



December 2023

Transaction Specialists' Educational Forum Notes

Special Edition

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CalPERS - Customer Education and Outreach Division: Reciprocal Self-Certification Form: Update to the HR Submission Process – Amanda Howe

- Public Employees' Retirement Law (PEPRA)
 - Became effective January 1, 2013
 - Created a new level of benefits
 - Required enrollment level to be determined for each new enrollment in CalPERS
 - [Reciprocal Self-Certification Form](#)
- Enrollment Levels
 - New: If they qualified for membership with their current appointment on or after January 1, 2013, and:
 - were hired by a different CalPERS-covered employer following a break in service of more than six months
 - have no prior membership in another California public retirement system
 - are not subject to reciprocity upon joining CalPERS
 - Classic: Any enrollment that does not meet the definition of a new member.
- Employer Responsibilities
 - Use the most recent version of the Reciprocal Self-Certification Form
 - Provide form to every new enrolled member
 - Obtain completed form within 10 business days
 - Ensure form is completed thoroughly
 - Update information within myCalPERS
- New Process for Central-State Employers
 - Report the new appointment in PIMS
 - Employee returns Reciprocal Self-Certification Form within 10 business days
 - Update reciprocal information in myCalPERS
 - Revised Reciprocal Self-Certification Form

- Timeline
 - Appointment is updated in PIMS
 - Appointment will update in myCalPERS after 1-2 business days
 - Appointment will default to showing no membership in a reciprocal system
 - If the employee indicated no membership in a reciprocal system, no further action is needed
 - If the employee indicated they are a member of a reciprocal system, you will need to update the appointment in myCalPERS
 - Retain the Reciprocal Self-Certification Form in your employee's personnel file
- Access Roles
 - Business Partner Retirement Enrollment
 - Business Partner SCP Certification
 - Health Enrollment
 - Business Partner Retirement Contracts
- Reviewing Your System Access Administrators
 - To find out who your agency's System Access Administrator is, log in to your myCalPERS account; from the myCalPERS homepage:
 - Select the Profile global navigation tab
 - Second section is the Contacts section
 - Anyone listed in this section with a 'Y' under the System Admin column is one of your agency's System Access Administrators
- New Online Class Available
 - myCalPERS Retirement Enrollment: Edit Reciprocal Information
 - To assist you with adding and updating reciprocal information in myCalPERS
 - Practice processing transactions
 - Available 24/7
- Additional Resources
 - [State Reference Guide](#)
 - CalPERS website > Employers > Policies and Procedures > Reference & Health Guides
 - Call the CalPERS Customer Contact Center a 888 CalPERS (or 888-225-7377)

PROGRAM UPDATES:

SCO – Business System Support and Maintenance Section – Tracy Gutierrez (Contact: [Statewide Customer Contact Center](#) (916) 372-7200)

- Retirement Account Codes
 - SCO is aware that the [Personnel Action Manual \(PAM\)](#) requires updates
 - We have begun work on a total reconciliation of Retirement Account Codes
 - The reconciliation is complex and labor-intensive
 - We will provide updates as we have them
 - The most accurate information is on the [Personnel Letters](#) from recent years. Please reference those while we complete the reconciliation
 - Bargaining Units 1, 3, 4, 7, 11, 14, 15, 17, 20, 21; Effective July 1, 2023: [Personnel Letter #23-014](#)
 - Excluded and Exempt (M18, S18) State Safety Members in Bargaining Unit 18; Effective December 1, 2022: [Personnel Letter #22-023](#)
 - Bargaining Units 2, 5, 7, 9 and 13; Effective July 1, 2022: [Personnel Letter #22-013](#)
 - Represented (R18) Employees in Bargaining Unit 18; Effective July 1, 2021: [Personnel Letter #21-021](#)
 - Bargaining Units 5 and 9; Effective July 1, 2021: [Personnel Letter #21-016](#)
 - Bargaining Unit 10; Effective July 1, 2020: [Personnel Letter #20-022](#)
- Implementation of New Contract Provisions
 - CalHR and SCO have a record-setting amount of contract implementation to perform
 - General Salary Increase (GSI) for most of the 14 units recently ratified
 - More than 600 Special Salary Adjustments (SSA)
 - Changes to more than 90 Pay Differentials
 - SCO and CalHR are working in close collaboration
 - CalHR has provided technical documentation (Pay Letter drafts)
 - SCO is analyzing Pay Letter drafts in preparation for numerous mass updates
 - It is too early to say when most increases may begin appearing in paychecks
 - The goal is to have as many of the remaining mass updates done by SCO before the end of the year
 - SCO processed a Salary Adjustment for Bargaining Unit 12 on November 2.
 - [Personnel Letter #23-024](#)
 - SCO processed a General Salary Increase for Bargaining Unit (BU) 6 in November 27
 - [Personnel Letter #23-026](#)

