



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

May 23, 2024



SCO KEY INITIATIVES: UPDATES

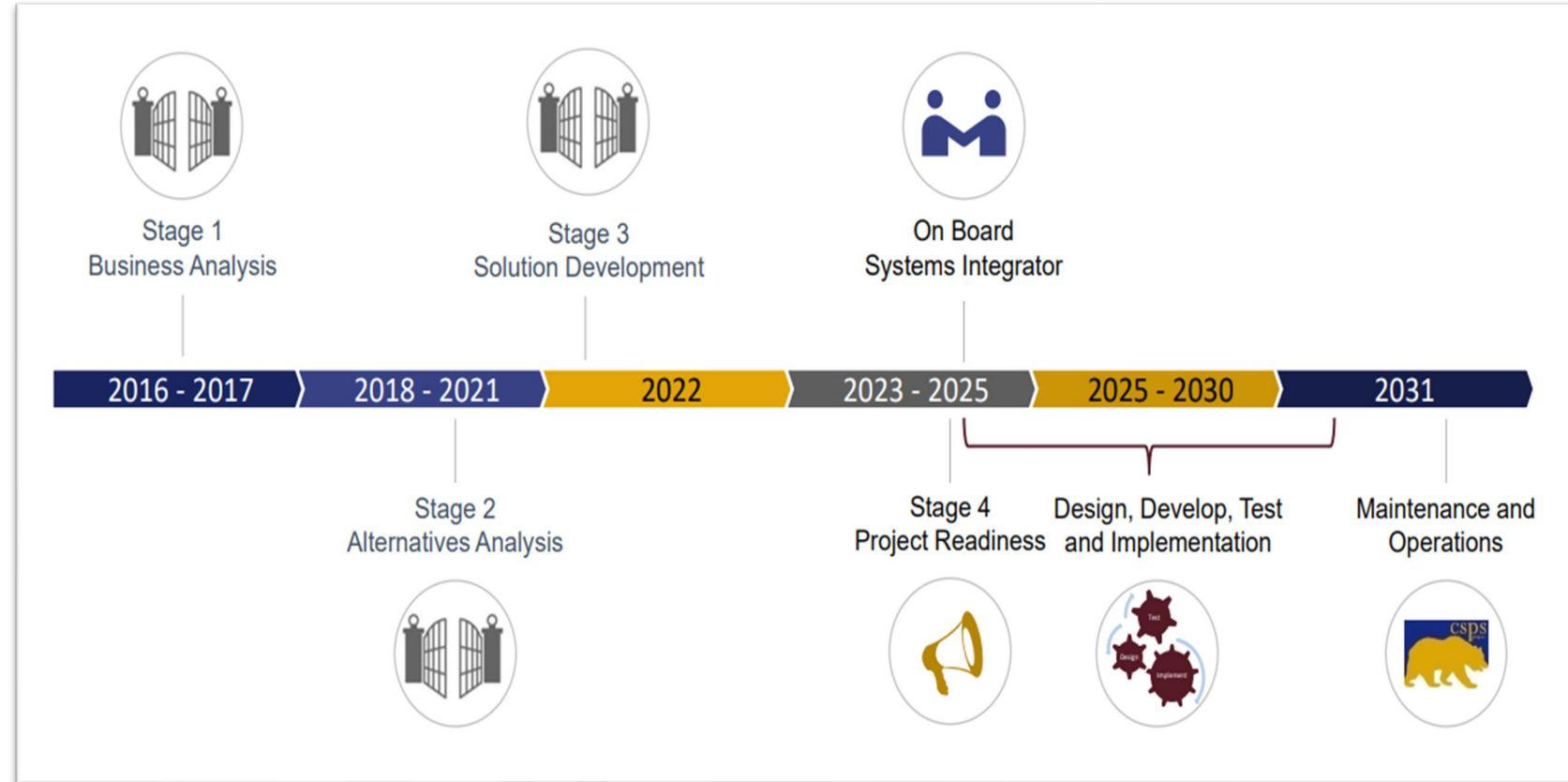
CSPS Project Update – May 2024

Presenter: Aadarshpreet Brar
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



Project Scope:

- CSPA has defined six (6) Main Business Capabilities (MBCs) to be in-scope of the project.
- We will do a deep dive into each of the six (6) MBCs for the CSPA Project over the next six months.
- Today we will be covering information on Personnel Administration MBC.



