August 2022

Transaction Specialist Educational Forum Notes
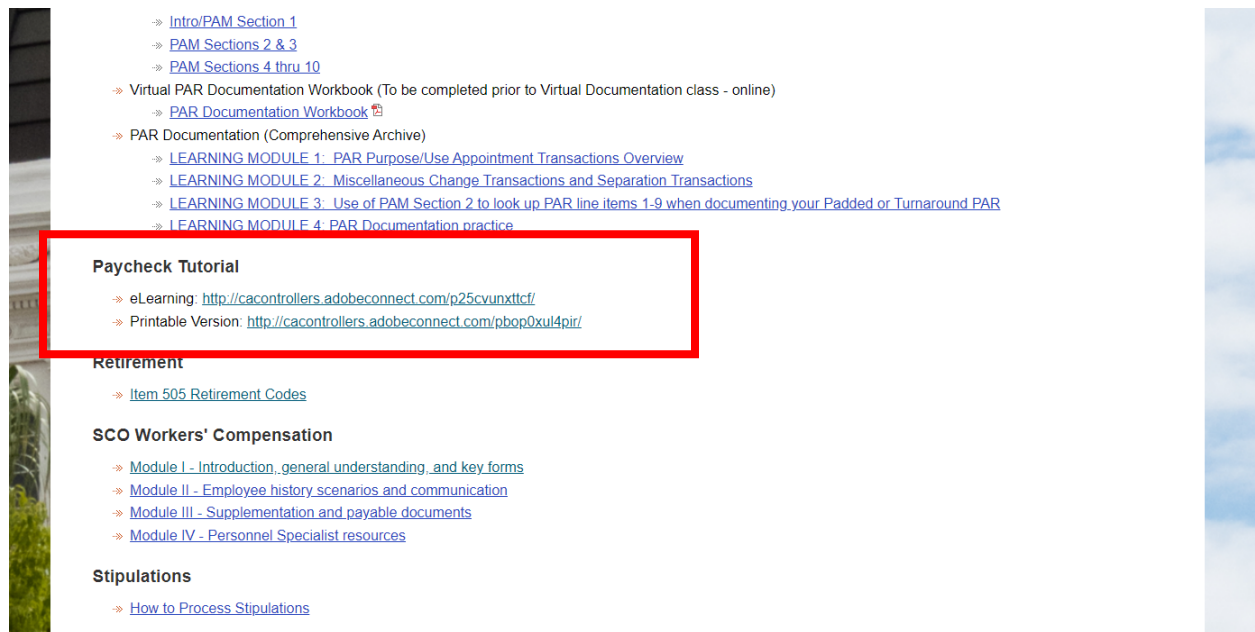
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SURVEY QUESTIONS:

The following questions are submitted prior to the forum via Survey Monkey.

- **Question:** Can SCO put on a Military Leave training class?

    o **Answer** (SCO): We are currently in development of the Military Leave eLearning.

- **Question:** Please explain when to "mark" the "OK" box (listed above employee SS#) on the std. 672 attendance report.

    o **Answer** (SCO): Many departments train staff to mark the "OK" box by entering either a checkmark or an "X" to note that the timesheet has been received. However, the Payroll Procedures Manual (PPM) does not specifically mention this box within Section D 006. In discussions with class participants of the Fundamentals of Payroll class, many of them do mark that box for this purpose, as instructed by their management.

- **Question:** Does dock have to be noted on the "right side columns" on the Std. 672 form or is it ok to just notate total dock by the ERN ID column and attach the required (STD. 603) dock form?

    o **Answer** (SCO): Payroll Procedures Manual (PPM) Section D 106 explains how to fill out the STD 603, and the same information is identified in the Fundamentals of Payroll training guide. The ERN ID field on the Form 672 is not to be used to track dock, as dock is written up on the STD 603 and keyed into the Payroll Input Process (PIP) database. The STD. 603 is then kept together with the Form 672 and any other working documents used for the pay period, then filed once the pay period has ended, reconciliation is complete, and all units certified.

- o Specialists are instructed in the Fundamentals of Payroll class to follow their transaction unit management on where to write dock on the Form 672, as long as dock tracked for the pay period. The experience shared by most class participants is that they write the information on the right side of the Form 672, as long as space remains open for entering Earning IDs for regular, supplemental, and/or premium pay usage.

- **Question:** If an employee was in Bargaining Unit 1 and covered under State Disability Insurance (SDI) for several years, is recently promoted to an S01 position and now covered under Nonindustrial Disability Insurance (NDI), wouldn't the employee be eligible to be covered under both SDI and NDI? What resources can we use to process this?

  - **Answer** (SCO): This specific question is answered in the SDI [Module 1](#) eLearning. You can find the answer starting at 09:15 mark of the video or you can go there directly if you use the Events button located at the bottom left side of the on the screen viewer.
  - However, the Employment Development Department (EDD) will only look back for a specific amount of months since the time that the employee has promoted. It doesn't matter if they have been on SDI for 2 or more years. Specialists must contact SDI directly for their specific situation.

