Transaction Specialists' Educational Forum

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Statewide Training Program

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7 Steps to the Lump Sum Separation Process

- Videos
  - Five (5) Total
- Question and Answer
  - After Each Video
- Kahoot!
  - Fun Trivia Game
    - www.kahoot.it

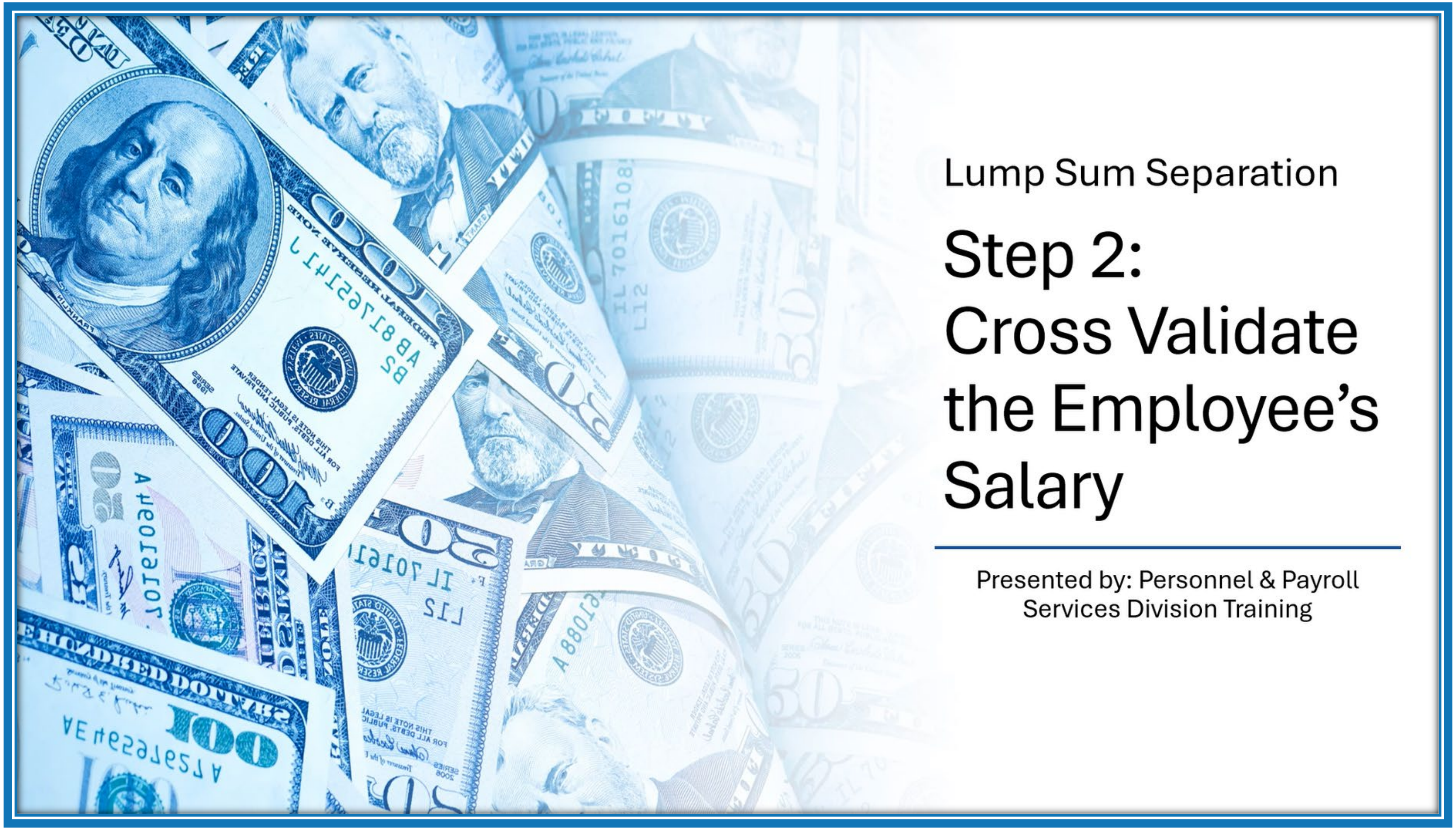
Lump Sum Process

Presented By:
Statewide Training Unit and
Payroll Operations

Step 1

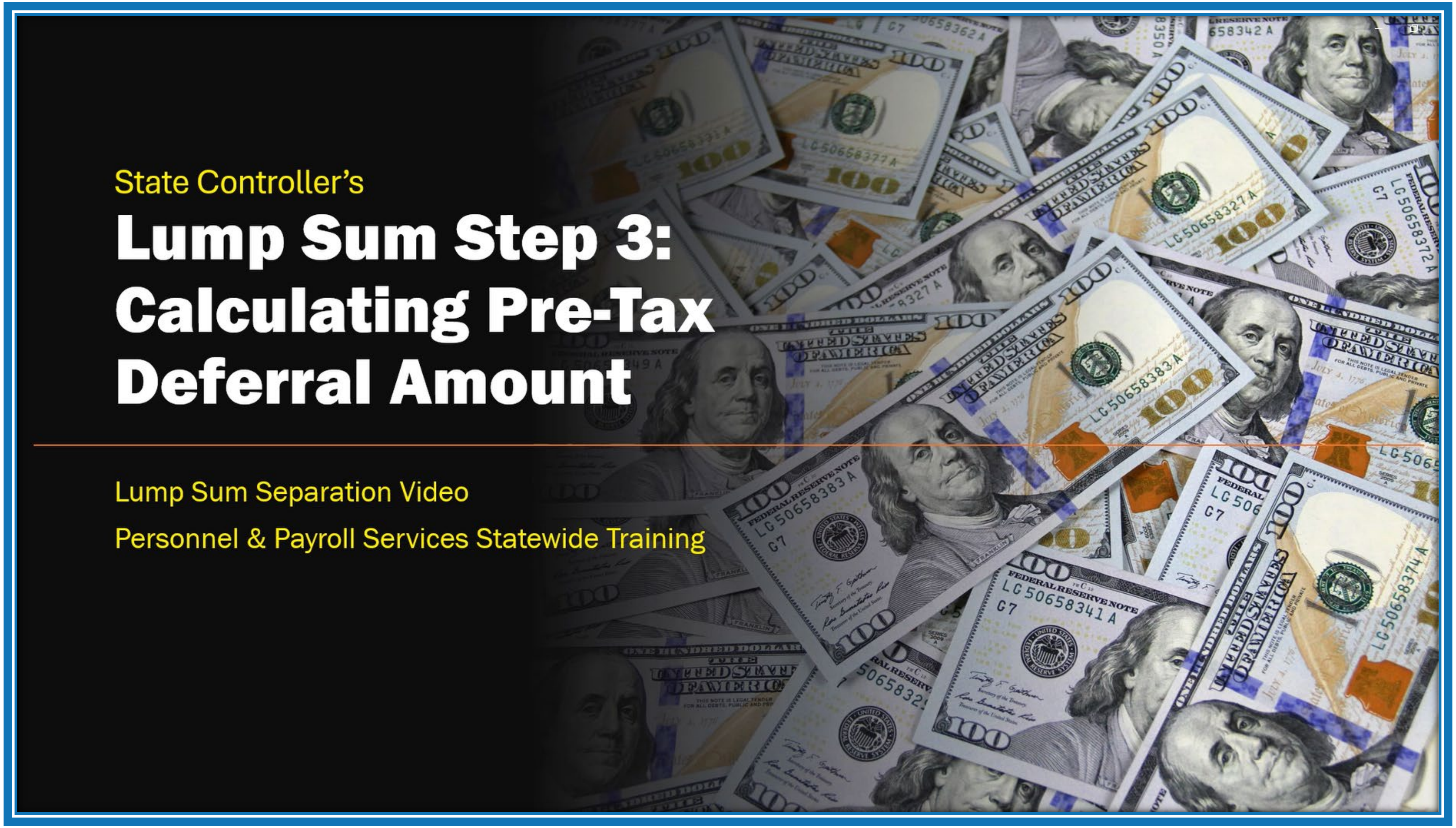
http://cacontrollers.adobeconnect.com/pkuzqil727gu/

Step 2



http://cacontrollers.adobeconnect.com/phkr5unl7ptf/

Step 3



http://cacontrollers.adobeconnect.com/poms767xbw4n/

Steps 4 and 5

http://cacontrollers.adobeconnect.com/pyaqn86cblti/

Steps 6 and 7

http://cacontrollers.adobeconnect.com/ppdxkb8mzb93/

Section 1

The employee should include **personal** phone number and email address in case we need to contact them after separation

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For Questions call 1-855-616-4776 or visit savingsplusnow.com/lumpsum

Return completed forms to your personnel specialist

Lump Sum Separation Pay Contribution Election Form

Submit this completed form to your personnel office at least 30 days prior to separation from service. Be sure to keep a copy for your records.

