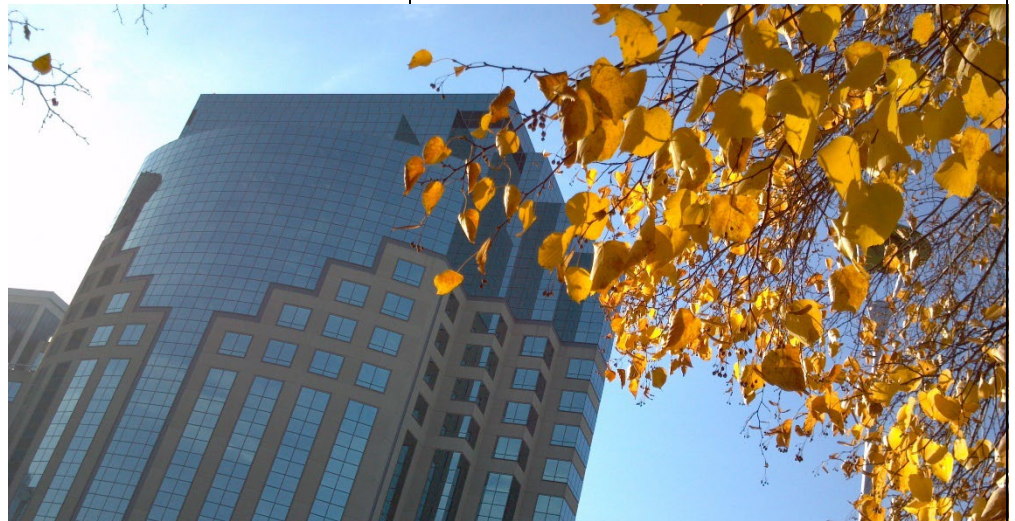# THE PPSD REGISTER

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

Highlights This Month

- ✓ [Verification of Employment](#)
- ✓ [Statewide Tax Support Program](#)
- ✓ [Meet the Team: SCOConnect](#)
- ✓ [Paperless W-2 Opt-in](#)
- ✓ [Statewide Benefits Program: Dependent Eligibility Verification](#)
- ✓ [CalHR Benefits Website Migration](#)
- ✓ [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

Verification of Employment

California Civil Service (CS) and California State University (CSU) employees who require employment and income verification can follow the below options to obtain verification:

- **Work Number**: The Work Number is an automated service that departments and campuses voluntarily elect to participate in. Employees at participating departments or campuses can use this system when it is necessary to provide employment or income verification to organizations such as mortgage companies or rental agencies. View The Work Number Employment and Income Verification webpage to access Work Number information.
- **Contact Departmental Human Resources (HR) Office**: It is best to reach out to the Departmental HR Office for any employment information you cannot obtain from the Work Number.
- **State Locator**: Contact the State Locator by phone at (916) 322- 2760 to obtain the employees' CS agency or CSU campus contact information.

Additional information can be found on the Did You Know? Verification of Employment and on the State Controller's Office (SCO) website.

HELPFUL TOOLS

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

SCO Forums

Transaction Supervisors' Forum:
February 13
March 13

Transaction Specialists' Educational Forum:
February 6

Statewide Tax Support Program

Duplicate W-2, Wage and Tax Statements
All W-2 forms were mailed before January 31, 2025. Employees are encouraged to print a copy of their Form W-2 using Cal Employee Connect if they did not receive one. To download a copy of their 2024 Form W-2, they must choose to receive their Form W-2 electronically.

If a duplicate copy is needed, please have the employee complete a STD. Form 436 Duplicate Wage and Tax Statement Request and email the form to PPSDW2DupCor@sco.ca.gov. There is a non-refundable $8.50 processing fee to request a duplicate Form W-2. The fee will be waived if an employee's departmental Human Resources Office submits a request by March 3, 2025, if their mailing address has not changed. Only those employees who opted not to receive an electronic Form W-2 will be eligible for the fee waiver. Requests submitted to SCO take approximately three weeks to process.

For questions, please contact the Statewide Duplicate W-2 Customer Contact at (916) 445-2849 or PPSDW2DupCor@sco.ca.gov.

