



Transaction Supervisors' Forum

Presented By: Natalia Saferson

Contact: SCOTransactionSupervisors@sco.ca.gov

Office of State Controller Malia M. Cohen

October 16, 2025



Survey Questions





Question

Presenter: Natasha Washington

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

Per the update from the Transaction Specialists' Educational Forum on October 2, regarding the pre-processing errors in CalPERS, management has asked for us to get clarification regarding processing same day A01/335 transaction, with same effective date. Can you confirm the two transactions can no longer be keyed together on the same day? That each transaction must be keyed on a separate day and if our department decides to continue processing same day A01/335 transactions together on the same day what will happen? Why is this change now being implemented?

Answer: It is when you do a correction and/or a void on the same transaction code with the same effective date, keyed on the same day, that this will yield an error in myCalPERS. The myCalPERS system cannot identify which transaction and/or changes should be accepted. So, it is the best practice that if you need to correct a mistake, wait 24 hours before making the correction.



New Retirement Contributions when Working on a Holiday

Presented By: Kim Herlache

Contact: PSB@calhr.ca.gov

CalHR, Personnel Services Branch



Personnel Services Branch

Recently it came to our attention that the Holiday Pay Earnings Identifiers (EIDs) in the [Payroll Procedures Manual \(PPM\)](#) all include retirement deductions. CalHR worked with CalPERS to understand when Holiday Pay should or should not have retirement deductions. CalPERS law state that Holiday Pay should include a retirement deduction only when the employee works in a position that is staffed without regard to holidays. To ensure there are holiday EIDs for both pensionable and non-pensionable hours when working on holiday, the CalHR Personnel Services Branch (PSB) partnered with SCO to create additional earnings IDs.

- SCO published the new EIDs - [Payroll Letter #25-011](#)

Since some departments were incorrectly using EIDs that included retirement deductions, the CalHR Labor Relations notified the Unions that CalHR PSB was going to rectify the situation by asking SCO to create additional EIDs. PSB is currently routing a revision of the Holiday Guidance - 1712 policy which will include this information.

Departments should begin using the appropriate EID's beginning with the October pay period; because there are no holidays in October, the first holiday to apply this change will be in November.



Personnel Services Branch

How to determine which employees “works without regard to holidays” that should receive Holiday Pay with retirement deductions?

Consider two things:

1. Employee status: The employee must be in a position that requires staffing without regard to a holiday.
2. Employee work schedule: The Holiday Pay must be for services provided during the employees' normal working hours on an approved holiday.

This means that if the employees' normal regular work shift were to fall on a holiday, then the employee would have no expectation of a paid day off and would work their hours as scheduled. For example, if the employees' schedule is eight (8) hours a day but they work two (2) hours of overtime on holiday, only the eight (8) hours are paid with retirement deductions. However, remember that in most cases the employee is paid eight (8) hours of straight pay in their check, which is already pensionable, so you likely do not need to do anything additional unless it is for a premium holiday. In which case the additional one-half rate paid to the employee for the premium holiday would be paid using the pensionable EID.



New Timekeeping and Timesheet Submission – Policy 1716

Presented By: Kim Herlache

Contact: PSB@calhr.ca.gov

CalHR, Personnel Services Branch



Personnel Services Branch

As we continue towards the California State Payroll System (CSPS) design phase, we are updating policies to ensure alignment with the project's goals. One of those policies was released in September, Policy 1716 Timekeeping and Timesheet submission.

The intent of this policy is to put ownership on supervisors/managers in departments for submitting timesheets. The Federal Code of Regulations requires the employer to maintain records of employee work time. With that in mind, we would like departments to use this policy to require supervisors to understand the importance of submitting timesheets timely and accurately. This policy goes through supervisor responsibilities and submitting the timesheet on behalf of the employee on time. It also provides guidance to help supervisors know how to document the timesheet for Work Week Group (WWG) 2 and E employees. It also documents that employees with an intermittent time base are hourly, regardless of the classification WWG. This means a WWG E intermittent employee who works more than 40 hours in a workweek will be paid overtime. However, WWG SE employees who work over 40 hours only receive their regular rate of pay for the time worked. This is because WWG SE (doctors, teachers, lawyers) have a different exemption under Fair Labor Standards Act than the WWG E employees.



