

TRANSACTION SUPERVISORS' FORUM QUESTIONS & ANSWERS – JULY 2025

The following questions were submitted during the forum:

Question: We noticed some employees in Bargaining Unit 1 were not processed for the Pay Differential 386 Personal Leave Program (PLP) 2025; therefore, can we manually key in the PLP? Also, does the Pay Differential apply to students? Or should we hold off on keying until SCO has keyed the GENs?

Answer: Please see Pay Differential 386 for the list of exclusions. Students are generally excluded and are not in Bargaining Unit 1. Also, to best address your questions, research for any guidance from SCO related to classes that are subject to PLP but had a fallout.

Question: Where can we find FlexElect Permitting Event Codes on the new CalHR website?

Answer: Please send an email to flexelect@calhr.ca.gov for clarification.

Question: Will CalHR be able to provide an update on whether they will continue to make improvements to their new website? Many of the previous user functionalities are no longer available.

Answer: As you are aware, the website update had some intended and unintended fallout. CalHR's Information Technology (IT) team, along with the division's website team members, are working frantically to get the broken links corrected. If you have something urgent related to a Personnel Services Branch function (pay, pay scales, leave or pay policy links, etc.), please send an email to psb@calhr.ca.gov. If you have something that is related to Classification and Pay (class specs or policies), please send an email to pmd@calhr.ca.gov. If there are other policies that have links that are not working, please contact the email address at the bottom of the policy. In the meantime, IT is working on fixing links and prioritizing urgent items.

Question: What do we do if an accounts receivable (A/R) is shown in our queue for another agency?

Answer: Please send a STD. 674 A/R.

Question: Do we need to keep a record of STD. 674 A/R forms for auditing purposes?

Answer: If you are referring to payroll deductions, then this is not necessarily true. You could use the receipt received by ConnectHR as proof for the Official Personnel File (OPF).

Question: What is the link to subscribe to the personnel officer's subscription?

Answer: As a reminder, the listserv is only for the Personnel Officers. You can subscribe via the [CalHR Subscriptions](#) webpage.

Question: If we did not receive the Open Enrollment (OE) Kick-Off email yesterday (on July 16, 2025), can you tell me where I can get a copy?

Answer: It will be uploaded to the Save the Date poster on the [HR Professionals OE Resources](#) webpage.

Question: What do we do if employees are going through a divorce and are no longer living together, filing taxes together, or having a bill in both names; how are we to handle this?

Answer: Please send an email to the Dependent Re-Verification Program at DRV@calhr.ca.gov.

Question: What is the timeframe for employees to make a Special Open Enrollment (OE) change related to FlexElect Dependent Care Reimbursement Account (DCRA)?

Answer: Human resources offices have until August 31, 2025, to upload a change or cancellation for OE FlexElect DCRA.

Question: Can an employee use the new Personal Leave Program (PLP) 2025 in July or August pay period?

Answer: The 2025 Personal Leave Program (PLP) leave benefit should be used in accordance with the [CalHR Human Resources Manual, Section 2113 – Personal Leave Program](#). The Personal Leave Program is available for use in the same pay period as the employee receives the reduction. It is critical that department Human Resources staff work with managers and supervisors so they understand that the leave accrual will be prorated if the employee does not work a full pay period whether it is dock, mid-month start, mid-month end, or partial month of disability. This means that when reporting dock, a full-time employee will not be eligible for the full five (5) hours if the accrual is adjusted by the dock hours. For partial pay periods, PLP accruals will be based on the intermittent chart.

Question: Within the Department of Corrections and Rehabilitation and California Correctional Health Care Services, we receive multiple leave usage plans; however, with staffing shortages the plans are never followed, what other action are we to take as personnel?

Answer: Employees must adhere to the leave plan unless it meets one of the criteria listed in the Memorandum of Understanding (MOU) that negates it. For excluded employees the same rule applies. Please see the CalHR policy [Employee Leave Management](#) for more information. There are links to the laws, rules, and MOUs to reference language that would excuse the employee from not adhering to the plan. Managers/supervisors should be made aware it is a requirement, and the employee must adhere to the plan.

Question: If an employee transfers to another department, do we have to cash out if the receiving facility asks us to?

Answer: You are required to cash out compensation time off and excess hours. All other leave types will transfer with the employee.

Question: If an employee transfers to another department with a high leave balance, does the new employer have to cash it out?

Answer: The losing department is required to cash out compensation time off and excess hours. This does not transfer from one department to the other. It is considered overtime and is not the receiving department's liability.

Question: What is the report ID of the Prior Employer Leave Benefit Report (PELB)?

Answer: The report ID is PDSQ0139.

Question: I have a Bargaining Unit (BU) 17 employee (Registered Nurses) that is requesting for us to pay a chunk of his compensation time off (CTO). He has over 1000 hours. Firstly, we cannot find whether BU 17 has a cap on CTO. Secondly, their contract does say that if their CTO is not used within 12 months the department is supposed to cash them out. Are any other institutions doing this? If so, how?

