



# 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

September 26, 2024

# CSPS Status – September 2024

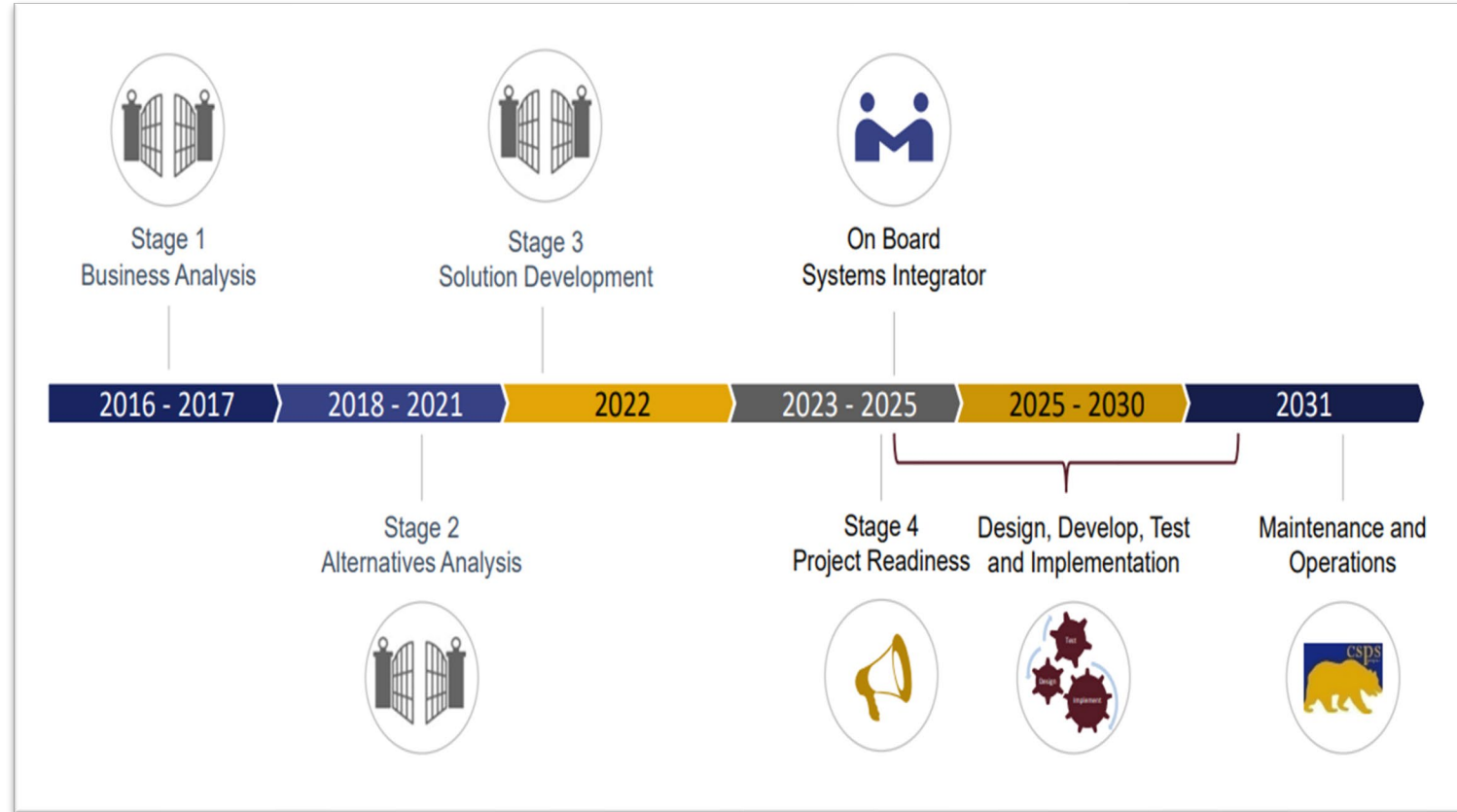
Presenter: Taras Kachmar

Contact: [CSPSHelp@sco.ca.gov](mailto: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.
- Taking a deep dive into each of the six (6) MBCs for the CSPA Project.
- Today we will be covering information on the Travel Advance and Expense Management MBC.



