Transaction Supervisors' Forum

Presented By: Natalia Saferson

Contact: SCOTransactionSupervisors@sco.ca.gov

Office of State Controller Malia M. Cohen

June 20, 2024

Question

Presenter: Christina Campbell

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

We are still working our way through the various employment history and pay corrections that need to be made due to all the retroactive General Salary Increases (GSIs), Special Salary Adjustments (SSAs), and pay differential changes. We are also waiting on feedback from CalHR regarding standby pay, which impacts how we make corrections for many of our employees. As recent as a couple of weeks ago, we received another Pay Letter instructing us to manually process SSAs and pay differential changes for many of our Bargaining Unit 07 excluded employees, with some of those also being effective 7/1/2023. Are we going to be required to submit a retroactive pay request for each impacted employee for all items we are not able to key prior to 7/1/2024? Can we get an extension of the one-year for items related to the retroactive GSIs, SSAs, and pay differential changes? Requiring us to submit individual retroactive pay requests to CalHR before processing corrections and submitting documents to SCO for pay to be issued, will only further delay all necessary corrections.

Answer: Agencies are responsible to request payment adjustments.

Question

Presenter: Christina Campbell

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

How can department's request expatiated Accounts Receivable (A/R) establishments due to an employee separating state service?

Answer: HR offices must contact the [Statewide Customer Contact Center](#) (SCCC) at 916-372-7200 and provide the employee's first and last name, and the ConnectHR upload date. The SCCC Team will locate the document and escalate it to a supervisor.

Question

In previous meetings it was stated by CalHR that we can only request back pay to 2021. Could you please clarify this statement? We have done several audits and some of the back pay goes beyond 2021.

Answer: Retroactive pay for most transactions is approved three (3) years from the date of request. The exceptions are Merit Salary Adjustments (MSAs) and Special In-Grade Salary Adjustments (SISAs), which is one-year based on the California Code of Regulations (CCR) 599.668, allowing a retroactive correction of one-year.

Question

Presenter: Kim Herlache

Contact: PSB@calhr.ca.gov

Do you have a policy in place for employees wanting to take a planned vacation that do not have enough leave to cover and are asking to be docked instead? How are you handling this situation in your departments? What are your guidelines around approving dock (or not) for vacation purposes?

Answer: Departments should have an established DOCK policy. Consider if you will allow an employee taking unprotected time off to DOCK whether it is due to not having available leave or if they have leave but do not want to use. I strongly suggest having a written policy, so it is clear for all employees. Additionally, all employees must be treated the same and it should not be left up to a supervisor/manager.

Disbursements Bureau Update

Presented By: Hector Garcia-Gonzalez

Administration and Disbursements Division

Previous Forum Questions

What is the timeframe checks should be redeposited when returned to SCO?

- On average, the Returned Warrant Redeposit process takes between 3 to 5 days

- STD. 674/666, Statement of Earnings, and returned warrant received and General Disbursements (GD) Section payroll process started

- Information is sent to PPSD to key

- Warrant is included in (Type 4) report and redeposit is processed and approved

We would like to know if SCO Disbursements has an email address that we can send Warrant status requests to?

- Email: DISBGDGeneral@sco.ca.gov

STD 435 and CD 113A/B Updates

- Forms are cataloged by Warrant # on receipt

- Outstanding Warrants are First Priority Group

- Cashed, Redeposited, Canceled and other non-outstanding warrants are Second Priority Group

