



Transaction Specialists' Educational Forum

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Office of State Controller Malia M. Cohen

August 7, 2025



STATEWIDE BENEFITS ADMINISTRATION



Trans Specialist's Educational Forum:

August 7, 2025

CalHR Benefits Division Updates

*Benefits That Support
a Life Well Lived.*

About the Benefits Division

The Benefits Division is responsible for the design, acquisition, and oversight of the various statewide benefit programs administered by the California Department of Human Resources (CalHR) offered to state employees, retirees and dependents. Our goal is to ensure access to competitive, quality and affordable benefits. Successful delivery of these responsibilities enables the state, as an employer, to offer optimal benefits packages for recruiting and maintaining a top-performing workforce.





Open Enrollment

Presenter: Bobby Saetern

Open Enrollment (OE)

Presenter: Bobby Saetern

Contact: OpenEnrollment@calhr.ca.gov

General Open Enrollment Reminders

- The 2025 OE period will take place September 15 to October 10, 2025.
- Eligible state employees and retirees 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 2025 OE period will be effective January 1, 2026.
- Upcoming Virtual and In-Person OE events can be viewed on the [Benefits Fair webpage](#) located on the CalHR Benefits website. We will continue to add events on the webpage as information is confirmed.
- The Virtual Lunch and Learn Session for HR Professionals will be on Thursday, September 25, 2025. Registration and more information on this session is coming soon.

Open Enrollment (OE)

Presenter: Bobby Saetern

Contact: OpenEnrollment@calhr.ca.gov



- The Virtual Lunch and Learn Session for HR Professionals will be on Thursday, Sept. 25, 2025. The official Virtual Lunch and Learn Session Announcement will release on August 11, 2025.
- HR Professionals are highly encouraged to subscribe to the HR Professionals subscription list found on the [Benefits website](#). Subscribers will receive notifications for Open Enrollment and benefits information.

Open Enrollment (OE)

Presenter: Bobby Saetern

Contact: OpenEnrollment@calhr.ca.gov

Open Enrollment Updates

- The Open Enrollment Save the Date was released on July 16, 2025. Visit the [Open Enrollment Resources webpage](#) for a copy of the flyer.
- The Instructions for Completing Open Enrollment Forms has been converted to a webpage. Visit the [Open Enrollment Resources webpage](#) to view the updated information.
- Open Enrollment Official Announcement will be the next communication release coming in August.
- Reminder: To receive OE communication, subscribe to the Personnel Officers subscription list on the [CalHR Subscriptions webpage](#).



Vision and Dental Updates and Reminders

Presenter: Parwana Mohabbat

Vision Program Updates and Reminders

Presenter: Parwana Mohabbat

Contact: Vision@calhr.ca.gov

Updates and Reminders:

- Improving VSP membership profiles for Basic Vision:
 - VSP now receives a demographics file for employees enrolled in Basic Vision.
 - All State of CA employees now have access to Eyeconic, VSP's online store.
- [2025 Vision Handbook](#) is available online.
- Departments should send VSP Premier enrollment or change forms directly to VSP for processing. Please do not send them to SCO, as this will delay enrollment or changes for the employee.
- Only permitting event transactions submitted beyond the 60-day eligibility window should be sent to CalHR as an appeal.
- Benefit premiums cannot be waived for months when services are not used by employees or dependents.

Dental Program Updates and Reminders

Presenter: Parwana Mohabbat

Contact: Dental@calhr.ca.gov

Updates and Reminders:

- Please allow 30 calendar days for an appeal to be reviewed.
 - Confirm that the employee is aware of applicable accounts receivables.
 - Once an appeal is approved, it cannot be retracted.
- STD. 692 forms must be complete and error free, and the most current version must be used.
- Do not submit an inquiry or appeal for multiple employees.
- Inquiries and appeals must be submitted to the dental email box. Do not send emails to individual staff email boxes.
- After CalHR responds to the agency the appeal is approved. Do not upload the enrollment form into ConnectHR as CalHR stamps the form, uploads and completes this portion as part of the appeal process.

