



Transaction Supervisors' Forum

Presented By: Natalia Saferson

Contact: SCOTransactionSupervisors@sco.ca.gov

Office of State Controller Malia M. Cohen

July 17, 2025



Survey Questions





Question

Presenter: Ryan Baughman

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

If our agency has the authority to process accounts receivable (A/R) payroll deductions, is it still necessary to complete a STD. 674 form for the deduction, or can we proceed based on the instructions provided in the A/R letter?

Answer: If your agency has the payroll deduction option available in ConnectHR, then you do not need to submit an accompanying STD. 674 for the payroll deduction. The STD. 674 is still available to use in the event the agency cannot complete the payroll deduction via ConnectHR (i.e. A/R is greyed out but still needs to be collected).

CalPERS Health Account Management Division

Contract Agreement between UC Health and Blue Shield

Presented by: Sabila Iyyaz
Contact: (888) 225-7377



SCO KEY INITIATIVES

CSPS Status – July 2025

Presenter: Dominick Mullane, ACE

Contact: CSPSHelp@sco.ca.gov

Project Information:



2025 Current Activities: System Integrator (CGI) onboarding; Project Kick Off; Project Planning; Project Schedule Development

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

Status/Progress:

- **Organizational Change Management Team** launched the new CSPA Relmaged webpages and began the CSPA Awareness Campaign meeting series with departments.
- **Functional Team** will complete working sessions with CGI partners to develop DLV 2.1 Software Development Lifecycle (SDLC) Methodology Plan.
- **Project Management Office** continues to review State deliverables with workstreams.
- **Technical Team** will release the **Holistic Enterprise Registry Management System (HERMES)** to manage and track current interfaces and reports between SCO and other agencies

CSPA YouTube Overview



CSPS YouTube Overview

HomeVideosPlaylists

CSPS PROJECT

Introduction

2:52

CSPS Project Introduction

36 views • 10 days ago

CSPS PROJECT

A Message From State Controller Cohen

1:02

A Message From State Controller Cohen

379 views • 4 months ago

CSPS PROJECT

Team Structure

4:45

CSPS Project Team Structure

114 views • 1 year ago

CSPS PROJECT

Vision

1:06

CSPS Project Vision

86 views • 1 year ago

CSPS PROJECT

California State Payroll System Project Overview

21:38

California State Payroll System (CSPS) Project Overview

322 views • 1 year ago

CSPS PROJECT

Objectives

3:01

CSPS Project Objectives

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CSPS PROJECT

Timeline

1:29

CSPS Project Timeline

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STATEWIDE BENEFITS ADMINISTRATION

SECURE 2.0 Updates

Presented by Katie Kerr
LeaveRollover@calhr.ca.gov





Affordable Care Act Program

Presenter: Jordan Kergan

Contact: ACASupport@sco.ca.gov

NEW ACA Virtual Training Registration

- How to Register?
 - Visit: [Statewide Personnel and Payroll Services Training](#)
 - Select a date you would like to participate
 - Space is limited to 18 participants
- Coming ACA Training Dates:

CalHR Part 1	ACA/SCO Part 2
Monday, August 4, 2025	Tuesday, August 5, 2025
Monday, September 15, 2025	Tuesday, September 16, 2025

Registration questions please contact: ppsdtraining@sco.ca.gov



Transaction Supervisors'

Forum: July 17, 2025

CalHR Benefits Division Updates

*Benefits That Support
a Life Well Lived.*

About the Benefits Division

The Benefits Division is responsible for the design, acquisition, and oversight of the various statewide benefit programs administered by the California Department of Human Resources (CalHR) offered to state employees, retirees and dependents. Our goal is to ensure access to competitive, quality and affordable benefits. Successful delivery of these responsibilities enables the state, as an employer, to offer optimal benefits packages for recruiting and maintaining a top-performing workforce.