- As of 06/17, working on forms received in March for First Priority Group

- Disbursements all-hands and additional help

Disbursements Contacts

- **Main Line:** 916-445-7789

- **Fax:** 916-445-5759

- **Email:** DISBSTD435@sco.ca.gov

- **Shanel Watts:** Swatts@sco.ca.gov

- **Mailing Address:** P.O. Box 942850 Sacramento, CA 94250-5871

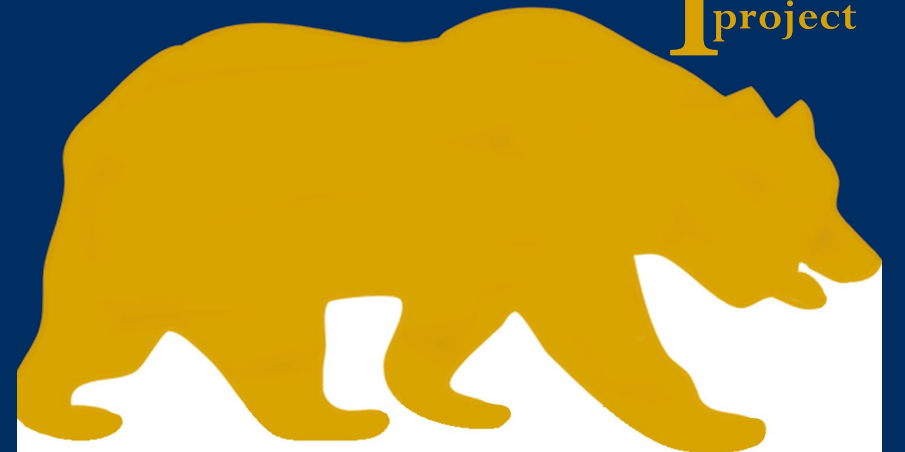- **Website:** https://www.sco.ca.gov/warrant_inquiries.html