Note: Your election is irrevocable, and this form cannot be changed, amended, or revoked once submitted to your personnel office.

SECTION 1: PARTICIPANT INFORMATION

Last Name, First Name, MI	
Mailing Address	
City, State, ZIP	Daytime Telephone Number
Separation Date (mm/dd/yyyy)	Date of Birth (mm/dd/yyyy)
Please provide your personal email address so that your department can contact you.	

Section 2

SECTION 2: ELECTION REQUEST

Select ONE of the boxes below to indicate how you would like your Lump Sum Separation Pay processed. **If no box is selected or both boxes are selected, your Lump Sum Separation Pay contribution will automatically be processed using the Full Deferral Option.**

If the projected amount exceeds standard contribution limits, consider applying for Traditional Catch-Up.

- [x] **Full Deferral Option:** I would like to have 100% of my Lump Sum Separation Pay processed according to the default hierarchy, in the following order: (1) Current year 457(b) pre-tax, (2) current year 401(k) pre-tax, and if applicable (3) following year 457(b) pre-tax and (4) following year 401(k) pre-tax. **IF YOU CHECK THIS BOX, DO NOT COMPLETE THE TABLE IN SECTION 3.**

OR

- [ ] Custom Deferral Option: I would like to contribute a partial amount and/or customize my Lump Sum Separation Pay contribution as indicated in Section 3. **If you check this box, ensure that the table in Section 3 on the next page is completed. If this is left blank, then 100% of your Lump Sum Separation Pay will be processed according to the Full Deferral Option above.**

Note: Any funds that remain after maxing out your plans, will be cashed out to you upon separation from the state.

! **Employees must choose only ONE box in Section 2**

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Section 4

SECTION 4: ACKNOWLEDGMENT & SIGNATURE

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 personnel office no later than five (5) workdays prior to my separation date 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. **I acknowledge that my election is irrevocable. I understand that my election is irrevocable once signed and submitted to my personnel office, this form cannot be changed, amended, or revoked.**

If applicable, I have attached a copy of my Traditional Catch-Up Approval Letter.

I understand that if the value of the leave I have available to transfer is for an amount less than I have requested, my request will be reduced to the lesser amount. The contributions will be processed in the order indicated in Section 3. If no preference is provided in Section 3, it will be processed based on the following hierarchy: (1) Current year 457(b) pre-tax, (2) current year 401(k) pre-tax, and if applicable (3) following year 457(b) pre-tax, and (4) following year 401(k) pre-tax. Please make sure you have an established 457 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.

Signature	Date
SimpleSally	9/30/2024

Personnel Office Use Only - Refer to SCO personnel letters applicable to Lump-Sum Separation Pay for instructions on completing the separation PAR. Attach this request with a copy of the separation PAR and, if applicable, the Traditional Catch-Up Approval Letter from the employee. Retain a copy with the employee file. Do not submit a copy to Savings Plus.

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Section 2

SECTION 2: ELECTION REQUEST

Select ONE of the boxes below to indicate how you would like your Lump Sum Separation Pay processed. **If no box is selected or both boxes are selected, your Lump Sum Separation Pay contribution will automatically be processed using the Full Deferral Option.**

If the projected amount exceeds standard contribution limits, consider applying for Traditional Catch-Up.

Full Deferral Option: I would like to have 100% of my Lump Sum Separation Pay processed according to the default hierarchy, in the following order: (1) Current year 457(b) pre-tax, (2) current year 401(k) pre-tax, and if applicable (3) following year 457(b) pre-tax and (4) following year 401(k) pre-tax. **IF YOU CHECK THIS BOX, DO NOT COMPLETE THE TABLE IN SECTION 3.**

OR

Custom Deferral Option: I would like to contribute a partial amount and/or customize my Lump Sum Separation Pay contribution as indicated in Section 3. **If you check this box, ensure that the table in Section 3 on the next page is completed. If this is left blank, then 100% of your Lump Sum Separation Pay will be processed according to the Full Deferral Option above.**

Note: Any funds that remain after maxing out your plans, will be cashed out to you upon separation from the state.

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Section 3

SECTION 3: LUMP SUM SEPARATION PAY ALLOCATION

COMPLETE THIS SECTION ONLY IF YOU CHOSE CUSTOM DEFERRAL IN SECTION 2.

Write the amount you wish to contribute to your Savings Plus account from your Lump Sum Separation Pay in the relevant boxes below. Only one form is needed if contributing across two tax years.

The order of priority is the order in which you would like the funds to be allocated to your plan (ex: 1st, 2nd, etc.).