Open Enrollment

Presenter: Amber Neves

Open Enrollment (OE)

Presenter: Amber Neves

Contact: OpenEnrollment@calhr.ca.gov

Open Enrollment (OE) Updates

- The 2025 OE period will take place September 15 – October 10, 2025.
- Eligible state employees and retirees have the option to enroll, change, or remove benefit options for health, dental, vision, FlexElect, COBRA, long-term disability and legal insurance.
- All changes made during the 2025 OE period will be effective January 1, 2026.
- The CalHR OE Team is collaborating with stakeholders and state departments to plan, prepare and host both in-person and virtual OE events for the 2025 season.
- Visit the [OE webpage](#) for ongoing updates. Upcoming OE events can be viewed on the [Benefits Fair webpage](#). Resources will continue to be added as information is confirmed.
- Open Enrollment Save the Date will release within the coming weeks.

Open Enrollment (OE)

Presenter: Amber Neves

Contact: OpenEnrollment@calhr.ca.gov

What to Expect from Us

- Enhanced Open Enrollment communications and materials to help you support your department's employees with *benefits for a life well lived*.
- Registration for the Lunch and Learn Session will go live in August 2025.
- Additional details regarding various Open Enrollment fairs will be posted on our Open Enrollment Benefits Fairs webpage.

Open Enrollment (OE)

Presenter: Amber Neves
Contact: OpenEnrollment@calhr.ca.gov

Reminder:

- Please subscribe to the Personnel Officers CalHR Subscription list on the [CalHR website](#) to receive future updates.

CalHR Subscriptions

To receive updates by email, please fill out this form.

Send me updates on

- ☐ CEA Action Proposals
- ☐ Diversity, Equity, and Inclusion (DEI) Toolkit
- ☐ Pay Letters (State HR professionals only)
- ☒ Personnel Officers (State HR professionals only)
- ☐ Policy Memos
- ☐ State Recruiters (State HR professionals only)
- ☐ State Trainers (State HR professionals only)

My contact info

Email Address:

First Name:

Last Name:

Title:

Agency:

Phone:

Special Open Enrollment (OE) - FlexElect Dependent Care Reimbursement Accounts (DCRA)

Presenter: Sarah Herrera – Project Delivery Manager

Contact: flexelect@calhr.ca.gov

Reminder:

- Special OE – FlexElect DCRA was held May 1-30, 2025.
- Contribution period for this Special OE is from June – November 2025 pay period (6 months).
- Deductions began June 2025 pay period, appearing on the July 1 pay warrant.
- FlexElect DCRA Program policy reminder:
 - [CalHR Benefits Administration Manual – FlexElect Program](#)
 - [2025 FlexElect Handbook](#)
- Next opportunity to enroll or make changes will be during normal Open Enrollment season September 15 – October 10 with effective date of January 1, 2026.
- Departmental personnel offices, please send all questions on this topic to flexelect@calhr.ca.gov.



Affordable Care Act (ACA) Updates

Presenter: Lisa Hatten

Affordable Care Act (ACA)

Presenter: Lisa Hatten

Contact: aca.policy@calhr.ca.gov

ACAS Updates and Reminders

Permanent Intermittent Employees:

- Employees who were credited with at least 480 paid hours in the January to June 2025 Control Period.
- If employee is newly eligible for health benefits, the employee's ACAS record should be updated to reflect:
- **2D, effective 7/1/25** (to indicate the employee is newly eligible for health benefits)
 - **1A, effective 8/1/25** (the earliest date the employee can enroll in health benefits)
 - **3A, effective the date the employee's health coverage is effective** (to indicate the employee enrolled in health benefits) **OR**
 - **4A, effective 8/1/25, if the employee declines health coverage by returning the HBD-12** (or 4B, effective the 61st day following the permitting event date if no HBD-12 is received declining coverage)

Affordable Care Act (ACA)

Presenter: Lisa Hatten

Contact: aca.policy@calhr.ca.gov

ACAS Updates and Reminders

Permanent Intermittent Employees:

- Employees who were enrolled in health benefits and lost their health benefits eligibility because they were not credited with at least 480 paid hours in the January to June 2025 Control Period (or 960 in two control periods).

