



# Transaction Specialists' Educational Forum

Presented By: Natalia Saferson

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Office of State Controller Malia M. Cohen

June 6, 2024

# Survey Questions





# Question

Presenter: Renee Menefee

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

Where is SCO at in processing Personnel Action Requests (PARs) submitted for General Salary Increases/Special Salary Adjustments (GSIs/SSAs) that took effect on July 1, 2023, for employees who transferred to other departments between the effective date and release date?

**Answer:** We are current with processing GSI/SSA PARs submitted by the departments. If you uploaded a PAR that has not been processed, please check your universal mailbox for any communication or ding notices. PARs will be cancelled if we did not receive a timely response to corrections that are needed or if the PAR can be keyed by the department. If you have any questions, please contact the Statewide Customer Contact Center at 916 372-7200 and select Civil Service Audits.

# Reciprocal Self-Certification Form: Tools and Resources

Veronica Silva-Gil  
Member Election Team - CalPERS

# Agenda

- Background
- Employer Responsibilities
- Process for State Agency Employers
- The Reciprocal Self-Certification Form
- Resources

## Background

- State Controller's Office (SCO)
- Shifted responsibilities
- Training last December 2023

## 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

## Process for all State Employers

Report the new appointment in PIMS



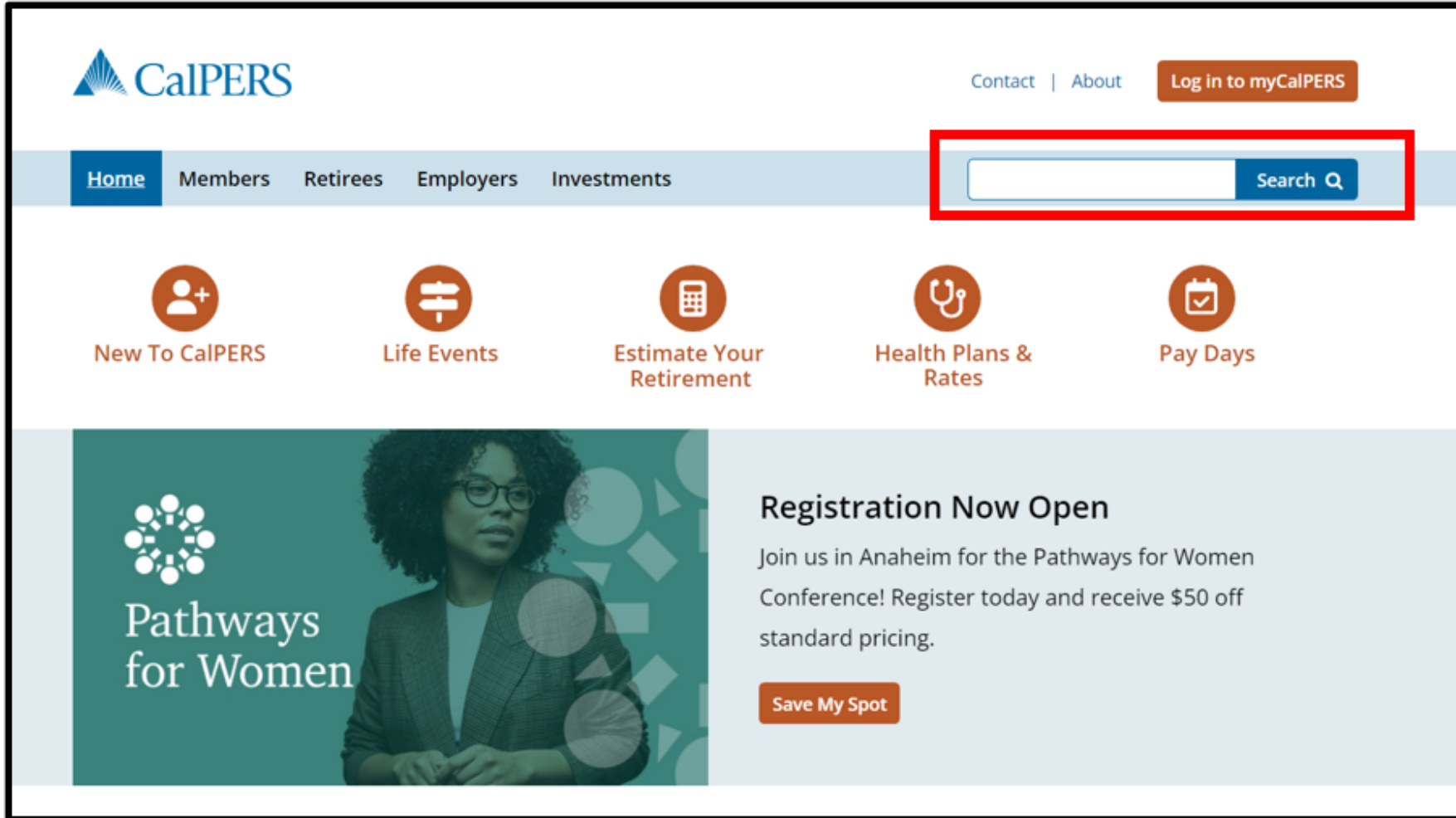
Employee returns Reciprocal Self-Certification Form  
within 10 business days



