected to enroll in or cancel their health coverage or had their benefits administratively cancelled due to loss of eligibility.
 - ACAS record should be updated to reflect the date of enrollment or cancellation of health coverage and applicable effective date.
 - Employer Health Enrollee Report
 - Identifies employees who have elected to continue their health benefits while on COBRA.
 - For employees who elected to continue their health benefits on COBRA, the employee's ACAS record should have an offer of COBRA coverage keyed in the ACAS (e.g., 1B, 1C, 1D or 1E).

Note: This is important as these codes inform the SCO that they need to report the full premium for the month on the 1095-C for the employee and the full premium is used to determine affordability for ACA purposes.

Affordable Care Act (ACA)

Presenter: Lisa Hatten

Email: aca.policy@calhr.ca.gov

Training

- The next ACA trainings are scheduled for:
 - Monday, December 1, 9:00-10:30 a.m. (Part 1)
 - Tuesday, December 2, 9:00 a.m.-12:00 p.m. (Part 2)
- Departments can register for training by visiting the SCO training webpage at: <https://ppsdstatewidetraining.gosignmeup.com>

Affordable Care Act (ACA)

Presenter: Lisa Hatten

Email: aca.policy@calhr.ca.gov

Open Enrollment Transactions (Impacts 2026 Reporting)

- Employee elected to cancel their health coverage during the 2025 Open Enrollment: Key a 5B status code in ACAS, effective 12/31/25 (to indicate the employee voluntarily cancelled their health coverage but remains eligible for health benefits)
- Employee elected to enroll in health coverage during the 2025 Open Enrollment: Key a 3A status code in ACAS, effective 1/1/26 (to indicate the first of the month in which the employee's health coverage is effective)

Note: Departments should prioritize the correction of errors on the monthly ACAS compliance reports before entering updates from this year's Open Enrollment as these updates do not impact the state's ACA reporting for the 2025 reporting year.



Vision Dental Health Authorization (VDHA) Update

Presenter: Susan Garrett

Vision Dental Health Authorization (VDHA) Updates

Presenter: Susan Garrett

Email: VisionDentalHealth.Authorization@calhr.ca.gov

- The Vision Dental Authorization (VDA) currently housed in SharePoint will be decommissioned and replaced with the Vision Dental Health Authorization (VDHA) in the Family Connect Portal (FCP).
- The VDHA is a list of departmental personnel and CalPERS health benefit officers who are authorized to speak directly to vision, dental and health benefit carriers to make changes to employees, retirees and their dependents state sponsored benefits.
- Effective November 19, 2025, through December 19, 2025, Department Admin roles in the FCP must review existing Department User roles and assign the VDHA role as needed.
 - Department Admin will be required to manage all 'VDHA' accounts by approving and removing access for the respective agency.
- Resources for this update will be available on the DRV Benefits Administration Manual (BAM).
- For questions and assistance, please contact the email listed above on this slide.

Vision Dental Health Authorization (VDHA) Updates

Presenter: Susan Garrett

Email: VisionDentalHealth.Authorization@calhr.ca.gov

- It is highly recommended to attend the next Transaction Specialists' Educational Forum (TSEF) hosted by the State Controller's Office (SCO) on December 4, 2025.
- For Department users, Benefits Division will provide a live demonstration of the VDHA enhancement to FCP.



Dental Program Updates

Presenter: Parwana Mohabbat

Dental Program Updates

Presenter: Parwana Mohabbat

Email: Dental@calhr.ca.gov

- If you received a 'ding notice' or correction request from SCO to correct a form you submitted for open enrollment, please send the correction back to SCO as soon as possible.
- All dental program questions and inquiries for CalHR must be sent to dental@calhr.ca.gov for a response. Any emails sent to Benefits Division program staff will be returned to sender.
- Current response times:
 - Appeals 30 business days
 - Inquiries 5 business days
- Response time up to 5 business days for dental inquiries.
- If an appeal needs urgent attention, please provide explanation on the type of urgency and indicate in the subject line of your email.
- Dental appeals may still be submitted to dental@calhr.ca.gov until December 31, 2025.

