



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

October 24, 2024

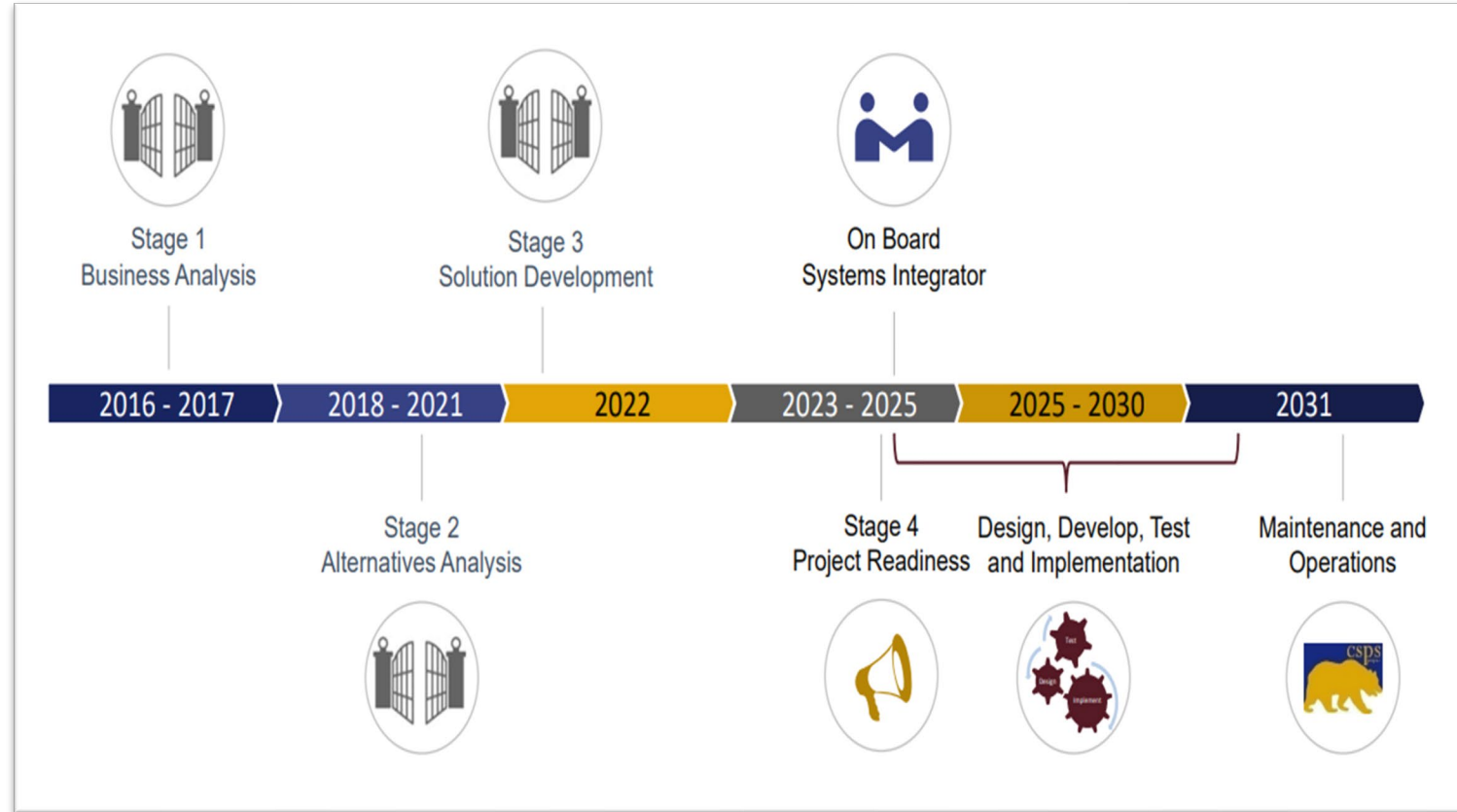
CSPS Status – October 2024

Presenter: Taras Kachmar

Email: 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:

- 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 Payroll MBC.