Dental Program Updates and Reminders

Presenter: Parwana Mohabbat

Contact: Dental@calhr.ca.gov

Updates and Reminders:

- Make sure to consider the following:
 - Does the 24-month restriction apply to this employee? If yes, did they meet the 24-month restriction?
 - If an employee permanently separates from state service before completing 24 months of state service and subsequently returns, their time before separation does not count towards meeting the 24-month restriction.
 - Mandatory deletions cannot be on a current month basis, they must take effect the month following the event.
 - Is the employee eligible to enroll in the enhanced dental plan?
 - Verify dual/split coverage for the employee and dependents.
 - Please refer to available online resources such as BAM, HR Manual, Open Enrollment Resources for more information.



Vision Dental Authorization Portal Update

Presenter: Marisa McKain

Vision Dental Authorization Portal Updates

Presenter: Marisa McKain

Contact: VisionDental.Authorization@calhr.ca.gov

Vision Dental Authorization Portal Updates

- The benefits division will be decommissioning the current Vision Dental Authorization Portal (VDP) in SharePoint by the end of the year.
- The Vision Dental Authorization list will be transitioned to the Family Connect Portal (FCP).
- This change is anticipated to be completed by the end of 2025.
- Effective July 1, 2025, no new request will be processed in the current VDP. The list of authorized personnel at that time will be provided to the carriers to use during the transition of VDP to FCP.

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

Agenda

- Review Forms/Resources
- [SCO Open Enrollment Resources Webpage](#)
- FlexElect Cash Option STD. 701C / Consolidated Benefits Cash Option STD. 702
 - Demonstrations
 - STD. 701C Change - Alana D. Engineer
 - STD. 702 Cancel - Bella A. Newdenti
- FlexElect Medical and Dependent Care Reimbursement Accounts STD. 701R
 - Video – Processing STD. 701R
- Important Dates and Final Reminders



Statewide Benefits Program

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Forms

- **FlexElect Cash Option STD. 701C**
 - Cash in lieu of state sponsored health and/or dental benefits for R01, R03, R04, R05, R06, R09, R10, R11, R12, R13, R14, R15, R20, and R21 employees
- **Consolidated Benefits (CoBen) Cash Option STD. 702**
 - Cash in lieu of state sponsored health and/or dental benefits for CoBen Employees: R02, R07, R08, R16, R17, R18, R19 and Excluded (S, M, C, E)
- **FlexElect Medical / Dependent Care Reimbursement Accounts STD. 701R**
 - Enroll, change, or cancel reimbursement accounts for out-of-pocket medical and dependent care expenses. These accounts let you set aside money on a pre-tax basis. This increases take-home pay and decreases taxable income.



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Resources

- [CalHR Benefits Administration Manual - FlexElect Program](#)
- [CalHR Benefits Administration Manual - Consolidated Benefits \(CoBen\)](#)
- [Department of General Services – Forms](#)
- [CalHR Virtual Library](#)
- [CalHR FlexElect Handbooks](#) (2026 FlexElect Handbook coming soon)
- [CalHR Open Enrollment Resources](#)
- [CalHR Benefits Calculator](#)
- [ConnectHR Directory](#)



Statewide Benefits Program

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SCO Open Enrollment Resources Overview

The following is available on the [SCO's Open Enrollment Resources Webpage](#):

- Checklists: FlexElect/CoBen Cash Option, FlexElect Reimbursements, Dental
- Examples and Common Errors: FlexElect/CoBen Cash Option, Dental
- SCO Tips for 2025 Open Enrollment STD. 701C, 702, and 701R
- Open Enrollment Frequently Asked Questions (FAQs)
- Processing Videos: STD. 701R, STD.692

Coming Soon:

- Examples and Common Errors - FlexElect Reimbursements



Statewide Benefits Program

Presenter: Ryan Baughman

Contact: ppsdcsbenefits@sco.ca.gov

FlexElect Cash Option STD. 701C Demonstration



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ConnectHR Upload STD. 701C / STD. 702

- Combine any associated STD. 692 (New or Cancel) with STD. 701C / STD. 702 prior to ConnectHR upload.
- "Microsoft Print to PDF" creates digital scanned version.
- Make sure the PDF does not have a password, Adobe XML, or Adobe Portfolio features. We cannot process the forms that come in like this!
- Upload (with included STD. 692 as needed) under appropriate dropdown in ConnectHR:
 - Benefits – STD. 701C Open Enrollment (OE) New
 - Benefits – STD. 701C Open Enrollment (OE) Change
 - Benefits – STD. 701C Open Enrollment (OE) Cancel
 - Benefits – STD. 702 CoBen Cash Option Open Enrollment (OE)
- **If you upload STD. 701C / STD. 702 form with an included STD. 692, do NOT upload the STD. 692 separately.**



Statewide Benefits Program

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CoBen Cash Option STD. 702 Demonstration



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FlexElect Medical / Dependent Care Reimbursement Accounts STD. 701R

Enroll, change, or cancel reimbursement accounts for out-of-pocket medical and dependent care expenses. These accounts let you set aside money on a pre-tax basis. This increases your take-home pay and decreases your taxable income.



