



Transaction Specialists' Educational Forum

Presented By: Natalia Saferson

Contact: TSEF@sco.ca.gov

Office of State Controller Malia M. Cohen

August 1, 2024

Survey Questions





Question

Presenter: Megan Vinson

Contact: CLAS@sco.ca.gov

How do we resolve a discrepancy of a beginning balance of vacation (VA), sick leave (SL), etc. in Leave Accounting System (LAS) vs. an employee's (EE's) timesheet when the discrepancy is prior to January 2019? Some are unable to view LAS prior to January 2019. How do we take leave that should have been deducted prior to January 2019? As EEs are using leave they technically do not have.

Answer: Departments in this situation should ask for a Purge Archive of the data to verify any data before making updates. Once the data has been validated, departments should void the purge balance that is currently posted and post a new begin balance for the correct starting balance of the January 2019 leave period.

If there wasn't time available when it was used, other leave should be used to offset.

Purge Archive Request Form: [Purge Archive Request Form](#)



Question

Presenter: Karin Johnson-Anderson

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

Are there any resources/examples on the processing and completion of the STD. 674Ds for Permanent-Intermittent (PI) employees on Non-Industrial Disability Insurance (NDI)? The Payroll Procedures Manual (PPM) does not have any STD. 674D examples for a PI, and the NDI Calculator does not calculate for hourly employees.

Answer: How to calculate the Permanent-Intermittent NDI time is listed in the [Payroll Procedures Manual \(PPM\)](#) Section E 108 (pages 26-27). We can work directly with the agency for specific questions.



Question

Presenter: Katie Kerr

Contact: LeaveRollover@calhr.ca.gov

What is the process for employee's who are participating in the Catch-Up program? Do they select "Full Deferral Option" and attach the Catch-Up approval, or do they select the "Custom Deferral Option" and include the Catch-Up in the amount entered? If an employee selects the "Full Deferral Option" or the "Custom Deferral Option" for both years, does the state agency still complete two (2) Personnel Action Requests (PARs) or do they submit one PAR with the full lump sum amount to be paid and SCO completes the calculations for the Lump Sum Pay (LSP) to issue each tax year?

Answer: If an employee is utilizing 457b Traditional Catch-Up, they should complete the "Custom Deferral Option" and attach their Traditional Catch-Up letter. In the custom deferral table, they should be sure to include the regular limits as well as the additional amounts they have been approved for under Traditional Catch-Up. The custom deferral table should be used for Traditional Catch-Up because an individual who has been approved for 457b Traditional Catch-up qualifies to contribute more than the standard contribution limits, and the amounts vary based on their approval. It is the responsibility of the individual to specify in the table how much they are claiming under their Traditional Catch-Up approval, if they would like to contribute more than the regular contribution limits. Individuals using age-based catch-up (for those 50 or older) may still select the "Full Deferral Option." The Age-Based catch-up is an automatic set amount, it does not vary by individual. Selecting the "Full Deferral Option" for those 50 or older will allow SCO to automatically process up to the Annual contribution limit including the age-based increase.

SCO will still require 2 PARs to be submitted. The 1st transaction (i.e., S70) must be keyed by the last payroll cycle of the 1st tax year for the lump sum pay and contributions to issue in the current tax year, and the 2nd transaction (S70C) must be keyed the following year to issue the remaining lump sum pay and contributions for the 2nd tax year.



STATEWIDE BENEFITS ADMINISTRATION

CalHR Transaction Specialists' Educational Forum Update



CalHR Benefits Division
August 1, 2024

CalHR Benefits Division

The Benefits Division is responsible for the design, acquisition, and oversight of the various statewide benefit programs administered by 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.

Benefits Open Enrollment Updates



CalHR Benefits Division

August 1, 2024

Benefits Open Enrollment

Presenter: Bobby Saetern

Contact: OpenEnrollment@calhr.ca.gov

Open Enrollment (OE) Updates

- The 2024 OE period will take place September 16 to October 11, 2024.
- State employees and retirees have the option to enroll, change, or remove benefit options for health, dental, vision, Flex, COBRA, long-term disability and legal insurance.
- All changes made during the 2024 OE period will be effective January 1, 2025.

Benefits Open Enrollment

Presenter: Bobby Saetern

Contact: OpenEnrollment@calhr.ca.gov

Open Enrollment Events

- The CalHR Benefits Team is collaborating with stakeholders to plan, prepare and host OE events for the 2024 season.