Dental Program Reminders

Presenter: Parwana Mohabbat

Email: Dental@calhr.ca.gov

- Please audit enrollment forms for errors or missing information before submitting to SCO or CalHR.
- Confirm that the employee is aware of accounts receivables if an appeal is approved.
- Verify employee's eligibility to enroll in selected dental plan.
- Once an appeal is approved, it cannot be retracted.



Request Tracking System (RTS)

Presenter: Alison Drummer

Request Tracking System (RTS)

Presenter: Alison Drummer

Email: Dental@calhr.ca.gov, FlexElect@calhr.ca.gov, Vision@calhr.ca.gov

- CalHR is excited to announce a new process for submitting FlexElect, dental and vision appeals through the new Request Tracking System (RTS).
- RTS is an on-line software solution to manage and track various appeal requests from team members, managers, supervisors and departmental personnel offices.
- RTS will streamline appeal submission, provide efficient tracking and resolution of requests through a centralized platform for state employees, managers, supervisors and any stakeholders engaged in benefit appeal processing.
- Key RTS Features:
 - User-friendly
 - Real-time updates on status from submission to resolution
 - Reporting tools to analyze patterns, response times and service metrics

Request Tracking System (RTS)

Presenter: Alison Drummer

Email: Dental@calhr.ca.gov, FlexElect@calhr.ca.gov, Vision@calhr.ca.gov

- FlexElect, dental and vision appeals needing CalHR approval can be submitted to CalHR through RTS as 'Customer Service and Support Appeals Requests.'
- CalHR conducted a live demonstration at the October Transactions Specialists' Education Forum and provided resources including a recorded demonstration, FAQ's, and hosted technical assistance and education sessions for RTS.
- CalHR will continue to accept FlexElect, dental and vision appeals submitted via email to the program inboxes for a limited time. .
- Effective January 1, 2026, all appeals for these programs will be required to be submitted through RTS.
 - [Link to RTS](#)



Dependent Re-Verification (DRV)

Presenter: Alison Drummer

Dependent Re-Verification (DRV)

Presenter: Alison Drummer

Email: DRV@calhr.ca.gov

Updates & Reminders

- The November 2025 birth month cycle notification letters have resumed. The re-verification cycle expiration date for the November birth month cycle is extended by one month and authorized by CalHR due to a reconciliation process with CalPERS Dependent Eligibility Verification (DEV) program for child dependents. The extended verification deadline for the November birth month cycle is now December 31, 2025.
- Please note that per GC 19815.9 (a) all verification documents for dependents are to be saved in the employees Official Personnel File (OPF) without a purge date.
- The CalHR DRV notification letter will be updated for consistency beginning with the March 2026 birth month cycle.

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 Benefits Program

Presenter: Ryan Baughman

Contact: ppsdcsbenefits@sco.ca.gov

Open Enrollment Form Counts

November 18, 2025

Dental STD. 692	FlexElect Cash Option STD. 701C	Consolidated Benefits Cash Option STD. 702	FlexElect Reimbursement STD. 701R
Received ~ 15,234	Received ~2,121	Received ~ 831	Received ~ 10,738
Completed ~ 94%	Completed ~ 97%	Completed ~ 77%	Completed ~ 100%



STATEWIDE PROGRAM UPDATES



Lump Sum Updates

Lump Sum Updates

- New 2026 Limits
- Secure Act, Section 603 Review
- New Form Review/Reminders
- Common Errors To Date
- FAQs and Resources

2026 Contribution Limits increased on November 13, 2025:

	2025	2026
Standard Limit	23,500	24,500
Age 50+ Catch-Up	7,500	8,000
Age 60-63 Catch-up	11,250	11,250