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FlexElect Medical Reimbursement Accounts STD. 701R

- **Monthly Medical Reimbursement Minimum: \$10.00**
- **Annual Medical Reimbursement Minimum: \$120.00**
- **Monthly Medical Reimbursement Maximum: \$275.00**
- **Annual Medical Reimbursement Maximum: \$3,300.00**

Reimbursement Account	Minimum Monthly Amount	Maximum Monthly Amount
Medical	\$10	\$275



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FlexElect Dependent Care Reimbursement Accounts STD. 701R

- **Monthly Dependent Care Reimbursement Minimum: \$20.00**
- **Annual Dependent Care Reimbursement Minimum: \$240.00**
- **Monthly Dependent Care Reimbursement Maximum: \$625.00**
- **Annual Dependent Care Reimbursement Maximum: \$7,500.00**

Reimbursement Account	Minimum Monthly Amount	Maximum Monthly Amount
Dependent Care	\$20	\$625



Statewide Benefits Program

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Contact: ppsdcsbenefits@sco.ca.gov

Important Dates

- 2025 Open Enrollment Period: **September 15 to October 10, 2025**
- Permitting Event Date: **September 15, 2025**
- Effective Date: **January 1, 2026**
- Last day to upload Open Enrollment forms: **November 1, 2025**
- Last day to upload corrected forms because of PR250: **November 19, 2025**
- Last day for employees to submit cancellation/changes to Cash Option or Reimbursement Accounts: **December 31, 2025**
- Last day for agencies to submit cancellation/changes to Cash Option or Reimbursement Accounts: **January 2, 2026**



Statewide Benefits Program

Presenter: Ryan Baughman

Contact: ppsdcsbenefits@sco.ca.gov

Final Reminders

- You are responsible in ensuring the employee is eligible for the benefit being requested.
- Start processing Open Enrollment Forms as soon as **September 15, 2025**. Do not wait until the last day to upload all your Open Enrollment forms.
- SCO **cannot** process forms received with passwords or combined in an Adobe XML or Adobe Portfolio document. Please “Microsoft Print to PDF” the forms prior to upload to expedite processing.
- If employee is simultaneously enrolling or canceling FlexElect / CoBen Cash and Dental, upload combined forms together as one PDF in ConnectHR. They shall be uploaded under FlexElect / CoBen Cash dropdowns only.
- If you received a ConnectHR email receipt, then SCO has the form.
- Use your resources, you got this!



California Leave Accounting System (CLAS)

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

CLAS Reports Review

- Benefit Over Max (BOM)
 - Lists leave balances for employees who are over their bargaining unit's designated maximum amount for that benefit.
 - Action needed: Notify the employee's supervisor, who "must notify and meet with the employee so they may plan to use their leave..."
- Intermittent Benefit Tracking (IBT)
 - Lists non-leave benefits for intermittent employees used to track the employee's progress toward earning various benefits.
 - Action needed: Track hours and act when the employee reaches the required minimums.
- Leave Activity and Balances (LAB)
 - Lists all leave and state service information for a specific leave period.
 - Action needed: Audit records to ensure that all usage and accruals are accounted for.



California Leave Accounting System (CLAS)

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CLAS Reports Review Continued

- Earned Benefit Audit (EBA)
 - Lists transactions keyed in the last month designated as a large amount by CalHR.
 - Action needed: Verify the validity of the transaction. If accurate, no action necessary. If incorrect, void and rekey for the correct amount.
- Leave Benefit Overlap and Dual Accruals Report
 - Lists employees who have accruals of either vacation and annual leave or annual leave and sick leave in the same month.
 - Action needed: Remove (void) the leave that the employee is not entitled to.