In-Person Fairs

- Southern CA – DSH Norwalk, September 10, 2024, 10:00 a.m. – 1:00 p.m.
- Central CA – DSH Coalinga, September 18, 2024, 11:00 a.m. – 3:00 p.m.
- Northern CA – State Capitol, September 25, 2024, 11:00 a.m. – 2:00 p.m.

Virtual Benefits Fair

- Two consecutive days, September 11–12, 2024, 10:00 a.m. – 1:00 p.m.
- Hosted on Teams. Registration form will be distributed in August.
- The same information is shared across both days.

For more information, please visit the [Open Enrollment webpage](#) on the Benefits website.

Benefits Open Enrollment

Presenter: Bobby Saetern

Contact: OpenEnrollment@calhr.ca.gov

Virtual Lunch and Learn Sessions

- CalHR is planning to host two Virtual Lunch and Learn Sessions for HR Professionals on September 24, 2024, and October 8, 2024, from 11:30 a.m. – 12:30 p.m.
- During these sessions, information will be shared by CalHR and SCO.
- The first 30-minutes of these sessions will provide OE updates and reminders followed by a 30-minute Q&A session for HR Professionals to ask OE related questions.
- Communication regarding the Virtual Lunch and Learn Sessions will be shared, and information will also be updated on the CalHR Benefits website later this month.
- To attend a Virtual Lunch and Learn, please subscribe to the subscription list on the [HR Professionals webpage](#) and a meeting notice will be sent to you within seven (7) days of the meeting.

Benefits Open Enrollment

Presenter: Bobby Saetern

Contact: OpenEnrollment@calhr.ca.gov

Contact

- Departmental personnel offices can send OE related questions via email to OpenEnrollment@calhr.ca.gov.
- Current response time is five (5) business days.

Resources

- [CalHR Benefits website](#)
- [CalHR Benefits Calculator](#)

Dental and Vision Open Enrollment Overview

CalHR Benefits Division
August 1, 2024



Agenda

- Dental Program
 - Review State Sponsored and Union Sponsored Plans
 - Live Demonstration Completing Open Enrollment Forms
 - How to Review Open Enrollment Forms
 - Resources
- Vision Program
 - How to Make Changes During Open Enrollment
 - Review Resource Documents

Dental Program

Presenter: Parwana Mohabbat

Contact: Dental@calhr.ca.gov

State Sponsored Dental Plans

- Prepaid Dental Plans
 - DeltaCare USA - Org Code: 009
 - MetLife Enhanced - Org Code: 015
 - Available for excluded employees and retirees only.
 - MetLife Standard - Org Code: 016
 - Not available for excluded employees and retirees.
 - Premier Access - Org Code: 020
 - Western Dental - Org Code: 025

Dental Program

Presenter: Parwana Mohabbat

Contact: Dental@calhr.ca.gov

State Sponsored Dental Plans

- PPO Dental Plans
 - Delta Dental PPO – Org Code: 018
 - Delta Dental PPO Plus Premier Basic – Org Code: 007
 - Not Available for Excluded Employees.
 - Delta Dental PPO Plus Premier Enhanced – Org Code: 008
 - Not Available for Retirees and Represented Employees.

Dental Program

Presenter: Parwana Mohabbat

Contact: Dental@calhr.ca.gov

Union Sponsored Dental Plans

- BU 5 CHP
 - CAHP/Blue Cross – Org Code: 013
 - Newly hired employees subject to 24-month restriction.

Dental Program

Presenter: Parwana Mohabbat

Contact: Dental@calhr.ca.gov

Union Sponsored Dental Plans

- BU6 CCPOA Dues Paying Members
 - CCPOA sponsored Western Dental – Org Code: 249
 - All new dues-paying members must be enrolled in Western Dental for 12 months regardless of how long they have been in state service.
 - CCPOA Primary (Represented Employees) – Org Code: 006
 - CCPOA Primary (Managers and Supervisors) – Org Code: 246

Important Note: Dues-paying union members are not eligible to enroll in state-sponsored dental plans. Once a CCPOA dues-paying member cancels their membership, they must enroll in a state-sponsored dental plan as they are no longer eligible to enroll in a union-sponsored dental plan.