The employee's ACAS record should be updated to reflect:

- **5A, effective 7/31/2025** (to indicate that the employee's health benefits were administratively cancelled due to loss of eligibility)
- **2B, effective 8/1/2025** (to indicate that the employee must be credited with a minimum of 480 paid hours in a Control Period to be eligible for health benefits)
- **COBRA Offer (1B, 1C, 1D, or 1E), effective 8/1/2025** (to indicate that the employee (and any dependents) were eligible for and offered COBRA coverage)

Affordable Care Act (ACA)

Presenter: Lisa Hatten

Contact: aca.policy@calhr.ca.gov

ACAS Updates and Reminders

Permanent Intermittent Employees:

- Employees who were not enrolled in health benefits and lost health benefits eligibility because they were not credited with at least 480 paid hours in the January to June 2025 Control Period:

The employee's ACAS record should be updated to reflect:

- **2B, effective 8/1/2025** (to indicate that the employee is no longer eligible for health benefits until they are credited with a minimum of 480 paid hours in a Control Period to become eligible again)

Affordable Care Act (ACA)

Presenter: Lisa Hatten

Contact: aca.policy@calhr.ca.gov

Reports to Monitor ACA Compliance

Permanent Intermittent Employees:

The State Controller's Office Management Information Retrieval System (MIRS) has reports to help identify Permanent Intermittent employees who may be newly eligible for or lost their health benefits eligibility.

- **INT 001A Report** - Identifies Permanent Intermittent employees who are eligible for health benefits based on meeting 480 paid hours in a specified Control Period.
- **INT 002A Report** - Identifies Permanent Intermittent employees and whether they are currently enrolled in health or dental benefits but have become ineligible for benefits based on not meeting 480 paid hours in a specified Control Period (or 960 paid hours in two consecutive Control Periods to continue their coverage).

Affordable Care Act (ACA)

Presenter: Lisa Hatten

Contact: aca.policy@calhr.ca.gov

ACA Training

- CalHR and SCO will facilitate the next ACA training on:
 - Monday, August 4, 9:00–10:30am (Part I Module) and
 - Tuesday, August 5 **OR** Thursday, August 7, 9:00–11:30am (Part II Module)

Departments can send their training requests to SCO at: ppsdacatraining@sco.ca.gov.

- Additional training dates for 2025 are available on SCO's [Affordable Care Act \(ACA\) Training](#) webpage.



Vision Insurance

Presenter: Parwana Mohabbat

Vision Program Updates and Reminders

Presenter: Parwana Mohabbat

Contact: Vision@calhr.ca.gov

Program Updates

- Improving VSP membership profiles for Basic Vision:
 - VSP now receives a demographics file for employees enrolled in Basic Vision.
 - All State of CA employees now have access to Eyeconic, VSP's online store.
- Departments should send VSP Premier enrollment or change forms directly to VSP for processing. Please do not send them to SCO, as this will delay enrollment or changes for the employee.
- Only permitting event transactions submitted beyond the 60-day eligibility window should be sent to CalHR as an appeal.



Dental Insurance

Presenter: Parwana Mohabbat

Dental Program Updates and Reminders

Presenter: Parwana Mohabbat

Contact: Dental@calhr.ca.gov

- Please allow 30 calendar days for an appeal to be reviewed.
 - Confirm that the employee is aware of applicable accounts receivables.
 - Once an appeal is approved, it cannot be retracted.
 - Please do not submit the approved appeals to ConnectHR. CalHR will complete this process as mentioned in approval email.
- STD. 692 forms must be complete and error free, and most current version.
- Do not submit an inquiry or appeal for multiple employees as bulk in one email.
- Do not send dental inquiries/appeals to individual email boxes.