Personnel Administration

Scope consists of three (3) categories:

1. Manage employee records
2. Manage personnel actions
3. Manage status changes



Status Updates

- Procurement Team released Addendum 6 and 7 in April and have held confidential bidder discussions.
- California State Payroll System Project Team are conducting interface workgroup sessions in partnership with Personnel Payroll Service Division (PPSD) and Information System Division (ISD) to collect data for the Interface Inventory list.
- Organizational Change Management began conducting Stakeholder Connect training sessions with their Department Agency Readiness Teams. Stakeholder Connect is the project's stakeholder communications management platform.
- Organizational Change Management leadership is working with SCO public affairs to collaborate and align with SCO website plans.



STATEWIDE PROGRAM UPDATES



Statewide Tax Support Program

Presenter: Alita Rivas

Contact: PPSDW2MiscDED@sco.ca.gov

Salary Advances

When agencies know a payroll warrant will not generate by the expected due date, a salary advance may be issued from their revolving fund. Salary advances must be treated as taxable wages. The taxable gross amount, federal, state, social security, Medicare, and State Disability Insurance taxes must be reported timely to SCO to ensure inclusion on the Form W-2.

- **Reasons of Issuance of Salary Advance**

- Delay in appointment
- Stipulation/Appeal
- Lump Sum

- **Initial Reporting**

- If the related payroll warrant has not issued within **30 days from payday** after providing the advance to the employee, the loan becomes a salary advance and **must be reported to SCO**.
- This reporting updates the W-2 file to include the salary advance



Statewide Tax Support Program

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Salary Advances continued

- **Offset Reporting**

- Reported to SCO when the warrant issues
- Updates the W-2 File to remove the initial reporting
- A warrant is issued to the department for the taxes remitted on behalf of the employee

- **Salary Advance Package Reporting**

- If no salary advance reported and the tax year has closed
 - Example: Salary advance provided in September 2023 but not reported to SCO in the 2023 tax year
- SCO warrant **must** issue to report wages in the prior tax year
- Once SCO warrant issues, report the "Initial" and "Offset" as a package to SCO
 - SCO will move the wages and reporting to the correct tax year



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Salary Advances continued

- **Impacts to Employee**

- No wages reported for a tax year
- More/Less wages reported
- Inaccurate tax filing
- Effect from purchasing a home, car, etc. due to inaccurate wage reporting

- **Education and Communications: References**

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



Executive Office (EO) Inquiries

Presenter: Nastassja Johnson

What are Executive Office (EO) Inquiries?

Inquires that constituents send to SCO using the [Contact Us](#) webpage on the SCO website

Quarter 1 - Top inquiries: January to March 2024

- Paycheck: 98
- Taxes and W-2: 74
- General Information: 31
- Back Pay Issue: 11
- 75% of our Quarter 1 inquiries from current employees were sent back to their HR office



Executive Office (EO) Inquiries

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How Can You Help?

- Inform your employees by sharing [employee bulletins](#)
- We ask that HR offices make employees aware of resources available to them such as [SCO State Employees Webpage](#), [California Public Employees' Retirement System](#), [California Department of Human Resources](#), and [Cal Employee Connect](#).

Our Responses

- We provide the employee with contact information to a Personnel Specialist/Supervisor within their departmental HR office. We copy Transactions Managers and the HR Chief. BCC the department's universal email inbox (Personnel Transactions).
 - Encouraged to review/update the [California Personnel Office Directory \(CPOD\)](#)
 - Access the [Statewide Customer Contact Center \(SCCC\)](#) and [Escalation Email](#), should you need assistance from the SCO.



Human Resources (HR) Suggestions

Presenter: Nastassja Johnson

Contact: PPSDHRSuggestions@sco.ca.gov

- 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) 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





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[Link to Speakers' Notes](#)

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