



**STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL REVIEW COMMITTEE NOTES  
NOVEMBER 2005**

Date: December 27, 2005

To: All Civil Service/Exempt Departments

From: State Controller's Office  
Don Ward, Operations Manager  
Personnel/Payroll Operations  
(916) 322-8805

Re: PERSONNEL/PAYROLL REVIEW COMMITTEE NOTES

This recaps the November 10, 2005 Personnel/Payroll Committee (PPRC) Meeting and provides information for the January 12, 2006 meeting.

We would like to thank those department representatives that participated in the November meeting for their time and effort. There were 34 representatives from 24 departments that participated in this meeting.

Personnel/Payroll Review Committee  
November 10, 2005 Meeting Notes

Don Ward called the meeting to order at 1:30.

Departments Represented:

Aging, Air Resources Board, Board of Equalization, California Highway Patrol, California Student Aid Commission, Consumer Affairs, Developmental Services, Food and Agriculture, Forestry and Fire Protection, Franchise Tax Board, General Services, Health Services, Justice, Lottery, Motor Vehicles, Office of Systems Integration, Peace Officers Standards and Training, State Controllers Office, Statewide Office of Health Planning, Toxics Substances Control, Transportation, Veteran Affairs, Water Resources, and Water Resources Control Board.

Old Business:

None

New Business:

Agenda Items  
Distribute Handout Materials  
Approve Prior Meeting Notes  
Guest Speakers  
SCO Update  
Department Issues/Concerns  
Confirm Next Meeting Agenda, Time and Place

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Discussion:

Approved September 2005 meeting notes.

Guest Speaker:

Dave Edwards, Manager SCO's Customer Support Section addressed the following: My area is taking on a new project that will give you the ability to track intermittent hours on CLAS. The project starts in mid November and will take approximately 8-9 months to complete. The tracking will be based on information you key into CLAS and will track things like maximum hours worked, MSA's and other items. Judy Hernandez is the new manager of the CLAS Unit and she will be working on the intermittent tracking system.

Question: Will training be provided?

Answer: Yes, we will provide some training.

The Statewide Training Section reached a new record in the number of requests for training this year. We received 1549 requests for training and were able to schedule 908 of the requests. Some requests had to be denied because the student had not met the prerequisites for the class. The pre-requisites are based on our knowledge of what a student must know in order to be successful in the training class. Please pay strict attention to the prerequisites before requesting that we enroll a student.

When trying to enroll in a class vacancy, call our Training Coordinator, Scott Fong. Call at exactly 8:00 AM.

Personnel Letter 05-006 provided information on the Needs Assessment process.

In December, we will launch a new Web page just for the Statewide Training Unit, which will address our classes, needs assessments, course descriptions and the pre-requisites for each class.

We have two new staff in the CLAS Unit, Carla Nabity and Mary Mayo.

As you all are very aware, SCO stopped providing new Personnel Action Manuals (PAM's) in 1993. We have agreed to try to recreate the PAM because of the difficulty agencies have in providing manuals to their staff. This will be a one-shot deal, one manual will be provided to each agency. It will be up to the agencies to maintain the PAM. No additional PAM manuals will be provided by SCO.

The Customer Support Section is participating in the PPSD Customer Satisfaction Survey recently emailed to Transaction Supervisors and Payroll Managers at each agency/campus. We asked 3 questions to assess our level of service in Statewide Training.

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SCO Update:

Calendar Year End Processing: Please pay close attention to the dates contained in Payroll Letter 05-015 for final submission dates for various documents to PPSD. These cutoffs for processing must be followed in order to have all activity recorded on the W-2. This will reduce the number of corrected W-2s required. Please also remind your employees to keep their mailing address current in our system so that their W-2 will reach them in a timely manner. We are printing the reminder on the earnings statements and direct deposit advice slips during November.

Separations with Special Handling: We provided 6 workshops at SCO in October 2005 to address the special handling of year-end separations. We covered how to request lump sum, lump sum with savings plus deductions, and deferring lump sum to a future tax year. We plan to conduct these workshops again next year.

New Automated Child Support System: SCO continues to work toward satisfying a mandate to have all child support payments centralized in the Department of Child Support Services (DCSS). We are developing an additional garnishment form to be used for child support and child support/spousal support when combined on the court order. The current form, STD. 639 will continue to be used for other garnishments; including spousal support and support of a conservatee. The new form will assist us in identifying and remitting only child support payments and child/spousal support payments to DCSS for distribution. Prior to implementing this new form, we will need your assistance in identifying which of your existing support orders are for child support and child/spousal support so we can update our garnishment system. In the near future, we will send you a listing of your existing support deductions and request you to review the respective court orders and indicate which deductions are for child support and child/spousal support. Until this occurs, you may want to start recording this information for all new support orders.