Dental Program Updates and Reminders

Presenter: Parwana Mohabbat

Contact: Dental@calhr.ca.gov

- Make sure to consider the following:
 - Employee eligibility to enroll in Indemnity or PPO plans:
 - Mandatory deletions cannot be on a current month basis, they must take effect the month following the event.
 - Do not submit appeals for enrollment on current basis without a valid permitting event.
 - Represented employees are not eligible to enroll in MetLife Enhanced and Delta Dental PPO plus Premier Enhanced
 - Verify dual/split coverage for the employee and dependents.
 - Please refer to available resources online such as BAM, HR Manual, Open Enrollment Resources for more information.



Dependent Re-Verification

Presenter: Alison Drummer

Dependent Re-Verification (DRV)

Presenter: Alison Drummer

Contact: DRV@calhr.ca.gov

Program Updates

- Family Connect Portal (FCP) enhancements are now live, supporting certifications for Disabled Dependents and Parent-Child Relationships for dental and Vision coverage.
- Both California Association of Highway Patrolmen (CAHP) and Correctional Peace Officer Association (CCPOA) data are now visible in FCP.

Important Reminders

- Employees in the current birth cycle will continue to receive DEV and DRV notices until their dependent verifications have been processed.
- DRV mailings generate from FCP approximately on the 15th of the month prior to all scheduled mailings and include employees in the current birth month cycle with active DRV alerts; all mailings are sent 90, 60 and 30 days prior to an employee's birth month.
- DEV for **health benefits** must be processed in myCalPERS by the first day of the birth month to avoid the automatic deletion from health coverage.

Dependent Re-Verification (DRV)

Presenter: Alison Drummer

Contact: DRV@calhr.ca.gov

Birth Month Cycle Updates

- August 2025 birth month cycle: All notifications have been mailed, and all alerts should be processed by the end of September 2025 in FCP for all employees who submit their documents by August 31.
 - The 30-day mailing was generated on or around June 15, and anticipated to be mailed July 1, by the Department of General Services. The total number of 30-day notices mailed out is 7,538.

Dependent Re-Verification (DRV)

Presenter: Alison Drummer

Contact: DRV@calhr.ca.gov

FCP Enhancements – Certifying Disabled Dependents and PCRs

- All FCP users now have view only access to review Disabled Dependents' and PCRs' 'Review Dependent' pages.
 - The Disabled Dependent and PCR dependent type fields are locked to prevent accidental changes.
 - Disabled Dependents are the only child dependent type where the age 26 eligibility rule does not apply.
- CalHR DRV analysts review and process Disabled Dependent and PCR alerts in FCP based on COGNOS reports or Health Transaction Confirmation Statements submitted by departmental personnel offices.

Dependent Re-Verification (DRV)

Presenter: Alison Drummer

Contact: DRV@calhr.ca.gov

Contact

- DRV policy and procedures are available:
 - [BAM](#)
 - [FCP Manual](#)
 - [Human Resources Manual](#)
- For questions about Disabled Dependent or Parent-Child Relationship processes for dental and vision-only coverage, contact the DRV team.
- Departmental personnel offices can send DRV and FCP related questions via email to DRV@calhr.ca.gov.
- Current response time is five (5) business days.

Resources – CalHR Benefits Webpages

- [Benefits Website](#)
- [State HR Professionals](#)
- [State HR Professionals Benefits Toolkit](#)
- [State HR Professionals OE Resources](#)
- [HR Manual](#)
- [Open Enrollment](#)
- [CalPERS Open Enrollment for Active Members](#)
- [Virtual Library](#)
- [Benefits Calculator](#)
- [State Employees](#)
- [Health](#)
- [Dental](#)
- [Vision](#)
- [Insurance Benefits](#)
- [Consolidated Benefits \(CoBen\)](#)
- [FlexElect Reimbursement Account](#)
- [Life Insurance for Excluded Employees](#)
- [Group Legal Services](#)
- [Group Long-Term Disability Insurance \(LTD\) – Excluded Employees Only](#)
- [Work Resources](#)
- [Engagement Resources](#)