- Please read Personnel Letters carefully
 - Many updates are retro to July 1
 - There will be significant out of sequence transactions that require manual keying
 - Some updates will be keyed at department level based on complexity or volume
 - Please make sure to address any appointments with expirations prior to mass updates
- Be aware of other impacts of retroactivity and multiple mass updates
 - Review supplemental pay that has issued
 - Some situations may require you to submit a 674 for pay to issue
 - It is likely that some SAL updates will occur after Payroll Cut-off
 - December warrants may not include full contract implementation
- Please use additional available references to seek answers to your questions
 - The SCO Statewide Training Team is here to share some of those resources
- Salary Adjustments – Mass Updates Processing
 - Access your resources
 - A little something to help
 - Education: PPSD Training Registration
 - <https://ppsdstatewidetraining.gosignmeup.com/Public/Course/Browse>
 - Education: PPSD eLearning Modules
 - https://sco.ca.gov/ppsd_elearning_new.html

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.
- 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 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.
- Share this information with your Human Resources Team

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 \(Personnel / Payroll Operations\)](#)

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:

- [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](#) (916) 372-7200

FORUM QUESTIONS:

The following questions were submitted during the forum:

Question: Will there be a Personnel Letter forthcoming regarding the new Reciprocal Self-Certification Form and Submission process?

Answer: Yes, [Personnel Letter #23-028](#) was released on December 5, 2023.

Question: If the employee is a new California Public Employees' Retirement System (CalPERS) member, then how will they know their CalPERS ID prior to the State Controller's Office (SCO) Personnel Information Management System (PIMS) appointment? Do they put their Social Security Number (SSN)?

Answer: You may add it for them after their CalPERS ID is created, or they can put the last four of their SSN.

Question: What if the employee does not know if they came from a reciprocal system?

Answer: When completing the form, they will need to reference the list of qualifying reciprocal systems provided with the form. If they believe they may have employment or membership under one of those agencies but are not sure if they were a member of the defined benefit plan, then they must contact that agency and inquire if they had membership so they can properly complete the form.

Question: When is the new Reciprocal Self-Certification Form and Submission process effective?

Answer: This takes effect on January 1, 2024. Please review [Personnel Letter #23-028](#) for more information.

Question: What if the employee does not know their reciprocal retirement system information?

Answer: The employee must contact the reciprocal retirement system to obtain the accurate information. The form is required to be completed properly to determine their enrollment level.

Question: Does the refund from the reciprocal system mean disposition of funds?

Answer: Refunding means removing their contributions and service from the reciprocal system and terminating their membership.

Question: Will there be a training available on how to update CalPERS?

Answer: You may reference the computer based training. We will also be updating the State Employer Reference Guide with steps.

Question: On my CalPERS, my access only allows Business Partner Retirement Enrollment RO. The other option for Business Partner Retirement Enrollment is grayed out. How does this option become accessible?

Answer: Your System Access Administrator can update your myCalPERS access roles. You may also contact our customer service center.

Question: What happens when the employee provides false information?

Answer: It is important to convey to employees how important this form is and how it can impact them if they provide incorrect information. However, the form can be fixed if an employee made a mistake in completing it; therefore, you can correct their enrollment.

Question: If an employee comes to CalPERS agency with a CalSTRS history, then does Public Employees' Pension Reform Act of 2013 (PEPRA) apply?

Answer: The Departments must key a 505 transaction to reflect the Retirement Account Code of the correct Enrollment Level as declared in the employee's Reciprocal Self-Certification Form. The form needs to be completed for every new enrollment in CalPERS regardless of their membership history.

Question: Is there a deadline for an employee to submit the form and for the campus to process the reciprocity form?

