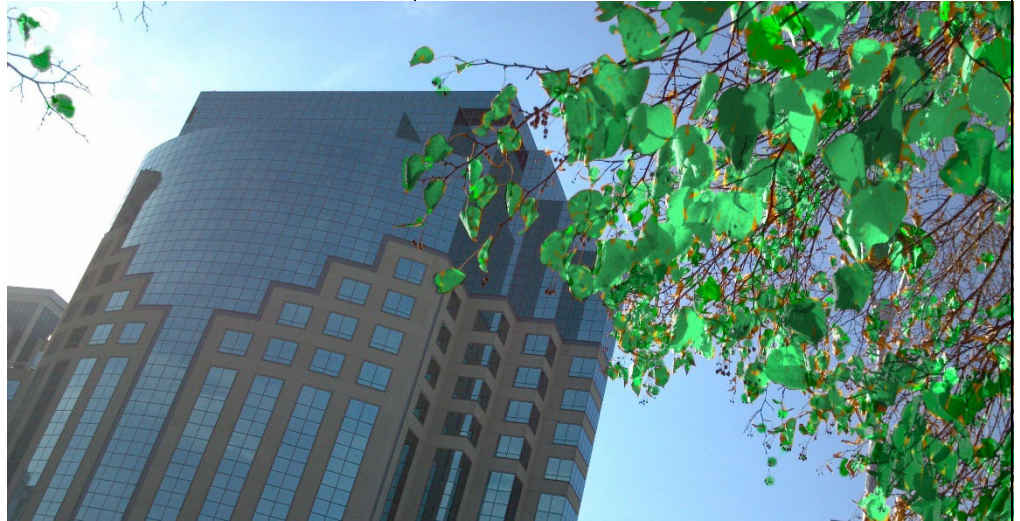# THE PPSD REGISTER

It is the mission of the Personnel and Payroll Services Division to provide accurate and timely personnel and payroll services through quality customer service.

Key Highlights This Month

- ✓ Human Resources Suggestions

- ✓ SCOConnect: Leave Center Feature

- ✓ California Personnel Office Directory

- ✓ California State Payroll System Project Update

SCO KEY INITIATIVES

SCOCONNECT:
CAL EMPLOYEE CONNECT/ CONNECTHR

CALIFORNIA STATE PAYROLL SYSTEM (CSPS) PROJECT

CONTACT US

(916) 372-7200

ppsdops@sco.ca.gov

Human Resources Suggestions

Human Resources (HR) Suggestions was created for HR staff to easily submit feedback and recommendations to make the State Controller's Office (SCO) better. An example of an HR Suggestion is requesting an eLearning training module to be available on the SCO website to expand employee learning opportunities. Got a suggestion? Send to PPSDHRSuggestions@sco.ca.gov.

Any suggestions that are implemented are shared quarterly at the Transaction Supervisors' Forum. If you are interested in receiving forum invitations and information, please subscribe to the mailing list.

HELPFUL TOOLS

COVID-19 FAQ

Email Subscriptions

Civil Service Weekly Processing Dates

Decentralized Payroll Calendars

SCO Letters

Personnel Action Manual (PAM)

Payroll Procedures Manual (PPM)

