CALIFORNIA STATE PAYROLL SYSTEM (CSPS)
The CSPS Project Files

The Newsletter for all who have a vested interest in the California State Payroll System Project

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CSPS HIGHLIGHTED IN THE JANUARY BUDGET

Governor Newsom's January Budget Proposal Highlights the Importance of CSPS.

In January, the Governor released his January budget proposal. In it, he highlights both the criticality of the CSPS project, but also the support required from every department in the state. Additional direction is also provided regarding departments who may be looking to implement

their own systems with similar functionality. Page 216, General Government and Statewide Issues section of the Budget Summary says, "The California State Payroll System (CSPS) Project will modernize the human resource management and payroll system used by state government employees to provide accurate and timely personnel and payroll services with quality customer service. CSPS is a highly complex and large undertaking for the state. It is a joint effort managed by the State Controller's Office (SCO) and CalHR, with involvement and oversight from Finance, CDT, and GovOps. This project requires support from all departments, and to that end, departments are discouraged from engaging in projects or information technology systems that are duplicative of the planned functionality of this project. The project's objectives include enabling greater employee and manager self-service functionality, such as online view capabilities for payroll, employment history, and tax information. It will also provide a user-friendly interface for all human resource and payroll transaction specialists who input and interact with the system daily. The Budget includes $97.8 million one-time funding ($58.7 million General Fund) and 33 positions for SCO in 2022-23; $6.8 million one-time funding ($4.1 million General Fund) and 40 positions in 2023-24; and $6.7 million ongoing funding ($4.0 million General Fund) and 39 positions in 2024-25. The Budget also includes $3.4 million General Fund and 15 positions for CalHR in 2022-23, $3.3 million General Fund in 2023-24 to 2024-25, and $2.6 million General Fund in 2025-26 and ongoing. These resources will allow SCO and CalHR to transition to the implementation phase of the project."

CALHR CSPS PROJECT DIRECTOR JOINS TEAM

Brandon Rutschmann brings valuable project leadership experience... The CSPS Project is delighted to welcome the new CalHR CSPS Project Director Brandon Rutschmann. Brandon will Co-Lead the project along with SCO Project Director Chris Maio. In this role, Brandon will help ensure the new system not only appropriately applies requirements set by laws, regulations, and bargaining agreements, but also effectively supports statewide Human Resources and Labor Relations programs' business policies, practices, and processes.

Brandon comes to us after 4.5 years at the Employment Development Department (EDD) where he was the Project Director for the EDD's Benefit Systems Modernization (BSM) Project. The BSM project was a legacy system replacement project to modernize and combine all Unemployment Insurance, Disability Insurance, and Paid Family Leave systems. Prior to EDD, he was the Project Director for the Department of Consumer Affair's (DCA) "BreEZe" project for 9 years, from initiation to closing, which modernized and consolidated the legacy systems for 18 licensing boards and bureaus under the DCA's purview. Brandon has been with the state for just over 21 years, 18 of which have been in project leadership roles. Prior to his state service, he served in the US Navy for 5 years. It is with great pleasure that the CSPS Project Team extends a warm welcome aboard to Brandon!

PROJECT DIRECTORS' CORNER

A message from the CSPS Co-Project Director, Chris Maio
Greetings everyone! While most of us are trying to stick to our New Year's resolutions, the project team also remains resolute and continues to plug away at final edits and reviews of the solicitation package. While the work has taken slightly longer than predicted, the end is near, and we are looking forward to releasing the solicitation and begin working with the vendor community on the proof- of concept phase of the procurement. This is going to be an exciting year for the project as we transition from Stage 3 to Stage 4 of the Project Approval Lifecycle.

On the leadership front, I am very pleased to announce the appointment of the CalHR Project Director Brandon Rutschmann. Hailing from the Employment Development Department, Brandon joined the CSPS team in early January and quickly became acclimated to the project, bringing substantial experience with large information technology modernization projects with him. Rounding out the project's leadership team, Brandon is an outstanding addition who will participate in the evaluation and selection of the CSPS solution and in its design, development, testing and implementation to help ensure the solution meets the needs of all stakeholders. Take a look at the article above to learn more about Brandon!

CSPS SPOTLIGHT

Meet the CSPS Project Manager!

Jennifer Burkett "Jenn" has an extensive work history with the State Controller's Office (SCO) which began in 1998 as a youth aid working in the Administrative Support Bureau (ASB) as a receptionist. While with ASB she learned how to be a Human Resources liaison and then promoted to a Payroll Specialist and worked in various areas within the Personnel and Payroll Services Division (garnishments, special pay, employment history and accounts receivables). Jennifer then took a leave of absence for 4 years to raise her boys. She returned to the state as a Personnel Specialist with the California Department of Health Services where she worked for about a year and then made her way back to SCO as an analyst on the 21st Century Project. While on the 21st Century project from late 2005 to 2013 she worked her way up from an analyst to an IT specialist to manager. Once the 21st Century Project ended she left to work as a Staff Services Manager II Project Manager with the Department of Justice working on the Justice Human Resources Project in 2014. Jenn then returned to SCO in 2016 to manage the CSPS Project.

