Ad Hoc Committee on Human Resources Forum

Presented By: Nastassja Johnson

State Controller's Office/Personnel and Payroll Services Division

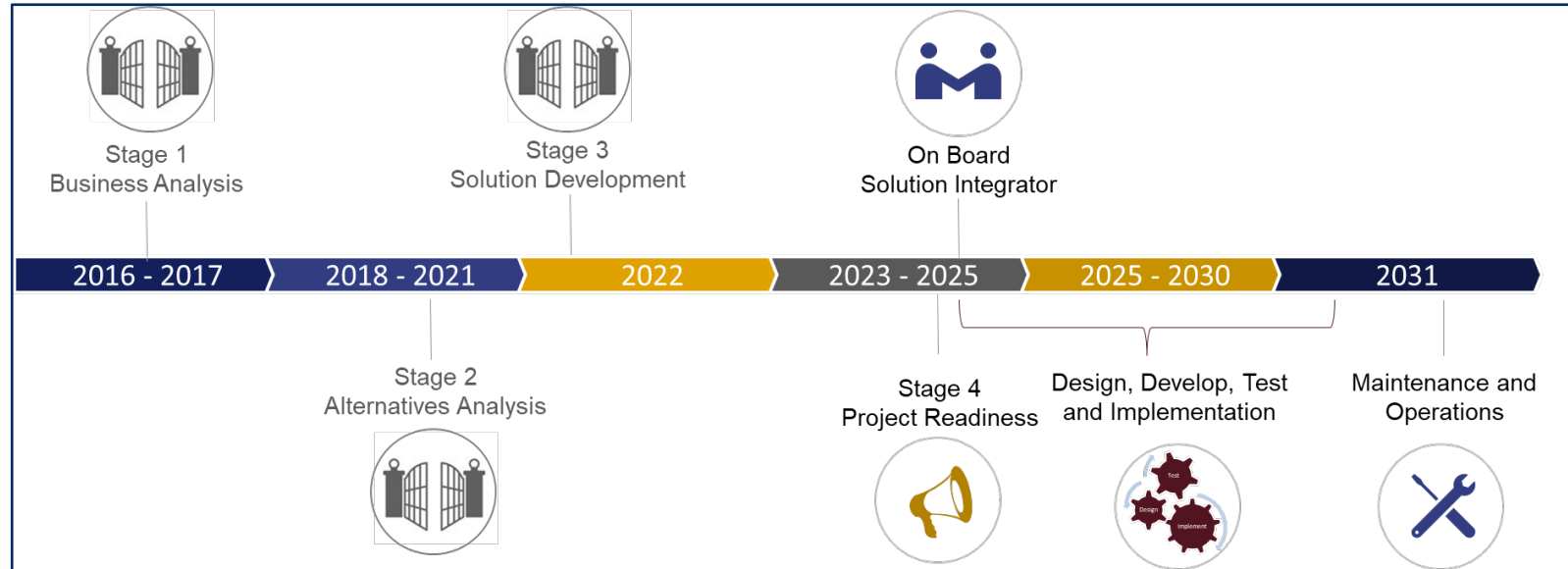Office of State Controller Malia M. Cohen

January 23, 2025

CSPS Status – January 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

Status/Progress Updates

- **Evaluation Team** presented the selected bidder package to ESC and received approval to submit PAL Stage 4 documents to CDT for final review.

- **Technical Team** is developing a validation strategy for the interface gap identification process.

- **Functional Team** completed analysis of current State Interface Inventory with ISD and PPSD.

- **Organizational Change Management Team** created an introduction video with Controller Cohen for the CSPS Project Awareness Campaign.

Statewide Tax Support Program

Presenter: Monique Perez

Contact: PPSDW2MiscDED@sco.ca.gov

Exempt Employees Reminders:

- Employees who are filing exempt will need to file a new STD. 686 (Employee Action Request) form by February 14, 2025.
  - o They will be switched to single for standard withholdings which is equivalent to single and zero for both Federal and State.
  - o Listings and notices were sent to the HR offices at the beginning of January regarding those employees who were exempt as of December 2024.

For Additional Information:

- Employee Action Request (EAR) STD. 686 Form and Federal Withholdings Toolkit
- Request a Duplicate Form W-2, Wage and Tax Statement
- Form W-2 Wage and Tax Statement FAQs

Statewide Tax Support Program

Presenter: Monique Perez

Contact: PPSDW2MiscDED@sco.ca.gov

Form W-2 Reminders:

- Form W-2s will be distributed by mail no later than 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.

SCOConnect: Cal Employee Connect/ConnectHR

Presenter: Tiffany Fong-Mao

Contact: ConnectHRHelp@sco.ca.gov

Form W-2 Update/Reminders on Cal Employee Connect (CEC)/ConnectHR:

- Cal Employee Connect (CEC)
  - 2024 Form W-2s are currently available on CEC.
  - Employees who have opted in for W-2 Paperless can download and print current and previous years' W-2s.
  - Employees not signed up for W-2 Paperless will have view only access.
  - Annual Enrollment for W-2 Paperless will be available starting February 1 through November 30.
- ConnectHR
  - Human Resources staff with ConnectHR access can shadow employee's account to download and print their W-2s through 2023 tax year.
  - 2024 W-2s are now available in ConnectHR.

Business Systems Enhancements Section

Presenter: Arlene Chambers

Contact: afchambers@sco.ca.gov

Semi-Monthly Retirement Exclusion Payroll Program Changes

- Payroll System Modification
  - The Monthly Retirement Exclusion Amount will be modified to be split equally between 1st and 2nd half payments.
  - Implementation date will be either for the February or March Pay Period as this date is dependent upon the testing results.
  - This information and walk through of the payroll sample results will be presented at the next Transaction Supervisors' Forum and the Transaction Specialists' Educational Forum.

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

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Link to Speakers' Notes

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