



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

June 27, 2024



Business System Support and Maintenance Section

Presenter: Tracy Gutierrez

Contact: [Statewide Customer Contact Center](#) 916-372-7200

2023 Contract Implementation

- SCO has concluded performing mass updates for 2023 contract implementation
 - Departments are responsible for keying General Salary Increase (GSI) or Special Salary Adjustment (SSA) transactions that have not been added to records of eligible employees
 - Please reference the applicable [SCO Personnel Letters](#) and CalHR Pay Letters for more information
 - Please process necessary updates by June 30, 2024, to ensure that 2024 mass updates are correct



Business System Support and Maintenance Section

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2024 Contract Implementation

- SCO is on track to perform mass updates for 2024 contract implementation by Payroll Cutoff for the July pay period
 - SCO will process updates for General Salary Increase (GSI) transactions
 - Mass updates will be performed in several groups
 - Departments will be responsible to process Special Salary Adjustment (SSA) transactions
 - Please process necessary updates by Payroll Cutoff for the July Pay Period to ensure that July 2024 pay warrants are correct
- SCO will release [Personnel Letters](#) on a flow basis

CSPS Project Update – June 2024

Presenter: Taras Kachmar

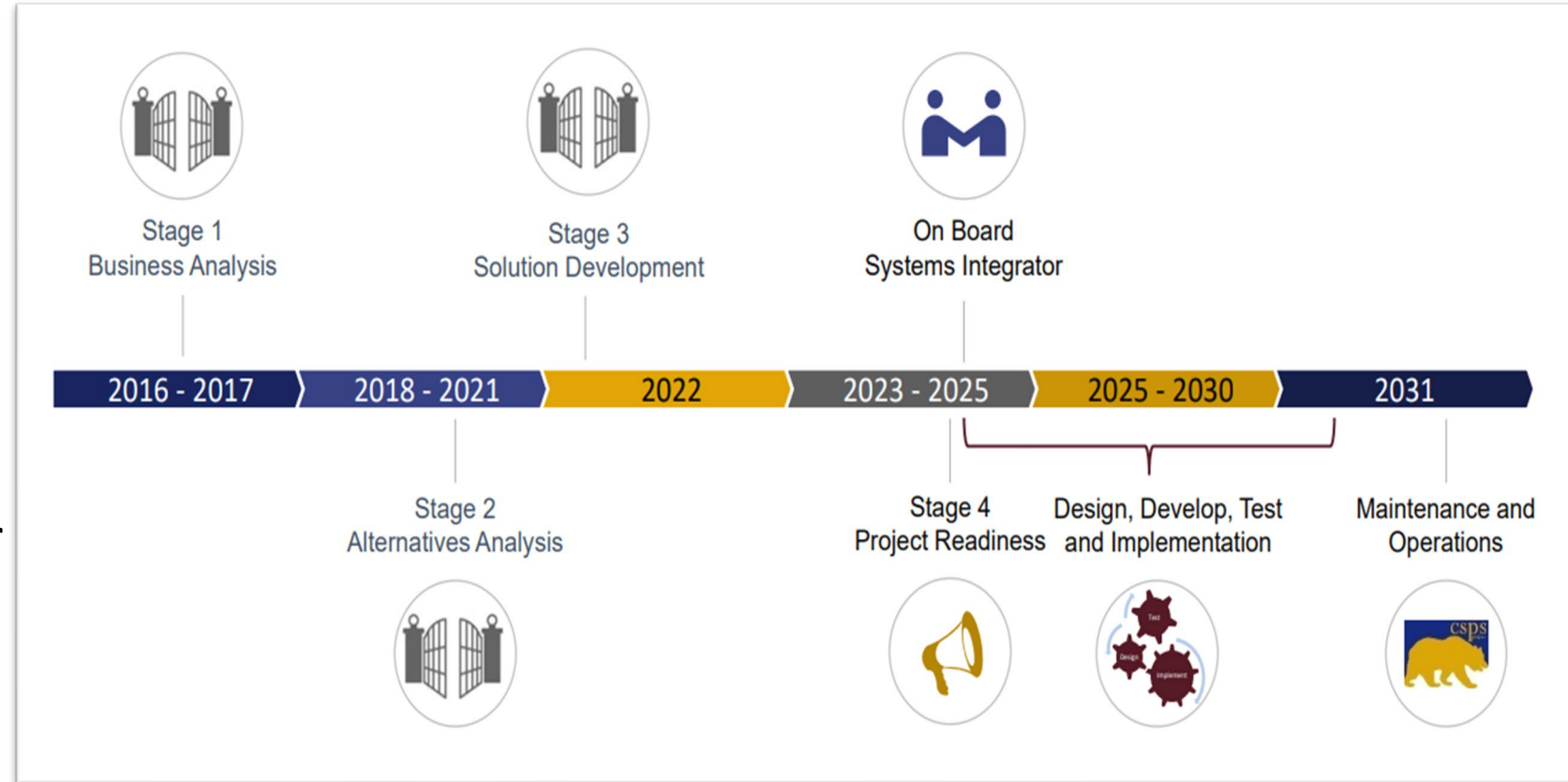
Contact: CSPSHelp@sco.ca.gov

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:

- CSPA has defined six (6) Main Business Capabilities (MBCs) in-scope of the project.
- Deep dive into each of the six (6) MBCs for the CSPA Project.
- Position Control Administration



Position Control Administration

Position Control Administration consists of:

- Establishing, modifying, and abolishing positions
- Copying, reclassifying, and reorganizing positions
- Managing a position's funding source





Status Updates

- **Procurement Team** received bidder proposals and scheduled software demonstrations.
- **Technical Team** working with Organizational Change Management to support the interface validation assignment.
- **OCM's Agency Change Experts** continue conducting Stakeholder Connect training with their Department Agency Readiness Teams.
- **Functional Team** completed review of all main business capability use cases.