SECURE ACT: Section 603

Effective January 1, 2026

Age Based Catch-up only

- Age 50+
- Age 60 to 63

Impacts high earners

- \$150K in Social Security taxable wages in the PRIOR tax year (cost of living increase from 145k on 11/13/25)
- Safety does not pay into Social Security
- Not aggregate across employers
- Lump Sum is included in this total

2025

Your Social Security Taxable
Wages Include:

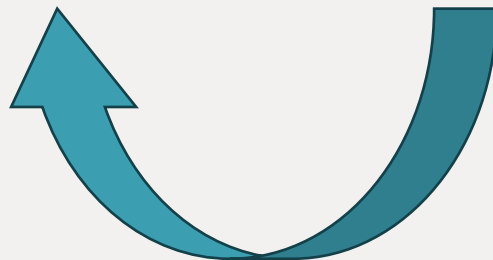
1. Salary
2. Cash Out Amount
3. Any Contributions - including
Lump Sum

Did you exceed \$150K?

2026

Can I do pre-tax age-
based catch-up?

The answer is in the PRIOR tax
year



Lump Sum Separation Pay Contribution Election Form

- Important reminders
 - 5 workday rule
 - Irrevocable
 - Keep a copy for records
- Section 1
 - Complete all sections
 - Include PERSONAL contact information

Return completed forms to your personnel specialist at least five (5) workdays (Monday through Friday, excluding Saturdays, Sundays and legal holidays) prior to your separation of service. **Note: Your election is irrevocable, and this form cannot be changed, amended, or revoked once submitted to your HR Office.**

SECTION I — PARTICIPANT INFORMATION (REQUIRED)

Last Name, First Name, MI

Mailing Address

City, State, ZIP

Personal Telephone Number

Separation Date (mm/dd/yyyy)

Alternate Contact Telephone Number

Please provide your personal email address so that your department can contact you.

Section 2: Current Year/IRS Limit

- Captures CURRENT YEAR election up to the IRS STANDARD LIMIT
- Enter AMOUNT OR MAX
- Indicate priority of election

SECTION 2: STANDARD IRS CONTRIBUTION LIMITS — CURRENT TAX YEAR DEFERRAL (REQUIRED)

If the table to the right is incomplete or incorrect, we will process your deferral in the following order: 457(b) Pre-tax; 401(k) Pre-tax. The order of priority is the order in which you would like the funds to be allocated to the plan (ex: 1st, 2nd, etc.)

For help completing this section, see **Section 2 on the worksheet**. Amounts entered in line 2.3 on the worksheet will be used for this section.

Use Section 3 of the worksheet to ensure your allocation is aligned.

Standard deferral	REQUIRED		REQUIRED - Choose Amount <u>or</u> Max	
	Plan	Priority order (1-4)	Contribution amount	Maximum IRS limit
	457(b) Pre-tax		\$	OR
	401(k) Pre-tax		\$	
	457(b) Roth		\$	
	401(k) Roth		\$	

Section 3: CURRENT year/Catch-up

- Captures the CURRENT year Catch-Up election
- Enter AMOUNT OR MAX
- Indicate priority of election

SECTION 3: CATCH-UP CONTRIBUTION — CURRENT TAX YEAR (REQUIRED)

If you are not using catch up, please enter "0" in the table to the right. If the table is not completed, no catch-up contributions will be processed.

For help completing this section, see **Section 3 on the worksheet**. Amounts entered in line 3.6 on the worksheet will be used for this section.

Note: If utilizing Traditional catch-up, you **must** complete this table **and** attach a copy of your Traditional Catch-up Approval Letter.