Dental Program

Presenter: Parwana Mohabbat

Contact: Dental@calhr.ca.gov

Live Demonstration

Completing Open Enrollment Forms – STD. 692

- New Enrollment – Permitting Event Code 03
- Adding or Deleting a Dependent - Permitting Event Code 15
- Plan Change - Permitting Event Code 28
- Adding or Deleting a Dependent and Plan Change - Permitting Event Code 29
- Cancelling Enrolment – Permitting Event Code 41

Dental Program

Presenter: Parwana Mohabbat

Contact: Dental@calhr.ca.gov

Reviewing Open Enrollment Forms for Processing

- Confirm employee's eligibility
- Audit forms for errors
- Submit forms to SCO in a timely manner
- If SCO issues PR250 [ding notice] for corrections respond promptly
- Use resources
 - [Dental Plan Enrollment Form Authorization \(STD 692\)](#)

Vision Program

Contact: Vision@calhr.ca.gov

Vision Open Enrollment

- Employee's make open enrollment changes directly with VSP.
 - Active Employees: <https://stateofcaemployee.vspforme.com/>
 - Retirees: <https://stateofcaretiree.vspforme.com/>
 - Call VSP Customer Care 800.400.4569
- Review the VSP [How to Enroll Document](#).
- Make sure the employee keeps a copy of enrollment change.
 - If the employee goes back into their profile, the change request may be erased. Employee may need to do it again.

CalHR Benefits Resources

Websites

Benefits Website

<https://calhr.benefitsprograms.info/>

BAM Training Questions

BenefitsInquiries@calhr.ca.gov

Healthier U Connections

<https://www.calhrwellness.com/en/welcome-california-state-employees/>

Human Resources

<https://calhr.benefitsprograms.info/state-hr-professionals/>

State Employees

<https://calhr.benefitsprograms.info/state-employee/>

HR Manual

<http://hrmanual.calhr.ca.gov/Home/ManualItem>

CalHR Benefits Resources Cont.

Contacts

- ACA Program ACA.Policy@calhr.ca.gov
- BAM Training BAMTraining@calhr.ca.gov
- COBRA COBRA@calhr.ca.gov
- Dental Program dental@calhr.ca.gov
- Dental/Vision Authorization Portal VisionDental.Authorization@calhr.ca.gov
- Dependent Re-verification (DRV) Program DRV@calhr.ca.gov
- FlexElect/CoBen Program FlexElect@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 vision@calhr.ca.gov
- Open Enrollment OpenEnrollment@calhr.ca.gov
- Virtual Benefits Fair BenefitsInquiries@calhr.ca.gov



Statewide Benefits Program

Presenter: Ryan Baughman

Contact: ppsdcsbenefits@sco.ca.gov

Agenda

- Review Forms/Resources
- [SCO Open Enrollment Resources Webpage](#)
- FlexElect Cash Option STD. 701C / Consolidated Benefits Cash Option STD. 702
 - Demonstrations
 - STD. 701C Change - Alana D. Engineer
 - STD. 702 Cancel - Bella A. Newdentl
- FlexElect Medical and Dependent Care Reimbursement Accounts STD. 701R
 - Demonstration - Janet P. Example
- Important Dates and Final Reminders



Statewide Benefits Program

Presenter: Ryan Baughman

Contact: ppsdcsbenefits@sco.ca.gov

Forms

- **FlexElect Cash Option STD. 701C**
 - Cash in lieu of state sponsored health and/or dental benefits for R01, R03, R04, R05, R06, R09, R10, R11, R 12, R13, R14, R15, R20, and R21 employees
- **Consolidated Benefits (CoBen) Cash Option STD. 702**
 - Cash in lieu of state sponsored health and/or dental benefits for CoBen Employees: R02, R07, R08, R16, R17, R18, R19 and Excluded (S, M, C, E)
- **FlexElect Medical / Dependent Care Reimbursement Accounts STD. 701R**
 - Enroll, change, or cancel reimbursement accounts for out-of-pocket medical and dependent care expenses. These accounts let you set aside money on a pre-tax basis. This increases take-home pay and decreases taxable income.



