



Transaction Specialists' Educational Forum

Presented By: Nastassja Johnson

Contact: TSEF@sco.ca.gov

Office of State Controller Malia M. Cohen

February 05, 2026



SCOConnect: Cal Employee Connect/ConnectHR

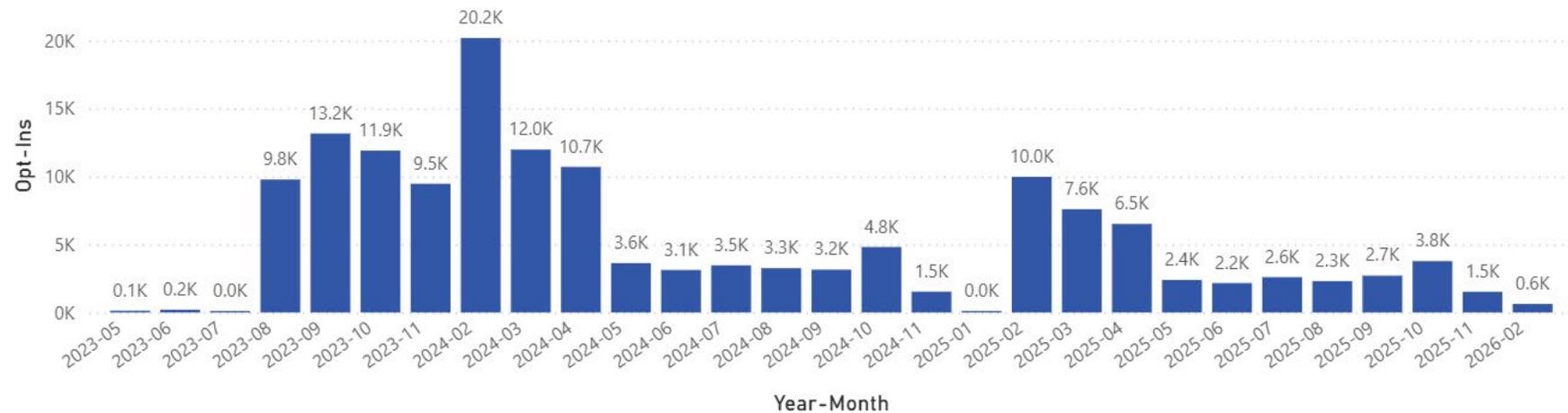
Presenter: Tiffany Fong-Mao

Contact: ConnectHRHelp@sco.ca.gov

Cal Employee Connect (CEC) – W-2 Paperless highlights:

As of February 2, 2026

Opt-Ins Number By Month



327K

Active Employees

153K

Opt-Ins

46.66%

Opt-Ins %

Goal for 2026: 55%

- New enrollment since February 1-4: 2,220
- Enrollment now open until November 30
 - Encourage your employees to opt-in to W-2 Paperless by sharing [Did You Know? Form W2 Paperless Feature on CEC - Job Aid](#)



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Cal Employee Connect (CEC) – W-2 Paperless:

There are two ways to opt-in:

1. Once logged into your CEC account, the following prompt will appear providing the opportunity to opt-in to receiving a paperless Form W-2!

 W-2 Paperless Enrollment

Need to download your W-2 Statement at any time?

Paperless W-2 Statement allows you to download from any internet-connected device:

- Your previous years' W-2 Statements
- Your next year's W-2 Statement at least two weeks before the printed version is mailed-out.

[Go W-2 Paperless today!](#) [Remind Me Later](#)



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Cal Employee Connect (CEC) – W-2 Paperless:

2. If you missed the pop-up, go to the "W-2" tab, select any W-2, and click on the "Opt-In to Paperless to Download this W-2" link and follow the prompted steps.

The screenshot shows the Cal Employee Connect interface. The 'W-2' tab is selected, and a yellow arrow points to the 'W-2 Statement' link. A 'W-2 Statement Detail' window is open, displaying the following information:

b Employer Identification number (EIN)		1 Wages, tips, other compensation	2 Federal Income tax withheld
94-6001347		88,989.30	13,083.61
c Employer's name, address, and zip code		3 Social security wages	4 Social security tax withheld
STATE OF CALIFORNIA MALIA M. COHEN, CALIFORNIA STATE CONTROLLER P.O. BOX 942850 SACRAMENTO, CA 94250-5878		104,014.20	6,448.89
		5 Medicare wages and tips	6 Medicare tax withheld
		104,014.20	1,508.30
		7 Social security tips	8 Allocated tips

A yellow arrow points to the 'Opt-In to Paperless to Download this W-2' link in the top right corner of the W-2 Statement Detail window.