Catch-up deferral	REQUIRED		REQUIRED - Choose Amount <u>or</u> Max		
	Plan	Priority order (1-4)	Contribution amount		Maximum IRS limit
	457(b) Pre-tax		\$	OR	
	401(k) Pre-tax		\$		
	457(b) Roth		\$		
	401(k) Roth		\$		

Section 4: SECOND tax year/IRS Limit

- Optional: For employees separating Nov 1 thru Dec 31
- 2 PAR Packages now required
- Captures SECOND TAX YEAR election up to the IRS STANDARD LIMIT
- Enter AMOUNT OR MAX
- Indicate priority of election

SECTION 4: STANDARD IRS CONTRIBUTION LIMITS — SECOND TAX YEAR (OPTIONAL)

This section is only authorized for individuals who separate in November or December and wish to defer into a second tax year. The order of priority is the order in which you would like the funds to be allocated to the plan (ex: 1st, 2nd, etc.) If the table is incomplete or incorrect, we will process your deferral in the following order: 457(b) Pre-tax; 401(k) Pre-tax.

For help completing this section, see Section 4 on the worksheet. Amounts entered in line 4.2 on the worksheet will be used for this section.

Standard deferral	REQUIRED		REQUIRED - Choose Amount <u>or</u> Max		
	Plan	Priority order (1-4)	Contribution amount		Maximum IRS limit
	457(b) Pre-tax		\$	OR	
	401(k) Pre-tax		\$		
	457(b) Roth		\$		
	401(k) Roth		\$		

Section 5: SECOND year/Catch-up

- Captures the SECOND year Catch-Up election
- Enter AMOUNT OR MAX
- Indicate priority of election

SECTION 5: CATCH-UP CONTRIBUTION — SECOND TAX YEAR (OPTIONAL)

If you are not using catch up, please enter "0" in the table to the right. If the table is not completed, no catch-up contributions will be processed.

For help completing this section, see **Section 5 on the worksheet**. Amounts entered in line 5.9 on the worksheet will be used for this section.

Note: If utilizing Traditional catch-up for the second tax year, you **must** complete this table **and** attach a copy of your Traditional Catch-up Approval Letter.

Use Section 5 of the worksheet to ensure your allocation is aligned.

Catch-up deferral	REQUIRED		REQUIRED - Choose Amount <u>or</u> Max	
	Plan	Priority order (1-4)	Contribution amount	Maximum IRS limit
	457(b) Pre-tax		\$	
	401(k) Pre-tax		\$	
	457(b) Roth	1	\$ 7,500	
	401(k) Roth	2	\$ 7,500	
				OR

SECTION 6: Sign & Date

- Read Disclosures
- Sign and date the form
- Attach TCU Approval letter
- Make a copy
- Submit to HR
- CA Labor Code 201(b) and 202(b)
 - Aka: 5 Workday Rule

SECTION 6 — ACKNOWLEDGMENT AND SIGNATURE (REQUIRED)

If you are unsure about the tax implications of your choices, you should consult a Tax Professional before completing, signing, and submitting this form.

- I request a contribution of Lump Sum Separation Pay in accordance with my choice above, and pursuant to California and federal law. I take full responsibility for providing my request to my HR Office no later than five (5) workdays (Monday through Friday, excluding Saturdays, Sundays and legal holidays) prior to my separation date as required under California Labor Code sections 201(b) and 202(b) and understand the terms and conditions of deferring all or a portion of my Lump Sum Separation Pay. I have verified my request prior to submission.
- By signing here, I accept that if my table in Sections 2 and/or 3 is Incomplete or Incorrect, my Lump Sum Separation Pay may get defaulted into 457(b) first, then 401(k).
- I understand that if I allocate my funds into pre-tax plan(s) but are subject to provisions in Section 603 based on your prior year earnings, SCO will process your catch-up contribution(s) into a Roth 457(b) account.
- If applicable, I have attached a copy of my Traditional Catch-Up Approval Letter. NOTE: IF CLAIMING TRADITIONAL CATCH-UP, YOU MUST COMPLETE THE CATCH-UP TABLE(S) IN SECTION 2 AND/OR 3 AND ATTACH YOUR APPROVAL LETTER.
- I understand that if the value of the leave I have available is for an amount less than I have requested, my request will be reduced to the lesser amount. Please make sure you have an established 457(b) and/or 401(k) prior to submitting this form to ensure that the funds are promptly and appropriately distributed.
- I hereby certify under penalty of perjury that the information on this form is true and accurate to the best of my knowledge.