Statewide Benefits Program

Presenter: Ryan Baughman

Contact: ppsdcsbenefits@sco.ca.gov

Resources

- [CalHR Benefits Administration Manual - FlexElect Program](#)
- [CalHR Benefits Administration Manual Consolidated Benefits \(CoBen\)](#)
- [Department of General Services – Forms](#)
- [CalHR Virtual Bookshelf](#)
- [2024 FlexElect Handbook](#) (2025 FlexElect Handbook coming soon)
- [CalHR Open Enrollment Resources](#)
- [CalHR Benefits Calculator](#)
- [ConnectHR Directory](#)



Statewide Benefits Program

Presenter: Ryan Baughman

Contact: ppsdcsbenefits@sco.ca.gov

SCO Open Enrollment Resources Overview

The following is available on the [SCO's Open Enrollment Resources Webpage](#):

- Checklists: FlexElect/CoBen Cash Option, FlexElect Reimbursements, Dental
- Examples and Common Errors: FlexElect/CoBen Cash Option, FlexElect Reimbursements
- SCO Tips for 2024 Open Enrollment STD. 701C, 702, and 701R

Coming Soon:

- Examples and Common Errors - Dental
- Open Enrollment Frequently Asked Questions (FAQs)



Statewide Benefits Program

Presenter: Ryan Baughman

Contact: ppsdcsbenefits@sco.ca.gov

FlexElect Cash Option STD. 701C Demonstration



Statewide Benefits Program

Presenter: Ryan Baughman

Contact: ppsdcsbenefits@sco.ca.gov

ConnectHR Upload STD. 701C / STD. 702

- Combine any associated STD. 692 (New or Cancel) with STD. 701C / STD. 702 prior to ConnectHR upload.
- "Microsoft Print to PDF" creates digital scanned version.
- Make sure the PDF does not have a password, Adobe XML, or Adobe Portfolio features. We cannot process the forms that come in like this!
- Upload (with included STD. 692 as needed) under appropriate dropdown in

ConnectHR:

- Benefits – STD. 701C Open Enrollment (OE) New
- Benefits – STD. 701C Open Enrollment (OE) Change
- Benefits – STD. 701C Open Enrollment (OE) Cancel
- Benefits – STD. 702 CoBen Cash Option Open Enrollment (OE)
- **If you upload STD. 701C / STD. 702 form with an included STD. 692, do NOT upload the STD. 692 separately.**



Statewide Benefits Program

Presenter: Ryan Baughman

Contact: ppsdcsbenefits@sco.ca.gov

CoBen Cash Option STD. 702 Demonstration



Statewide Benefits Program

Presenter: Ryan Baughman

Contact: ppsdcsbenefits@sco.ca.gov

FlexElect Medical / Dependent Care Reimbursement Accounts STD. 701R

Enroll, change, or cancel reimbursement accounts for out-of-pocket medical and dependent care expenses. These accounts let you set aside money on a pre-tax basis. This increases your take-home pay and decreases your taxable income.



Statewide Benefits Program

Presenter: Ryan Baughman

Contact: ppsdcsbenefits@sco.ca.gov

FlexElect Medical Reimbursement Accounts STD. 701R

- **Monthly Medical Reimbursement Minimum: \$10.00**
- **Annual Medical Reimbursement Minimum: \$120.00**

- **Monthly Medical Reimbursement Maximum: \$266.66**
- **Annual Medical Reimbursement Maximum: \$3,200.00**

Reimbursement Account	Minimum Monthly Amount	Maximum Monthly Amount
Medical	\$10	\$266.66



Statewide Benefits Program

Presenter: Ryan Baughman

Contact: ppsdcsbenefits@sco.ca.gov

FlexElect Dependent Care Reimbursement Accounts STD. 701R

- **Monthly Dependent Care Reimbursement Minimum: \$20.00**
- **Annual Dependent Care Reimbursement Minimum: \$240.00**

- **Monthly Dependent Care Reimbursement Maximum: \$416.66**
- **Annual Dependent Care Reimbursement Maximum: \$5,000.00**

Reimbursement Account	Minimum Monthly Amount	Maximum Monthly Amount
Dependent Care	\$20	\$416.66



Statewide Benefits Program

Presenter: Ryan Baughman

Contact: ppsdcsbenefits@sco.ca.gov

FlexElect Medical / Dependent Care Reimbursement Accounts STD. 701R Demonstration



Statewide Benefits Program

Presenter: Ryan Baughman

Contact: ppsdcsbenefits@sco.ca.gov

Important Dates

- 2024 Open Enrollment Period: **September 16 to October 11, 2024**
- Permitting Event Date: **September 16, 2024**
- Effective Date: **January 1, 2025**
- Last day to upload Open Enrollment forms: **November 1, 2024**
- Last day to upload corrected forms because of PR250: **November 20, 2024**
- Last day for employees to submit cancellation/changes to Cash Option or Reimbursement Accounts: **December 31, 2024**
- Last day for agencies to submit cancellation/changes to Cash Option or Reimbursement Accounts: **January 2, 2025**