SCO KEY INITIATIVES

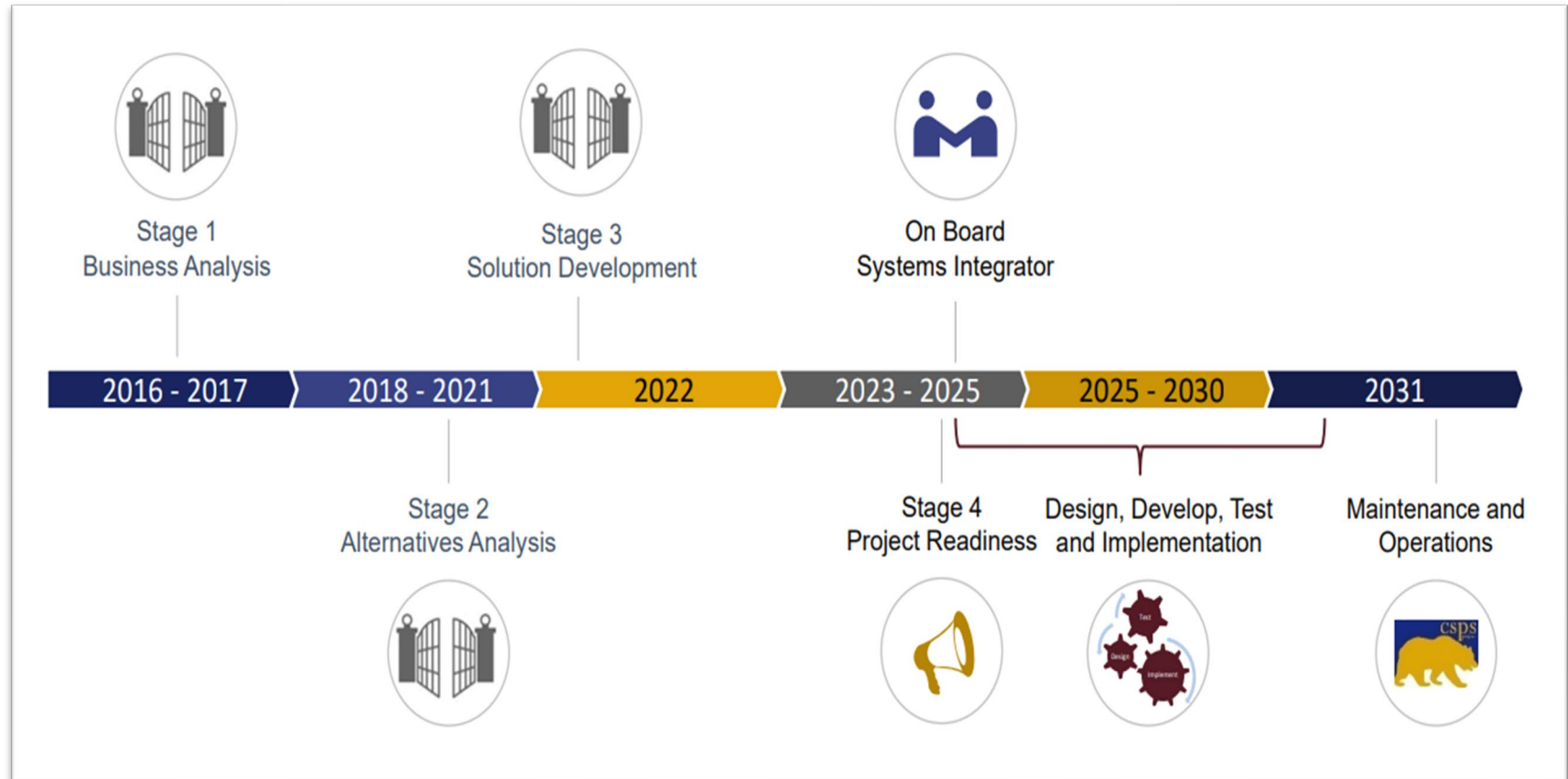# CSPS Project Update – JUNE 2024

Presenter: Jeana O'Ferrall
Contact: 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 Position Control Administration MBC.

Position Control Administration:

Position Control Administration consists of:

- Establishing, modifying, and abolishing positions
- Copying, reclassifying, and reorganizing positions
- Managing a position's funding source

Position Control Administration

Status Updates:

- **Procurement Team** received bidder proposals and scheduled software demonstrations.

- **Technical Team** working with Organizational Change Management to support the interface validation assignment the department Liaisons are completing.

- **OCM's Agency Change Experts** continue conducting Stakeholder Connect training with their Department Agency Readiness Teams. Stakeholder Connect is the project team's communications management platform.

- **Functional Team** completed review of all main business capability use cases.

STATEWIDE BENEFITS ADMINISTRATION

Lump Sum Separation Pay Form Updates

What's New?

- Form is irrevocable
- Simplified deferral table
- New deferral option
    - "Do it for Me" and established hierarchy

Irrevocability

- Effective July 1 regardless of what form is submitted
- Updated language on form, website, CalHR Manual Section 1802. Examples include:
  - *I acknowledge that my election is irrevocable. I understand that my election is irrevocable; once signed and submitted to my personnel office, this form cannot be changed, amended, or revoked.*
  - *Pursuant to Treas. Reg § 1.451-2(a), all lump sum separation pay elections are irrevocable once the form is signed and submitted by the employee to the employee's personnel office.*

Simplified Deferral Table

SECTION 3 – LUMP SUM SEPERATION PAY ALLOCATION

Write the amount you wish to contribute to your Savings Plus account from your Lump Sum Separation Pay in the relevant boxes below. If you are retiring in January – October, complete the first table below. If you are retiring in November or December, you may split between two tax years, by completing both tables below if needed. Only one form is needed if contributing across two tax years.

If you were approved for 4057(b) Traditional Catch-Up, be sure to include the amount in the 457(b) totals and attach your approval letter.

Plan Year 1:

		First Priority	Second Priority	Third Priority	Fourth Priority
401(k)	Pre-tax	$	$	$	$
	Roth	$	$	$	$
457(b)	Pre-tax	$	$	$	$
	Roth	$	$	$	$

Plan Year 2:

		First Priority	Second Priority	Third Priority	Fourth Priority
401(k)	Pre-tax	$	$	$	$
	Roth	$	$	$	$
457(b)	Pre-tax	$	$	$	$
	Roth	$	$	$	$

Note: If you do not know the amount of your accumulated leave time, **write in the maximum dollar amount allowable amount for each plan year that applies to you**. If you are using Traditional Catch-up, or age based catch-up, include the allowable amount in the totals above.

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"Do it for Me" and Default Deferral

- **Defer All/"Do it for me"**
  - Hierarchy order:
    - **1st** 457(b) pre-tax
    - **2nd** 401(k) pre-tax
    - **3rd** 457(b) pre-tax (second tax year, if applicable)
    - **4th** 401(k) pre-tax (second tax year, if applicable)
  - Essentially accomplishes what participants wanted when writing "MAX" on the form

- **"Custom Deferral"**
  - Using the newly-designed table
  - What you're familiar seeing and explaining to participants, but simplified

Deferral Hierarchy vs Custom Deferral

SECTION 2 – ELECTION REQUEST

Select a box below to indicate how you want your Lump Sum Separation Pay processed. **If no box is selected, your Lump Sum Separation Pay contribution will automatically be processed using option 1 below.**

If your projected amount exceeds standard contribution limits, consider applying for Traditional Catch Up

