



# 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.

**September 2024**

VOL 5, ISSUE 9

State Controller's Office  
Personnel and Payroll Services  
Division



## Key Highlights This Month

- ✓ [SCOConnect: W-2 Paperless Feature](#)
- ✓ [2024 Benefits Open Enrollment Reminder](#)
- ✓ [California State Payroll System Project Monthly Snapshot](#)

## SCO KEY INITIATIVES

SCOCONNECT:  
[CAL EMPLOYEE  
CONNECT/  
CONNECTHR](#)

[CALIFORNIA STATE  
PAYROLL SYSTEM  
\(CSPS\) PROJECT](#)

## CONTACT US

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## SCOConnect: W-2 Paperless Feature

Make a statement; go paperless! Cut down on unnecessary paper by encouraging employees to opt-in to the 2024 W-2 paperless feature by November 30. Opting in to receive your 2024 W-2 Statement on [Cal Employee Connect \(CEC\)](#) helps save time and resources. Employees who opt-in get early access to their W-2 Statement and can download a free copy of 2016 to current W-2s at any time. Opt-in for paperless W-2s and help reduce our carbon footprint.

Once employees log into CEC, the following prompt will appear to opt-in to receiving a paperless W-2 Statement.

 W-2 Paperless Enrollment

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Need to download your W-2 Statement at any time? 

Paperless W-2 Statement allows you to download from any internet-connected device:

- Your previous years' W-2 Statements
- Your next year's W-2 Statement at least two weeks before the printed version is mailed-out.

Encourage your employees to go Paperless today!

## 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](#)

## 2024 Benefits Open Enrollment Reminder

The annual open enrollment period for health, dental, Premier Vision, Consolidated Benefits (CoBen), and all FlexElect accounts runs from September 16 to October 11. All open enrollment actions will be effective January 1, 2025. Please submit your documents to [ConnectHR](#) on a flow basis and use the [2024 Open Enrollment Resources](#). For more information on 2024 open enrollment, check out the August 2024 [PPSD Register](#).

# California State Payroll System Project Monthly Snapshot

The California State Payroll System (CSPS) Project is moving along as expected and is on schedule for awarding a contract for a System Integrator. The System Integrator will help develop and implement the new payroll system. The CSPS Project Team would like to share some information about the vendor procurement process, and what you can expect moving forward.

The CSPS Procurement Team received bidder proposals and completed software demonstrations (Proof of Concept) in June.

## **What are vendor demonstrations?**

- An opportunity for approved bidders to show how they intend to meet a subset of complex solution requirements
- The Proof of Concept is a demonstration of a product, service, or solution. A Proof of Concept is intended to evaluate whether a particular notion or assumption is viable.

## **What happens in evaluations?**

- Project staff and other key stakeholders review written proposals to ensure bidders have addressed each requirement of the Request for Proposal.

## **What is the next step?**

- Bidder negotiations will begin this fall
- The purpose of the negotiation process is to maximize the state's ability to obtain the best value based on the requirements and evaluation factors described in the solicitation

As bidder(s) are invited to participate in the negotiation process this fall, and the CSPS Project Team will keep you updated as the vendor procurement process continues to unfold.

We are dedicated to information sharing and will continue to keep you updated on progress and milestones. If any questions or inquiries arise, please feel free to reach out to us at [CSPSHelp@sco.ca.gov](mailto:CSPSHelp@sco.ca.gov). We also invite you to explore our [CSPS Project](#) website.