Requesting Employment History

Requesting Pay History

Statewide Training

Payroll Flyers and Global Messages

Verification of Employment

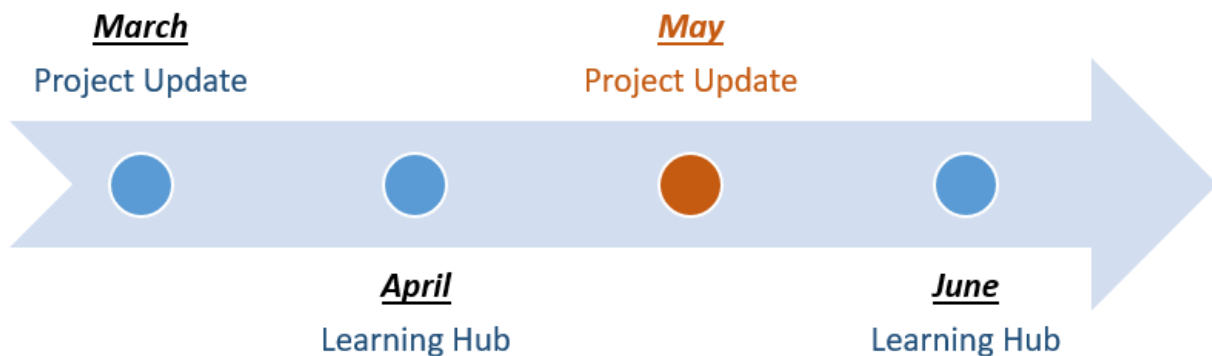## SCOConnect: Leave Center Feature

The SCOConnect Team is excited to highlight the Leave Center feature available in Cal Employee Connect (CEC). This is one of the newest self-service features added to employee accounts. The feature provides employees with the tools to track and project leave balances produced by the California Leave Accounting System (CLAS). If your agency does not use the CLAS system, then the employee will not be able to view this feature in their CEC account. Please encourage your employees to log on to their CEC account and check it out.

No CEC account? Please visit Cal Employee Connect (CEC) for more information.

California Personnel Office Directory

Providing the utmost customer service is always a priority at SCO. In order to ensure that agencies receive prompt communication, it is imperative that all departmental HR offices regularly review and update their agency's California Personnel Office Directory (CPOD). HR offices may update CPOD at any time to add, change, or delete employee entries and contact information from the CPOD webpage. For assistance using the form or to report technical difficulties, please contact the Personnel and Payroll Services Division (PPSD) at WebmasterPPSD@sco.ca.gov.

California State Payroll System Monthly Snapshot

March
Project Update

April
Learning Hub

May
Project Update

June
Learning Hub

Welcome Project Manager

The California State Payroll System (CSPS) Project Team is thrilled to announce that Paul Kudlacz has been selected as the new CSPS Project Manager. Paul stepped into the role in January 2024 and brings a wealth of experience and expertise to the project. With a Master of Computer Science and an Information Technology Infrastructure Library (ITIL) certification, Paul's educational background complements his extensive professional experience.

With over 16 years of managerial experience, Paul has demonstrated exceptional leadership skills in hiring, mentoring, and developing staff to exceed performance expectations. He has a commendable record of accomplishment with 10 years of experience in implementing multi-million-dollar projects within the private and public sector, and he brings expertise in strategic planning, operational change management, and facilitation of communication and training initiatives. Formerly serving as CSPS's Technical Workstream Chief, Paul has firsthand knowledge of SCO's dynamics and challenges.

Please join the CSPS Project Team in congratulating Paul on his new role as CSPS Project Manager!

CSPS Project Update

The CSPS Procurement Team achieved a major milestone which moves us closer to determining a vendor. Addendum five (5) of the solicitation was released on March 7 and questions from potential bidders were received. Addendums are additions that have been added to the solicitation package. Addendum six (6) updates and bidder questions are currently being addressed.

The Functional Team continues to draft use cases. Use cases describe how a system achieves specific goals and outlines interactions between users and a system. The use cases facilitate communication between technical and business stakeholders.

The Technical Team, in collaboration with the Functional Team, has conducted the first interface workgroup meeting with project partners, the Information Systems Division (ISD), and PPSD. Interfaces are crucial to system development because they enable different software, hardware, and systems to work together seamlessly. The Technical Team is also working with PPSD and California State Universities to address potential data issues and pave the way for a smooth system implementation.

A key milestone was achieved by the Organizational Change Management (OCM) Team. The Stakeholder Connect Liaison Portal is live! Department Liaisons can now interact directly with Agency Change Experts (ACEs) and have access to a comprehensive catalog of resources to help get people ready for the changes ahead. The OCM Readiness Team is also preparing for organizational readiness interviews with their department sponsors and/or Liaisons. Insights from these interviews will shape future OCM strategies.

We are dedicated to information sharing and continuing to keep you updated on progress and achievement of major milestones. If any questions or inquiries arise, please feel free to reach out to us at CSPShelp@sco.ca.gov. We also invite you to explore our California State Payroll System (CSPS) Project website.