❏ **Option 1 - Defer All:** I would like my Lump Sum Separation Pay rollover processed according to the default hierarchy, in the following order: 1) 457(b) pre-tax, and (2) 401(k) pre-tax; (3) 457(b) pre-tax (second tax year, if applicable) and (4) 401(k) pre-tax (second tax year, if applicable). **If you check this box, please move to Section 4.**

❏ **Option 2 -** Custom Deferral: I would like to customize my Lump Sum Separation Pay rollover as shown in Section 3 below. **Note: If Section 3 is not completed, or is only partially completed, the amount not specified will be processed according to the default hierarchy listed above.**

We are here to help!
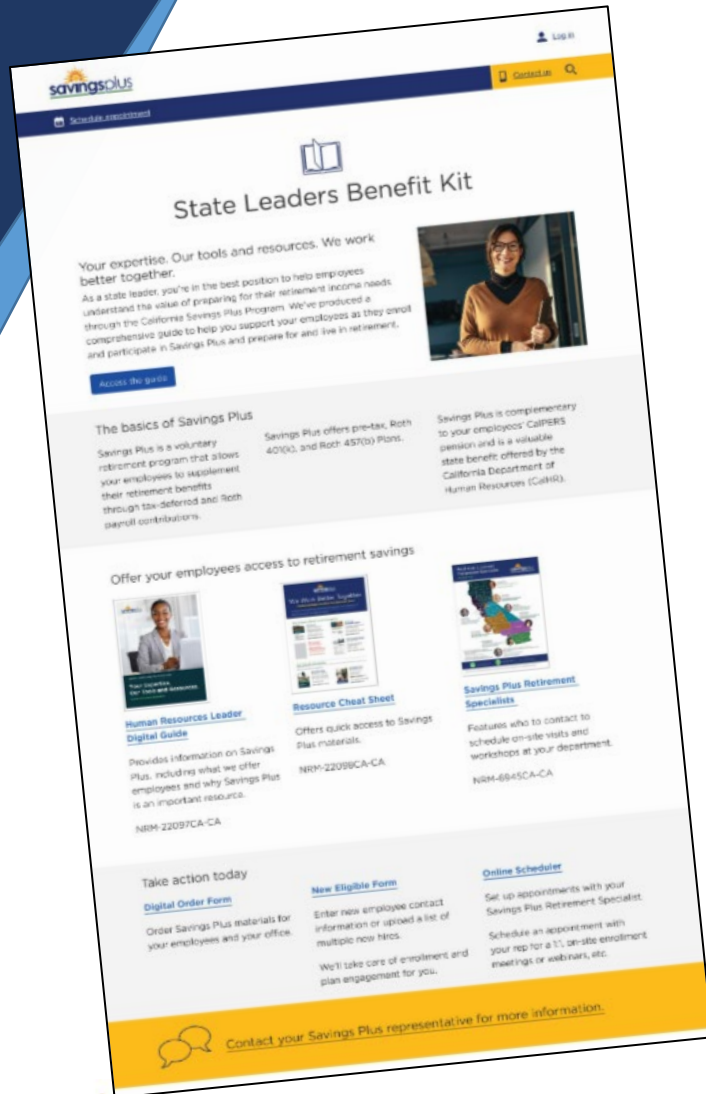
- Form will have QR code and URL to direct participants to a detailed FAQ page

- Providing robust training to Education & Outreach team, field staff, and Solutions Center call center staff to assist participants

- HR/Payroll/Personnel departments can contact us directly at leaverollover@calhr.ca.gov or 916-909-3717

Affordable Care Act Program

Presenter: Korinn Revelino

Contact: ACASupport@sco.ca.gov

2021 Reporting Year 1095-C Corrections

- Please ensure appropriate addresses are on file for employees
  - Refer to the Affordable Care Act (ACA) compliance report "Employee Without Appropriate Address" on Mobius View
  - All Corrected 1095-Cs issued will be printed with the SCO return address
  - All undeliverable 1095-Cs will be returned to the agency to be forwarded to the employee

- SCO will post an updated 2021 Corrected 1095-C Issued report after completion of the process
  - Employees who received a 2021 1095-C with no change in health benefits status originally reported to the Internal Revenue Service (IRS)
  - Employees who received a Corrected 2021 1095-C having had a change in health benefits status originally reported to the IRS
  - Employees who newly qualified for a Corrected 2021 1095-C based on updates made in the ACAS causing a change to health benefits status information
  - Employees who no longer qualified for a 2021 1095-C based on updated health benefits status information in the ACAS will be removed from the report

