



Ad Hoc Committee on Human Resources Forum

Presented By: Nastassja Johnson

State Controller's Office/Personnel and Payroll Services

Division

Office of State Controller Malia M. Cohen

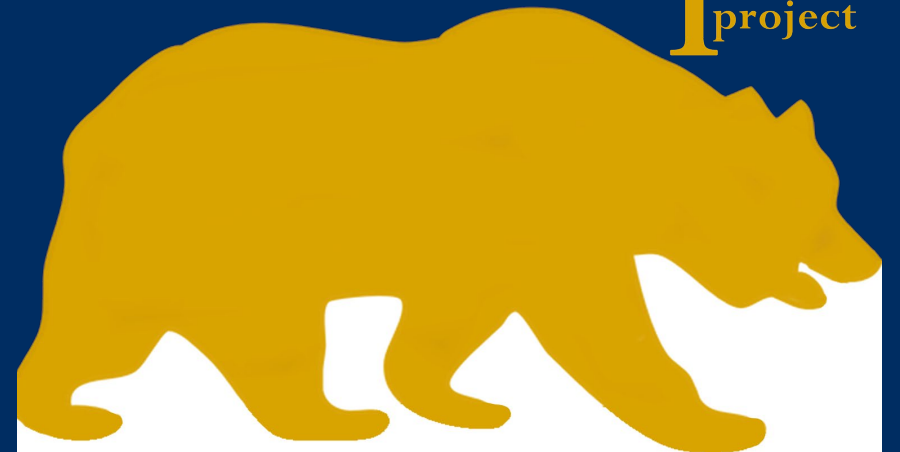
August 22, 2024

CSPS Project Update – August 2024

Presenter: Taras Kachmar

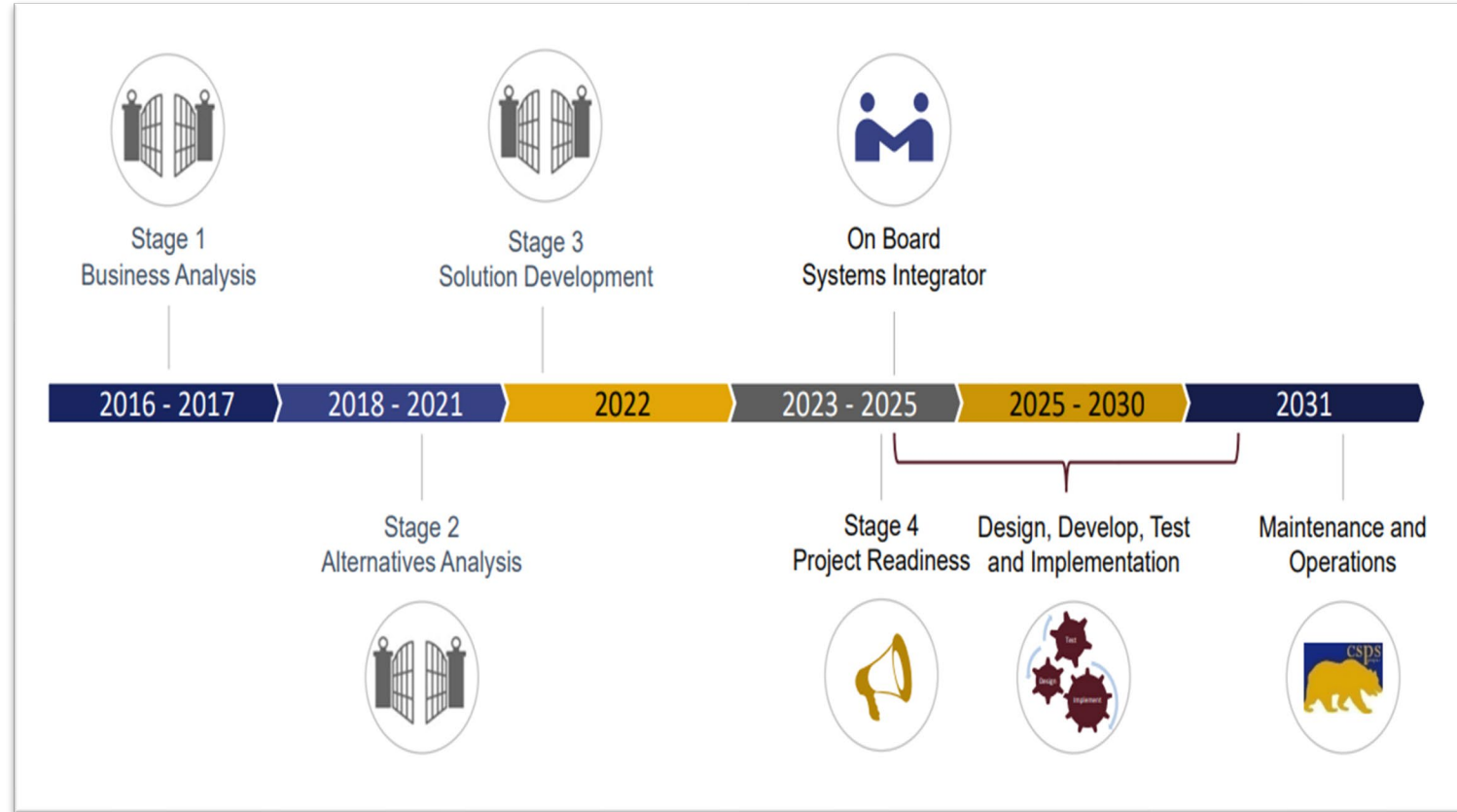
Contact: CSPSHelp@sco.ca.gov

CSPS
project



Project Information:

- **Objective:** To modernize and integrate the State’s Human Resource and Payroll systems
- **Goals:** Manager and Employee Self-service, Reduction in manual/paper submissions, Improved reporting capabilities, Efficiencies in processes/workflow



Project Scope:

- CSPS has defined six (6) Main Business Capabilities (MBCs) to be in-scope of the project.
- Taking a deep dive into each of the six (6) MBCs for the CSPS Project.
- Today we will be covering information on the Time Management MBC.



Time Management

Includes:

- Manage timesheets
- Accrue leave based on eligibility and automated accrual waiting periods
- Manage leave buyback programs, including eligibility, lump sum deferral, and lump sum payout
- Manage supplementation with leave credits for disability programs such as NDI, SDI, and IDL
- Manage eligibility and use of programs such as Family Medical Leave Act and Catastrophic Leave
- Calculate qualifying pay periods
- Track and view state service credits and seniority points



Time
Management



Status Updates

- **Procurement Team** currently in Phase 2 vendor demos and evaluations; anticipated to go through September 2024.
- **Technical Team** to include information from CalSTRS and Tax Entities in the CSPS Interface Diagram
- **Functional Team** completing the review of Interface Validation Assignment data with **Organizational Change Management** Team's support.
- **Functional Team** continue to identify gaps in the interface inventory.



STATEWIDE PROGRAM UPDATES



Statewide Benefits Program

Presenter: Ryan Baughman

Contact: ppsdcsbenefits@sco.ca.gov

2024 Open Enrollment is Coming!

- Open Enrollment Dates: September 16 to October 11, 2024.
- Encourage staff to check out SCO's [2024 Open Enrollment Resources](#).
- All documents must be uploaded through [ConnectHR](#). This includes any changes or PR250 responses.
- HR staff only need to upload once to ConnectHR. Verification email proves SCO has received it.

For any questions or concerns please reach out to the Statewide Customer Contact Center (916) 372-7200



Statewide Tax Support Program

Presenter: Monique Perez

Contact: PPSDSTSP@sco.ca.gov

Verification of Employees Identified as Nonresident Aliens

- [Personnel Letter #24-011](#): Verification of Employees Identified as Nonresident Aliens
- [ViewDirect and Mobius View](#) Reports are on ViewDirect until December 31, 2024. Report name in ViewDirect, PDW7170
- The Statewide Tax Support Program does a bi-annual verification so if you submitted a form within the first half (January through June) of the year, then you would have to submit a form for the second half (July through December).
- **ALL agencies** are required to submit the verification forms bi-annually to indicate any Additions, Deletions, or if you do not have any Nonresident Aliens to report.
- Forms are **due by September 15, 2024**
- SCO will contact the department Chiefs if forms are not received by September 15, 2024



Human Resources (HR) Suggestions

Presenter: Nastassja Johnson

Contact: PPSDHRSuggestions@sco.ca.gov

- We received 11 HR suggestions in the last three (3) months.
- We are in the process of implementing two (2) of the suggestions and will share as soon as they are live.
- Remember to submit your HR suggestions to the SCO HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov.

PPSD General Reminders

- Remind HR staff to use ConnectHR to submit documents or upload data
- Update [California Personnel Office Directory \(CPOD\)](#)
- The [PPSD Register](#) – PPSD's Monthly Newsletter
- Recommended [subscriptions](#)
- Review Communication from State Policy and Instructional Departments for Business Process impacts
- Review personnel and payroll reports to ensure accuracy of data
- HR offices calling the [Statewide Customer Contact Center](#) (916-372-7200) must listen to the prompts carefully and patiently to select the appropriate program area who may best assist with their inquiry.
- [SCO Weekly Processing Dates](#)
- [Escalation Email Process](#)
- Share this information with your Human Resources Team!



SCO Resources

Websites:

- [Human Resources](#) (HR)
- [State Employees](#)

SCO Key Initiatives:

- [SCOConnect](#)
- [California State Payroll System Project](#)

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 CLAS@sco.ca.gov
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov
- Decentralized Security Administration & ViewDirect Access (916) 619-7234 or DSA@sco.ca.gov
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- Management Information Retrieval System (MIRS) Email PPSDMIRS@sco.ca.gov
- [Statewide Customer Contact Center \(SCCC\)](#) (916) 372-7200



Take Back Questions

Question: We are required to submit Listing of Nonresidents Subject to IRS Notice 2005-76 form every March 15 and September 15, regardless of any nonresident aliens?

Answer: Correct, please review [Personnel Letter #24-011](#) for further clarification.





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[Link to Speakers' Notes](#)

August 22, 2024

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