Any leave funds that are not directed to your Savings Plus account using this form, or any extra funds that remain after your plans reach the limit, will be paid directly to you upon separation from the State. Applicable taxes apply.

I understand that my election is irrevocable, and this form cannot be changed, amended, or revoked once submitted to my HR Office.

Signature

Date

FAQs and Resources

- Use the New Form
- Timing of deposit
- Resources
 - [Savingsplusnow.com/lumpsum](https://savingsplusnow.com/lumpsum)
 - Savings Plus Solution Center
 - HR Office Support:
Leaverollover@calhr.ca.gov





Statewide Civil Service Audits Program

Presenter: Tommy Fong

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

Lump Sum Effective Dates and Deadlines: [Payroll Letter 25-015](#)

- Personnel Action Request (PAR) Package Dates for November and December Separations
 - When separating November 1-15, 2025
 - 1st PAR must be received at SCO by 11/21/25
 - 2nd PAR (if applicable) must be received at SCO between 12/16/25 to 12/24/25
 - When separating November 16-30, 2025
 - 1st PAR must be received at SCO by 12/02/25
 - 2nd PAR (if applicable) must be received at SCO between 12/16/25 to 12/24/25
 - When separating December 1-31, 2025
 - 1st PAR must be received at SCO by 12/12/25
 - 2nd PAR (if applicable) must be received at SCO between 12/29/25 to 01/09/26
- For Second Tax Year with no first tax year, follow the dates for 2nd PAR.
- Please do not submit Lump Sum PAR Packages before the dates shown above.
- Please Contact the [SCCC](#) for questions on the submission dates.



Statewide Civil Service Audits Program

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

COVERSHEET – LUMP SUM SEPARATION PAR PACKAGE

I. **TO:** State Controller's Office
PPSD – Statewide Civil Service Audits

Date: _____

II. **FROM**

Agency Name: _____
Contact Name: _____
Universal Email: _____

Agency Code: _____
Contact Phone: _____

III. **Employee Information**

SSN: _____
First and Last Name: _____

IV. **What type of PAR is in this PAR package? (select one)**

- ☐ Cash only (when SCO must key)
 - ☐ One tax year Savings Plus Contribution only – Current tax year
 - ☐ One tax year Savings Plus Contribution only – Next tax year*
 - ☐ 1st tax year PAR of a two-tax year PAR Package with Savings Plus Contribution*
 - ☐ 2nd tax year PAR of a two-tax year PAR Package with Savings Plus Contribution*
- *November and December separations only

V. **Additional Information**

Did you already submit the PAR type indicated above for this employee? ☐ Yes ☐ No
If Yes, please explain in the Message section below why you are submitting this PAR.

VI. **What is included in this PAR package? (check all that apply)**

- ☐ Election Form
- ☐ PAR
- ☐ 457(b) Traditional Catch-Up Approval Letter (Note: If the EE submitted a 457(b) Traditional Catch-Up Approval Letter, be sure the EE included those Catch-Up contributions on the Election Form.)

VII. **Message**

Do not enter employee contribution amounts on this coversheet. Those amounts must be indicated on the Savings Plus Lump Sum Separation Pay Contribution Election Form submitted with the PAR package.

Please refer to the [Statewide Customer Contact Center](#) (SCCC) at (916) 372-7200 for further assistance, or visit the SCO website for additional contact information.

- For questions related to PARs, follow the prompts for Civil Service Audits.
- For questions related to payroll or contribution amounts, follow the prompts for Civil Service Payroll.