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New CLAS Report: Prior Employer Leave Benefit Report

- What is it?
 - This report will show any employer-level leave benefit on an employee's record earned at an agency that is not their current employer.
 - Included benefits: Administrative Time Off, Compensating Time Off, Excess Hours (both), Holiday Credit, Holiday Credit Work on Holiday, Personal Leave, Medical Officer of the Day, On Call, Professional Leave, Union Conference/Training, Union Time Off, Vacation Bank, V-Time
- When will it run?
 - The Monday following the CLAS Monthly Accrual Cycle.
- Where can I find it?
 - The report is available on [ViewDirect and Mobius View](#).



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Sample Report, View Direct:

PDSQ0139 06/24/2025		STATE CONTROLLER'S OFFICE - PPSD CA LEAVE ACCOUNTING SYSTEM PRIOR EMPLOYER LEAVE BENEFIT REPORT DATA AS OF 06/21/2025			AGY/RU: PAGE:
----- EMPLOYEE SSN -----	----- EMPLOYEE NAME -----	LB ID	REMAINING BALANCE	EMPLOYER NAME -----	
	SS SURI	HC	32.000	CALTRANS	
	DA BANUELOS	EX HC	11.250 24.000	CORRECTIONS & REHAB CORRECTIONS & REHAB	



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Sample Report, MobiusView:

PDSQ0139	STATE CONTROLLER'S OFFICE - PPSD			AGY/RU:
06/24/2025	CA LEAVE ACCOUNTING SYSTEM			PAGE: 1
PRIOR EMPLOYER LEAVE BENEFIT REPORT				
DATA AS OF 06/21/2025				
-----	-----	--	-----	-----
EMPLOYEE SSN	EMPLOYEE NAME	LB ID	REMAINING BALANCE	EMPLOYER NAME
-----	-----	--	-----	-----
	SS SURI	HC	32.000	CALTRANS
	DA BANUELOS	EX	11.250	CORRECTIONS & REHAB
		HC	24.000	CORRECTIONS & REHAB



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New Report Continued:

- What do I need to do with it?
 - Determine the status of the leave: Cashed out? Used? Still valid?
 - Transfer the leave into your agency's name or
 - Notify the prior department that a cash out is required or
 - Key a Lump Sum or Cash Out transaction for the prior department or
 - Key a Reset transaction or
 - Contact CLAS in the following situations:
 - The benefit was earned at a department that is no longer on CLAS
 - The benefit you are trying to transfer is listed as a "Purge Balance" in CLAS



California Leave Accounting System (CLAS)

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

Processing Option 1: Transfer Remaining Balance to Current Department

- For benefits: Holiday Credit, Holiday Credit – Work on Holiday, Personal Leave Time, Medical Officer of the Day, Professional Leave, Vacation Bank*, V-Time
- When to use it: When an employee transfers to you with a balance in any of these benefits
- What do I need to do with it?
 - Using the B50 – LB Transaction Entry screen, key a Debit Adjust transaction (code 15) in the amount of the remaining balance for the last leave period the employee worked at the prior department. This will create a zero balance at the prior department.
 - Using the B50 – LB Transaction Entry screen for the first leave period of the appointment to your department, key a Begin Balance transaction (code 24) in the same amount, which will "transfer" the remaining balance to your department.



California Leave Accounting System (CLAS)

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Processing Option 1: Transfer Remaining Balance to Current Department Continued

- What do I need to do with it? (continued)
 - Note: If the last leave period of employment with the department where the remaining leave was earned is older than 5 years, only a Purge Balance transaction will be listed on the B16 – LB Transaction History Inquiry screen. In that case, follow the instructions for Processing Option 5: Contact CLAS. If the standard process is followed, it will result in error message 989055 “TRANS LEAVE PERIOD NOT WITHIN ACTIVE LEAVE HISTORY” due to the last month not being available on CLAS.



California Leave Accounting System (CLAS)

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Processing Option 2: Notify the Prior Employer that a Cash Out is required

- For benefits: Compensating Time Off, Excess Hours (both), On Call Assignment
- When to use it: When an employee transfers to you with a balance in any of these benefits
- What do I need to do with it?
 - Contact the previous employer to process the cash out of time that is not eligible to transfer with the employee.
 - Once the cash out has been processed, using the B50 – LB Transaction Entry screen, key a Lump Sum (code 37) or a Cash Out (code 36) in the amount of the remaining balance for the last leave period the employee worked at the prior department. This will create a zero balance for that leave benefit.