Public Service Recognition Week 2026 | May 3 - 9

Presenter: Shannon MacGregor

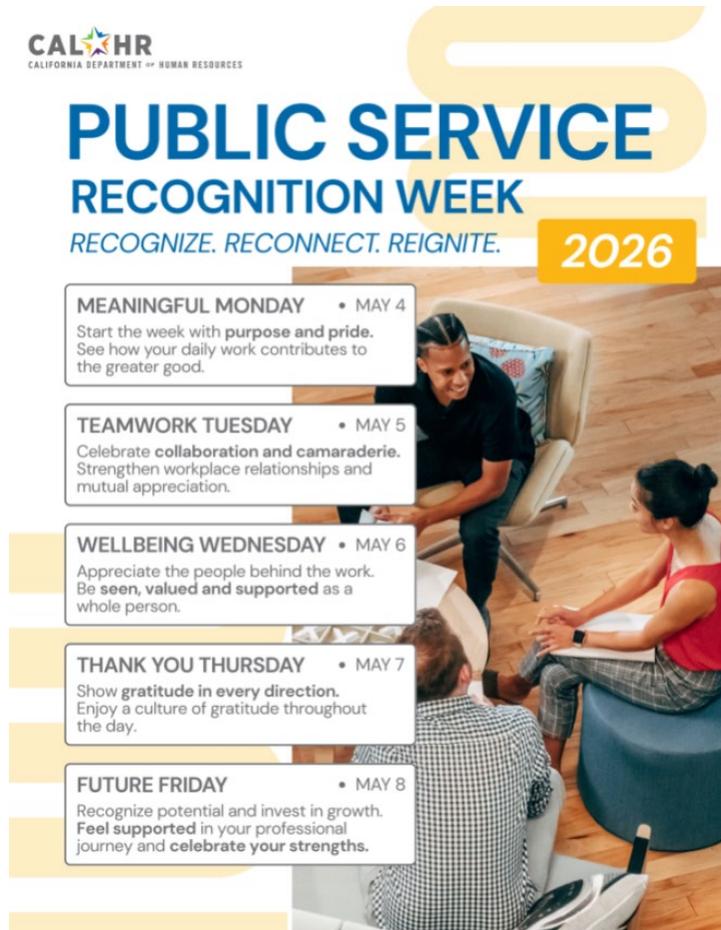
Recognize. Reconnect. Reignite.

Presenter: Shannon MacGregor

Email: Engagement@calhr.ca.gov

Recognizing the People Who Make a Difference

- Join us at one of the virtual learning events
 - Monday, Feb. 9 from 1:30 – 2:30 p.m.
 - Thursday, Feb. 12 from 11:00 a.m. – 12:00 p.m.
- Office Hours
 - Monday, Mar. 9 from 11:00 a.m. – 12:00 p.m.
 - Thursday, Apr. 9 from 11:00 a.m. – 12:00 p.m.
- 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



Department Enrollment Error Resolution Project

Presenter: Natasha Washington
Statewide Customer Contact Center (916) 372-7200

Reminders:

1. If your department is not listed in the [Project Immersion Schedule](#), please call the Statewide Customer Contact Center at (916) 372-7200 and follow the Retirement prompt to add your department to the schedule.
2. When approved by your manager to clear the enrollment errors, HR Staff are expected to take advantage of the following opportunities for education to clear the enrollment errors during their department's immersion period:
 - [myCalPERS Retirement Enrollment](#)
 - [Business Rules & myCalPERS Classes | CalPERS](#)
 - [Retirement Enrollment Preprocessing Toolkit](#)



Department Enrollment Error Resolution Project

Presenter: Natasha Washington
Statewide Customer Contact Center (916) 372-7200

Reminders Continued:

3. SCO will give priority to department's inquiries submitted during their scheduled immersion period. HR staff are encouraged to utilize all available resources prior to reaching out for assistance. Once the department's immersion period has ended, employers are expected to take over the clearing of enrollment errors in myCalPERS.
4. If you are unable to resolve the appointment issue due to contribution errors, please contact the Statewide Customer Contact Center, and follow the Retirement prompt. For all other inquiries, please contact CalPERS at (888) 225-7377.



