

TRANSACTION SUPERVISORS' FORUM QUESTIONS & ANSWERS – OCTOBER 2024

The following questions were submitted during the forum:

Question: Is it still okay for Personnel to key the S70 transaction in-house and issue regular pay then, after, send the turnaround Personnel Action Request (S70C) to SCO for processing lump sum?

Answer: Yes.

Question: Regarding the Custom Deferral Option on the Savings Plus Lump Sum Separation Pay Contribution Election Form, on the Personnel Action Request (PAR) do we put "See Election Form" on line 10?

Answer: Yes, the remarks section should indicate to see the election form. You can view a PAR sample of a first and second tax year on the [Lump Sum Separation Toolkit](#).

Question: Is it possible to have a training for Personnel Specialists on how to submit Salary Advances for when money is owed after the deferral?

Answer: Since the Salary Advances are issued directly by the agency and not SCO, the process is specific to each department.

Question: Is the availability of the Savings Plus Leave Buy-Back Program based on agency participation?

Answer: No, any state employee can participate in Savings Plus; however, we do not know if leave buy-back will be offered again next fiscal year.

Question: Is Open Enrollment subject to the Affordable Care Act System documentation?

Answer: Yes.

Question: How soon can we start updating the Affordable Care Act System (ACAS) to reflect any changes effective January 1, 2025?

Answer: You can update ACAS 45 days in advance.

Question: If the dependent is not able to be verified in a parent-child relationship, do we put the reasoning and effective date, print out confirmation, and then delete dependent? Or do we leave the dependent on there?

Answer: Please send an email to Dependent Re-Verification at DRV@calhr.ca.gov with the employee's name and Employee ID (UEID) for assistance on your inquiry.

Question: If a dependent has two (2) lines in the Family Connect Portal but one (1) line shows incorrect information for that dependent, what do we do to correct it?

Answer: Please send an email to Dependent Re-Verification at DRV@calhr.ca.gov with the employee's name and Employee ID (UEID) for assistance on your inquiry.

Question: Could the order of the upload options for Open Enrollment (OE) be all in a row, starting with OE?

Answer: It is too late to order them like that for this season. We will look into that possibility for next Open Enrollment.

Question: What is the end date for the Ding Notices (PR250) related to Open Enrollment (OE)?

Answer: The deadline for PR250 responses related to OE is November 20, 2024. You may upload the PR250 responses under the associated OE form dropdown.

Question: When an employee is deleting all benefits and enrolling in FlexElect Cash, do we upload all the documents to the Dental Cancel or to the Flexcash on ConnectHR?

Answer: Please upload it to the Flexcash from the dropdown.

Question: If an employee is cancelling their dental without enrolling into FlexElect Cash, then do we still use code 41?

Answer: Yes.

Question: When the designee is a Trustee, how do we complete the PPSD-21 form?

Answer: A Taxpayer Identification Number (TIN) would need to be issued to the estate and that information would be included on the PPSD-21 form.

Question: When reconciling payroll, is the STD. 666 form required?

Answer: The STD. 666 form is for the Disbursements Unit. The Personnel and Payroll Operations Bureau does not utilize that form. Updates to the Payroll Procedures Manual is being worked on.

Question: When researching employment history, we sometimes need to reference prior versions of pay differentials or section 5 of the pay scales to know what was effective on a particular date. Is there a resource where we can find historical versions of these documents?

Answer: The Civil Service/Exempt Pay Scales have historical information. You can also reference the [Pay Scales](#) webpage on the CalHR website for additional information.

Question: Is there a Government Code or California Code of Regulations (CCR), or another regulation, that addresses an employee's ability to receive interest on retroactive salary changes? For example, an employee was entitled to a range change in August 2023 due to additional information received regarding outside experience. Transactions modified the employee's appointment and pay issued; however, the employee is now requesting one year's interest at the rate of 4.20% be deposited into their direct deposit account due to our delay. We have also received inquiries from other staff whose GEN transaction were processed after the effective date.

Answer: No, the state does not pay interest on those retroactive payments.

Question: Regarding the Hire Above Minimum (HAM) that went into effect on October 1, 2024, I noticed there wasn't a Personnel Letter released by SCO. Where can I find that?

Answer: SCO does not necessarily issue a Personnel Letter for every Pay Letter that CalHR issues. The instruction for movement is in the CalHR Pay Letter.

Question: Is the three-year statute of limitations based on the issue date of the original payment or the established date of the Accounts Receivable (A/R)?

Answer: You must notify the employee of the overpayment within three (3) years of the date of the overpayment. If you have an A/R that is being set up, I recommend you start the notification process by sending the employee a letter with the approximate gross amount of the A/R, so they are aware.

Question: An employee worked as a Personnel Supervisor II for 10 years a long time ago, later became an Associate Governmental Program Analyst, and now has returned back to a Personnel Supervisor II. Is she entitled to the \$4800 Recruitment and Retention? Or does she have to start over at \$1200?

Answer: The time starts over if the employee leaves the classification.