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Affordable Care Act Program

Presenter: Korinn Revelino

Contact: ACASupport@sco.ca.gov

2024 ACA Virtual Training Dates

ACA Policy	Part 1	ACA System	Part 2
Wednesday, June 26th	9-10:30 a.m.	Thursday, June 27th	9-12:00 p.m.
Wednesday, August 22nd	9-10:30 a.m.	Thursday, August 23rd	9-12:00 p.m.
Wednesday, September 25th	9-10:30 a.m.	Thursday, September 26th	9-12:00 p.m.
Wednesday, October 23rd	9-10:30 a.m.	Thursday, October 24th	9-12:00 p.m.
Wednesday, November 6th	9-10:30 a.m.	Thursday, November 7th	9-12:00 p.m.
Tuesday, December 10th	9-10:30 a.m.	Wednesday, December 11th	9-12:00 p.m.

Resources:

- Visit the ACA Training Page to register for training

- Contact PPSDACATraining@sco.ca.gov for training related inquiries

- Contact ACASupport@sco.ca.gov for all other ACA related inquiries and/or requests

Thank you!

BREAK

5 MINUTES

STATEWIDE PROGRAM UPDATES

Business System Support and Maintenance Section

Presenter: Allan Fong

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

2023 Contract Implementation

- SCO has concluded performing mass updates for 2023 contract implementation

  - Departments are responsible for keying General Salary Increase (GSI) or Special Salary Adjustment (SSA) transactions that have not been added to records of eligible employees

    - Please reference the applicable [SCO Personnel Letters](#) and CalHR Pay Letters for more information

    - Please process necessary updates by June 30, 2024, to ensure that 2024 mass updates are correct

Business System Support and Maintenance Section

Presenter: Allan Fong

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

2024 Contract Implementation

- SCO is on track to perform mass updates for 2024 contract implementation by Payroll Cutoff for the July pay period

  - SCO will process updates for General Salary Increase (GSI) transactions

    - ➢ Mass updates will be performed in several groups

  - Departments will be responsible to process Special Salary Adjustment (SSA) transactions

    - ➢ Please process necessary updates by Payroll Cutoff for the July Pay Period to ensure that July 2024 pay warrants are correct

- SCO will release [Personnel Letters](#) on a flow basis

Business System Enhancements Section

Presenter: Arlene Chambers

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

Employees with Blank Earnings ID (EID) but Populated Associated Amount

- [Personnel Letter #24-007](#) - Employees With Blank EID But Populated Associated Amount – ViewDirect Report
- Departments must review Employment History (EH) transactions listed on ViewDirect or Mobius View under report ID PDSQ0122 and correct all records by May 31,2024.
  - To date, only about 20% of records have been corrected.
- Records in error show a blank value in the Earnings ID (EID) 1, 2, and/or 3 fields, yet display an associated EID dollar amount.
- Issue caused by EIDs not being properly deleted by keying an asterisk (*).
- Leads to incorrect reporting.
- If departments have not already done so, please review and correct identified records as soon as possible.
- A refreshed version of the ViewDirect will be forthcoming (but can still use the existing report).

Resources
- [Personnel Action Manual (PAM) Section 2.48.1](#): Item 351 - Established Earnings
- [PAM Section 9](#): PAR Corrections Out of Sequence Voids

Business System Enhancements Section

Presenter: Arlene Chambers

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

Invalid Alternate Range for the Class Code and Class Type

- Please remember that alternate range (Item 335) is allowable on the following miscellaneous transactions:
  - o GEN
  - o SAL
  - o PUN

- If processing an out-of-sequence transaction and the alternate range for your transaction is different from what is in the current record, one of two values should be entered in that data item:
  - o An '*' if the alternate range is not valid for that transaction/class code; or
  - o The appropriate alternate range at the time of the transaction.

- Otherwise, an incorrect alternate range may carry forward to subsequent transactions and result in an invalid alternate range for the class code.