Statewide Training Program – Siobhan Hallinan (PPSDTraining@sco.ca.gov

- » Intro/PAM Section 1
- » PAM Sections 2 & 3
- » PAM Sections 4 thru 10
- » Virtual PAR Documentation Workbook (To be completed prior to Virtual Documentation class - online)
  - » PAR Documentation Workbook
- » PAR Documentation (Comprehensive Archive)
  - » LEARNING MODULE 1: PAR Purpose/Use Appointment Transactions Overview
  - » LEARNING MODULE 2: Miscellaneous Change Transactions and Separation Transactions
  - » LEARNING MODULE 3: Use of PAM Section 2 to look up PAR line items 1-9 when documenting your Padded or Turnaround PAR
  - » LEARNING MODULE 4: PAR Documentation practice

Paycheck Tutorial

- » eLearning: http://cacontrollers.adobeconnect.com/p25cvunxttcf/
- » Printable Version: http://cacontrollers.adobeconnect.com/pbop0xul4pir/

Retirement

- » Item 505 Retirement Codes

SCO Workers' Compensation

- » Module I - Introduction, general understanding, and key forms
- » Module II - Employee history scenarios and communication
- » Module III - Supplementation and payable documents
- » Module IV - Personnel Specialist resources

Stipulations

- » How to Process Stipulations

Tim Ramsden (PPSDTraining@sco.ca.gov
- Statewide Training Homepage
  - Removal of outdated language
  - User-Friendly Interface
- Basic Course Communication Expectations:
  - SCO Training: Welcome emails, links, and certificates for all training

- Participants: Read receipts, pre-work, cancellation notice
    - Cancellation: contact Training Coordinator and/or PPSDTraining@sco.ca.gov

SCO KEY INITIATIVES:

SCOCONNECT: CAL EMPLOYEE CONNECT PROJECT/CONNECTHR

ConnectHR – Liz James (connecthelp@sco.ca.gov)

- Telework Stipend update
    - June counts:
        - 72,524 payments were issued to 38,599 employees
        - More than 95% were the result of data submitted via ConnectHR rather than PIP or some other means
    - IMPORTANT REMINDER:
        - Double check your entries on the telework template **prior to** submission (Refer to the Telework Stipend FAQ)
            - Submissions cannot be recalled
            - Any errors (i.e. incorrect payments) will need to follow the Warrant Process Instruction in Section I of the Payroll Procedures Manual (PPM)

Cal Employee Connect (CEC)

- Pseudo-Interactive features: Multifactor Authentication, Direct Deposit, Address change and Withholdings
- Released a survey to potential eligible agencies to assess the interest to use the e-Timesheet feature in CEC.

California State Payroll System (CSPS) Project – Jeana Smith (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
- **Scope:** Personnel, Benefits, Position Control, Time & Attendance, Travel & Business Expense and Payroll
- **Why CSPS:** Current system is 50 years old and not integrated; current system does not reflect or incorporate IT, HR, PR innovations over past 50 years.
- **Who will this impact:** State HR and Payroll staff and all state employees

2016 - 2017 Current State Analysis	2018 - 2021 Alternatives Analysis	2021 - 2022 Solicitation Analysis	2022 - 2023 Vendor Selection	2023 - 2028 Implementation	2028 - Ongoing Support
STAGE 1	STAGE 2	STAGE 3	STAGE 4	PROJECT EXECUTION	MAINTENANCE & OPERATIONS
*PROJECT APPROVAL LIFECYCLE (PAL) - CA Dept. of Technology process (4 stages) to improve the likelihood of success for IT projects.				*SYSTEM DEVELOPMENT LIFECYCLE (SDLC)	

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Status Updates / Progress:

- **Recent Progress:**

  o Addendum 3 released

- **Upcoming Activities:**

  o Continue Department Agency Readiness Teams (DART) sessions re: responsibilities and required resources
  o Testing planning
  o Solicitation Phase 1 – Evaluate Bidders

Schedule:

Activities	Start	End	Status
BPOs/PACs to review Opportunity Change Impacts	March 2022	July 2022	Completed
Conduct Phase 1 of solicitation	April 2022	August 2022	Nearly complete
DART Informational Sessions	June 2022	July 2022	Completed
Conduct Solicitation Phase 2 - Proof of Concept and Evaluate Proposals	August 2022	November 2022	
DART Liaison Kickoff	October 2022 (TBD)	October 2022 (TBD)	

STATEWIDE BENEFITS PROGRAM:

Civil Service Benefits and Retirement - Ryan Baughman (PPSDCSBenefits@sco.ca.gov)

2022 Open Enrollment Resources
- 2022 Open Enrollment Checklists are available on SCO Website
  o Three Checklists:
    – STD. 692 (Dental)
    – STD. 701C/702 (Cash Option in lieu of Benefits)
    – STD. 701R (Medical & Dependent Care Reimbursement)
- Main Updates for 2022 Open Enrollment
  o Must upload all documents through ConnectHR
  o Must use universal email on the form
  o Personnel Specialist phone number is okay to list on form
- Benefits Administration Manual Sections 514, 520 and 715-723 provides guidance on filling out each form
- 2022 Open Enrollment Examples/Tips will also be available on SCO Website
  o Three Example & Common Error Guides:
    – STD. 692 (Dental)
    – STD. 701C/702 (Cash Option in lieu of Benefits)
    – STD. 701R (Medical & Dependent Care Reimbursement)

GARNISHMENTS INTRODUCTION

- **WHAT IS A GARNISHMENT?**
  - When a court issues an order requiring an employer to withhold an amount from an employee's paycheck to satisfy a debt.