Statewide Benefits Program

Presenter: Ryan Baughman

Contact: ppsdcsbenefits@sco.ca.gov

Final Reminders

- You are responsible in ensuring the employee is eligible for the benefit being requested.
- Start processing Open Enrollment Forms as soon as **September 16, 2024**. Do not wait until the last day to upload all your Open Enrollment forms.
- SCO **cannot** process forms received with passwords or combined in an Adobe XML or Adobe Portfolio document. Please “Microsoft Print to PDF” the forms prior to upload to expedite processing.
- If employee is simultaneously enrolling or canceling FlexElect / CoBen Cash and Dental, upload combined forms together as one PDF in ConnectHR. They shall be uploaded under FlexElect / CoBen Cash dropdowns only.
- If you received a ConnectHR email receipt, then SCO has the form.
- Use your resources, you got this!

BREAK



5 MINUTES





STATEWIDE PROGRAM UPDATES



Statewide Tax Support Program

Presenter: Alita Rivas

Contact: PPSDW2MiscDed@sco.ca.gov

Salary Advance Paid Initial/Offset Reporting - STD. 422

Why must a Salary Advance be reported?

When a payroll warrant does not generate by the expected issue date, a salary advance may be issued from the department revolving fund. **Salary advances must be treated as taxable wages.** The gross amount, federal, state, Social Security, Medicare, and State Disability Insurance taxes must be reported timely to SCO to ensure inclusion on the Form W-2.

- Correct issuance of Form W-2, Wage and Tax Statement Form
- Compliance with State Administrative Manual (SAM)
 - [California Department of General Services - Salary Advances - 8595](#)

When do you report the "Initial" Salary Advance?

If the related payroll warrant has not issued within **30 days from payday** after providing the advance to the employee, the loan becomes a salary advance and **must be reported to SCO.**

- Submit [STD. 422, Salary Advances Paid/Offset Report](#) to SCO, Disbursements indicating the amounts withheld for taxes for the salary advance and **remit** the associated amounts including state share. (Exception IDL pay).
 - Include copy of [Paycheck Calculator](#) to show tax breakdown
 - Complete boxes 1-22 (leave Box 23 blank-Warrant Number)
 - Remit payment for the taxes deducted (including state share)



Statewide Tax Support Program

Presenter: Alita Rivas

Contact: PPSDW2MiscDed@sco.ca.gov

Salary Advance Paid Initial/Offset Reporting - STD. 422 continued

When do you report the "Offset" for the Salary Advance?

- Once the SCO warrant issues, submit the STD. 422 to SCO, PPSD-W-2 Program.
 - Submit a **copy** of the initial STD. 422 completing the warrant information in Box 23
 - This will update the W-2 file to remove the initial reporting
 - A warrant will be issued to the department for the taxes remitted on behalf of the employee

Impacts to Employee if not reported

- No wages/less wages reported for a tax year
- More wages reported
- Inaccurate tax filing
- Affect from purchasing home, car etc.



Statewide Tax Support Program

Presenter: Alita Rivas

Contact: PPSDW2MiscDed@sco.ca.gov

Salary Advance Paid Initial/Offset Reporting - STD. 422 continued

Education: Resources

- [Payroll Letter #23-018](#): Salary Advance Initial/Offset Reporting – Year End
- [Paycheck Calculator](#)
- [Payroll Procedures Manual \(PPM\)](#)
 - Section N 103 - Salary Advances
 - Section N 109 - Instructions for completing the STD. 422, Salary Advances Paid/Offset Report
- [STD. 422, Salary Advances Paid/Offset Report](#)
- [California Department of General Services - Salary Advances - 8595](#)



Business System Support and Maintenance Section

Presenter: Allan Fong

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

2024 Mass Updates

- General Salary Increase (GEN)
 - July 1, 2024, GENs have been completed for the Rank and File and Excluded employees.
 - [Personnel Letter #24-010](#)
 - The State Controller's Office (SCO) will process GEN for the Exempt Employees in August.
- Special Salary Increase
 - July 1, 2024, Special Salary Adjustments (SSA) have been completed for the Rank and File and Excluded employees.
 - [Personnel Letter #24-012](#)
 - [Personnel Letter #24-013](#)

