

Transaction Supervisor's Forum 05/19/2016

PPSD provided the following updates at the forum:

Benefits

The Miscellaneous Deductions Unit has been receiving numerous calls regarding Account Receivables (A/Rs). Since this unit does not establish A/Rs, they are requesting that you view the Payment Detail screen to obtain the batch ID. This will help you to determine the appropriate area to contact regarding your A/R questions.

Reminder: When you submit a 674 A/R form to SCO, please remember to mark the appropriate PPSD Unit Destination box, and include the Batch ID number in the 674 A/R Remarks section. The table below shows the various Batch IDs for Payment Type K A/Rs:

Batch ID	PPSD Unit Destination
8RTRO	Benefits
BXXXX	Benefits
9SACS	Benefits (If Flex Health)
990XB	Retirement
RXXXX	Retirement
83497	W2
WXXXX	W2
DXXXX	Disability
All others	Payroll

Complete the following steps to locate the Batch ID number in the SCO Systems Payment Detail screen:

1. Log into SCO Systems Pay Hist.
2. Enter the employee's Social Security Number and applicable pay period on the SCO Payment History Inquiry screen.
3. Enter the letter "b" next to the position number for the applicable 5K A/R on the Payment History Summary screen.
4. Locate the Batch ID number shown under the Batch/PSD File# on the Payment Detail screen (outlined in red in below screen shot).
5. Write that Batch ID number on your 674 A/R form in the Remarks section.

- PAYMENT DETAIL -										PAGE 001 OF 002	
										00	CBID-
PAY PERIOD	A/R OR WARRANT#	DATE MODYYR	ORIGIS MODYYR	CLEAR NO.	LS/PP	TIME PAID DY	HR/UNT	GROSS	NET	SUSP CODE	
0-01-15	66552 2	021815	013015	50581				.00	127.52-		
C R P P A S G S	W W G -	O T R S		S A L A R Y	T I M E	S A L A R Y	T R A N S	B A T C H / P S D F I L E #		M	
T L T S C D T P	F L S A	C D G T		T O T A L	B A S E	F U L L		8 R T R O		C	
5 0 K 0 1				.00		.00	999				

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Position Control

The annual Payroll Header Report - Forms PR421 was mailed out on April 15, 2016. Form PR421 represents your department/campus current Fiscal Year 2015/2016 Payroll Headers as of April 10, 2016. Please use these forms to change or delete Payroll Headers for Fiscal Year 2016/2017. The deadline was May 6, 2016 for payments issued for July 2016. If you have not submitted these forms please do so as soon as possible or subsequent pay periods may not be released.

Questions/Concerns:

1. Why is there a delay in receiving documents/reports?
 - As stated in the 4/21/2016 Transaction Supervisor's Forum notes, SCO Disbursements submits these documents to PPSD Ops Support to be sorted and placed in the department's mailbox for pick up or sends out via GSO Overnight service, if outside the Sacramento area. Both units are working to resolve these issues as quickly as possible. If a department has any further concerns, please submit an escalation email to PPSDOps@sco.ca.gov.

2. What date is PPSD currently working on as of 5/23/2016?

Unit	Workload Type	Oldest Date
Position Control	607	5/18/2016
Audits	PARs	5/18/2016
Disability	IDL Special/Complex	2/29/2016
	IDL Regular	5/16/2016
	SDI Special/Complex	5/09/2016
	SDI Regular	5/16/2016
	NDI Special/Complex	5/06/2016
	NDI Regular	5/16/2016
	TD Special/Complex	5/06/2016
	4400	5/16/2016
	4800	5/17/2016
Payroll	EH Messages	9/23/2015
	674	4/19/2016
	674 A/R	5/9/2016
Benefits	Health	1/29/2016

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Unit	Workload Type	Oldest Date
	FLEX News Appeals/Changes	1/19/2016
	FLEX Cancels	4/18/2016
	FLEX Reimbursements	1/15/2016
	Dental New	5/18/2016
	Dental Cancels	3/11/2016
	Dental Appeals/Changes	3/8/2016
	674 A/R	5/4/2016
	674 Leave Credits	12/23/2015
Misc. Deduction/W-2	Group Legal	5/17/2016
	LTD	5/18/2016
Retirement	EH Messages	2/22/2016