Reference: PPM Section H - 300's (starts on page 180-210)
Forms: STD 639 & STD 639 CFS (Revised 3/2021)

- **TOPICS WE WILL BE COVERING:**
  - Garnishments Introduction
  - Effective Dates (Items #5 & #6 on STD 639/639CFS)
  - Form Guidelines
  - Cancel Child & Family Support
  - Case Specific Guidelines
  - Processing Timelines
- **GARNISHMENT ACTION TYPES:**
  - 1. New, 2. Modified or Correction, 3. Cancellation
- **GARNISHMENT CODES SUMMARY:**

Levy Summary	Form Item	Deduction Code
Ongoing Support	STD. 639 | 8A	038
Earnings withholding order for support-arrearages Lump Sum	STD. 639 | 8B	339/001
Earnings withholding order for support arrearages	STD. 639 | 8C	339/002
Federal Tax Levy	STD. 639 | 8D	339/003
Earnings withholding order for state taxes	STD. 639 | 8E	339/004
Earnings withholding order	STD. 639 | 8F	339/007
Federally Guaranteed Student Loan	STD. 639 | 8G	339/008
Child & Family Support: Ongoing Support	STD. 639 CFS | 8A	038
Child & Family Support: Support Arrearages – Lump Sum	STD. 639 CFS | 8B	339/001
Child & Family Support: Earnings Withholding Order for Support Arrears	STD. 639 CFS | 8C	339/002

EFFECTIVE DATES:
Example Court Order Stamped/Served Date: 6/1/2021

TO ESTABLISH a new garnishment, the effective date would be 10 days after the served date (in most cases):

TO MODIFY that garnishment, the effective date is the established (new) date:

TO CANCEL that garnishment, the effective date in Item #6 would be the established (new) date. Only when cancelling a garnishment does item #5 become the date of termination:

FORM GUIDELINES:

- **Do not** submit the garnishment form blank, or with 0's in the amount fields.
- **Do not** cross out or write over the address on the STD. 639 CFS (see below). This address is hard coded and cannot be changed.

- **You must** use the correct Effective Date, Items #5 & #6 (PPM H320, pg. 201-205)
- **Avoid over garnishment of wages** by properly using 11B vs 11D
  - 11B: Use if EE's disposable earnings fluctuate each month. This is the absolute maximum than can be deducted. The garnishment will not go over this amount.
  - 11D: Use if EE pay is stable each month. It is your responsibility to calculate the garnishment amount correctly.

If Employee's Pay...	Use	Description
Fluctuates (on dock, etc.)	11B	Max Amount; adjusts to EE's disposable income
Consistent / Stable	11D	Specific Amount; static dollar amount each month

CANCEL CHILD & FAMILY SUPPORT

To Cancel a Child & Family Support Garnishment:
> **DO NOT:** Send a cancellation request with the dollar amount as $0.00.
> ✓ **DO:** The correct dollar amount must be shown.
> **DO NOT:** Send a modification request with the dollar amount as $0.00.
> ✓ **DO:** If cancelling, you must submit a cancellation request and not a modification request.
>
> *Note: The court order to cancel a child support garnishment may show as a "Modification" with a dollar amount of $0.00. You must still send a "Cancellation" completing the dollar amount(s) that need to be cancelled.*

STATE OF CALIFORNIA – STATE CONTROLLER'S OFFICE

SALARY GARNISHMENT
CHILD SUPPORT/FAMILY SUPPORT
STD. 639 CFS (Rev. 3/2021)

NOTE: SUBMIT ORIGINAL TO THE STATE CONTROLLER'S GARNISHMENT UNIT. SUBMIT ORIGINAL, ONE COPY AND COURT ORDER.

DOCUMENT NUMBER

Reference Payroll Procedures Manual Section H 300

1. AGENCY NAME	4. POSITION NUMBER			
State Controller's Office	(Agency)	(Unit)	(Class)	(Serial)

2. SOCIAL SECURITY NUMBER	3. NAME (F.I.) (M.I.) (LAST)				
111-22-333	Jane L. Doe	051	111	2222	333

5. EFFECTIVE DATE	6. ACTION TYPE	
07/22/2022	☐ NEW ☐ MODIFICATION OR CORRECTION OF ITEM ___	✓ CANCELLATION OF GARNISHMENT 06/11/2021 ORIGINAL EFFECTIVE DATE ___

7. PAY FREQUENCY
✓ MONTHLY   ☐ SEMI-MONTHLY   ☐ BI-WEEKLY

8. GARNISHMENT TYPE (038)
A. ✓ COURT ORDERED ASSIGNMENT OF WAGES (ONGOING SUPPORT) (FC 150 et seq., 5200 et seq. or PC 3088)
$ _____800.00_____ (Monthly Amount)
☐ DEDUCTION AMOUNT CHANGED FROM $ _____ (Must be completed if changing 8A)
$ _____ (Deduction Amount per Pay Period)

CASE SPECIFIC GUIDELINES

TO CANCEL ON-GOING SUPPORT:
You must submit a cancellation form and complete 8A with the monthly dollar amount.

TO CANCEL ARREARS:
Submit a cancellation form and complete 8C with the total garnishment amount, completing either 11B (Max Amount), or 11D (Specific Amount) if applicable.

TO PROCESS A MODIFIED GARNISHMENT:
Submit a modification form. To avoid two common errors:
- You must use the original established date as the "Effective Date" in Item #5.
- You must ensure you are not modifying a garnishment that has already been satisfied. **It is the PS responsibility to track that the garnishment was satisfied.** This can be done through Pay History (see next slide).