# Travel Advance and Expense Management

- Users will be able to submit travel advance and expense reimbursement requests.
- Users will be able to manage new and previously submitted travel advance and reimbursement requests.
- Users will be able to apply expense reimbursement requests to clear a travel advance.
- The system will integrate with other accounting systems.
- This Main Business Capability and corresponding functionality of the CSPA Project is expected to replace the California Automated Travel Expense Reimbursement System (CalATERS).



**Travel  
Advance and  
Expense  
Management**



# Status Updates

- **Procurement Team** released Functional Implementation (FI) and Information Technology (IT) Request for Offers (RFO)
- **Technical Team** added information from SCO Disbursements, Fi\$Cal, and EDD into the CSPS Interface Diagram
- **Functional Team** continued to analyze Outbound Interfaces assignment submissions
- **Organizational Change Management Team** launched the Supplemental Time Off Verification Assignment to verify which departments allow employees to participate in short-term reduced work time programs



# Statewide Benefits Program

Presenter: Nastassja Johnson

Contact: [ppsdcsbenefits@sco.ca.gov](mailto:ppsdcsbenefits@sco.ca.gov)

## Open Enrollment is Here!!!!

- Important Dates and Reminders:
  - Open Enrollment Period: **September 16 to October 11, 2024**
  - Effective Date of Benefits: **January 1, 2025**
  - Please encourage your staff to work and upload Open Enrollment documents as they come in
  - They do **NOT** need to wait until the last day to upload
  - Resources are available on the [SCO](#), [CalPERS](#), and [CalHR](#) websites





# Statewide Tax Support Program

Presenter: Monique Perez

Contact: [PPSDW2MiscDED@sco.ca.gov](mailto:PPSDW2MiscDED@sco.ca.gov)

## Undeliverable Form W-2, Wage and Tax Statement

- Cal Employee Connect (CEC)
  - Employees can log into their [CEC](#) account to make changes within the portal
- Submit New Employee Action Request Form
  - [Employee Action Request Form, STD. 686](#)
    - Submit to personnel/payroll office
- Increase in cost of Paper Form W-2
  - Service fee of \$0.92 for each Form W-2
    - \$0.21 increase from last year
    - Encourage employees to sign up for electronic Form W-2 via CEC
- Corrected Form W-2
  - Revised and is now on a 2-page format



# 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)
- [State Employees](#)

## SCO Key Initiatives:

- [SCOConnect](#)
- [California State Payroll System Project](#)

## Contacts:

- Affordable Care Act (ACA) Email [ACASupport@sco.ca.gov](mailto: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](mailto:CLAS@sco.ca.gov)
- CS Escalation Email (HR Supervisors and Managers) [PPSDOps@sco.ca.gov](mailto:PPSDOps@sco.ca.gov)
- Decentralized Security Administration & ViewDirect Access (916) 619-7234 or [DSA@sco.ca.gov](mailto:DSA@sco.ca.gov)
- HR Suggestions Email (All HR Staff) [PPSDHRSuggestions@sco.ca.gov](mailto:PPSDHRSuggestions@sco.ca.gov)
- Management Information Retrieval System (MIRS) Email [PPSDMIRS@sco.ca.gov](mailto:PPSDMIRS@sco.ca.gov)
- [Statewide Customer Contact Center \(SCCC\)](#) (916) 372-7200





# Take Back Questions

**Question:** Are there aspects of CSPS that will replace Fi\$Cal functionality?

**Answer:** The future state solution will not replace any functionality within FI\$Cal. However, the data being sent to and received from FI\$Cal will change for some processes. There are specific requirements written for the new solution to interface this data between CSPS and FI\$Cal.

**Question:** When do you anticipate announcing the CSPS vendor?

**Answer:** Hopefully by the end of the first quarter next year.

**Question:** Can you clarify what CalSTRS has contributed to the CSPS procurement process?

**Answer:** CalSTRS is not involved in the procurement process. The CalSTRS information included in the CSPS Interface Diagram is related to employee and retirement information that will be used to support CSPS and CalSTRS business processes.

**Question:** Do the employees pay the additional \$0.21 or does the employer?

**Answer:** For clarification, the \$0.21 increase will go to departments, not employees. This will be reflected on the department's billing received in March or April 2025.



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[Link to Speakers' Notes](#)

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