Answer: Members should complete the form and return it within 10 business days and employers should process it as soon as possible since it does impact their enrollment.

Question: Will CalPERS verify the reciprocal forms that are submitted?

Answer: Employers are not required to submit the Member Reciprocal Self-Certification Form to CalPERS. Once the reciprocal information has been updated in myCalPERS, the form should be saved in the member's personnel file.

Question: Would the retirement code change if the employee is a Classic member after reciprocity?

Answer: Yes, the Enrollment Levels are retirement code-driven. The Departments must key a 505 transaction to reflect the Retirement Account Code of the correct Enrollment Level, as declared in the employee's Reciprocal Self-Certification Form.

Question: Where we can find information regarding 505 code?

Answer: Please review the [Personnel Action Manual \(PAM\)](#) and [Personnel Letter #21-009](#) for clarification.

Question: We were advised that Bargaining Unit 07 (BU 7) will need to be completed manually with no capability of a mass update. Due to the amount of work related to making changes, when can we expect the direction on how to apply the bargained changes?

Answer: This is only true for a subset of BU 7. We are using the mass update process for the majority of BU 7. Special processing instructions are called out in the respective [Personnel Letter #23-030](#).

Question: Do we need California Department of Human Resources (CalHR) approval for the manual keying going back to 07/01/23?

Answer: No, you do not need approval.

Question: When will SCO update the pay scales for Service Employees International Union (SEIU) employees?

Answer: We are working toward having SEIU pay updated in December 2023.

Question: When filling out the STD. 674, how do we know the correct calculation?

Answer: Please review the [Personnel Letters](#) and Memorandum of Understandings (MOUs).

Question: For employees who worked after July 1, 2023 but have since separated, will their retroactive differences in pay need to be processed manually or will they be included in the mass updates as well?

Answer: Each Personnel Letter released in 2023 addresses this scenario. Please review [Personnel Letters 2023](#) on the SCO website.

Question: Regarding Corrective Actions, I have a question about the previously keyed 505 (dated back to 07/01/23) to increase the retirement rate. Now that the retirement rate has been reduced, are all the 505's that are keyed now being voided?

Answer: If you are referring to the 0.5% increase that was made to Service Employees International Union (SEIU) records, those 505 updates are still correct and SCO will not be making an additional update. The reason for this is while SEIU has said that they negotiated to roll that back, that roll back was actually made to the Other Post-Employment Benefits (OPEB) contribution that employees make, lowering it by 0.5%. That OPEB reduction, which has already been implemented, has the impact of raising the employee's net pay by that 0.5%. Please reference the [Tentative Agreement](#) on CalHR website for more information.

Question: We are seeking clarification to the recent revision to the Recruitment and Retention (R&R) Pay Differential 240. Pay Letter 23-37 amended the payment schedule, effective 10/01/23. To assist us in determining which of our employees require retro adjustments, are we basing it on completion of 12 consecutive qualifying pay periods as of 10/01/23, or those employees that are eligible for payment as of 10/01/23?

Answer: Please have your designated Personnel Services Branch (PSB) contact reach out to CalHR for clarification.

Question: If we have an employee that promotes to an Associate Governmental Program Analyst (AGPA) and decides to return to their Senior Personnel Specialist (PS) position, would they be entitled to receive their next Recruitment and Retention (R&R) at the \$4800 rate if they were employed as a Senior PS for five (5) years prior to promoting to an AGPA?

Answer: Please have your designated Personnel Services Branch (PSB) contact reach out to CalHR for clarification.

Question: Will retirements that processed between July 1, 2023 and end of year be included in the mass updates?

Answer: Each Personnel Letter released in 2023 addresses this scenario. Please review [Personnel Letters 2023](#) on SCO website.

Question: Will employees' Form W-2s and taxes be effected if their pay increase is not keyed by the end of 2023?

Answer: Form W-2 reporting is by issue date. If pay does not issue until 2024, then that is the year it will be reported. The only thing that changes the reporting is Salary Advances, based on constructive receipt, Form W-2s should reflect the year the employee was given the funds. Do not issue Salary Advances for pay increases.

Question: When will pay scales be updated with revised pay ranges?

Answer: SCO is working with CalHR on this matter. There is no definitive date at this time.