Statewide Tax Support Program

Presenter: Monique Perez

Contact: PPSDW2MiscDED@sco.ca.gov

DECEASED EMPLOYEES

- **PPSD-21, Deceased Employee Data Form**

- Submit the [PPSD-21, Deceased Employee Data Form](#) with a copy of W-9 form to SCO, PPSD-W2 Program
 - Deceased Employee – Form W-2, Wage and Tax Statement
 - Designee/Beneficiary - 1099-MISC, Miscellaneous Information
 - Questions should be directed to a tax consultant or the Internal Revenue Service (IRS)
 - **Under no circumstances should the recipient be advised that the payment is not taxable**
 - **NO** payments should be released without receiving a [Form W-9, Request for Taxpayer Identification Number and Certification](#) from the designee/beneficiary

- **Education and Communications:**

- [Payroll Procedures Manual \(PPM\)](#), Section I 900: Deceased Employee's Wages
- [Payroll Letter #23-019](#): Deceased Employee and Designee/Beneficiary Reporting



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SALARY ADVANCES

- **Reporting Requirements:**

- If the related payroll warrant has not issued within 30 days from payday after providing the advance to the employee, then the loan becomes a salary advance and **must be reported to SCO**.
- **Salary advances must be treated as taxable wages.**
- Submit the "Initial" Salary Advance, STD. 422 form, to SCO Disbursements with a revolving fund check to report the associated taxes withheld (including state share) on behalf of the employee
 - Include a copy of the paycheck calculator to show tax breakdown
 - When issuing a salary advance for multiple pay periods, calculate each pay period separately. DO NOT COMBINE PAY PERIODS, as this may not match when the SCO warrant issues.
- Once the SCO warrant issues, submit the "Offset", STD. 422 form, to SCO, PPSD-W2 Program
 - Use the same form reported for the "Initial" completing the warrant information.
 - A warrant will be issued to the department for the taxes remitted on behalf of the employee.



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SALARY ADVANCES continued

- **Education and Communications:**

- [PPM](#), Section N 103: Salary Advances
- [Payroll Letter #23-018](#): Salary Advance Initial/Offset Reporting – Year End
- [Payroll Letter #22-003](#): Salary Advance Reporting Compliance



Statewide Tax Support Program

Presenter: Monique Perez

Contact: PPSDSTSP@sco.ca.gov

NONRESIDENT ALIEN COMPLIANCE

- **Compliance**
 - January to June reporting compliance is ending
 - Currently 40% of agencies reported
 - New reporting period begins July to December
 - One-time federal (099) deduction
- **Education and Communications:**
 - [Personnel Letter #24-001](#): Verification of Employees Identified as Nonresident Aliens
 - [Personnel Letter #24-003](#): Changes to Federal Tax Withholding Rates for Nonresident Alien
 - [Listing of Nonresidents Subject to IRS Notice 2005-76](#): Nonresident Alien Form



Personnel Civil Service Audits

Presenter: Renee Menefee

Contact: [Statewide Customer Contact Center](#) (916) 372-7200

Dual Social Security Numbers (SSNs)/105 Transaction

- Dual SSNs occur when a Personnel Specialist keys an employee into the mainframe with an incorrect SSN and rekeys the employee with the correct SSN.
- Dual SSN and 105 Transactions processed in May: 41
- Dual SSN and 105 Transactions processed this year: 302
- To prevent a Dual SSN, locate the turnaround Personnel Action Request (PAR) in [Mobius View](#) to submit a 105 Transaction to SCO for priority processing.
 - 105 Transactions are keyed within 3 to 5 business days
 - Scheduled for Wednesdays and Fridays



Personnel Civil Service Audits

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Dual Social Security Numbers (SSNs)/105 Transaction Continued

- Do not rekey to correct the SSN
 - Rekeying the correct SSN will create a Dual SSN for the employee in the mainframe
 - SCO will take 4 to 6 weeks to correct Dual SSNs
 - If pay issues for the incorrect SSN, the warrant(s) must be returned before the data in the mainframe can be corrected
 - Accounts Receivables (A/Rs) cannot be established if the funds are released to the employee for the incorrect SSN.
 - Refer to [PAM](#), Section 10.9 on how to submit a PAR

Additional Resources:

- [Library and Resources](#): Dual Social Security Number (SSN) PDF
- [Transaction Specialists' Educational Forum Notes – August 2022](#)

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) https://sco.ca.gov/ppsd_state_hr.html
- State Employees https://sco.ca.gov/ppsd_se_payroll.html

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: Some of the pending General Salary Increases/Special Salary Adjustments (GENs/SALs) are stuck in the Industrial Disability Leave (IDL) queue that is about a year delayed. Are those going to be pulled out and fixed to help avoid these issues related to the next salary updates?

Answer: The documents that are in back log are not related to the employee getting or not getting the 2024 increase. The retro general increases and salary increases from 2023 must have been manually keyed if they fell out of the mass update (either keyed by agencies or SCO if the agency was unable to), from there the agencies submit documents to SCO's Disability Unit to issue the additional pay, because they cannot be issued at the agency level.

Payroll and Disability Unit will continue to work on documents in the order it was received by date, they will not take priority.



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[Link to Speakers' Notes](#)

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