California Leave Accounting System (CLAS)

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Processing Option 3: Key a Cash Out or Lump Sum Transaction for a Previously Paid Out Remaining Balance from Prior Department

- For benefits: Compensating Time Off, Excess Hours (both), Holiday Credit, Holiday Credit - Work on Holiday, Personal Leave Time, Medical Officer of the Day, On Call Assignment, Professional Leave, V-Time
- When to use it: When the cash out or lump sum was performed when the employee separated, but the transaction was not keyed in CLAS yet.
- What do I need to do with it?
 - Using the B50 – LB Transaction Entry screen, key a Lump Sum (code 37) or a Cash Out (code 36) in the amount of the remaining balance for the last leave period the employee worked at the prior department. This will create a zero balance for that leave benefit.



California Leave Accounting System (CLAS)

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Processing Option 4: Reset a Usage-Only Leave Benefit

- For benefits: Administrative Time Off, Union Conference or Training, Union Paid Leave
- When to use it: When a usage-only benefit has not been reset in either the fiscal year or calendar year reset performed by SCO.
- What do I need to do with it?
 - Using the B50 – LB Transaction Entry screen, key a Begin Total transaction (code 27) in the amount of zero for the last leave period the employee worked at the department where the time was earned. This would create a zero balance for that leave benefit.
 - Note: If the employee used the leave benefit you are attempting to reset during the last leave period they were employed at the agency they earned the leave, then a Credit Adjust transaction (code 14) in the amount of the remaining balance should be keyed. If a reset is keyed, it will not zero out the leave benefit.



California Leave Accounting System (CLAS)

Presenter: Megan Vinson

Contact: CLAS@sco.ca.gov

Processing Option 5: Contact CLAS

- When to use it?
 - The benefit was earned at a department that is no longer on CLAS.
 - The benefit you are trying to transfer is listed as a "Purge Balance" in CLAS.
- What do I need to do with it?
 - Print out the B16 – LB Transaction History Screen displaying the leave listed on the report and keep it for your records.
 - Using the B50 – LB Transaction Entry screen for the first leave period of appointment to your department, transfer the balance to your department by keying a Begin Balance transaction (code 24) in the same amount, which will "transfer" the remaining balance to your department.
 - Call the CLAS Liaison Line and leave the following information: Employee name, Social Security Number, leave benefit needing to be deleted, confirmation of the printout (Step 1), and your contact information. The CLAS Unit will manually delete the leave benefit and contact you once it has been completed.



California Leave Accounting System (CLAS)

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

Processing Option 5: Contact CLAS Continued

- What do I need to do with it? (continued)
 - If the benefit that you are transferring also has a begin balance or a purge balance in your department's name, you will need to complete the following additional steps:
 - Void your department's purge/begin balance using the B52 – LB Void Transaction Entry screen.
 - Using the B50 screen, post a begin balance transaction to the oldest leave period on CLAS that the employee was employed with your department by combining the purge or begin balance from your agency with the purge balance from the previous agency.



California Leave Accounting System (CLAS)

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

References:

- [CLAS Civil Service Workbook](#) (Recently updated!)
- eLearning Module: [CLAS Reports Overview](#)
- [Leave Accounting Letter #25-007](#): New Audit Report – Prior Employer Leave Benefit Report
- [California Code of Regulations 599.742.1](#) (max limit for benefits)
- [California Code of Regulations 599.707](#) (cash out requirement)
- Vacation Bank Process: [Vacation 10-Month](#)
- CLAS Liaison Line
 - (916) 327-0756 or CLAS@sco.ca.gov



STATEWIDE PROGRAM UPDATES



Business System Support and Maintenance Section

Presenter: Tracy Gutierrez

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

2025 Contract Implementation

- The State completed negotiations for a historic number of bargaining contracts during June in response to the State's current economic climate
- The Department of Human Resources (CalHR) and the State Controller's Office (SCO) had a record-setting amount of contract implementation work to process a combination of:
 - Salary reductions/Personal Leave Program (PLP)
 - General Salary Increases (GSIs)
 - Retirement rate changes
 - Other Post-Employment Benefits (OPEB) suspensions