Verification of Nonresident Alien Employees
Departments must verify Nonresident Alien employees by March 14, 2025. To ensure compliance with Internal Revenue Services (IRS) requirements, review Personnel Letter #25-002 and IRS Notice 2005-76, and follow the steps below.

1. Review the report "Employees Identified as Nonresident" (PDW7170) in ViewDirect to determine if all Nonresident Alien employees subject to IRS Notice 2005-76 are listed.
2. To add or delete employees from the report, follow the directions in Personnel Letter #25-002. Complete the form on page 3 of the Personnel Letter and submit to the State Controller's Office (SCO) by March 14, 2025.
   Reminder: Departments must submit this form even if they do not have any Nonresident Alien employees subject to IRS Notice 2005-76. Changes to a department's list of Nonresident Alien employees should be reported to SCO monthly.
3. Verify that Nonresident Alien employees have completed a Std. 686 Employee Action Request Form or Std. 457 CSU Student Payroll Action Request correctly, per IRS Notice 2005-76 and Personnel Letter #25-002.

For questions, please contact the Statewide Tax Support Program at PPSDSTSP@sco.ca.gov.

Meet the Team: SCOConnect

The SCOConnect Team is a small and mighty unit. Our team of five expert analysts are responsible for the development, maintenance, and support of Cal Employee Connect (CEC) and ConnectHR - SCO's secure web-based customer service portals for employees and HR staff. The "Connect" platform (CEC and ConnectHR) was designed to support a hybrid

remote workforce and transform payroll and personnel transactions through automation, making them more efficient, sustainable, and paperless. These platforms were developed as interim solutions to provide some of the enhanced functionality the California State Payroll System (CSPS) Project will deliver once complete.

Cal Employee Connect (CEC)

CEC is an employee self-service portal available to all active, on-leave, and separated CS and CSU employees. This secure online portal allows employees to view, print, and electronically save their own W-2s, leave balances, direct-deposit earnings statements, paycheck calculator, and more. It also allows employees to use available self-service features such as: address change, direct deposit change, and withholding change.

Employees may contact our team via [CEC Help and Feedback](#) for questions.

ConnectHR:

The ConnectHR platform was designed for Human Resource professionals to view employee information and submit documents securely to SCO. ConnectHR allows CSU campuses and State CS HR staff to view employee information on behalf of employees who are not registered users of CEC.
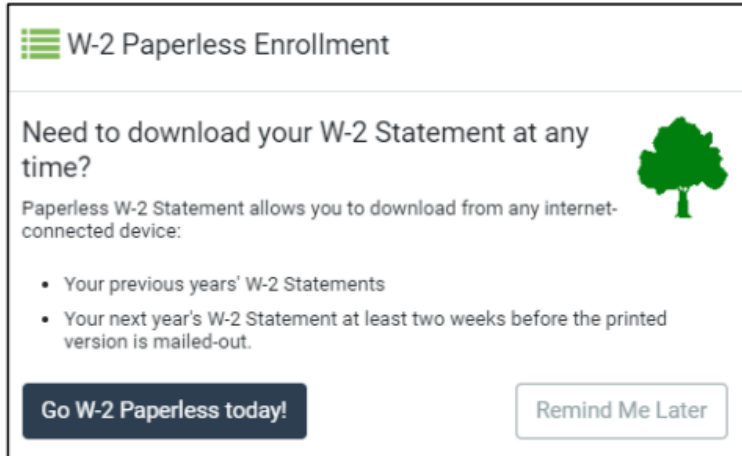
ConnectHR offers a variety of tools for HR offices. The file upload feature makes it possible to conveniently submit secure personnel and payroll documents to SCO. The file upload feature significantly reduces the time and cost required to send and process documents. Submitting documents through ConnectHR prevents document loss and provides users with receipts to track submitted documents. In addition to file uploads, HR offices can process payroll deductions for Accounts Receivable 035. Access to the ConnectHR Administrative Console is limited to users currently working in HR who have been approved to access confidential State of California employee data.

HR professionals may contact us via our [ConnectHR Help and Feedback](#) for questions.