SCO KEY INITIATIVE

CSPS Status – October 2025

Presenter: Dominick Mullane, ACE

Contact: CSPSHelp@sco.ca.gov

Project Information



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

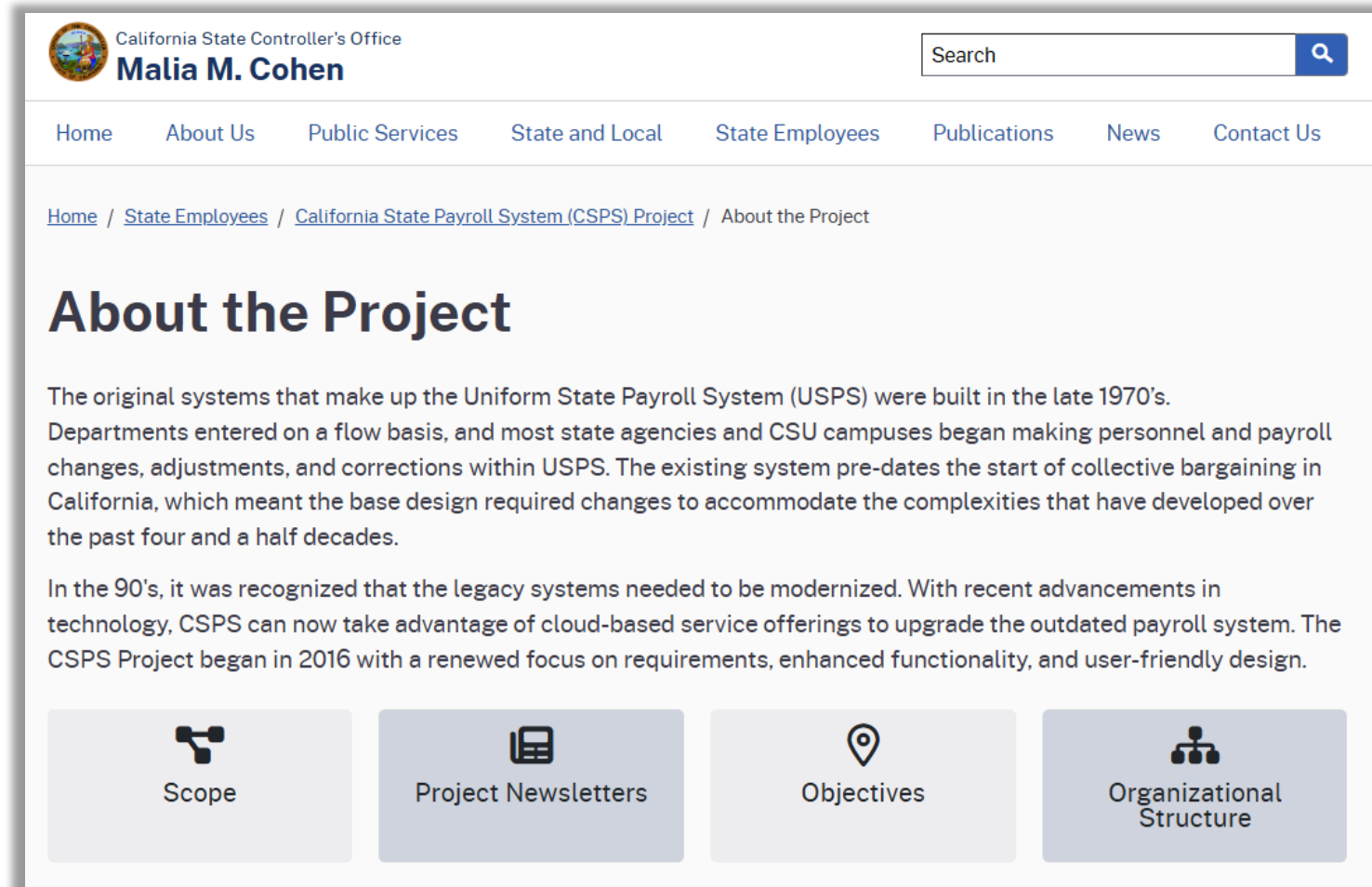
Objective: To modernize and integrate the State’s Human Resource and Payroll systems