Statewide Civil Service Audits Program

Presenter: Tommy Fong

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

Reminders:

- PAR Item 962: Separation Pay at Alternate Salary Rate ([PAM 2.149](#); [PPM Section B 008](#))
 - Pay Differential Established Earnings (EID), Shift Differential (SD): In Line 10 enter all pay differentials and amounts that are used to calculate the employee's (EE) alternate salary rate. For example: \$8,936 (base pay) + \$228.08 (L8SP2) + \$433.31 (Shift Diff) All EID and SD sources must be verified by SCO.
 - If the time in PAR item 620 or 625 hundreds ends in two digits, SCO recommends to round down to show one digit.
 - EX: PAR item 620: 99 720 65
 - Your 962 should look like this: 08950.00-2-99-720.6
 - SCO Payroll will manually issue adjustment to the time to be paid.



Statewide Civil Service Audits Program

Presenter: Tommy Fong

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

Reminders Continued:

- If the employee is deferring into two tax years:
 - On the 1st PAR (current tax year), complete Item 620 (lump sum vacation) with time needed to process the EE's request for the 1st tax year.
 - Note: Complete Item 625 lump sum extra ONLY after all time in Item 620 is used and more time is needed to cover the EE's request.
 - On the 2nd PAR (next tax year), enter the TOTAL accrued leave in Items 620 and 625 (this TOTAL will reflect what is to be paid out across both tax years).
- The most current [Election Form](#) must be submitted with the lump sum package. No other versions will be accepted.
- To prevent overpayment of the regular pay for the employee. SCO highly recommends that the agency key the S70 for regular pay before submitting the lump sum package to SCO through ConnectHR.
- If you would like regular pay to issue with your lump sum payment for the current tax year. Please mark "Pay IMMED. PAR ITEM 615."



Statewide Garnishment Program

Presenter: LaTreeese Menefee

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

Garnishments and Lump Sum Payments

- Garnishments will be applied to all payments for which there are sufficient wages with the following exceptions.
- Payment Type 3 - Lump Sum Overtime 4 - Lump Sum Vacation 5 - Lump Sum Sick Leave An Earnings Withholding Order for an ordinary money judgment (deduction code 339-007) and/or a Defaulted Student Loan (deduction code 339-008) are exempt and will not be withheld from the following lump sum payment.
- Payment Type 4 - Lump Sum Vacation
- For example, if an employee requests a Savings Plus deferral of \$5,000 per pay period and has a \$500 garnishment, the garnishment will be deducted from the deferral amount.
- Therefore, the deferral will be \$4,500.
 - Calculation: \$5,000 (deferral) - \$500 (garnishment) = \$4,500 (deferral into account).



Statewide Civil Service Payroll Program

Presenter: Christina Campbell/LaTreease Menefee

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

Lump Sum Payroll Reminders:

- If an employee is deferring into two (2) tax years:
 1. First Tax Year PAR: Do not write "all time" on the first tax year PAR. Writing "all time" will lead the SCO payroll team to process the request as stated.
 2. Second Tax Year PAR: On the second PAR (for the next tax year), enter the TOTAL accrued leave in Items 620 and 625. This total should reflect what is to be paid out across both tax years.
 3. Check Universal Email Box: Please check your department's universal email box regularly in case a payroll subject matter expert (SME) requires additional information. Failure to respond within two (2) business days will result in the cancellation of the PAR package.
 4. Lump Sum PAR Processing: Lump sum PAR packages are first reviewed by civil service (CS) Audits and then forwarded to CS Payroll, once the PAR has been keyed the pay will issue with the deferral.



Statewide Civil Service Payroll Program

Presenter: Christina Campbell/LaTreease Menefee

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

Lump Sum Payroll Reminders Continued:

- Do not re-deposit lump sum payments for the following reasons:
 - If HR did not key the Employee Action Request (EAR) before submitting the PAR package to the SCO.
 - If HR wrote "all time" in items 620/625.
- If the HR office encounters a pay issue and suspects an error, promptly contact the SCCC Payroll team for assistance.