Resources
- [PAM Section 2.45](#): Item 335 - Alternate Range
- [PAM Section 9](#): PAR Corrections Out of Sequence Voids

Statewide Training Program

Presenter: Siobhan Hallinan

Contact: PPSDTraining@sco.ca.gov

Training Spotlight for Human Resources Specialists

- Virtual Self-Paced Learning
  - Today's Highlight: Lump Sum Separation Process eLearning Series
    - Lump Sum Separation Process Overview:
      http://cacontrollers.adobeconnect.com/p72davr44hxz/
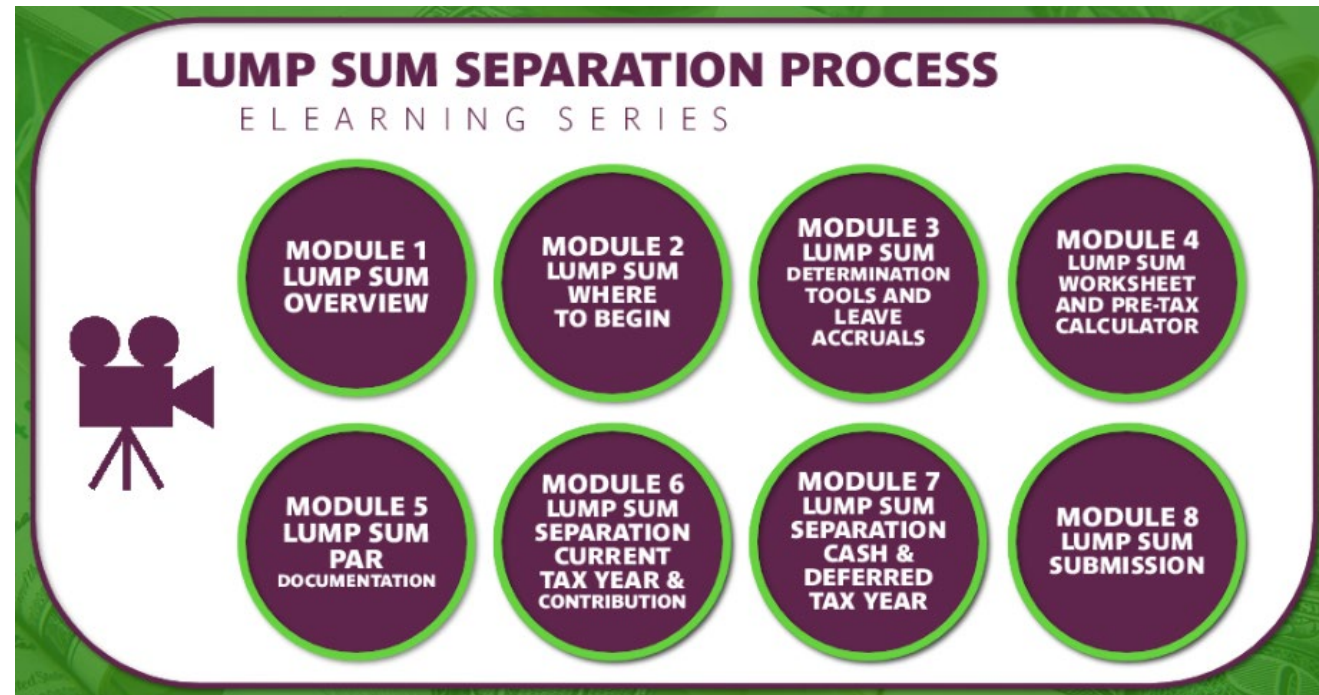
PPSD General Reminders

When you reconcile payroll, check that these *details* are correct:

- Withholdings and deductions

- Employer taxes

- Hours worked, including overtime, vacation time, sick days, etc.

- Wages and salaries

Make sure the numbers recorded are reasonable. Look at past payrolls to see if current pay period is similar. If there is a large difference, learn the cause. Then, make sure each transaction you entered is correct.

Resource: Payroll Procedures Manual (PPM) [Section M](#)

PPSD General Reminders

- Utilize ConnectHR to submit documents or upload data

- Include the employee's complete social security number (SSN) when sending documents through ConnectHR

- Check Weekly Processing Dates before sending inquiries

- Update California Personnel Office Directory (CPOD)

- All HR Offices must promptly address all email messages that come through their Departmental Universal Email established with SCO

- The PPSD Register – PPSD's Monthly Newsletter

- Check out our recommended Human Resources subscriptions

- 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.

- 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
- [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