Resources – CalHR Benefits Contacts

- ACA Program ACA.Policy@calhr.ca.gov
- BAM Training BenefitsInquiries@calhr.ca.gov
- COBRA COBRA@calhr.ca.gov
- Dental Program dental@calhr.ca.gov
- Dependent Re-verification (DRV) Program DRV@calhr.ca.gov
- FlexElect Program FlexElect@calhr.ca.gov
- CoBen Program CoBen@calhr.ca.gov
- Group Legal Grouplegal@calhr.ca.gov
- Life Insurance LifeInsurance@calhr.ca.gov
- Long-Term Disability LTD@calhr.ca.gov
- Third Party Pre-Tax Parking Reimbursement Account Pre-TaxParking@calhr.ca.gov
- Vision/Dental Authorization Portal VisionDental.Authorization@calhr.ca.gov
- Vision Program vision@calhr.ca.gov
- Open Enrollment OpenEnrollment@calhr.ca.gov
- General Questions BenefitsInquiries@calhr.ca.gov



Statewide Benefits Program

Presenter: Ryan Baughman

Contact: ppsdcsbenefits@sco.ca.gov

Special Open Enrollment – Dependent Care Reimbursement Account

- All STD. 701R forms have been processed to date
- In the event an employee's dependent care needs have altered, refer to [CalHR Benefits Administration Manual – FlexElect Program](#)
- Should an employee need to change or cancel their special open enrollment selection:
 - Permitting Event Codes
 - 38 – Change in dependent care provider
 - 39 – Change in provider dependent care cost
 - Permitting Event Date and Effective Date
 - Earliest can be 07/01/2025
 - Upload via ConnectHR under
 - Benefits – STD. 701R Flex DCRA Special Open Enrollment Only
- ConnectHR upload deadline for DCRA OE cancellation/changes: August 31, 2025



STATEWIDE PROGRAM UPDATES



California Leave Accounting System (CLAS)

Presenter: Megan Vinson

Contact: CLAS@sco.ca.gov

CLAS Reports Review

- Benefit Over Max (BOM)
 - Lists leave balances for employees who are over their bargaining unit's designated maximum amount for that benefit.
 - Action needed: Notify the employee's supervisor, who "must notify and meet with the employee so they may plan to use their leave..."
- Intermittent Benefit Tracking (IBT)
 - Lists non-leave benefits for intermittent employees used to track the employee's progress toward earning various benefits.
 - Action needed: Track hours and act when the employee reaches the required minimums.
- Leave Activity and Balances (LAB)
 - Lists all leave and state service information for a specific leave period.
 - Action needed: Audit records to ensure that all usage and accruals are accounted for.



California Leave Accounting System (CLAS)

Presenter: Megan Vinson
Contact: CLAS@sco.ca.gov

CLAS Reports Review Continued

- Earned Benefit Audit (EBA)
 - Lists transactions keyed in the last month designated as a large amount by CalHR.
 - Action needed: Verify the validity of the transaction. If accurate, no action necessary. If incorrect, void and rekey for the correct amount.
- Leave Benefit Overlap and Dual Accruals Report
 - Lists employees who have accruals of either vacation and annual leave or annual leave and sick leave in the same month.
 - Action needed: Remove (void) the leave that the employee is not entitled to.



California Leave Accounting System (CLAS)

Presenter: Megan Vinson
Contact: CLAS@sco.ca.gov

New CLAS Report: Prior Employer Leave Benefit Report (PELB)

- What is it?
 - This report will show any employer-level leave benefit on an employee's record earned at an agency that is not their current employer.
 - Included benefits: Administrative Time Off, Compensating Time Off, Excess Hours (both), Holiday Credit, Holiday Credit Work on Holiday, Personal Leave, Medical Officer of the Day, On Call, Professional Leave, Union Conference/Training, Union Time Off, Vacation Bank, V-Time
- When will it run?
 - The Monday following Monthly Leave Processing
- Where can I find it?
 - The report is available on [ViewDirect and Mobius View](#)



California Leave Accounting System (CLAS)