Benefits: Manager and employee self-service, reduction in manual/paper submissions, improved reporting capabilities, efficiencies in processes/workflow

Status/Progress

- **Organizational Change Mgt.** launched the CSPA Awareness Campaign and began preparation for the official DART Kickoff meeting on October 23, 2025.
- **System Integrator** finalized the Software Development Lifecycle (SDLC) Methodology Plan and will prepare for training on the hybrid agile methodology to be used in the DDCI Phases.
- **Project Management Office** finalized the Department Phases and Waves document, which outlines when each department will go live, and began informing stakeholder groups.
- **Technical Team** deployed HERMES 2.1 with enhanced functionality for change tracking, list pages and additional interface attributes.

CSPA Project Web Page Overview – About the Project



The screenshot displays the official website of the California State Controller's Office, specifically the page for the CSPA Project. The header includes the office's logo, the name of the Controller, Malia M. Cohen, and a search bar. A navigation menu lists various sections: Home, About Us, Public Services, State and Local, State Employees, Publications, News, and Contact Us. The breadcrumb trail indicates the current location: Home / State Employees / California State Payroll System (CSPA) Project / About the Project. The main heading is 'About the Project'. The text describes the historical context of the Uniform State Payroll System (USPS) and the need for modernization through the CSPA Project. At the bottom, four key areas are highlighted with icons: Scope, Project Newsletters, Objectives, and Organizational Structure.

California State Controller's Office
Malia M. Cohen

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About the Project

The original systems that make up the Uniform State Payroll System (USPS) were built in the late 1970's. Departments entered on a flow basis, and most state agencies and CSU campuses began making personnel and payroll changes, adjustments, and corrections within USPS. The existing system pre-dates the start of collective bargaining in California, which meant the base design required changes to accommodate the complexities that have developed over the past four and a half decades.

In the 90's, it was recognized that the legacy systems needed to be modernized. With recent advancements in technology, CSPA can now take advantage of cloud-based service offerings to upgrade the outdated payroll system. The CSPA Project began in 2016 with a renewed focus on requirements, enhanced functionality, and user-friendly design.