Statewide Disability Program

Presenter: Karin Johnson-Anderson

Contact: kjohnsonanderson@sco.ca.gov

ConnectHR Common Upload Errors:

ERROR	CORRECTION
Uploading requests for previous months pay to the Disability - Green Cycle option.	The Disability - Green Cycle option is ONLY to issue time for the current month. See the Decentralized Calendar . Previous months pay should be uploaded using the ConnectHR Directory .
Uploading documents to Disability - Green Cycle option, when the employee will receive their full warrant, which will result in a transfer of funds and no time owed.	See Workload Definitions for Statewide Disability . Please use the ConnectHR Directory to determine the correct upload option.
Uploading to Disability – STD 674 and 674D PR250 (Ding Notice) option when another program has rejected the document stating to upload to Disability.	The only time a document should be uploaded to Disability – STD 674 and 674D PR250 (Ding Notice) is when a Disability Specialist has requested a correction of a previously submitted document. Please use the ConnectHR Directory to determine the correct upload option.



Statewide Disability Program

Presenter: Karin Johnson-Anderson

Contact: kjohnsonanderson@sco.ca.gov

ConnectHR Common Upload Errors Continued:

ERROR	CORRECTION
Uploading a document to the Disability – STD 674 and 674D PR250 (Ding Notice) option without the original PR250 notice or attention to the specialist that sent the document.	All corrections must include the following: <ul style="list-style-type: none">○ PR250 notice and corrected document or;○ Specialists name in Box 11 of the STD 674 or 674D.
Uploading to the incorrect Disability type.	Use the ConnectHR Directory to ensure you select the correct dropdown.
Uploading the same document to multiple ConnectHR dropdown options.	Use the ConnectHR Directory to ensure you select the correct dropdown.
Missing information on the document.	Please include the following on every document: <ul style="list-style-type: none">○ Employee Name○ Full Social Security Number○ Authorized Signature



Statewide Disability Program

Presenter: Karin Johnson-Anderson

Contact: kjohnsonanderson@sco.ca.gov

ConnectHR Common Upload Errors Continued:

ERROR	CORRECTION
Uploading pay periods that include Industrial Disability Leave (IDL) and any other disability type separately.	Pay periods that include IDL, and any other disability type should be uploaded to the Disability – STD 674D (IDL) option as a packet.
Uploading a document requesting an accounts receivable to the Disability- STD 674 A/R - Change Method of Collection option.	Accounts receivable requests should be completed on a STD 674D for IDL, Non-Industrial Disability (NDI) or State Disability Leave (SDI) or a STD 674 for Temporary Disability (TD) and uploaded to corresponding ConnectHR dropdown option.
As of December 2024 , Disability no longer accepts requests to delete a Green Cycle document.	See Process Change for Statewide Disability Green Cycle ConnectHR Documents .



Statewide Disability Program

Presenter: Karin Johnson-Anderson

Contact: kjohnsonanderson@sco.ca.gov

ConnectHR File Upload Sample:

 2026-02-03_020802_Disability_674D_IDL_JOHNSON-ANDERSON_KARIN E 2/3/2026 2:08 PM

Upload Information	
Upload Time	2026-02-03 14:08:02
Document Type	Disability - Std. 674D (IDL)
Document Prefix	Disability_674D_IDL
Comments	Test upload for demonstration
Original Document	
Network Folder	\\ad.sconet.ca.gov\data\ppsd\group\ConnectHR\Documents\Original\CS\Disability
Processed File	2026-02-03_020802_Disability_674D_IDL_JOHNSON-ANDERSON_KARIN E.pdf
Working Document	
Network Folder	\\ad.sconet.ca.gov\data\ppsd\group\ConnectHR\Documents\Working\CS\Disability\IDL
Processed File	2026-02-03_020802_Disability_674D_IDL_JOHNSON-ANDERSON_KARIN E.pdf



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Presenter: Karin Johnson-Anderson

Contact: kjohnsonanderson@sco.ca.gov

Resources:

- [ConnectHR Directory](#)
- [Decentralized Calendar](#)
- [Process Change for Statewide Disability Green Cycle ConnectHR Documents](#)
- [Statewide Civil Service Disability Program](#)
- [Workload Definitions for Statewide Disability Program](#)



Statewide Training Program

Presenter: Michael Berlanda

Contact: PPSDTraining@sco.ca.gov

Registration Management System (RMS)

- PPSD Training no longer supports Training Coordinator enrollment model
- All enrollments are employee-driven
- End-user guide – revision in-progress

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](#) at (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

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](#)