Answer: What does the Memorandum of Understanding (MOU) say? Generally, the MOU has CTO caps. Please have your departmental designated contact send an email to PSB@calhr.ca.gov to discuss. Bargaining Unit 17 does address CTO. It is found under Overtime 19.2.17.

Question: If the Nonresident Alien (NRA) report from SCO does not show any staff for my agency, does that mean I do not have any staff at my agency who are NRA? Who is making the NRA determination?

Answer: Please send an email to the Tax Support Program at PPSDSTSP@sco.ca.gov for clarification.

Question: If there is retro pay that has not issued for a deceased employee, should we wait to send Form PPST-21 until all the pay issues?

Answer: If the employment history is correct, then please reach out to Payroll via the [Statewide Customer Contact Center](#) at (916) 372-7200 for assistance.

Question: If we cannot key for an employee who is separating at the end of the month due to their vacation amount being over, what we can key and are deferring, can we send up the Personnel Action Request (PAR) packet now or should we wait for the GEN to post?

Answer: Civil Service Audits recommends waiting for the GEN Mass update to run.

Question: Regarding the Bargaining Unit(s) that will have Other Post-Employment Benefits (OPEB) suspended in August, will the OPEB deductions come out of the July pay? If so, will that be refunded?

Answer: Other Post-Employment Benefits deductions will come out at the current rate for July pay for the populations that are not having OPEB suspended until the August pay period. This was stated in the Memorandum of Understanding or Side Letter; therefore, there will not be any refunds for these deductions.

Question: Regarding the Voluntary Personal Leave Program (VPLP) that needs to be keyed for July, should we key another 350 or 350C to update/remove the VPLP EID.

Answer: Yes, you can post the 350 for PLP if it has not already been posted for the employee. Please ensure that the employee meets the criteria.

Question: For Bargaining Unit 7 employees, is the new longevity code going to come out? This is referring to the July 1, 2025 increase.

Answer: Please be patient, as there are several pay letters scheduled for release in July that are related to the increases.

Question: When keying an appointment, do we include the Personal Leave Program (PLP) 2025 with the A01 or key A01 and 350 the same day?

Answer: If you are keying a new to State employee, you can key the PLP 2025 on the appointment. Either way, the PLP must be added to the employee's record on the appropriate date.

Question: Regarding one of the Dependent Re-Verification (DRV) slides, it states that the California Association of Highway Patrolmen (CAHP) data is now visible in Family Connect Portal (FCP). When I checked for some employees, they are now in FCP but their dental information (plan name, effective date, party code) is not showing up. Dental relayed that they are not covered and have no dependents. Is this information still going to be updated?

Answer: Please send an email to the DRV Unit at DRV@calhr.ca.gov for clarification.

Question: When an employee placed on Pregnancy Disability Leave (PDL) exhausts their PDL, but continues to receive State Disability Insurance (SDI) based on the pregnancy related complication, are departments running California Family Rights Act (CFRA) bonding while the employee continues to receive SDI due to the pregnancy disability? Or are they waiting until after SDI ends to begin running CFRA for bonding? We understand we cannot run PDL and CFRA bonding concurrently.

Answer: The employee may choose to run CFRA, but the department cannot designate it on their behalf. If a department has designated the time as CFRA without the employee asking, then that is not appropriate and should not be done.

Question: If a Work Week Group (WWG) E employee is appointed to an intermittent position, would the employee follow the overtime and leave usage rules of a WWG E employee or a WWG 2 employee since they are paid hourly?

Answer: WWG E intermittent employees are paid hourly. Anything over 40 hours in a work week will be 1 1/2 overtime. WWG SE employees are paid for all hours worked when they are intermittent.

Question: Is the Personal Leave Program 2025 not compensable?

Answer: Please read each Memorandum of Understanding (MOU) as the language varies. The bottom line is if the MOU states the leave must be exhausted prior to separation, then it can be cashed out if the separation is sudden, such as termination. Each Bargaining Unit has its own agreement, so please make sure to reference the MOU for details on this.

Question: Will the Personal Leave Program hours be prorated for separations in the middle of the month?

Answer: Yes, this includes mid-month starts and partial pay periods of Non-Industrial Disability Insurance/State Disability Insurance.

Question: Does the Personal Leave Program 2025 need to be used before other leave types, such as Vacation or Annual Leave, apart from Sick Leave and Professional Training and Development Leave?

Answer: To confirm, please make sure to reference the applicable Memorandum of Understanding (MOU) or Side Letter for details. Each Bargaining Unit has its own agreement.

Question: To clarify, the Bargaining Unit 5 retirement updates will run tonight; therefore, do we need to wait until tomorrow to start keying the fallout 350s with the Personal Leave Program (PLP)?

Answer: That is correct. If you wait until after the retirement mass update to key fallout from the 350s, then it will help reduce additional fallout that may result from the 505.

Question: Can you please provide the link to the Official Personnel Folder retention schedules?

Answer: [Official Personnel Folder Purging Chart](#).