 Scope

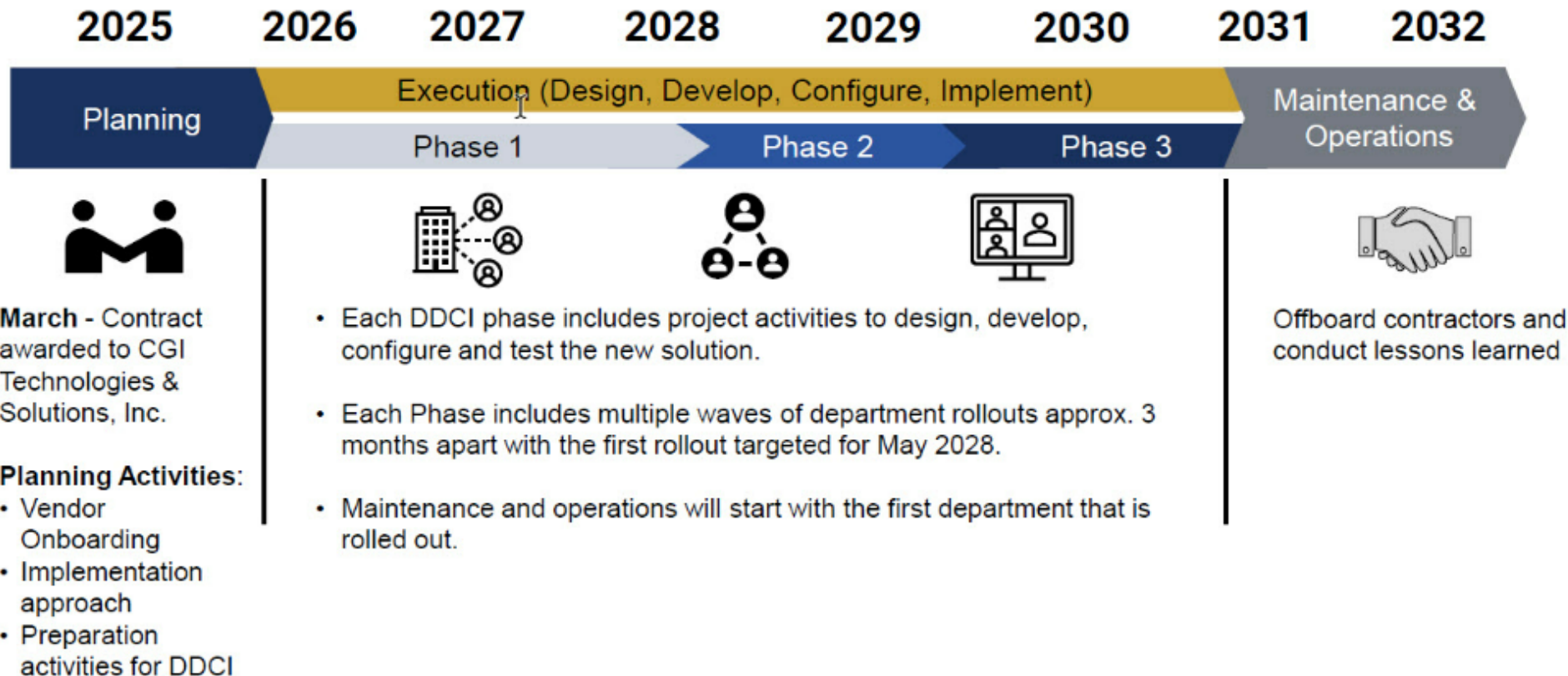
 Project Newsletters

 Objectives

 Organizational Structure

Project Timeline

CSPS Project Timeline





STATEWIDE BENEFITS ADMINISTRATION



Affordable Care Act Program

Presenter: Jordan Kergan

Contact: ACASupport@sco.ca.gov

Affordable Care Act (ACA) Training

Upcoming Dates Open for Registration:

- November 17th and 18th (CalHR Part 1) and (ACA/SCO Part 2)
 - New registration process (see link below)
- December 1st and 2nd (CalHR Part 1) and (ACA/SCO Part 2)
- To enroll in virtual ACA Training courses, please follow the link below and complete the registration process.
 - [Statewide Personnel and Payroll Services Training](#)
 - Each scheduled participant will receive an email invite to confirm enrollment, which includes class date, course materials, duration of the class, times, and location.
 - [Affordable Care Act \(ACA\) Training](#)



Transaction Supervisors'
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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.





Affordable Care Act (ACA) Program Updates

Presenter: Lisa Hatten

ACA Program Updates

Presenter: Lisa Hatten

Contact: ACA.Policy@calhr.ca.gov

Year End Reminders and Updates

- All errors in the Affordable Care Act System (ACAS) must be corrected by year end. The State Controller's Office (SCO) will confirm the date when all updates need to be completed in ACAS so the data is reflected in the annual reporting to the Internal Revenue Service (IRS).
- CalHR will reach out in November and December, with a summary of all errors in the ACAS to ensure departments are aware of the errors that need to be corrected before year end.