Presenter: Megan Vinson
Contact: CLAS@sco.ca.gov

Sample Report, ViewDirect:

PDSQ0139 06/24/2025		STATE CONTROLLER'S OFFICE - PPSD CA LEAVE ACCOUNTING SYSTEM PRIOR EMPLOYER LEAVE BENEFIT REPORT DATA AS OF 06/21/2025			AGY/RU: PAGE:
----- EMPLOYEE SSN -----	----- EMPLOYEE NAME -----	LB ID	REMAINING BALANCE	EMPLOYER NAME -----	
	SS SURI	HC	32.000	CALTRANS	
	DA BANUELOS	EX HC	11.250 24.000	CORRECTIONS & REHAB CORRECTIONS & REHAB	



California Leave Accounting System (CLAS)

Presenter: Megan Vinson
Contact: CLAS@sco.ca.gov

Sample Report, Mobius View:

PDSQ0139 06/24/2025		STATE CONTROLLER'S OFFICE - PPSD CA LEAVE ACCOUNTING SYSTEM PRIOR EMPLOYER LEAVE BENEFIT REPORT DATA AS OF 06/21/2025		AGY/RU: PAGE: 1
EMPLOYEE SSN	EMPLOYEE NAME	LB ID	REMAINING BALANCE	EMPLOYER NAME
	SS SURI	HC	32.000	CALTRANS
	DA BANUELOS	EX	11.250	CORRECTIONS & REHAB
		HC	24.000	CORRECTIONS & REHAB



California Leave Accounting System (CLAS)

Presenter: Megan Vinson
Contact: CLAS@sco.ca.gov

New CLAS Report Continued

- What do I need to do with it?
 - Determine the status of the leave: Cashed out? Used? Still valid?
 - Transfer the leave into your agency's name OR
 - Notify the prior department that a cash out is required OR
 - Note: CTO, EX, EH, and OC must be cashed out and cannot be transferred with an employee
 - Key a Lump Sum or Cash Out transaction for the prior department OR
 - Key a Reset transaction OR
 - Contact CLAS in the following situations:
 - The benefit was earned at a department that is no longer on CLAS
 - The benefit you are trying to transfer is listed as a "Purge Balance" in CLAS



California Leave Accounting System (CLAS)

Presenter: Megan Vinson
Contact: CLAS@sco.ca.gov

References

- [CLAS Workbook](#)
 - See: Earned Benefit Transfer Procedure
 - Currently working on workbook updates for the two newest reports (PELB and Leave Benefit Overlap/Dual Accruals)
- Reports eLearning – [CLAS Reports Overview](#)
- [Leave Accounting Letter #25-007](#): New Audit Report – Prior Employer Leave Benefit Report
- [California Code of Regulations 599.742.1](#) (max limit for benefits)
- [California Code of Regulations 599.707](#) (cash out requirement)
- Vacation Bank Process: [Vacation 10-Month](#)
- CLAS Liaison Line - (916) 327-0756 or CLAS@sco.ca.gov



Statewide Tax Support Program

Presenter: Monique Perez

Contact: PPSDSTSP@sco.ca.gov

Nonresident Alien Compliance (NRA)

- Compliance
 - January to June reporting compliance is ending
 - New reporting period is from July to December
 - Currently 86% of agencies have reported
- Document Submission
 - [ConnectHR](#)
 - From the dropdown select - **Tax Support Unit – NRA Add or Delete**

Resources

- [Listing of Nonresidents Subject to IRS Notice 2005-76](#)
- New NRA compliance letter
 - [Personnel Letter #25-012](#): Verification of Employees Identified as Nonresident Aliens



Statewide Tax Support Program

Presenter: Monique Perez

Contact: PPSDW2MiscDED@sco.ca.gov

Deceased Employee and Designee/Beneficiary Reporting

- The Social Security and/or Medicare wage withholdings are reported on the deceased employees Form W-2 for the year the employee passes.
- Payment of wages issued after the date of death, but in the same calendar year are not subject to Federal and State income tax withholding for the deceased.
- Currently 50% of agencies are in compliance.
- SCO has created a guide for any questions on the reporting process.
 - [Deceased Employee and Beneficiary/Designee Guide](#)
- Please under no circumstances should the recipients be advised that payments are not taxable.