Payroll:

- Calculate Payroll
- Prepare Payroll Files
- Accumulate Payroll
- Process Payments
- General Payroll



Status Updates:

- **Project Management Office** concluded review sessions for tasks and deliverables from the System Integrator Statement of Work
- **Technical Team** continues to validate information to complete the Interface Diagram
- **Functional Team** continues to analyze Outbound Interface data gathered through the assignment process
- **Organizational Change Management Team** continues to work with Department Agency Readiness Teams to complete the Supplemental Time Off Verification Assignment



Statewide Benefits Program

Presenter: Rebecca Garcia

Contact: ppsdcsbenefits@sco.ca.gov

Open Enrollment Season is Here!

- Currently processing all forms coming in from the agencies
- Shift in priority to Open Enrollment may cause temporary delays in other workloads
- Urgent Requests: Contact [Statewide Customer Contact Center](#) or [Escalation Email Procedures](#)
- Deadline for new Open Enrollment forms: **November 1, 2024**
- Kudos to your Transactions Units for sending in forms before deadline!



Statewide Payroll Program

Presenter: Renee Menefee

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

Lump Sum Reminders

- Resource: [Payroll Letter #24-014](#)
- Labor Code 201 and 202: Employees electing to contribute all, or a portion, of their lump sum separation pay into a Savings Plus account, must sign and submit an Election Form to their personnel office at least five (5) days prior to their separation date (excluding holidays and weekends).
 - Contributions must be deposited into an applicable plan account no later than 2 and ½ months after the employee's last day of employment.
- Treas. Reg § 1.451-2(a): These requests are irrevocable once signed and submitted to the department personnel office, and cannot be changed, amended, or revoked.



Statewide Tax Support Program

Presenter: Monique Perez

Contact: PPSDSTSP@sco.ca.gov

Verification of Employees Identified as Nonresident Aliens:

- Bi-annual Verification
 - [Personnel Letter #24-011](#)
- The Nonresident Alien reports (PDW7170)
 - [ViewDirect and Mobius View](#) - December 31, 2024



Statewide Tax Support Program

Presenter: Monique Perez

Contact: PPSDW2MiscDED@sco.ca.gov

Deceased Employee and Designee/Beneficiary Reporting

- [Payroll Letter #24-012](#)
- 2024 tax reporting year
 - Submit forms by December 6
- [Payroll Procedures Manual \(PPM\)](#), Section I 902

Salary Advance Initial/Offset Reporting – Year End

- [Payroll Letter #24-013](#)
- Form STD. 422 must be submitted throughout the year to comply.
 - Cut-off Date: 10th of each month.
- [Payroll Procedures Manual \(PPM\)](#), Section N (103-11)



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Contact: PPSDW2MiscDED@sco.ca.gov

Document Cut-off Dates for 2024 Calendar Year-End Processing

- [Payroll Letter #24-011](#)
 - Fringe Benefit reporting - November 8
 - Nonresident Alien with Tax Treaty Exemption - December 6
 - Labor Code (LC) 4800/LC 4811 - December 13
 - Salary Advance/Offsets - December 2



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Contact: PPSDW2MiscDED@sco.ca.gov

Document Cut-off Dates for 2024 Calendar Year-End Processing

- Form STD. 675 - December 2
- Form STD. 995(A) and 995(R) - December 6
- Form PSD21 - December 4

Employees with Address Changes and Annual Withholding

- Employees should review their withholdings every year if they have any of the following:
 - Spouse who works as an employee
 - Two (2) or more jobs simultaneously
 - Worked partially during the year
 - Have dependents who are at least 17 years old
- STD. 686 Employee Action Request (EAR) Resources:
 - [Personnel Action Manual \(PAM\)](#): Section 6 - EAR Processing
 - [QuickStart Guide and EAR Samples](#)

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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