ACA Program Updates

Presenter: Lisa Hatten

Contact: ACA.Policy@calhr.ca.gov

Year End Reminders and Updates (continued)

- The state may be subject to information reporting penalties for failure to file a correct information return with the IRS and failure to furnish a correct 1095-C statement to employees.
- Information Reporting Penalties up to **\$660** for incorrect reporting for the 2025 Reporting Year
 - Failure to file a correct information return (1095-C) with the IRS: **\$330**
 - Failure to furnish a correct employee statement (1095-C): **\$330**

Reminder: Departments will be responsible for 100-percent of any information penalties assessed for the 2025 reporting year.

ACA Program Updates

Presenter: Lisa Hatten

Contact: ACA.Policy@calhr.ca.gov

ACA Training

- The next ACA training is scheduled for:
 - Monday, November 17, from 9:00-10:30 a.m. (Part 1) and
 - Tuesday, November 18, from 9:00-12:30 p.m. (Part 2)
- Departments can register for the training by visiting [SCO training](#).
- Additional training dates through the end of the year are available on SCO's [Affordable Care Act Training](#) webpage.

ACA Program Updates

Presenter: Lisa Hatten

Contact: ACA.Policy@calhr.ca.gov

ACAS Open Enrollment Transactions

- Employee elected to cancel their health coverage during the 2025 Open Enrollment: Key a 5B status code in ACAS, effective 12/31/2025 (to indicate the employee voluntarily cancelled their health coverage but remains eligible for health benefits)
- Employee elected to enroll in health coverage during the 2025 Open Enrollment: Key a 3A status code in ACAS, effective 1/1/2026 (to indicate the first of the month in which the employee's health coverage is effective)
- **Note**: Departments should prioritize the correction of errors on the monthly ACAS compliance reports before entering updates from this year's Open Enrollment as these updates do not impact the state's ACA reporting for the 2025 reporting year.



Vision Dental Health Authorization (VDHA) Portal Update

Presenter: Marisa McKain

Vision Dental Health Authorization Portal Updates

Presenter: Marisa McKain

Contact: VisionDental.Authorization@calhr.ca.gov

Vision Dental Health Authorization Portal Updates

- The Benefits division will be decommissioning the Vision Dental Authorization Portal (VDP) in SharePoint and replaced with the Vision Dental Health Authorization (VDHA) list within the Family Connect Portal (FCP).
- This change is anticipated to be completed by the end of 2025.
- Effective July 1, 2025, no new request will be processed in the VDP. The list of authorized personnel will remain as is until the transition of VDHA to FCP is complete. All carriers are aware of this change and will use the current list available until an updated list can be provided.
- CalHR will provide the list of authorized personnel to all dental carriers and VSP.
- CalPERS will be providing the list of authorized personnel to all Health carriers.



Dental and Vision Benefits Updates and Reminders

Presenter: Parwana Mohabbat

Vision Program Updates and Reminders

Presenter: Parwana Mohabbat

Contact: Vision@calhr.ca.gov

Updates and Reminders:

- 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.
- Employees can enroll/make changes to their vision plan during open enrollment by contacting VSP directly.
- 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.
- Benefit premiums cannot be waived for months when services are not used by employees or dependents.

Dental Program Updates and Reminders

Presenter: Parwana Mohabbat

Contact: Dental@calhr.ca.gov

Updates and Reminders:

- 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.
- STD. 692 forms must be complete and error free, and the most current version must be used.
- Do not submit an inquiry or appeal for multiple employees in one email as bulk.
- Inquiries and appeals must be submitted to the dental email box. Do not send emails to individual staff email boxes.
- After CalHR responds to the agency the appeal is approved. Do not upload the enrollment form into ConnectHR as CalHR stamps the form, uploads and completes this portion as part of the appeal process.

