



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

February 27, 2025



SCOConnect: Cal Employee Connect/ConnectHR

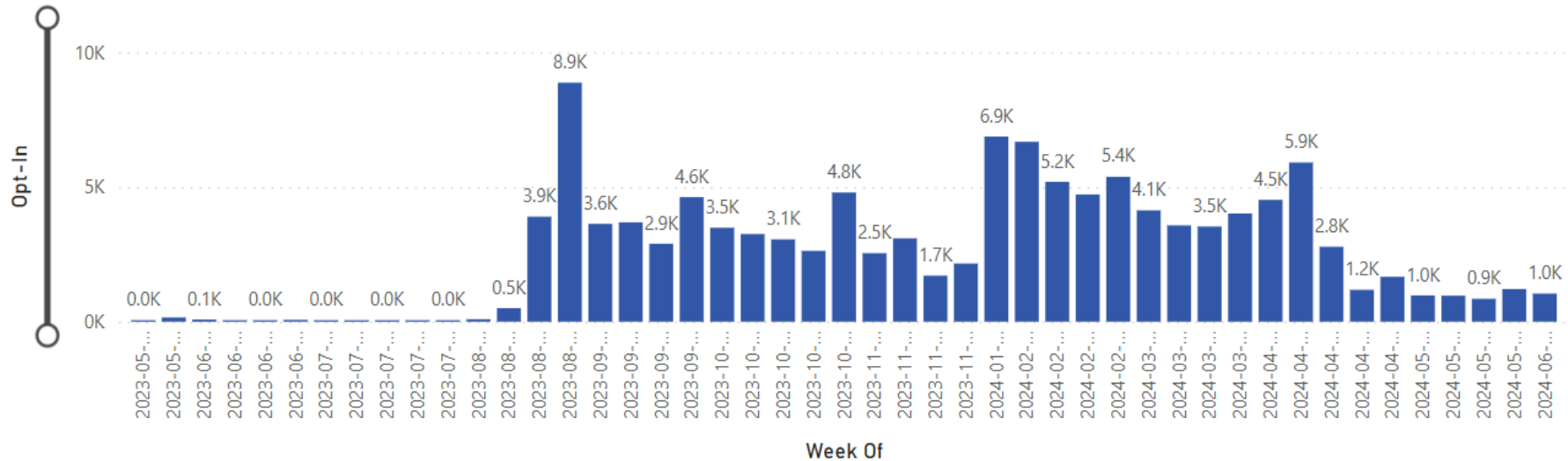
Presenter: Tiffany Fong-Mao

Contact: ConnectHRHelp@sco.ca.gov

Cal Employee Connect (CEC) – W-2 Paperless highlights:

As of February 26, 2025

Opt-In Number By Week



419K

Total Employees

157K

Total W2 Opt-ins

37.43%

Opt-In %

Goal for 2025: 50%

- New enrollment since February 1-26: 11,000
- Enrollment now open until November 30
 - Encourage your employees to opt-in to W-2 Paperless



SCOConnect: Cal Employee Connect/ConnectHR

Presenter: Tiffany Fong-Mao

Contact: ConnectHRHelp@sco.ca.gov

- **CEC Reminder:**
 - Ensure email is up-to-date
 - Forgot Username and Password requests will go to the email on file

Cal Employee CONNECT

Home Earnings W-2 Leave Time Employee Services Help & Feedback JOHN D DOE

Welcome JOHN D DOE Last Visit: 02-06-2025 08:28:24 AM

Earnings Summary

Next payday is 02/28/2025

YTD Earnings

| | | |
|---------------|----------------|-------------|
| \$0 Gross Pay | \$0 Deductions | \$0 Net Pay |
|---------------|----------------|-------------|

* Year To Date (YTD) totals may not match the YTD totals on your earnings statement or W-2.

Your most recent earnings statements

| Issue Date | Pay Period | Gross Pay | Net Pay |
|------------|------------|-------------|-------------|
| 10/11/2023 | 09/23 | \$ 50.00 | \$ 31.87 |
| 10/01/2023 | 09/23 | \$ 6,071.00 | \$ 3,755.70 |
| 09/12/2023 | 08/23 | \$ 50.00 | \$ 31.87 |

* The data provided is current as of the day it was posted. In some circumstances, your payroll may issue and not be released to you. Please contact your Human Resources Office if you have questions.