TRACKING GARNISHMENTS THROUGH PAY HISTORY:
A.
339 004: Earnings withholding order for state taxes.
$662.50: Garnishment dollar amount withheld.
B.

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EFF GA 07/14/22: Garnishment effective date.
C.
ORIG: Total Garnishment Amount.

```
DED ORG    AMOUNT    PP  TP
088 116     64.80
                          EFF      TERM      ORIG
339 004    662.50    GA 071422             2011.17
                      AGY-RU   ST SHR      ADM
350 141    249.22 *    FH       651.00     2.97
351 007     12.71 *    FD        38.12      .00
356 002       .00 *    FF         2.73      .00
475 001       .00      HV         8.27      .00
                      HEALTH-OPT-OUT-IND
349 001       .00
051 001    325.00
338          1.50
```

PROCESSING TIMELINE
SCO processes garnishments daily for the Monthly cut-off (previously known as Master cut-off).

REASONS FOR GARNISHMENTS NOT POSTING
- If you submit the form after the Monthly cut-off, the garnishment will not take effect until the next pay period.
- An error (PR250 Ding Notice) was not resolved prior to the Monthly cut-off.
- Newly established garnishments & modifications to child support are sent to SCO Disbursements for them to key/process. Because of this, it can take a couple days to hit the system after SCO receives it.

CS Audits 105/ Dual SSN Transaction – Tommy Fong (ppsdcsaudits@sco.ca.gov; SCCC @ (916) 372-7200**)**

THE ISSUE:

SCO is experiencing an increased workload due to employees (EE) having two (2) social security numbers (SSN) in the mainframe. This is caused when Personnel Specialists (PS) keys an EE twice in the mainframe – one appointment with an incorrect SSN and one appointment with the correct SSN.

THE IMPACT:

EE could receive two (2) paychecks, one for each SSN. An Accounts Receivable (A/R) cannot be established in these cases to retrieve monies owed (EE must return the money).

If a dual SSN happens, it can be a lengthy process to rectify the issue.

HOW TO PREVENT:

- Ensure you are using the correct SSN when entering into the mainframe. By using the correct SSN, you prevent additional work to rectify this issue.

- Prior to keying the employee EH update, use the PIMS PSN to double-check for previous employment.

- If you keyed an EE with an incorrect SSN into the mainframe, do not key a new appointment with the correct SSN. There is no way to void these appointments. If you key a new appointment, this will create the "Dual SSN Issue" which is a lengthy process to fix.

If you...	And you...	Then...
Verified the EE SSN is correct (both in the mainframe & for new EE)	Key with the correct SSN	You're done! Verifying that the correct SSN is in the mainframe prior to keying and keying with the correct SSN is the easiest route for everyone.
Key with an incorrect SSN OR **Discovered an incorrect SSN for the EE prior to keying**	<u>Do not</u> key a new appointment with the correct SSN	This is not a "Dual SSN Issue". Since you did not key another appointment, there is only one (1) SSN for the EE in the mainframe. • SCO may fix in 3-5 business days. • Submit a 105. Include both the incorrect and correct SSN on the PAR. (Not notating the incorrect SSN in the PAR will cause SCO processing delays). Include a copy of the SSN card.
	Key a new appointment with the correct SSN	This is now a "Dual SSN Issue". Since you keyed another appointment, there are now two (2) SSNs for the EE in the mainframe. There is no way to VOID these appointments on your end. • SCO may fix in 30-60 days. • Submit a PAR with box 10 completed, notating Dual SSN. Include both the incorrect and correct SSN in the PAR. (Not notating the incorrect SSN on the PAR will cause SCO processing delays). Include a copy of the SSN card.

105 SSN Transaction Example

o **105 SSN USE CASE:**

If you...	And you...	Then...
Key with an incorrect SSN OR Discovered an incorrect SSN for the EE prior to keying	<u>Do not</u> key a new appointment with the correct SSN	This is not a "Dual SSN Issue". Since you did not key another appointment, there is only one (1) SSN for the EE in the mainframe. • SCO may fix in 3-5 business days. • Submit a 105. Include both the incorrect and correct SSN in the PAR. (Not notating the incorrect SSN in the PAR will cause SCO processing delays). Include a copy of the SSN card.

DUAL SSN TRANSCATION EXAMPLE

DUAL SSN USE CASE:

If you...	And you...	Then...
Key with an incorrect SSN **OR** Discovered an incorrect SSN for the EE prior to keying	Key a new appointment with the correct SSN	This is now a "Dual SSN Issue". Since you keyed another appointment, there are now two (2) SSNs for the EE in the mainframe. There is no way to VOID these appointments on your end. • SCO may fix in 30-60 days. • Submit a PAR with box 10 completed, notating Dual SSN. Include both the incorrect and correct SSN in the PAR. (Not notating the incorrect SSN in the PAR will cause SCO processing delays). Include a copy of the SSN card.

CS AUDITS-PAR NOTIFICATION EMAILS

Effective August 3rd, 2022, you will no longer receive the PAR receipt confirmation email.

- Refer to the ConnectHR Upload email confirmation.

- PARs are processed in the order they are received.

- Refer to the Weekly Processing Dates

- Contact the Statewide Customer Contact Center at 916-372-7200 with your questions.

Sent: Monday, August 1, 2022 1:32 PM
To: Fong, Tommy W.
Subject: PAR Received for: TESTER, SCO

DISCONTINUED AS OF AUGUST 3, 2022

DO NOT REPLY TO THIS EMAIL. THIS EMAIL IS FOR INFORMATIONAL PURPOSES ONLY AND RESPONSES ARE NOT MONITORED.