Dental Program Updates and Reminders

Presenter: Parwana Mohabbat

Contact: Dental@calhr.ca.gov

Updates and Reminders:

Make sure to consider the following:

- Does the 24-month restriction apply to this employee? If yes, did they meet the 24-month restriction?
 - **Please note that the 24-month restriction applies to completing state service, not to remaining enrolled in the prepaid plan.**
- If an employee permanently separates from state service before completing 24 months of state service and subsequently returns, their time before separation does not count towards meeting the 24-month restriction.
- Mandatory deletions cannot be on a current month basis, they must take effect the month following the event.
- Is the employee eligible to enroll in the enhanced dental plan?
- Employees cannot enroll in FlexElect for dental and in dental benefits simultaneously.
- Employee cannot enroll in dual/split coverage.
- Please refer to available online resources such as Benefits Administration Manual, HR Manual, Open Enrollment Resources for more information.



Request Tracking System (RTS)

Presenter: Alison Drummer

Request Tracking System (RTS) coming October 1, 2025

Presenter: Alison Drummer

Contact: Dental@calhr.ca.gov, FlexElect@calhr.ca.gov, Vision@calhr.ca.gov

- CalHR is excited to announce a new process for submitting Dental, FlexElect and Vision Appeals through the new Request Tracking System (RTS).
- RTS is an on-line software solution to manage and track various appeal requests from team members, managers/supervisors, and state administrative offices.
- Streamlines the submission, tracking and resolution of requests through a centralized platform for state employees, managers, supervisors and any stakeholders needing a transparent appeal request process.
- Key RTS Features:
 - User-friendly.
 - Real-time updates on status from submission to resolution.
 - Reporting tools to analyze patterns, response times and service metrics.

Request Tracking System (RTS) coming October 1, 2025

Presenter: Alison Drummer

Contact: Dental@calhr.ca.gov, FlexElect@calhr.ca.gov, Vision@calhr.ca.gov

- Dental, FlexElect and Vision appeals needing CalHR approval can be submitted to CalHR through RTS as 'Customer Service and Support Appeals Requests.'
- CalHR communicated RTS resources at October's [Transactions Specialists' Education Forum](#). Resources included a live demo, FAQ's and a User Manual.
- The programs will continue to accept Dental, FlexElect and Vision appeals submitted via email to the program inboxes for a limited time (until January 1, 2026).
- **After January 1, 2026, Dental, FlexElect, and Vision appeals will be submitted through RTS.**
- [Link to RTS](#)

Request Tracking System (RTS) - Technical Assistance

Presenter: Alison Drummer

Contact: Dental@calhr.ca.gov, FlexElect@calhr.ca.gov, Vision@calhr.ca.gov

For additional support there will be office hours available for RTS technical assistance through Microsoft Teams with a CalHR Benefits Analyst. Please feel free to drop in for support navigating RTS and submitting appeals for FlexElect, CoBen Cash, Dental, and Vision benefit programs.

Office Hours:

- October 8 to 15, 10:00-11:00 a.m.:
 - Teams Link: [CalHR Benefits Customer Service Support RTS Technical Assistance Office Hours | Meeting-Join | Microsoft Teams](#)
- October 8 to 15, 2:00-3:00 p.m.
 - Teams Link: [CalHR Benefits Customer Service Support RTS Technical Assistance Office Hours | Meeting-Join | Microsoft Teams](#)

Please note during the office hours you will be in a waiting room until the analyst is available.



Dependent Re-Verification (DRV)

Presenter: Alison Drummer

Presenter: Alison Drummer

Contact: DRV@calhr.ca.gov

Updates and Reminders:

- The November 2025 birth month cycle notification letters have resumed. The re-verification cycle expiration date for the November birth month cycle is extended by one month and authorized by CalHR due to a reconciliation process with CalPERS Dependent Eligibility Verification (DEV) program for child dependents. The extended verification deadline for the November birth month cycle is now December 31, 2025.
- Per Government Code 19815.9 (a), all verification documents for dependents are to be saved in the employees Official Personnel File (OPF) without a purge date.
- The CalHR DRV notification letter will be updated for consistency with the March 2026 cycle.
- An HR announcement will be issued outlining these changes soon.