Lastly:

- It is crucial to submit clear and legible PARS/STD.674 forms to the SCO. Always use only black or blue ink to complete these documents. Ensure all contact information is current and accurate.
- Adhering to these guidelines is essential to avoid your agency receiving a PR250/Ding notice.
- Do not contact the SCO Retirement Program regarding lump sum payroll deferrals or PARS.



Statewide CS Audits/Payroll Program

Presenter: Christina Campbell/Tommy Fong

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

When Should I call SCO?

- **For PAR documentation and processing:** Select #2 for Civil Service, and then #2 for Civil Service Audits.
 - Example: If your PAR is keyed and it is out of service or there is an incorrect lump sum dollar amount on the PAR.
- **For Payroll:** Select #2 for Civil Service, then #4 for Payroll, and then #1 for General Payroll Questions.
 - Example: If the employee elected to defer lump sum contributions but the deferral deductions are missing from the lump sum payments.

Refer to the [CS Weekly Processing Dates](#) on the SCO website to monitor the dates of PAR packages currently being processed. Please do not call inquiring about your Lump Sum PAR Package unless it has passed the weekly processing date.



California Leave Accounting System (CLAS)

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

2025 Annual Purge

- December 8, 2025, CLAS will purge off the 2020 history
 - 2020 year-end balances will be pushed forward to 2021 as a purge balance for state service and earned benefits and a purge total for usage-only benefits
 - Employees and benefits that have been inactive since 2020 will be deleted
- Purge transactions will not post if:
 - The employee is out of service in Personnel Information Management System (PIMS)
 - The employee's state service is out of service
 - The benefit is out of service
 - The benefit does not have an active establishment period in January 2020



California Leave Accounting System (CLAS)

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

2025 Annual Purge

- Reminder: Clean up your employees' records!
 - Must be done before 5:30 PM on the day of the purge
- History is still available through a Purge Archive Request
- Review the Leave Benefit Overlap and Dual Accruals report (PDL1424)
 - Clean up employee records where the employee has had dual accruals in the months of the 2020 year
- References:
 - Annual Purge Leave Letter: [Leave Accounting Letter#25-009](#)
 - Leave Benefit Overlap and Dual Accruals report Leave Letter: [Leave Accounting Letter #23-008](#)
 - CLAS Purge Archive Request Instructions and Form: [CLAS Procedures](#)



Statewide Tax Support Program

Presenter: Alita Rivas

Contact: PPSDSTSP@sco.ca.gov

2025 Tax Withholding Updates and the One Big Beautiful Bill Act (OBBBA)

Key Deductions Available (for tax years 2025-2028):

- **Qualified Overtime Compensation:** Employees may be able to deduct the portion of their overtime pay that exceeds the regular rate of pay (the "half" in time-and-a-half pay), up to an annual limit.
- **Qualified Tips:** Employees may be able to deduct up to \$25,000 in qualified tips received per year.
- **Reporting:** Amounts eligible for deduction for qualified overtime compensation and tips will be reported in Box 14 of Form W-2.



Statewide Tax Support Program

Presenter: Alita Rivas

Contact: PPSDSTSP@sco.ca.gov

2025 Tax Withholding Updates and the One Big Beautiful Bill Act (OBBBA) Continued.

Important Note on 2025 Tax Withholdings:

- **No Change to Tax Withholding:** The law does not change the amount of federal income tax, Social Security, Medicare or State Disability Insurance (SDI) taxes required to withhold from your pay this year.
- **Consult a Professional:** Employees are encouraged to use the [IRS Tax Withholding Estimator](#) to help determine the correct withholding amount and to consult with a qualified tax professional for personalized advice.



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](#) – PPST'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](#)