The purpose of this email is to inform you that SCO/PPSD has received a PAR package for the employee listed below. PAR packages are processed in the order received, therefore please check our weekly processing dates on the SCO website using the path below before calling for a status update. If there are any audit error(s), you will receive a separate email with instructions on how to correct the error(s). If you have any questions or concerns please contact the Statewide Customer Contact Center @ (916) 372-7200 and select CS Personnel.

CS Weekly Processing Date Report: https://sco.ca.gov/Files-PPSD/csweeklyprocessingdates.pdf

Do not send a duplicate or inquiry PAR at any time, as this may significantly impact processing time.

CS AUDITS- PSD40 (DING) NOTICES

- PSD40's are sent by the Specialist who is working on your PAR. Reply to this email.

From: [PERSONNEL SPECIALIST]
Sent: Monday, August 1, 2022 1:37 PM
To: Fong, Tommy W.
Subject: Post Audit Error(s) for: TESTER, SCO

> **Reply** to this email. It'll go to the Specialist who processed your PAR.

The purpose of this email is to inform you of audit errors which may need your attention. If the Responsible Party is Agency and the Error Status is Needs Correction, then you are required to resolve the error as soon as possible. If the Responsible Party is SCO/PPSD, then SCO/PPSD has agreed to fix the error for you and the data is for informational purposes only. A hard copy of

- Respond back to the Specialist **within 24 hours** after the PSD40 (ding) notice was sent.

  o PARs will be canceled if there is no response to the PSD40 ding notice within 24 hours.

  o If a PAR is cancelled, resubmit via ConnectHR with the PSD40 on top of the PAR package. By placing the PSD40 on top, this will allow SCO to route to the Specialist who originally processed your PAR.

- Allow 3-5 days for SCO to key (only true for PAR Packages and Stipulation packages).

  o For Lump Sum PAR corrections, these may take longer than 3-5 days due to the Lump Sum process.

ERROR DETAILS ARE SENT IN THE BODY OF THE PSD40 EMAIL

Under the asterisks (*) are a list of all the error(s) and action(s) that require your attention.

Error Status:

- **Needs Correction:** Agency responsibility to correct.

- **Corrected:** Agency responsibility to learn and train others to not repeat. SCO corrected for the agency and sent this notification as a training opportunity.

SCO – Lump Sum Separation Introduction – Christina Campbell and Renee McClain
(ppsdcspayroll@sco.ca.gov; ppsdcsaudits@sco.ca.gov; SCCC@ 916-372-7200)

WHAT IS A LUMP SUM SEPARATION?
Employees who are separating from state service may have an unused leave balance by the time of separation. EE's have three options:
    1. Lump Sum Cash Payment,
    2. Lump Sum contributions into a Savings Plus Account 401(k)/457(b), or
    3. Combination of all three above.
This presentation is covering the Lump Sum Cash Payment & Savings Plus contribution.
WE WILL BE COVERING:
- SCO Lump Sum Process & Workflow
- Labor Codes 201 & 202 and Lump Sum Timelines
- Required Lump Sum Package Documents

Disclaimer: This publication is intended for reference only. It does not supersede current applicable laws or regulations, and it is not intended for purposes of providing legal advice.

- Lump Sum Separation Toolkit
- Address Common PAR Issues
- **NEW** PS Separation Checklist & Employee Retirement Guide

SCO – Lump Sum Program Roles and Progress- Tommy Fong and Joan Lleren (ppsdcsaudits@sco.ca.gov; ppsdcspayroll@sco.ca.gov; SCCC@ 916-372-7200**)**

There are two (2) SCO teams that work together to process Lump Sum Payments: the Audits Team and the Payroll Team.

AUDITS TEAM:
- Audits the PAR
- Uses a SCO internal tool (PAR Tracker) to send PSD40 (ding) notifications to Agencies
- Keys Separation PAR after Payroll processes Lump Sum pay and contributions

PAYROLL TEAM:
- Reviews the PAR Package for accuracy
- Processes the Lump Sum pay and contributions
  - Payroll calculations, keys and uploads the payroll, and/or Savings Plus contributions
- Verifies that Lump Sum payment and contributions were processed (the next day after the payroll cycle)