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: Michael Ramondo

Contact: ppsdcsbenefits@sco.ca.gov

Open Enrollment Reminders

- Complete all required sections on the form, including on cancels.
- All dependents must be included on the enrollment forms, even if no action is occurring for them.
- A cover sheet listing all employees is encouraged for batch uploads
- Broadcast email sent September 22 - [Open Enrollment ConnectHR Rescind Guidelines](#)
- You do not need to “rescind” incorrect Open Enrollment forms, just upload the “Revised” version.
- Write “Revised” at the top of any form submitted that is correcting a previous upload
- Use your resources, you got this!



Statewide Benefits Program

Presenter: Michael Ramondo

Contact: ppsdcsbenefits@sco.ca.gov

Open Enrollment Form Counts

October 15, 2025

Dental STD. 692	FlexElect Cash Option STD. 701C	Consolidated Benefits Cash Option STD. 702	FlexElect Reimbursement STD. 701R
Received ~ 7655	Received ~ 1049	Received ~ 379	Received ~ 6731
Completed ~ 29%	Completed ~ 5%	Completed ~ 3%	Completed ~ 46%



STATEWIDE PROGRAM UPDATES



Statewide Tax Support Program

Presenter: Monique Perez

Contact: PPSDW2MiscDED@sco.ca.gov

Deceased Employee and Designee/Beneficiary Reporting

- For agencies and campuses - [Payroll Letter #25-012](#)
 - 2025 Tax Year Reporting
 - Submission of Form PSD21 - December 5
- [Form W-9, Request for Taxpayer Identification Number and Certification](#)
 - No payments shall be released to a beneficiary/designee without obtaining a Form W-9

Reminder: Under no circumstances should the recipient be advised that payments are not taxable



Statewide Tax Support Program

Presenter: Monique Perez

Contact: PPSDW2MiscDED@sco.ca.gov

Salary Advance Initial/Offset Reporting

- For agencies and campuses - [Payroll Letter #25-014](#)
 - Final submission date for 2025 tax year
 - Final Submission of Form STD. 422 - December 1
 - [STD. 422, Salary Advances Paid / Offset Report](#)
 - If the form is received after the December date, the STD. 422 forms will require the issuance of a Form W-2C, Corrected Wage and Tax Statement
- **Reminder:** After December 2, agencies cannot remit any withholding for Salary Advances for the current tax year



Statewide Tax Support Program

Presenter: Monique Perez

Contact: PPSDW2MiscDED@sco.ca.gov

Document Cut-off Dates for 2025 Calendar Year-End Processing

- For agencies and campuses - [Payroll Letter #25-013](#)
- Fringe Benefit reporting, Form STD. 676P/V
 - November 7
- Nonresident Alien with Tax Treaty Exemption, Form STD.674
 - December 5
- Labor Code (LC) 4800/LC 4811, Form STD. 674
 - December 15
- Salary Advance/Offsets, Form STD. 422
 - December 1



Statewide Tax Support Program

Presenter: Monique Perez

Contact: PPSDW2MiscDED@sco.ca.gov

Document Cut-off Dates for 2025 Calendar Year-End Processing

- Non-Qualified and Qualified Moving Expense, Form STD. 675
 - December 1
- Agency Collection, Form STD. 995(A) and 995(R)
 - December 5
- Deceased Employee Data, Form PSD21
 - December 5

NOTE: Fringe Benefits processed in December can generate a one-time payroll deduction accounts receivable (A/R) for the January monthly payroll. This is for accurate Form W-2 reporting purposes only. If SCO does not receive the documents by the specified cut-off dates, employees may receive a Form W-2 C, Corrected Wage and Tax Statement.