Update reciprocal information in myCalPERS



# Accessing the Reciprocal Self-Certification Form



The screenshot shows the CalPERS website homepage. At the top left is the CalPERS logo. To the right are links for "Contact" and "About", and a "Log in to myCalPERS" button. Below this is a navigation bar with "Home" (highlighted), "Members", "Retirees", "Employers", and "Investments". A search bar is located on the right side of the navigation bar, enclosed in a red rectangular box. Below the navigation bar are five service tiles: "New To CalPERS" (person icon), "Life Events" (calendar icon), "Estimate Your Retirement" (calculator icon), "Health Plans & Rates" (stethoscope icon), and "Pay Days" (calendar icon). At the bottom, there is a promotional banner for "Pathways for Women" featuring a woman's portrait and the text "Registration Now Open". The banner includes the text "Join us in Anaheim for the Pathways for Women Conference! Register today and receive \$50 off standard pricing." and a "Save My Spot" button.

# Accessing the Reciprocal Self-Certification Form

The screenshot shows the CalPERS website interface. At the top left is the CalPERS logo. To its right are navigation links: INVESTMENTS | NEWSROOM | BLOG | CONTACT | ABOUT. Below this is a blue navigation bar with links: Home, Active Members, Retirees, and Employers. A search bar is located in the top right corner, containing the text 'reciprocal'. A dropdown menu is open below the search bar, showing search results: 'reciprocal self-certification form' and 'reciprocal'. The search bar is highlighted with a red box. Below the navigation bar is a large banner for a 'Board Meeting Notice' with a 'View Agendas & Webcast' button. At the bottom of the page are three main sections: 'I Want To ...', 'Life Events', and 'Forms & Publications', each with a list of links.

# Accessing the Reciprocal Self-Certification Form

The screenshot shows the CalPERS website interface. At the top, there is a navigation bar with the CalPERS logo on the left and links for INVESTMENTS, NEWSROOM, BLOG, CONTACT, and ABOUT on the right. A search bar contains the text 'reciprocal self-certification' with a magnifying glass icon. Below the navigation bar is a blue header with 'Home', 'Active Members', 'Retirees', and 'Employers' buttons, and a 'myCalPERS Log In' button. The main content area shows a 'Site Search' section with a search bar containing 'reciprocal self-certification form'. A red box highlights the first search result: 'member-reciprocal-self-certification-form-calpers-1187.pdf'. Below this, there are two other search results: 'List of Qualifying Public Retirement Systems in California' and 'Judges' Retirement System II Reciprocal Self Certification Form'.