SCO – Lump Sum Process Workflow– Joan Lleren (ppsdcspayroll@sco.ca.gov; SCCC@ 916-372-7200**)**
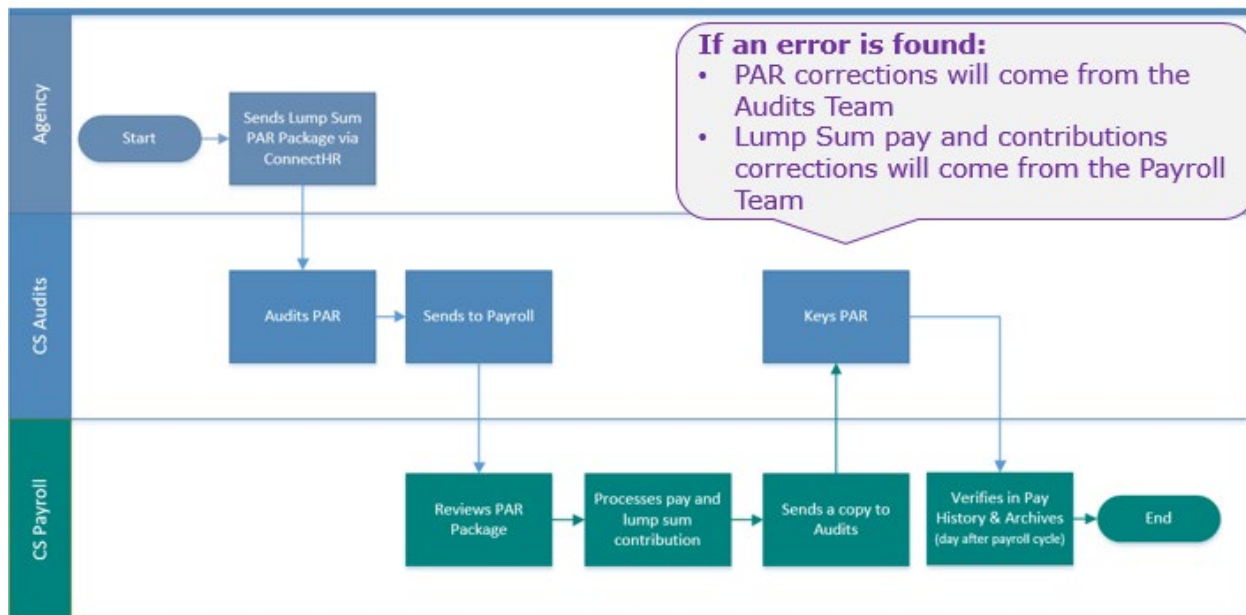
SCO – Government Codes 201 and 202 – Joan Lleren (ppsdcspayroll@sco.ca.gov; SCCC@ 916-372-7200**)**

REVIEW LABOR CODES 201 & 202

5-DAY RULE FOR SAVINGS PLUS ELECTION FORM

The election form must be signed, dated, and officially submitted by the employee at least a minimum five (5) workdays prior to their separation date. Once submitted to the SCO this form is irrevocable.

Below example: November 2021

TIMELINES

- Separations between November 1st and December 31th can defer Savings Plus contributions into the next tax year

- Cash deferred to the next tax year must be tendered by February 1st

- Lump Sum separations must be keyed within 2½ months of the separation date. Allow SCO time to key the PAR and issue the lump sum payment and contributions.

   o Departments may key the S70 with items 606, 615 (if applicable), and 888, to prevent master pay from issuing incorrectly.

   o SCO will key a correct for the S70 if it has already been submitted once we are able to key the Lump Sum PAR package.

- Review all lump sum payroll letters for SCO year-end due dates.

 A REMINDER…

Human Resources Offices (HR) will be held liable for underfunded Savings Plus accounts that are delayed due to HR office errors. Please submit these forms timely and accurately.

SCO – Lump Sum Package Required Documents– Joan Lleren (ppsdcspayroll@sco.ca.gov; SCCC@ 916-372-7200**)**

Only submit these four (4) documents below. **Do not** send any other documents.

1. **Lump Sum PAR Package Coversheet**

   o The SCO does not use Coversheet notes for processing Election Forms.

Disclaimer: This publication is intended for reference only. It does not supersede current applicable laws or regulations, and it is not intended for purposes of providing legal advice.

2. **SavingsPlus Lump Sum Election Form**

> o This must be completed by EE five (5) at least workdays prior to their separation. No corrections will be accepted after the five workday threshold has passed.

> o Do not use "Max" or "Remainder" on the Election Form. SCO will not process Election Forms with words in the 401(k)/457(b) section.

3. **457(b) Traditional Catch-Up Approval Letter** (if applicable)

> o Catch-Up amount must be included in Section II on the Election Form

4. **PAR**

> o Use the Lump Sum Toolkit to ensure accuracy

SCO – Lump Sum Separation Toolkit– Joan Lleren (ppsdcspayroll@sco.ca.gov; SCCC@ 916-372-7200**)**

PURPOSE:

Reduce Lump Sum PAR Package errors by providing worksheets, job aids, and training resources to Personnel Specialist. This ensures accurate and timely payments.

WHAT'S INCLUDED:

- Lump Sum Process Instructions (including how to avoid common errors)

- Lump Sum Worksheet

- Pre-Tax Calculator

- Separation FAQs

- Key Points from Departmental Human Resources Office

- eLearning Series for Personnel Specialists

- 1st Tax Year PAR Package Sample

- 2nd Tax Year PAR Package Sample

- **NEW:** HR Separation Checklist

- **NEW:** Employee Retirement Guide

https://sco.ca.gov/ppsd_lump_sum_separation_tool_kit.html

SCO – Lump Sum- Common PAR Errors– Tommy Fong (ppsdcsaudits@sco.ca.gov; SCCC@ 916-372-7200**)**

REVIEW [A GUIDE TO AVOIDING COMMON ERRORS](#)
- Available in the Lump Sum Toolkit. A sample of "Documenting the PAR" is shown on the right.
- Addresses common errors for items: 205, 210, 606, 615, 620, 625, 630, 962, etc.

ADDITIONAL PAR ERRORS:
- **Item 215:** too many characters or not legible. CS Audits has to reach out to clarify what is documented. Cannot exceed 20 Characters including spaces. PAM Section 2.36
- **Item 960** missing for corrections. If the PAR is a correction, the 960 is needed for the corrected transaction identifier. PAM Section 2.148.