Statewide Payroll Program

Presenter: Christina Campbell

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

Lump Sum Changes "Age Based and Special Age-Based Catch-Up"

- **What is IRS 603?**
 - Effective January 1, 2026, Age Based (50+), and Special Age-Based (for ages 60-63) Catch-Up contributions must be made as a Roth deposit if your prior-year FICA wages (all wages paid) exceed \$145,000.
- **Who does this apply to?**
 - Only employees who pay into Social Security.
- **How can you check if the employee has exceeded this wage amount?**
 - [TAXI](#) module training (Page 42).
 - W2 FICA is listed in box #3 and #5, employees may access their previous W-2 in [Cal Employee Connect](#).



Statewide Payroll Program

Presenter: Christina Campbell

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

Deferral Reminders:

- **Who can defer into a 401K or 457B?**
 - All employees except those separating with an S05.
- **What is the Standard IRS Limit of Contribution (deferral amount)?**
 - All employees are eligible to defer up to \$23,500.
- **What if the employee wants to defer more into their 401K or 457B?**
 - Employees will need to contact the Savings Plus Solution Center. The HR MUST include the "Traditional 457B Catch Up" approval with the Personnel Action Request (PAR) package.
- **When can I defer into multiple tax years?**
 - For employees whose separation effective date is November 1 or later, the employee may elect to defer their lump-sum payout into two separate tax years.



Statewide Payroll Program

Presenter: Christina Campbell

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

Savings Plus Lump Sum Separation Pay Contribution Election Form Reminders:

The Election form must be signed, dated, and officially submitted by the employee at least five (5) workdays (Monday through Friday, excluding Saturdays, Sundays and legal holidays) prior to the separation effective date. SCO will cancel any PAR package when the Election form does not meet the 5-day requirement.

Encourage employees to submit their documents at least 30 days in advance to allow time to address questions, verify calculations of the lump sum, and prepare the PAR.

The Election Form is irrevocable, and cannot be changed, amended, or revoked once officially submitted to the personnel office. For more information, please contact [Savings Plus](#).



Statewide Payroll Program

Presenter: Christina Campbell

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

When Should I call SCO?

- **For PAR documentation and processing:** Select #2 for Civil Service, and then #2 for Civil Service Audits.
 - Example: If your PAR is keyed and it is out of service or there is an incorrect lump sum dollar amount on the PAR.
- **For Payroll:** Select #2 for Civil Service, then #4 for Payroll, and then #1 for General Payroll Questions.
 - Example: If the employee elected to defer lump sum contributions but the deferral deductions are missing from the lump sum payments.

Refer to the [CS Weekly Processing Dates](#) on the SCO website to monitor the dates of PAR packages currently being processed. Please do not call inquiring about your Lump Sum PAR Package unless it has passed the weekly processing date.



Statewide Payroll Program

Presenter: Arlene Chambers/Christina Campbell

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

Overtime Rates Reminders

- Please include all eligible pay differentials in the overtime rate when issuing overtime (payment type 1) payments.
 - If a rate adjustment is needed use the proper adjustment transaction via Payroll Input Process (PIP).
 - Submit a STD. 674 to PPSD if the adjustment cannot be keyed via PIP
- Please do not key an overtime payment with a pay differential rate as an original overtime payment.
 - For example, there are overtime payments being issued with a salary rate of \$0.14. This is being issued to account for the telework stipend pay differential that was not included in the overtime rate on the overtime payment.
- Resources for keying overtime:
 - [Payroll Procedures Manual](#) - Section G 020
 - [Overtime Calculator](#)
 - [Payroll Input Process \(PIP\) Keying Guide for Payment type 1 and 2 Adjustments Toolkit](#)



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](#) – 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 Contacts

Web Resources:

- HR Personnel | [Webpage](#)
- State Employees | [Webpage](#)

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](#)