IDLS Calculator: The calculator is being revised to include SDI. Also, we are making an additional enhancement that will enable you to calculate payments with locked in premium pay not subject to retirement. We hope to have the calculator modified and available for use within the next two months.

IRS Lock-in letters: There is a change in the contact phone number on the latest IRS lock-in letters. It is now going to an Andover Massachusetts office.

Direct Deposit Posting Dates: Whenever there is a weekend and/or holiday that immediately follows payday we receive complaints from Direct Deposit enrollees because employees who receive paper warrants have their pay before employees on Direct Deposit. The month of December will be another one of those months. Specifically, paper warrants will be available for distribution on Friday the 30<sup>th</sup>, but the Direct Deposit posting date is January 3, 2006. Should your employees have questions regarding Direct Deposit posting dates or the Direct Deposit program, please refer them to the Direct Deposit frequently asked questions on our web site at: <http://www.sco.ca.gov/ppsd/empinfo/payday/faq/index.shtml>

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Position Control Inquiries: If you are inquiring about several positions, email Laura Miller @ [lmiller@sco.ca.gov](mailto:lmiller@sco.ca.gov). If you have a need to provide the social security number of the person in the position, do not email the SSN. You can call Laura at (916) 324-3925 and give her that information. If you need to send packages, be sure to include your phone number and all appropriate STD 407 and 607 copies.

We did not receive any requests to provide Position Control training this year. We will provide this training on a consultation basis if needed. Call Cindy Rounds at (916) 324-6290 or email at [crounds@sco.ca.gov](mailto:crounds@sco.ca.gov) to arrange for a consultation.

Premium Pay 674s: Please make sure you are completing the Earnings ID when requesting premium pays. There are too many payment types for our staff to determine the exact payment you are requesting. Completing this necessary information will reduce the number of required phone calls.

Account Receivable Method Changes: When changing an AR from agency to payroll deduction, keep in mind that the payroll system has a limitation of 12 months of deductions for an AR. If you have agreed with your employee to take more than the 12 months of deductions, you must establish the balance at a later date.

Social Security and Medicare Adjustments: We can only adjust the current tax year plus three prior tax years. For example, we are unable to make adjustments for the 2002 tax year effective January 1, 2006.

Civil Service Audits: Please be sure any PARs, especially separation PARs that you FAX over are clear and readable. Copy turnaround PARs on 2 pieces of paper (top and bottom) and we will tape them together. If the page breaks at line 10 and that item includes lump sum directions, please be sure to copy it in such a way as to allow us to read all information in item 10. A turnaround PAR reduced to a single sheet is very difficult to process. Also, remember to begin with a phone call before faxing a PAR.

California Personnel Office Directory: We were able to catch up on all outstanding CPOD updates by November 9<sup>th</sup>. Please review the page for your agency to be sure that it is up to date. When we emailed the 2005 Customer Satisfaction Survey based on the information on CPOD, we discovered that the email address for 20+ Transaction Supervisors were not current.

Recruitment and Retention: We will send a Payroll Letter in early January indicating when the R&R listings will be available on View Direct.

Questions/Answers:

Question: Who is responsible if an employee is overpaid while on SDI? EDD says that EDD will take care of the overpayment, and DPA says the employer must take care of setting up Accounts Receivable.

Answer: EDD will take care of the overpayment.

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Question: Can we eliminate EID's on 672's?

Answer: This can be done as long as the EID' s removed or reported are specific to a particular agency, reporting unit and/or roll code. The 672 must be the same for the entire agency code.

Question: Can we change the size of the 672 to 8-1/2 x 11?

Answer: Based on the PPRC attendees, we should not reduce the size of the 672's to 8-1/2 x 11. Specifically, some departments utilize the current space available when reporting hourly wage employees in the dated columns. If the 672 were reduced, it would impact the working space for some departments and make it difficult to read.

Question: We need definitive information on the working while on SDI issue, when will this be provided? We asked several times now and are not getting the information we need.

Answer: We still plan to issue a supplemental Payroll Letter addressing this issue.

Next Meeting:

The next Meeting is Thursday, January 12, 2006 from 1:30 to 3:00 at:

State Controller's Office  
300 Capitol Mall, 6th Floor, Room 635  
Sacramento, CA 95814

Listed below are the PPRC meeting dates for the 2006 calendar year. All meetings are from 1:30 to 3:30 at the above location.

Should you have any questions regarding the PPRC meeting or have additional information to provide, please contact Don Ward at (916) 322-8805 or via e-mail at [dward@sco.ca.gov](mailto:dward@sco.ca.gov)

January 12, 2006  
March 9, 2006  
May 11, 2006  
July 13, 2006  
September 14, 2006  
November 9, 2006