> **3. DOCUMENTING THE PAR**
> Refer to the PAM when completing the Turnaround PA[R]
> accurate processing, be sure to address the following i[...]
>
> - o **Print legibly on the PAR**, as keying and comput[...]
>   those errors may significantly impact the time i[...]
> - o **Item 205: Separation transaction code** (e.g., S[...]
> - o **Item 210: EE's separation effective date (last d[...]**
>   Validate by confirming the EE's retirement date[...]
>
>   Example: Retirement date is November 30th; S[...]
> - o **Item 606:** Verify time possible for the pay peri[...]
> - o **Item 615**: If Item 615 is completed with an "X"[...]
>   of separation in a _daily_ payroll cycle. If left bla[...]
>   period. NOTE: If the EE makes monthly contrib[...]
>   could impact deferral totals for the tax year. (P[...]
> - o **Items 620 & 625:** After you have used the Lum[...]
>   balance (in steps 4a and 4b below)…
>   - ▪ If more than 99 days of leave…

SCO – Addressing PAR 620 and 625– Tommy Fong (ppsdcsaudits@sco.ca.gov; SCCC@ 916-372-7200**)**

WHAT ARE PAR LINE ITEM 620 & 625?

PAR Line Item 620 & 625 describes how much available leave credit an employee has that can convert to the dollar amount for a Savings Plus contribution.

WHY ADDRESS ITEMS 620 & 625?

These items are frequently not calculated correctly. It is HR's responsibility that the EE has enough leave credits to contribute to the SavingsPlus requested amount.

IMPORTANT: For two tax year PARs, all time in 620 must be used _before_ showing time in 625. One problem is HR keys a S70 to issue cash, but they are cashing out from 625 and not 620 first. Item 620 must be used first.

SCO RESOURCES TO PREVENT ERRORS:

1. eLearning Module 5 (Documenting the PAR): Step-by-step visual training aid

2. Lump Sum Worksheet (Lump Sum Toolkit): Auto calculates 620 & 625

3. Lump Sum Processing Guide (Lump Sum Toolkit): Instructions

4. PAM 2.82 & 2.83: Covers PAR 620 & 625 sections

5. Call SCO Customer Contact Center at (916) 372-7200

SCO – Addressing Other PAR Errors– Tommy Fong (ppsdcsaudits@sco.ca.gov; SCCC@ 916-372-7200**)**

PARS WITH INCORRECT FORMATS

- Agencies need to fill out the line item completely. Biggest offender are line Items 606/607/620/705/888.

- **Example - Item 620**: the format is two digit-three digit-two digit (00-000-00). You must enter two digits in the "HDTH" section; SCO cannot assume "HDTH" is 00.

- **Example - Item 888:** missing or incorrect format. Must be four (4) digits and no decimals (for S70 and S71 transactions). PAM Section 2.133.

DOCUMENT PROCESS NUMBER (DPN) IS NOT UPDATED

Each time you key into the system, there is a document processing number for the PAR. The document number on the PAR must match the DPN on the position number screen in Employment History. This must be completed.

SIGNATURE MISSING OR IN CONCURRING SIGNATURE LINE

The Agency specialist must sign the PAR in the correct location. SCO will not accept it if the PAR was signed in the concurring signature line.

2nd HALF PAR MISSING

If you are submitting a turnaround PAR (TAD), you must submit the complete PAR. Do not cut out the bottom portion of the PAR with the Employment history summary.

Other Important Lump Sum Information– Tommy Fong (ppsdcsaudits@sco.ca.gov; SCCC@ 916-372-7200**)**

- **SCO WILL NOT ACCEPT A PICTURE OF THE SAVING PLUS FORM**
  - Forms must be submitted as a PDF through Connect HR with the Lump Sum PAR package.
- **ONLY HAVE ONE PERSON RESPOND BACK TO THE PSD40 (DING NOTICE)**
  - Please do not have multiple people respond back to the same PSD40 (ding notice). This could create confusion when trying to make corrections or updates to the PAR packages.

NEW: SCO PS Separation Checklist- Christina Campbell (ppsdcspayroll@sco.ca.gov; SCCC@ 916-372-7200**)**

PURPOSE:

This was created to aid Personnel Specialists through an EE's separation process.

Covers Lump Sum Steps.

This is to complement existing department specific separation processes, and must always be reviewed in collaboration with HR Policy.

Went live in August 2022.

SCO SEPARATION CHECKLIST FOR PERSONNEL SPECIALIST

This checklist is based on SCO separation requirements for Personnel Specialists. Use this checklist to complement existing department-specific separation processes. Do not use this checklist when separating exempt positions. When separating exempt positions, defer to this checklist: reference the Exempt Salary Schedule.

1. VERIFY INFORMATION AND PROCESS DOCUMENTS FOR SEPARATING EE

☐ **Verify Separation Dates** (resignation letter, retirement notice, etc.)
- o Retirement: Verify with CalPERS (ref. 1.1).
- o **IMPORTANT:** The EE's separation date is one day before their retirement date.

☐ **Update STD 672**

2. DETERMINE FINAL PAYMENT OF UNUSED COMPENSABLE LEAVE

IF EE IS CASHING OUT UNUSED COMPENSABLE LEAVE UNITS:

☐ **Calculate Lump Sum Payout** using SCO Lump Sum Worksheet and STD 640
- o You must calculate on both and verify totals match.

☐ **Key PAR(s)** (STD 680A)
- o If EE is cashing out into two tax years, you submit two (2) PARs – one for each tax year. Only EEs with separation dates after November 1st (or retirement dates after November 2nd) are eligible to cash out into two tax years.