Reminder: SCO cannot give tax advice. Questions should be directed to a tax consultant.



Statewide Tax Support Program

Presenter: Monique Perez

Contact: PPSDW2MiscDED@sco.ca.gov

Deceased Employee and Designee/Beneficiary Reporting

Resources

- [PPSD-21 Form Deceased Employee Data](#) – Fill and print Form PSD-21
- [Payroll Letter #24-012](#)
- [Payroll Procedures Manual](#): Section I 900, Deceased Employee's Wages - For additional department requirements.
- [Deceased Employee Reporting Guide](#) - Guide on the reporting process



Business System Support and Maintenance Section

Presenter: Lisa Dean

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

Implementation of New and Existing Contracts

- SCO analyzes and documents new and existing contract terms
- CalHR performs activities to create Pay Letters for each bargaining unit's contractual provisions requiring updates
- SCO began planning for implementation in March
- SCO and CalHR maintain communication regarding the proposed release of Pay Letters and performance of mass updates
- SCO performs mass updates based on Pay Letter authorization to do so



Business System Support and Maintenance Section

Presenter: Lisa Dean

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

Scheduling of Mass Updates

- SCO considers many factors when proposing a schedule
 - What types of updates are required [for example, Retirement Contribution, General Salary Increase (GSI), Special Salary Adjustment (SSA), Other Post-Employment Benefits, etc.].
 - Whether a process can be done in mass (example of SSA with 12 qualifying pay periods needing to be keyed by department)
 - The size of the population subject to the update
 - Generally, the minimum is 1000
 - If less than 1000 records, we also consider if a small number of departments will have an unreasonable number of records to manually process.
- The number of class codes that require Pay Scale updates
 - The timing of keying Pay Scales is very specific
 - The number of Pay Scale updates to key must reasonably fit into the available time



Business System Support and Maintenance Section

Presenter: Lisa Dean

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

Scheduling of Mass Updates

- The complexity of the population
 - More complex updates may be scheduled later to allow more time for analysis
 - Larger populations may also be scheduled later
- Whether one update depends on another
 - When the same population is receiving both a GSI and an SSA, we process the GSI approximately two (2) weeks prior to the SSA.
 - Note: there are no SSAs for SCO to process for the July 2025 pay period
- The pay frequency of the population
 - If there are semi-monthly employees in a population, we prioritize processing prior to Semi-monthly Cutoff, especially for Retirement Contribution Updates.
 - Due to timing of decisions being made based on our current budget climate, SCO was unable to process the Personnel Leave Program 2025 for semi-monthly employees prior to Semi-monthly Cutoff.



Business System Support and Maintenance Section

Presenter: Lisa Dean

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

Scheduling of Mass Updates

- The number of days are available for mass updates
 - July has limited availability due to Fiscal Year End processes
 - Priority is given to dates prior to Payroll Cutoff
 - Salary increases can be processed after Payroll Cutoff but will result in a supplemental warrant; due to the volume of mass updates for 2025, there will be GSIs processed after Payroll Cutoff
- The number of bargaining units requiring updates
 - Bargaining Units may be processed together to accommodate the availability of mass update run dates
 - The total population and complexity of each update is analyzed to facilitate determination of the groupings



Business System Support and Maintenance Section

Presenter: Lisa Dean

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

Processing of 2025 Mass Updates

- Retirement Contribution updates
 - Bargaining Units 12, 16, and 19's Retirement Contribution updates were processed on July 8, 2025
 - Bargaining Unit 5's Retirement Contribution updates will run July 17, 2025
- Personal Leave Program (PLP) updates
 - Bargaining Units 2, 5, 6, 7, 9, 12, 13, and 19 and related Excluded PLP updates were processed on July 14, 2025
 - SEIU (1, 3, 4, 11, 14, 15, 17, 20, and 21) and related Excluded PLP updates were processed on July 16, 2025
 - Please reference [Personnel Letter #25-009](#) for instructions to manually process employees with three existing locked-in Earnings IDs