Jenn says that the most rewarding part of working at SCO for her is being part of an amazing project team that is committed to improving the work environment of our HR staff in all

departments across the state of California, which will in turn improve the services that are provided to all state employees.

Getting to know Jennifer: Jenn's favorite vacation spot is anywhere outdoors in her 5th wheel. Her favorite foods include homemade tacos/enchiladas, pizza, sushi, steak, and oh yes, WINE! In her spare time, Jenn enjoys playing cards, traveling, wine tasting, hiking, camping and riding ATV's with family and friends. When asked if there are any fun facts we should know, her laughing response was that she thinks of herself as "pretty boring", but we disagree! When she was growing up, she wanted to be a chef. Although she didn't become a professional chef, she is a "decent cook and cake decorator". She LOVES I Love Lucy. Jenn has two boys (now adults, ages 21 and 18), and has been married to her high school sweetheart for 22 years (together for 26)! Her pets include a rooster and a hen.

Jennifer's wealth of knowledge and experience is immeasurable. Her project management skills are admirable, and she does all this while strengthening the CSPS team culture. The CSPS team is very fortunate to have Jenn leading the way toward success!

NEW TO THE CSPS PROJECT?

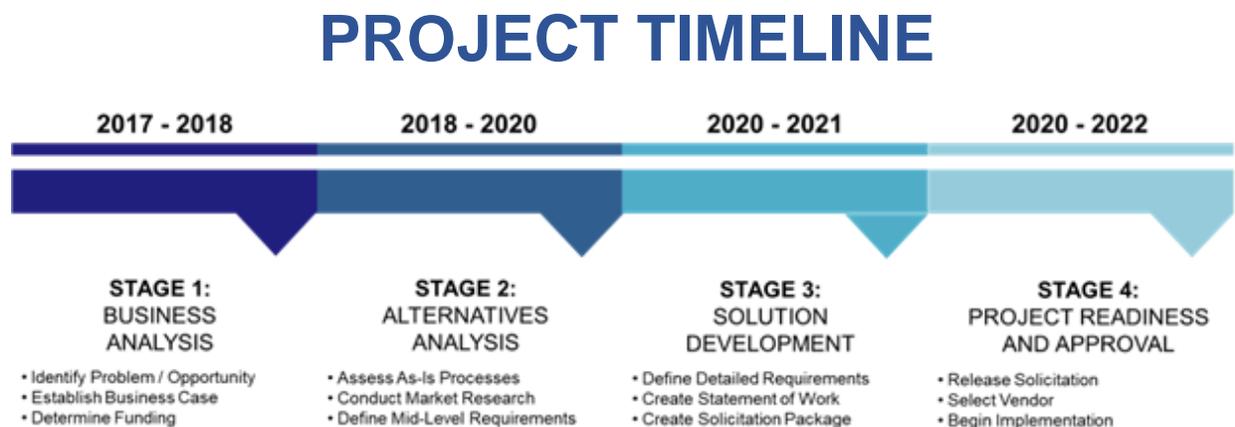### *The Basics of the California State Payroll System Project*

The California State Payroll System (CSPS) Project will modernize the human resource management, travel and business expense, and payroll system used by 285,000+ state

government employees to provide accurate and timely personnel and payroll services with quality customer service. SCO has developed and modified the current systems over time as the business requirements became more complex. As a result, SCO must exert an enormous amount of effort to maintain and modify the current systems to meet the ever-changing needs of California.

The objectives of the project are focused on providing user-friendly information that is validated timely to reduce rework. This includes enabling greater employee and manager self-service functionality for ease of use, such as online view capabilities for payroll, employment history, and tax information to name a few. Additionally, it will provide a user-friendly interface for all human resource and payroll transaction specialists who input and interact with the system daily.

The project focuses on six primary capabilities; Personnel Administration which includes management of employee records and status changes, Benefits Administration, Time and Attendance Administration which includes entering and approving leave and attendance, Payroll including calculating and processing payroll, Position Control Administration, and Travel and Business Expense. Each of these capability areas impacts roughly 45 different state processes that will span many business rules and requirements.

The CSPS Project is a highly complex and large undertaking for the state. It requires a partnership between most of the control agencies and will require support from all departments. Due to the complexity and size, the CSPS Project is using the CDT's Procurement Approval Lifecycle (PAL) process. The goal of the PAL process is to improve the planning, quality, value, and likelihood of IT project success by providing a guided approach for projects to follow. The Project Timeline graphic below illustrates the high-level steps and timing for the CSPS Project.

PROJECT TIMELINE

2017 - 2018	2018 - 2020	2020 - 2021	2020 - 2022
STAGE 1: BUSINESS ANALYSIS	STAGE 2: ALTERNATIVES ANALYSIS	STAGE 3: SOLUTION DEVELOPMENT	STAGE 4: PROJECT READINESS AND APPROVAL
• Identify Problem / Opportunity • Establish Business Case • Determine Funding	• Assess As-Is Processes • Conduct Market Research • Define Mid-Level Requirements	• Define Detailed Requirements • Create Statement of Work • Create Solicitation Package	• Release Solicitation • Select Vendor • Begin Implementation

LEARN MORE ABOUT CSPS AT:

https://sco.ca.gov/csps.html

HAVE QUESTIONS? VISIT:

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