Cal Employee Connect Paperless W-2 Opt-in

Enrollment for W-2 Paperless is now open! Make a statement; go paperless! Cut down on unnecessary paper by encouraging employees to opt-in to the W-2 paperless feature. The enrollment period runs annually from February 1 to November 30. Employees who opt-in get early access to their W-2 Statement. They can also download and print a free copy of their 2016 to current W-2s at any time. Opting-in for paperless W-2s on CEC helps reduce our carbon footprint and saves time and money.

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

Enrollment for this feature is February 1 to November 30. Please encourage your employees to go paperless today!

Statewide Benefits Program: Dependent Eligibility Verification

The California Public Employees' Retirement System (CalPERS) and California Department of Human Resources (CalHR) mail out Dependent Eligibility Verification/Re-Verification (DEV/DRV) notices to employees with dependents enrolled in Health, Dental, and/or Premier Vision benefits. Departments are responsible for notifying employees that they must verify dependent relationships to continue benefits. Departments are also responsible for disenrolling ineligible dependents from Health, Dental, and Premier Vision benefits. Departments will soon receive eligibility verification documents and completed [Dependent Eligibility Verification Checklists (CalHR 781)](#) from employees.

Health Benefits - Dependent Eligibility Verification (DEV)
Departmental Personnel Offices process health benefits DEV transactions in [myCalPERS](#). It is critical that departments verify dependent eligibility in myCalPERS before March 1. Delays will result in employees' dependents losing benefits coverage and the creation of accounts receivables. Departments also can view the [Dependent Eligibility Verification Schedule](#) on the CalPERS website.

Dental and Premier Vision Benefits - Dependent Re-verification (DRV)
The automated DRV process for dependents enrolled in Dental and/or Premier Vision benefit starts with the February 2025 birth month cycle. The first set of notifications were mailed in November 2024. All dependents enrolled in Dental and/or Premier Vision benefits will be subject to re-verification. This includes dependents who were previously re-verified prior to the automated dental and premier vision DRV process. Dental and Premier Vision benefits DRV transactions will now appear in the Family Connect Portal (FCP). HR offices are encouraged to review the [Benefits Administrative Manual (BAM)](#) for more detailed information.

Note: The FCP is a tool for tracking and reviewing dependent statuses. Any changes or cancellations must still be performed and sent to SCO or appropriate carrier per the [CalHR BAM](#).

It is critical that departments verify dependent eligibility in FCP and notify SCO or the appropriate carrier before March 1. Delays will result in ineligible dependents remaining enrolled. Departments also can view more information regarding [Dependent Re-Verification](#) on the CalHR Benefits Division website.

Tips:
- Review the [CalPERS resources](#) for health benefits dependent eligibility.
- Review the [CalHR BAM](#) for dental and vision dependent eligibility.
- Verify dependent eligibility on a flow basis.
- Disenroll ineligible dependents from dental and premier vision benefits in a timely manner.
- Use the "Dependent Verification End Date Report" in myCalPERS to determine which employees must verify eligibility of dependents during the April verification cycle.
- Notify employees in writing of deficient documents.