Business System Support and Maintenance Section

Presenter: Lisa Dean

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

Processing of 2025 Mass Updates Continued

- General Salary Increase (GSI) updates
 - SEIU (1, 3, 4, 11, 14, 15, 17, 20, and 21) and Bargaining Units 2, 5, 6, 7, 9, 12, 13, 16, and 19 and related Excluded, as well as Exempt employee GSIs will be processed through the end of July 2025.
- SCO has processed the suspension of OPEB contributions for Bargaining Units 2, 7, 8, 9, 12, 13, 18, and 19 and related Excluded, as well as Exempt employees via table update.
- SCO will process the suspension of OPEB contributions for SEIU (1, 3, 4, 11, 14, 15, 17, 20, and 21), Bargaining Units 5 and 16, and related Excluded, as well as Exempt employees via table update in August.



Business System Support and Maintenance Section

Presenter: Lisa Dean

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

- **Frequently Asked Questions**

- Why does SCO not share the mass update calendar with departments?
 - There are many factors that determine whether a mass update will move forward, and decisions can be made at the last minute.
 - The calendar is subject to change
- Why does SCO prioritize one Bargaining Unit over another?
 - No Bargaining Unit is prioritized; scheduling is based on the factors in the previous slides.

- **Other Processes that SCO performs**

- Records that fall out from the mass update process are worked by our Personnel and Payroll Operations Team



Business System Support and Maintenance Section

Presenter: Lisa Dean

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

- What do you need to do when we run mass updates?
 - Reference appropriate contracts on the [CalHR website](#) to understand what changes are coming
 - Ensure Employment History is up to date for impacted employees
 - Review letters carefully
 - You may need to manually key some records
 - You are responsible for out of sequence transactions
 - Some payroll adjustments will require you to submit a STD. 674 to SCO
 - Also review the CalHR Pay Letter referenced in our Personnel Letter
 - As always, certify your pay and confirm that all eligible records were appropriately included in the mass update.
 - Manually key any records that were incorrectly not included in the mass update



Human Resources (HR) Suggestions

Presenter: Nastassja Johnson

Contact: PPSDHRSuggestions@sco.ca.gov

- We received 26 HR suggestions within the last two quarters.
- We are in the process of implementing two (2) of the suggestions and will share as soon as they are live.
- One suggestion has been implemented:
 - The verbiage of the Notice of Personnel Action (NOPA) for class code 0835 has been corrected to reflect accurate number of working days in 12 consecutive pay periods. Changed from 194 to 189.
- Remember to submit your HR suggestions to the SCO HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov.



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
- Please **do not** email forms that include employees' social security number (SSN) to the ConnectHR Team. All attachments containing SSNs are automatically deleted.
- Check [Weekly Processing Dates](#) before utilizing the [Escalation Email](#) process
- 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 (e.g., Ding Notices, ConnectHR Direct Deposit Feature – Approval Required, etc.)
- The [PPSD Register](#) – PPST'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

Web Resources:

- [For HR Personnel](#)
- [For State Employees](#)

Contacts:

- Affordable Care Act (ACA) | [Contact Email](#)
- [Cal Employee Connect \(CEC\) Help and Feedback](#)
- [ConnectHR Help and Feedback](#)
- California Leave Accounting System (CLAS) | [Contact Email](#)
- Civil Service Escalation Email (HR Supervisors and Managers) | [Contact Email](#)
- Decentralized Security Administration & ViewDirect Access | [Contact Email](#)
- PPSD HR suggestions (All HR Staff) | [Contact Email](#)
- Management Information Retrieval System (MIRS) | [Contact Email](#)
- [PPSD Contacts and Additional Information](#)