STATE CONTROLLER'S OFFICE PERSONNEL AND PAYROLL SERVICES DIVISION P.O. BOX 942850 SACRAMENTO, CA 94250-5878

DATE: November 18, 2024 PAYROLL LETTER #24-019

(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Lisa Dean, Acting Chief

Personnel and Payroll Service Division

RE: ONE-TIME 401(K) STATE SHARE CONTRIBUTIONS FOR ELIGIBLE BARGAINING UNIT 06 AND EXCLUDED EMPLOYEES

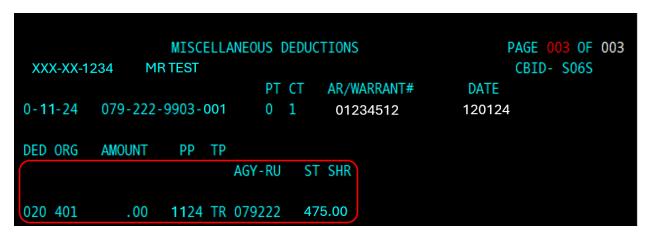
In accordance with the Bargaining Unit (BU) 06 Memorandum of Understanding (MOU), the State Controller's Office (SCO) will process one-time 401(k) state share contributions for eligible BU 06 and excluded employees for the November 2024 pay period.

One-time deductions in the amount of \$475.00 will be established by SCO one business day prior to the November 2024 monthly cutoff. All full-time permanent BU 06 employees who are active as of November 1, 2024, are eligible for this benefit. This includes Class Type F and L and excluded employees who are tied to BU 06. Employees on a leave of absence (LOA) or on disability are also eligible. Please reference the BU 06 MOU and the Savings Plus <a href="Bargaining Unit 6">Bargaining Unit 6</a>: HR <a href="Backpage">Backpage</a> for additional information on eligibility and contributions.

A new deduction code, organization code, and deduction type have been created for this benefit.

Deduction Code	Organization Code	Deduction Type
020	401	TR

This contribution will appear on the Miscellaneous Deductions page of the Payment History System (HIST). The employee share will be .00 and the pay period and agency/reporting unit will display.



The Year to Date (YTD) Totals screen in TAXI has been modified to include the DFCOMP 401KER field. The totals will accumulate in TAXI but will not be reported on employee Form W-2, Wage and Tax Statements.

SSN: XXX-XX-1234 NAME: MR TEST		2024 YEAR TO D	DATE TOTALS	PAGE 2
	FEDERAL	CALIFORNIA		
DEF COMP 401K	117.32	117.32		
DEF COMP 457B	117.32	117.32		
DFCOMP 401KER	475.00	475.00		

The contributions will be reflected on the employee's Earnings Statement under employer contribution as DEFCMP ER.

#### SPECIAL PROCESSING INSTRUCTIONS

Departments are responsible for submitting Form STD. 674 to SCO to request the contribution for the following eligible employees:

- On Leave of Absence (LOA) or disability
- Eligible Employees not captured by SCO process

The Form STD. 674 should be submitted to SCO after November 2024 monthly cut-off. The forms can be uploaded via ConnectHR by selecting Misc Deductions – STD. 674. All documents submitted by December 10, 2024, will be processed by December 2024 monthly cutoff.

### **RESOURCES**

The <u>Payroll Procedures Manual</u> (PPM) Section B is updated to reflect the new Deduction and Organization Codes.

A payroll letter regarding on-going monthly contributions and a frequently asked questions (FAQ) document will be published in January 2025.

For departments subscribed to the Management Information Retrieval System (MIRS), the CSPMTS-Deductions file has been updated to include the new values for Deduction Code, Organization Code, and Deduction Type related to the 401(k) state share contributions for eligible BU 06 and excluded employees. Additional information regarding MIRS data elements can be found in the MIRS Handbook on the MIRS References webpage.

#### Contacts:

- Affordable Care Act (ACA) Email ACASupport@sco.ca.gov
- Cal Employee Connect (CEC) Help and Feedback
- ConnectHR Help and Feedback
- California Leave Accounting System (CLAS) Email <a href="mailto:CLAS@sco.ca.gov">CLAS@sco.ca.gov</a>
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov
- Decentralized Security Administration (DSA) & ViewDirect Access (916) 619-7234 or DSA@sco.ca.gov
- HR Suggestions Email (All HR Staff) <a href="mailto:PPSDHRSuggestions@sco.ca.gov">PPSDHRSuggestions@sco.ca.gov</a>
- Management Information Retrieval System (MIRS) Email PPSDMIRS@sco.ca.gov
- Statewide Customer Contact Center (SCCC) (916) 372-7200

## SCO Key Initiatives:

Cal Employee Connect

<u>California State Payroll System Project</u>

# Websites:

- <u>HR</u>
- State Employees

LD:RK:PMAB