



CALIFORNIA STATE PAYROLL SYSTEM (CSPS) NEWSLETTER

Issue #6



TEAMWORK MAKES THE DREAM WORK!

The CSPS Project Celebrates S2AA submission with the help from many others.

Helen Keller once said, "Alone we can do so little; together we can do so much." The CSPS project is celebrating the submission of CDT's Project Approval Lifecycle (PAL) process Stage 2: Alternative Analysis (S2AA). And while this represents a major milestone and accomplishment in the project's lifecycle, it certainly was not achieved alone. Throughout the past year, the CSPS Project has held many meetings and workshops with Subject Matter Experts (SMEs) from various State departments of all sizes. SMEs participated in requirements solicitation workshops and vendor presentations. While the CSPS Project Team had to pause the in-person sessions and quickly pivot to virtual workshops amid the pandemic, SMEs remained flexible and willing to continue to support the effort. In fact, an initial analysis of participation counts suggests that more SMEs actually participated in the virtual workshops.



Department count for
in-person workshops

45



Department count for
virtual workshops

74

Thank you to all of our SMEs who participated and provided your valuable input during our sessions. Everyone benefited from your experience and willingness to share your business scenarios with us to build a better system.

CHRIS' CORNER

A message from the CSPA Project Director

The theme of this newsletter is teamwork. Great teamwork on projects such as CSPA achieves three very important goals: projects have a higher likelihood of being completed on time, team members feel more satisfied with their roles which gives them extra motivation to perform, and lastly a well-oiled team contributes to a healthy work environment. When you combine all three, you have a recipe for long-term success. Focusing on teamwork on the CSPA Project has been one of the cornerstones of our project. By its very nature, CSPA is a very complex and challenging project. However, teamwork builds trust. Trust leads to increased efficiency and productivity amongst the team, even on a complex project like CSPA. As we grow in numbers on the project, new team members bring with them new and different perspectives. And it is important that we continue to foster the varying perspectives, building trust along the way. It is one of the reasons why I felt it was so important to ensure that subject matter experts from various departments be a part of this phase of the project. We need to hear the varying viewpoints to ensure we are capturing the multitude of ways that processes are carried out throughout the State. And as subject matter experts become part of the CSPA process, their voices can be heard and departments should feel confident that their needs are being discussed. It is on that note that I would like to not only congratulate the CSPA Project Team on this S2AA submission achievement, but I would also like to thank and congratulate all of our subject matter experts who have joined us through countless workshops and conversations. We appreciate all that you are doing to support this tremendously important project.





MOVING AHEAD WITH DATA CLEANSING

The CSPA Project is making great progress with data cleansing.

Now that the Data Analysis Team has completed their analysis of the existing CSPA-related data, they have started on data correction activities. This means that the team in collaboration with ISD, will work with each legacy system's Subject Matter Experts to correct data errors.

The Data Analysis Team will locate anomalies and correct them, including address standardization. The team also looks at the reasons for data anomalies and will make recommendations to prevent it from happening in the future.

So far the Data Team has completed the following activities:

1. Data Dictionary
2. Current System Analysis Report
3. Data Quality Assessment
4. Data Profiling
5. Data Cleansing Plan

Next-up, in collaboration with the business & SCO ISD, perform data cleansing through the following steps:

- Determine optimal cleansing methodology
- Identify data errors and inaccuracies
- Perform data impact analysis
- Prioritization and severity assignment
- Execute data cleansing

By correcting the data errors, the Data Analysis Team can help ensure the CSPA Project has clean data moving forward.

CSPS SPOTLIGHT

Meet CSPS Project Sponsor Russell Fong

Russell Fong is the CSPS Project Sponsor. Russell brings over thirty years of combined state and private sector managerial and leadership experience and familiarity with the responsibilities associated with a constitutional office. Having worked for elected and appointed officials, he understands the importance of building relationships with DOF, LAO, CalHR, and the legislature. Most recently, he served as Deputy Director – Administration and Management Division at the California Housing and Community Development Department (HCD) He was responsible for HCD's budget, financial management, accounting, procurement, personnel management, training, employee recognition programs, facilities management, Information Technology, business services, and FI\$Cal implementation issues.



He also served as the Chief Financial Officer for the California High Speed Rail Authority (HSRA) for nearly seven years, where he was a key member of the executive staff responsible for developing and funding the financing plans and procurements for its \$77 billion infrastructure project. Prior to that position, he worked for eight years with the California Public Employees Retirement System (CalPERS) as a key member of their executive staff responsible for strategic direction and policy decisions for all financial, operational, administrative, risk, IT security and compliance matters and for reporting to CalPERS' Finance and Administration, Risk and Audits, and Performance and Compensation Board Committees.



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 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

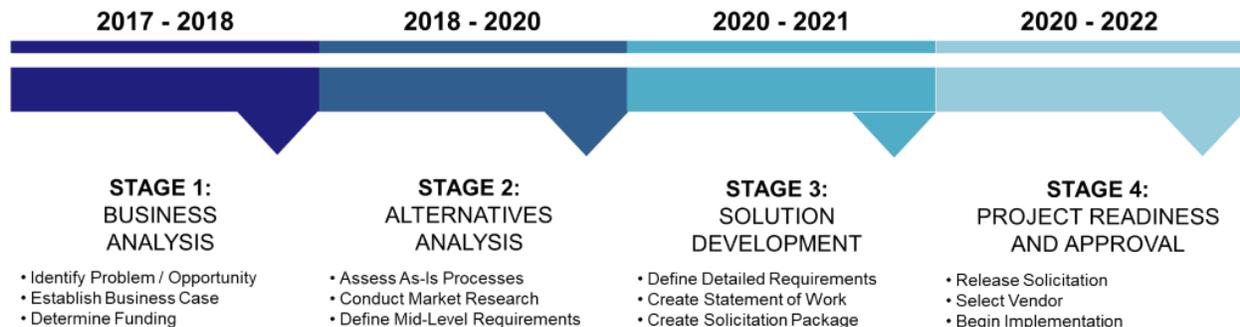
enormous amount of effort to maintain and modify the current systems to meet the ever-changing needs of California.

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 five primary capabilities, (1) Personnel Administration which includes management of employee records and status changes, (2) Benefits Administration, (3) Time and Attendance Administration which includes entering and approving time and attendance, (4) Payroll including calculating and processing payroll, and (5) Position Control Administration. 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



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