IF EE IS DEFERRING INTO 401(K)/457(B), SUBMIT LUMP SUM PAR PACKAGE TO SCO:

Necessary Preparation

☐ **Review** SCO Lump Sum Toolkit, specifically Lump Sum Processing Guide and FAQ

☐ **Calculate Lump Sum Balances**

NEW: SCO Employee Retirement Guide- Christina Campbell (ppsdcspayroll@sco.ca.gov; SCCC@ 916-372-7200**)**

PURPOSE:
- o This was created to help employees who are preparing for retirement.
- o It includes Lump Sum steps, benefits, and other important information.
- o Please share with your employees.
- o Also went live in August 2022.

EMPLOYEE GUIDE TO RETIREMENT

STEP 1: FILE FOR RETIREMENT

File your retirement with CalPERS, preferably through their online portal. **Log into** myCalPERS, go to the **Retirement** tab and select **Apply for Retirement.** CalPERS will allow you to file your application up to 120 days before your retirement date. Call CalPERS at (888)225-7377 for more information.

Important Note: Section 9 on CalPERS Health Coverage

Section 9 in the CalPERS Retirement Application determines if you want to *decline* continuation of your CalPERS health coverage into retirement (shown below). Do not select the check box (highlighted in blue) if you want to keep your current CalPERS health coverage into retirement.

Section 9	CalPERS Health Coverage
	If you are currently enrolled in your own right for CalPERS health benefits, you can continue your health enrollment into retirement with no break in coverage.
	If you do not want health coverage, you must cancel retiree health coverage by declining coverage below. You may be eligible to enroll in health coverage during the next Open Enrollment period.
	☐ I decline continuation of my CalPERS health coverage into retirement.

Review **Step 4: Enroll for Retirement Benefits (Health, Dental, Vision and Legal)** in this guide or contact your Personnel Specialist to learn more about your Retirement Health Coverage options.

STEP 2: INFORM PERSONNEL SPECIALIST OF RETIREMENT DATE

You must initiate the retirement process with your Personnel Specialist as soon as possible. CalPERS does not inform your Personnel Specialist that you filed for retirement. Your Personnel

SCO General Reminders

- Utilize ConnectHR to submit documents or upload data
- ConnectHR Directory
- Include the employee's complete social security number (SSN) when sending documents through ConnectHR
- Check Weekly Processing Dates before sending inquiries
- Utilize California Personnel Office Directory (CPOD)
- The PPSD Register – PPSD's Monthly Newsletter
- Recommended subscriptions
- Review Communication from State Policy and Instructional Departments for Business Process impacts
- It is recommended that the Human Resources (HR) staff follow Section M of the Payroll Procedures Manual (PPM) for certifying payroll, which requires HR staff to validate that both mandatory and voluntary deductions have been withheld appropriately and to certify the employee's payroll is accurate.
- Share this information with your peers!

SCO EMAIL SUBSCRIPTION SERVICE:

- To ensure you're receiving essential PPSD notifications, please subscribe to our email subscriptions listed below. Also, we invite you to share this information with anyone who would be interested in PPSD notifications.

    - California Leave Accounting System (CLAS) Letters
    - State Controller's Office Letters (Personnel / Payroll Operations)

CUSTOMER RELATIONS SURVEY:

- **Question**: Which of these potential new classes would you want to attend?
    - **Answer:**
        - Accounts Receivable
        - Benefits Processing
        - Position Control
        - Retirement/Retirement Codes
        - PIMS History
        - Pay Differentials

SCO RESOURCES:

WEBSITES:

- Human Resources (HR): https://sco.ca.gov/ppsd_state_hr.html
- State Employees: https://sco.ca.gov/ppsd_se_payroll.html

SCO KEY INITIATIVES:
- Cal Employee Connect
- California State Payroll System Project

CONTACTS:
- Affordable Care Act (ACA) Email acasupport@sco.ca.gov
- Cal Employee Connect Email connecthelp@sco.ca.gov
- Cal Employee Connect Feedback Email connectfeedback@sco.ca.gov
- California Leave Accounting System (CLAS) Email Clas@sco.ca.gov
- ConnectHR Email (All HR Staff) connecthrhelp@sco.ca.gov
- ConnectHR Feedback Email (All HR Staff) connecthrhelp@sco.ca.gov
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@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 (916) 372-7200

FORUM QUESTIONS:

The following questions were submitted during the forum:

- SCO is sending us DING notices on the weekend and we are not in the office do we have until Monday to reply?
  - Answer: Yes, if sent on Saturday responding on Monday is okay.
- How do I obtain PAY History for the past the 3 years? Can you provide reference on how to remove a Retirement Code for an employee with a dual position?
  - Answer: Please view Employment History Request (ca.gov).
- Where can we locate the Open Enrollment Toolkit?
  - Answer: Click here: https://sco.ca.gov/ppsd_cs_benefits_open_enrollment_checklists.html
- If I release a garnishment and the next day I receive a withdraw letter from FTB, Will the EE receive the money that I released (accounting no longer has the garnishment) from FTB?
  - Answer: Please review the Garnishments eLearning here: http://cacontrollers.adobeconnect.com/prplqgmmylvm/
- Is this a valid link for the SCO deduction code list?
  - Answer: Click here: https://sco.ca.gov/Files-PPSD/PPM/ppm_section_b_codes.pdf