Leave Balances

| | 8/23 Begin Bal | Credit | Used | Misc. | 9/23 Begin |
|------------|----------------|--------|-------|-------|------------|
| ANNUAL | 480.75 | 17.00 | 46.00 | 0.00 | 451.75 |
| PH (UNITS) | 2.00 | 0.00 | 0.00 | 0.00 | 2.00 |
| EX HRS | 4.00 | 2.00 | 0.00 | 0.00 | 6.00 |
| TRNG/DEV | 9.00 | 0.00 | 0.00 | 0.00 | 9.00 |

Leave balance information

What's New?

2024 W-2 Now Available in Cal Employee Connect New

If you have enrolled in W-2 Paperless, you can NOW access and download your official 2024 W-2 Statement on Cal Employee Connect.

Employees who have not enrolled in W-2 Paperless will have their 2024 W-2 printed and mailed via the State Controller's Office no later than January 31, 2025. The next opportunity to enroll in W-2 Paperless via CEC, will be February 1, 2025 and will allow users the ability to download PDF copies of all W-2s listed within CEC.

Multifactor Authentication (MFA) Security

Secure your account with a Multifactor Authentication (MFA) app. We support most of the popular MFA apps such as Google Authenticator, Microsoft Authenticator, Duo, and many others. Visit your [User Profile](#) and click the option to Turn On MFA and follow the instructions. If you have any questions or feedback on this feature, please [contact us](#).

Employee Services New

The Employee Services tab allows employees to self-serve with the submission of electronic forms via Cal Employee Connect (CEC). The ability to submit Direct Deposit, Address Change, and Withholdings forms using CEC is now available to most state agencies/campuses.

Head over to [Employee Services](#) and check it out. If you have any questions or feedback on this feature, please [contact us](#).

Payroll Messages and Warrant Inserts

SCO has begun adding warrant insert flyers online. Visit [here](#) to check them out.



SCOConnect: Cal Employee Connect/ConnectHR

Presenter: Tiffany Fong-Mao

Contact: ConnectHRHelp@sco.ca.gov

- **CEC Reminder:**

- Ensure email is up-to-date
 - Forgot Username and Password requests will go to the email on file
 - Changes can be made under their User Profile screen

Cal Employee CONNECT

Home Earnings W-2 Leave Time Employee Services Help & Feedback JOHN D DOE ▾

User Profile

Portal Information

| | |
|---|--|
| User Name | CEC2020 Change |
| Email Address | MDuarte003@sco.ca.gov Change |
| Multifactor Authentication | <input type="checkbox"/> Turn On MFA |
| W-2 Paperless (more info) | <input checked="" type="checkbox"/> Opt-out of W-2 Paperless |
| Last Logged In | 02-03-2025 12:05:40 AM |
| Password Last Changed | 04-11-2024 01:20:57 PM |
| Date Joined | 11-13-2020 08:50:40 AM |
| User Profile Last Modified | Invalid date |

Employee Information

| | |
|-----------------|-----------------------------------|
| Employee Name | JOHN D DOE |
| Address | 300 CAPITOL MALL SACRAMENTO CA |
| Zip Code | 95814 |
| Employee ID | 9999-9999-9 |
| Position Number | 051-340-1000-001 |