Note: If you do not know the amount of your accumulated leave time, **you may write in the maximum dollar amount allowable for each plan year that applies to you**. If you are using Traditional Catch-Up, or age-based catch-up, include the allowable amount in the totals below.

Plan Year 1		
	Amount	Priority
457(b) Pre-tax		
457(b) Roth		
401(k) Pre-tax		
401(k) Roth		

Plan Year 2	Complete this table only if retiring in November or December	
	Amount	Priority
457(b) Pre-tax		
457(b) Roth		
401(k) Pre-tax		
401(k) Roth		

Any leave funds not specifically allocated to your Savings Plus account based on this form, or any funds that remain after maxing out your plans will be cashed out to you upon separation from the state. Applicable taxes may apply.

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Section 3 – Acceptable Form

Plan Year 1

Plan Type	Amount	Priority
457(b) Pre-tax	5000	1
457(b) Roth	5000	3
401(k) Pre-tax	5000	2
401(k) Roth	5000	4

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Section 3 – Unacceptable Forms

Write the amount you wish to contribute to your Savings Plus account from your Lump Sum Separation Pay in the relevant boxes below. Only one form is needed if contributing across two tax years.

If you were approved for 457(b) Traditional Catch-Up, be sure to include the amount in the 457(b) totals and attach your approval letter.

Plan Year 1		
	Amount	Priority
457(b) Pre-tax	MAX	
457(b) Roth		
401(k) Pre-tax		
401(k) Roth		

Plan Year 2	Complete this table only if retiring in November or December	
	Amount	Priority
457(b) Pre-tax		
457(b) Roth		
401(k) Pre-tax		
401(k) Roth		

Plan Type	Amount	Priority
457(b) Pre-tax	23,000	1st
457(b) Roth		
401(k) Pre-tax	23,000	1st
401(k) Roth		

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Common Errors to Avoid

- No box checked in Section 2
- Checking “Full Deferral Option,” then completing the table in Section 3
- Checking “Custom Deferral,” then leaving Section 3 blank
- Not submitted timely

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Where can I get more information?

HR / Personnel Specialists may email questions to Leaverollover@calhr.ca.gov or call 916-909-3717, Option 5

View more information and download the form at savingsplusnow.com/lumpsum

Review the trainings and resources provided by SCO

Please direct employees to contact the Savings Plus Solutions Center at 855-616-4776

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BREAK

5 MINUTES

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
- 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)
- All HR Offices must promptly address all email messages that come through their Departmental Universal Email established with SCO
- 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!

Helpful Resources

State Controller's Office:

- SCO Website
- Library and Resources* - Communication. Manuals/Guides/Toolkits. Forms. FAQs.
- Personnel Action Manual (PAM)
- Payroll Procedures Manual (PPM)
- Statewide Customer Contact Center (SCCC)

CalHR:

- CalHR Website
- Contact CalHR*
- Human Resources Professionals
- Benefits Website

CalPERS:

- CalPERS Website
- Circular Letters
- my|CalPERS
- State Reference Guide (PDF) (ca.gov)
- CalPERS Email Subscriptions

When in doubt, ask your Supervisor or Manager for guidance!

Helpful Resources

Open Enrollment: September 16 to October 11, 2024

- Open Enrollment webpage
- State HR Professionals Benefits Toolkit
- State HR Professionals Open Enrollment Resources webpage
- Virtual Lunch and Learn Session Registration – Oct. 8
- Benefits Summary Guide
- Benefits Calculator
- Contact: OpenEnrollment@calhr.ca.gov

Note on Duplicate Open Enrollment Submissions:

- Civil Service Benefits has noticed an increasing number of duplicate submissions of Open Enrollment forms
- Please keep track of which employee(s) and what forms you are uploading for them
- Corrections are okay to upload behind an original submission under the Open Enrollment dropdowns

When in doubt, ask your Supervisor or Manager for guidance!

SCO Contacts

Websites:

- Human Resources (HR)
- State Employees

SCO Key Initiatives:

- SCOConnect
- California State Payroll System Project

Contacts:

- Affordable Care Act (ACA) Email ACASupport@sco.ca.gov
- Cal Employee Connect (CEC) Help and Feedback
- ConnectHR Help and Feedback
- California Leave Accounting System (CLAS) Email CLAS@sco.ca.gov
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov
- Decentralized Security Administration & ViewDirect Access (916) 619-7234 or DSA@sco.ca.gov
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- Management Information Retrieval System (MIRS) Email PPSDMIRS@sco.ca.gov
- Statewide Customer Contact Center (SCCC) (916) 372-7200