Business System Support and Maintenance Section

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

2025 Contract Implementation

- SCO processed:
 - Approximately 199,000 GSI transactions
 - Approximately 201,000 PLP transactions
 - Retirement contribution changes for Bargaining Units (BU) 5, 12, 16, and 19
 - July 2025 OPEB suspensions for BUs 2, 7, 8, 9, 12, 13, 18, 19, and Exempt and Excluded employees with Rank and File OPEB CBIDs
 - August 2025 OPEB suspensions for BUs 1, 3, 4, 5, 11, 14, 15, 16, 17, 20, 21, and Exempt and Excluded employees with Excluded OPEB CBIDs



Business System Support and Maintenance Section

Presenter: Tracy Gutierrez

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

2025 Contract Implementation Reminders

- SCO has processed all the GSI and PLP transactions that could be processed in mass with a July 1, 2025, effective date.
 - Departments are responsible for validating that all eligible employees received appropriate Employment History (EH) updates and correct July 2025 pay
 - Departments are responsible for keying appropriate EH updates for the July pay period that were not included in a mass update



Business System Support and Maintenance Section

Presenter: Tracy Gutierrez

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

2025 Contract Implementation Reminders

- July 2025 Payroll
 - SCO processed some mass updates after Payroll Cutoff; this created a supplemental pay warrant for impacted employees
 - If supplemental pay is suspended for employees included in mass updates after Payroll Cutoff, keying Monthly Payroll Certification (MPC) will release it
 - July 2025 gross pay will differ slightly from June 2025
 - PLP is rounded to the penny, while salary increases are rounded to the dollar, which impacts total gross pay
 - PLP is applied after the GSI to the new, higher Base Pay



Business System Support and Maintenance Section

Presenter: Tracy Gutierrez

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

2025 Contract Implementation Reminders

- References
 - PLP: [Personnel Letter #25-009](#)
 - BU 06 GSI: [Personnel Letter #25-010](#)
 - Exempt and Statutory Exempt GSI: [Personnel Letter #25-011](#)
 - SEIU GSI: [Personnel Letter #25-013](#)
 - BU 05 and 07 GSI: [Personnel Letter #25-014](#)
 - BU 02 and 19 GSI: [Personnel Letter #25-015](#)
 - BU 09, S 10, and M 10 GSI: [Personnel Letter #25-016](#)
 - BU 12 and 13 GSI: [Personnel Letter #25-017](#)
 - July 2025 OPEB Suspension: [Payroll Letter #25-005](#)
 - August 2025 OPEB Suspension: [Payroll Letter #25-008](#)



Statewide Training Program

Presenter: Michael Berlanda

Contact: PPSDTraining@sco.ca.gov

Creating the Ideal Learning Environment – 5 Steps

- Why?
- Caveats



Statewide Training Program

Presenter: Michael Berlanda

Contact: PPSDTraining@sco.ca.gov

Creating the Ideal Learning Environment – Step 1

- Talk to your Team
 - Let your supervisor know
 - Tell coworkers you are taking training
 - Have back-ups if necessary



Statewide Training Program

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Contact: PPSDTraining@sco.ca.gov

Creating the Ideal Learning Environment – Step 2

- Protect your Time
 - Block your calendar
 - Set an auto reply
 - Let others know



Statewide Training Program

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Creating the Ideal Learning Environment – Step 3

- Prepare your Space
 - Find a quiet location
 - Check your technology (mic/headphones/camera)
 - Log on early



Statewide Training Program

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Creating the Ideal Learning Environment – Step 4

- Silence the Noise
 - Mute your phone
 - Close email/turn off Teams chat
 - Follow along with learning material



Statewide Training Program

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Creating the Ideal Learning Environment – Step 5

- Be Present
 - Avoid multitasking
 - Take notes/participate
 - Turn on camera



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Contact: PPSDTraining@sco.ca.gov

Creating the Ideal Learning Environment – Recap

- Step 1: Talk to your Team
- Step 2: Protect your Time
- Step 3: Prepare your Space
- Step 4: Silence the Noise
- Step 5: Be Present



SCOConnect: Cal Employee Connect/ConnectHR

Presenter: Liz James

Contact: ConnectHRHelp@sco.ca.gov

ConnectHR:

- [ConnectHR Electronic Garnishment Submission Feature Video](#)



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!



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 \(PDF\)](#)
- [CalPERS Email Subscriptions](#)

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



SCO Contacts

Websites:

- [Human Resources](#) (HR)
- [State Employees](#)

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