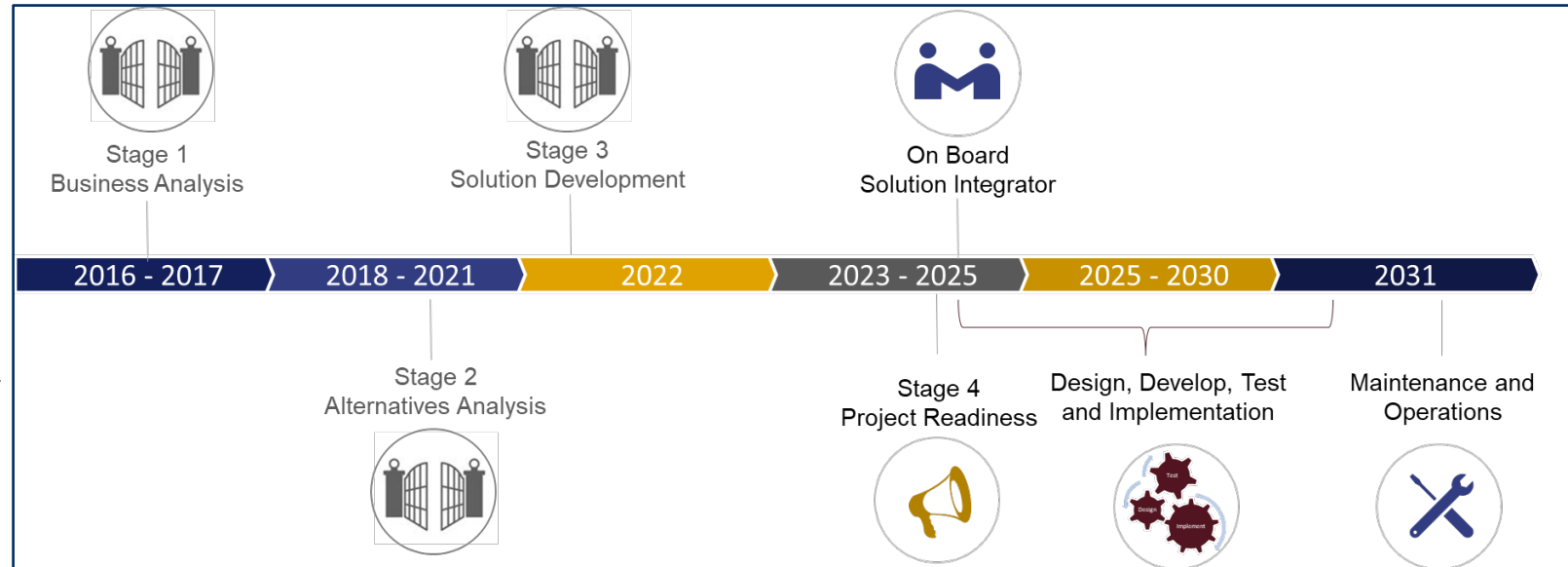
CSPS Status – February 2025

Presenter: Taras Kachmar

Contact: CSPSHelp@sco.ca.gov

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



HR Story Series



Jack, New Hire

Jill, HR Professional



Status/Progress Updates

- **Technical Team** to update interface gap identification process code to meet the documented database standards and naming conventions.
- **Organizational Change Management** engaged with departments to gather data relating to Human Capital Management projects that are planned or in progress.
- **Functional Team** continues to work on the first Task Expectations Document (TED) and onboarding Functional Implementation Services (FIS) contract managers.
- **Project Management Team** received PAL Stage 4 approval and entered a 45-day review period.



Statewide Tax Support Program

Presenter: Monique Perez

Contact: PPSDW2MiscDED@sco.ca.gov

Deceased Employee and Designee/Beneficiary Reporting

- [PPSD-21, Deceased Employee Data](#) - Fill and print form
- [Payroll Letter #24-012](#): Deceased Employee and Designee/Beneficiary Reporting
 - Contains reporting details and references
- Late reporting of the PPSD-21 will result in a Corrected Form W-2 for the deceased employee and a late 1099-MISC to the designee/beneficiary
 - Submit forms as soon as possible, as Corrected Form W-2s are generated monthly

Salary Advance Initial/Offset Reporting

- [Payroll Letter #24-013](#): Salary Advance Initial/Offset Reporting – Year End
- [STD. 422, Salary Advances Paid/Offset Report](#) - Fill and print form

NOTE: The PPSD-21, Deceased Employee Data, and the STD. 422, Salary Advance Paid/Offset Report forms should be submitted to SCO on a flow basis throughout the tax year.



Statewide Tax Support Program

Presenter: Monique Perez

Contact: PPSDW2MiscDED@sco.ca.gov

Form W-2 Reminders:

- Form W-2s have been distributed by mail as of January 31, 2025.
- [Cal Employee Connect \(CEC\)](#)
 - Form W-2s and Corrected W-2s will be available on [CEC](#).
 - If employees did not opt in for W-2 Paperless, they will have view only access on CEC.

Duplicate Form W-2:

- The duplicate Form W-2 fee will be waived for W-2s not received through March 10, 2025.
 - [Payroll Letter #24-020](#)
- Employees who have opted in for W-2 Paperless via the CEC portal will not be eligible for a fee waiver.
- Prior year Form W-2s are in CEC and go back to 2016. Paper copies will go back to 2022.

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: Regarding CSPS, has a vendor been chosen? If so, when will we find out who it is?

Answer: Yes, a vendor has been chosen. We hope to release their name in the beginning of April.

Question: What if someone has already changed departments and their email in CEC is still the old department's? How can they get it changed?

Answer: The best way to get this issue addressed is to utilize our [CEC Help and Feedback](#). Select option "Login/Account" from the 'Problem Category' dropdown, and state that you are unable to log in to your account. In the box that asks for an email, put your current email that CEC Team can reach you. They will then manually send instructions to that email.



Ad Hoc Committee on Human Resources Forum

[Link to Speakers' Notes](#)

February 27, 2025

State Controller's Office

Personnel and Payroll Services Division