Question: For Bargaining Unit 06, will there be a mass update for overtime adjustments or are Personnel Departments responsible for doing the adjustments appropriately?

Answer: Human Resources offices must key adjustments. Please review the [Adjustments Toolkit](#) on the SCO website.

Question: Will there be further instructions given on the specific processes regarding back pay and how to document the payment in the following year?

Answer: Please review the [Personnel Letters](#) and Memorandum of Understandings (MOUs).

Question: Do we go back to the beginning of 2023 to pay the Personnel Specialists the adjusted Recruitment and Retention (R&R) Differential Pay?

Answer: Please have your designated Personnel Services Branch (PSB) contact reach out to CalHR for clarification.

Question: Will employees that retired after 07/01/23 receive a Salary Adjustment? If so, will it be keyed by SCO?

Answer: Please review the [Personnel Letters](#) and Memorandum of Understandings (MOUs).

Question: With Bargaining Unit 06 getting a shift pay increase, will there be a new overtime calculator for when we need to calculate it?

Answer: There are no updates needed on the overtime calculator as Departments enter shift rates for the employees; nothing is formulated by bargaining units.

Question: Is there a Management Information Retrieval System (MIRS) report for employees who are out-of-sequence after the mass updates?

Answer: Yes. There will be a report for each Bargaining Unit and the letters will indicate the name and location of the report.

Question: Where can we find information about Pay Differential 475?

Answer: Please review the [Pay Differential Library](#) on CalHR for clarification.

Question: When will SCO update the bilingual pay for Bargaining Unit 06 (BU 06)?

Answer: The amount for Pay Differential 14 for Bilingual Pay for BU 06 and related excluded classes was updated from \$100 to \$200 with a 10/1/23 effective date. CalHR released Pay Letter 23-35 regarding this on 11/3/2023.

Question: If the General Salary Increase (GSI) is keyed prior to the monthly pay, it will throw the employees out-of-sequence that have transactions keyed after; will we be required to key the corrective Personnel Action Requests (PARs) before the regular monthly pay will be issued? Also, how will this impact employees that have transferred out of the agency if they are out of sequence before the monthly pay?

Answer: Departments are responsible for keying corrective actions for any out-of-sequence transactions that result from a GSI. If an employee has changed departments, the giving and receiving department must work together to create the appropriate PAR package for making updates to that employee's record.

Question: Regarding Counselors in Bargaining Unit 06 class 9904, most of the General Salary Increase (GSI) transactions did not issue. Are we supposed to manually key those?

Answer: Yes, please key those. It is likely that they were among the population that we were unable to process out-of-sequence for. Please reference the Bargaining Unit 06 Management Information Retrieval System (MIRS) report and [Personnel Letter #23-026](#).

Question: I have an employee that is retiring effective 12/30/23. She is going to do a cash out and wants the money to be reflected in the 2024 tax year. Can that be done?

Answer: If the pay issues in 2024, then that is the year it will be reflected. If a salary advance was provided in 2023, then the wages would need to be reflected in 2023 and a salary advance package would be required. Please refer to [Section N 107](#) of the Payroll Procedures Manual.

Question: For employees who deferred in November and December 2023 prior to the mass updates, will they be cashed out and unable to defer the difference in pay?

Answer: Per labor codes 201 and 202, the form must be signed at least five (5) days prior to the employee separation date.

Question: When do SCO and CalPERS interface to update employee addresses? We are getting feedback from a lot of employees stating that their address is not correct in CalPERS, but it is correct in the SCO system; how can we address this?

Answer: If the employee is active, it will take one (1) business day. If the employee has retired, the employee must contact CalPERS to update their address.

Question: Seeking clarification regarding Pay Differential 240. If an employee's retention was due in October 2023, does that entitle them to the new rate? If so, if it was already paid, will they be entitled to the difference?

Answer: Please have your designated Personnel Services Branch (PSB) contact reach out to CalHR for clarification.

Question: I have an employee that retired in November 2023 and is deferring into both tax years. The deadline to submit for the second tax year is 12/22/23. The employee wants the remainder of lump sum after deferral to issue in 2024 and not in 2023 because their worried about taxes, is this possible?

Answer: Please review the [Lump Sum Separation Toolkit](#) on SCO website for clarification.