CalHR Benefits Website Migration

New Benefits Website Is Live

The California Department of Human Resources (CalHR) Benefits Division is excited to announce the launch of our new state employee benefits [website](#)!
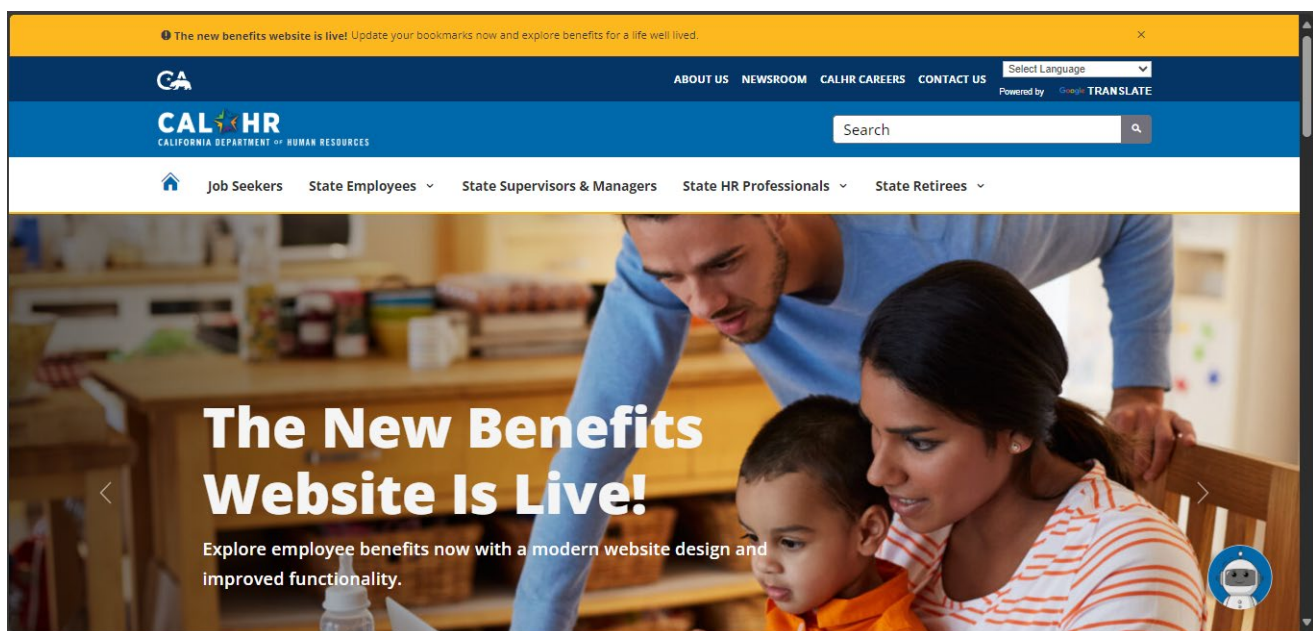
The redesigned website reflects our continued commitment to providing the State of California's workforce with benefits and resources to support their wellbeing. It features a modern design, easier navigation and improved functionality to better support HR professionals and employees. The new website URL is benefits.calhr.ca.gov.

Links and bookmarks to the old benefits website may no longer work. To avoid disruptions, please take the following steps as soon as possible:

Action Requested

1. Please advise your departmental personnel office staff to update bookmarks, email links, new hire information and your department's intranet to point to the new URL.

2. Share the new URL with your department's employees to ensure they can easily access information about state employee benefits.

The new benefits website is designed to simplify access to resources, so we encourage you to explore it and share it widely within your department.

Thank you for helping us ensure a smooth website transition. We will be fine-tuning the new website's content and formatting in the coming weeks. If you have any questions or need support, please contact the Benefits Inquiries inbox.

California State Payroll System Project Update

The California State Payroll System (CSPS) Project will modernize the current state personnel and payroll system. The new system will automate many manual processes and integrate with different systems and applications to create a cohesive workflow.

Vanessa Hernandez, an Agency Change Expert (ACE) from the Organizational Change Management (OCM) Team on the CSPS Project, worked in personnel and payroll for seven years for the Franchise Tax Board. With her extensive experience as an HR professional, we were fortunate to speak with Vanessa about how a modern and integrated personnel and payroll system would have benefited her.

"Having a modern, integrated system such as CSPS could have benefited me as a personnel specialist by simplifying processes and saving time in learning how to read and interpret coding used in the legacy system and translating it over to the employee. Additionally, it would have been beneficial to have a system that did not require so many manual steps to complete one task."

Vanessa also mentioned the benefits to the customers of the HR department.

"…by receiving pay after they have already worked instead of anticipated time to be worked which creates room for error if "dock" is reported late or inaccurately causing employees to receive their paychecks late or having to pay back an accounts receivable that can take [time] to establish."

In her new role at SCO as a CSPS ACE, Vanessa will be working closely with other state departments as they prepare to work in the new, modernized system.

> *"As an ACE I am looking forward to building relationships with department liaisons and to empower them to answer questions and assist them in helping effected staff understand the change and the benefits of the new system that is to come."*

Be on the lookout for more insightful testimonials from fellow state colleagues and leaders coming your way every other month.

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 CSPS Project website.