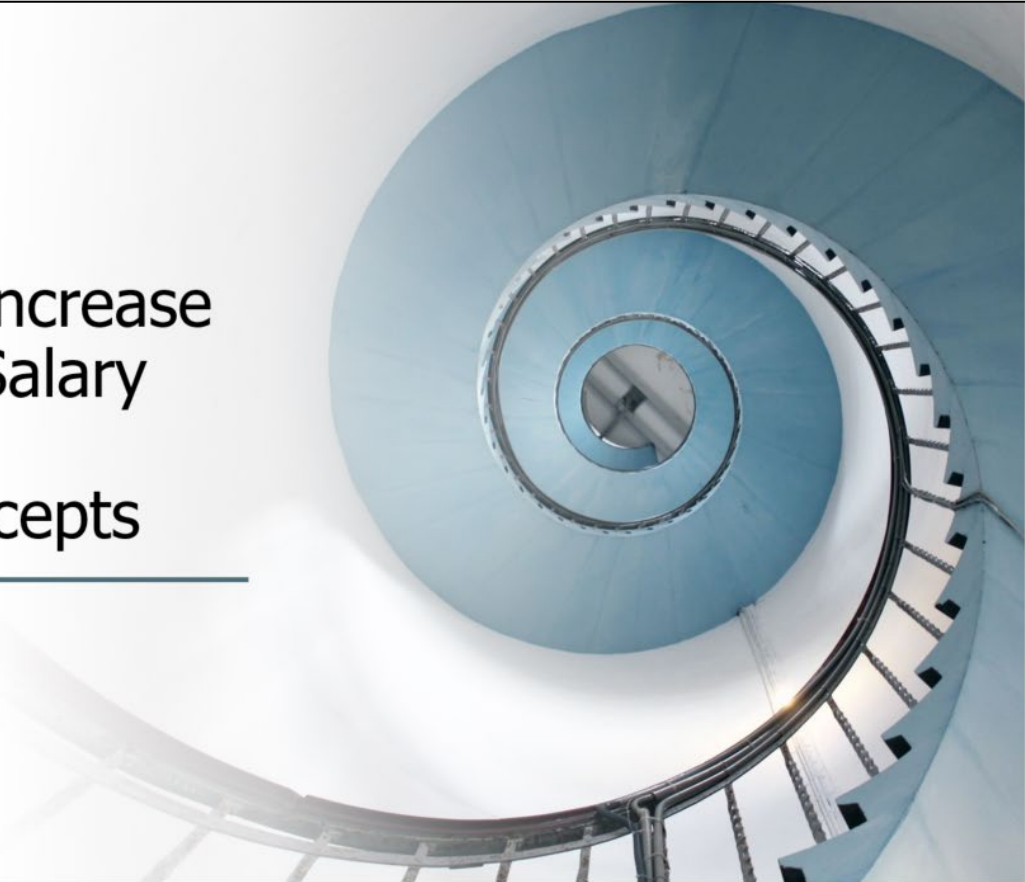


Statewide Training Program

Presenter: Siobhan Hallinan

Contact: PPSDTraining@sco.ca.gov

- Statewide Training Programs: General Salary (GEN) and Other Salary Changes (SAL) Transaction Concepts



General Salary Increase (GEN) & Other Salary Change (SAL) Transaction Concepts

State Controller's Office
Personnel and Payroll Services Division
Statewide Training Unit

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.



PPSD General Reminders

- Utilize ConnectHR to submit documents or upload data
- Include the employee's complete social security number (SSN) when sending documents through ConnectHR
- Check [Weekly Processing Dates](#) before sending inquiries
- Update [California Personnel Office Directory \(CPOD\)](#)
- The [PPSD Register](#) – PPSD's Monthly Newsletter
- Check out our recommended Human Resources [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.
- 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

Websites:

- [Human Resources](#) (HR)
- [State Employees](#)

SCO Key Initiatives:

- [SCOConnect](#)
- [California State Payroll System Project](#)

Contacts:

- Affordable Care Act (ACA) Email ACASupport@sco.ca.gov
- [Cal Employee Connect \(CEC\) Help and Feedback](#)
- [ConnectHR Help and Feedback](#)
- California Leave Accounting System (CLAS) Email CLAS@sco.ca.gov
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov
- Decentralized Security Administration & ViewDirect Access (916) 619-7234 or DSA@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 \(SCCC\)](#) (916) 372-7200