CalPERS

INVESTMENTS | NEWSROOM | BLOG | CONTACT | ABOUT

reciprocal self-certification

Home | Active Members | Retirees | Employers | myCalPERS Log In

Home > Site Search

### Site Search


reciprocal self-certification form

**member-reciprocal-self-certification-form-calpers-1187.pdf**  
www.calpers.ca.gov > docs > forms-publications > member-recipr...  
File Format: PDF/Adobe Acrobat  
To ensure this **form** is completed correctly, please reference the enclosed List of. Qualifying **Reciprocal** Retirement Systems in California. Section 1: Member ...

List of Qualifying Public Retirement Systems in California  
www.calpers.ca.gov > docs > circular-letters > 200-050-18-attach-1  
File Format: PDF/Adobe Acrobat  
The California Public Employees' Retirement System (CalPERS) requires all members hired after January 1, 2013 complete the **Reciprocal Self-Certification Form** ( ...

Judges' Retirement System II **Reciprocal Self Certification Form**  
www.calpers.ca.gov > docs > jrs-ii-reciprocal-self-certification-form  
File Format: PDF/Adobe Acrobat  
Dear Judge,. You are being provided with the background, explanation, and instructions for the JRS II **Reciprocal. Self-Certification Form** (PERS-JLRS- ...

# Reciprocal Self-Certification Form



**CalPERS**

State of California  
California Public Employees' Retirement System  
[www.calpers.ca.gov](http://www.calpers.ca.gov)

### Reciprocal Self-Certification Form

Complete the following information and return this form to your employer within 10 business days to determine your eligibility for benefits in CalPERS. To ensure this form is completed correctly, please reference the enclosed *List of Qualifying Reciprocal Retirement Systems in California*.

#### Section 1: Member Information

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<b>Member Name (Last)</b>	<b>(First)</b>	<b>(Middle)</b>
<b>Date of Birth</b>	<b>CalPERS ID</b>	<b>Enrollment Date with this Employer</b>

Are you a member of CalPERS with funds on deposit?  Yes  No

Are you a member of the defined benefit plan of one of the retirement systems listed on the attached *List of Qualifying Reciprocal Retirement Systems in California*?  Yes  No. If yes, complete Section 2 with membership information for each qualifying reciprocal retirement system. Do not provide CalPERS data on this form. If no, skip to Section 3.

#### Section 2: Qualifying Reciprocal Membership Information

Data must be validated with reciprocal system prior to completion. Failure to validate information may result in enrollment errors. Refer to the *List of Qualifying Reciprocal Retirement Systems in California*. Only include details on this form if you are a member under the retirement systems listed and not CalPERS-covered.

1) Full name of most recent reciprocal retirement system (do not provide an acronym): \_\_\_\_\_  
Membership date in most recent reciprocal system (MM/DD/YYYY): \_\_\_\_\_  
Are you currently active with this reciprocal system?  Yes  No, provide separation date (or last activity date if a member of CalSTRS (MM/DD/YYYY): \_\_\_\_\_  
Did you receive a refund from this reciprocal system?  No  Yes, provide refund date (MM/DD/YYYY): \_\_\_\_\_  
Did you retire from this reciprocal system?  No  Yes, provide retirement date (MM/DD/YYYY): \_\_\_\_\_  
Note: If you have additional reciprocal membership, provide the details below for reciprocal system #2. If you do not, skip to Section 3.

2) Full name of reciprocal retirement system (do not provide an acronym): \_\_\_\_\_  
Membership date (MM/DD/YYYY): \_\_\_\_\_  
Are you currently active with this reciprocal system?  Yes  No, provide separation date (or last activity date if a member of CalSTRS (MM/DD/YYYY): \_\_\_\_\_  
Did you refund from this reciprocal system?  No  Yes, provide refund date (MM/DD/YYYY): \_\_\_\_\_  
Did you retire from this reciprocal system?  No  Yes, provide retirement date (MM/DD/YYYY): \_\_\_\_\_  
Note: If you have additional reciprocal membership, attach a second form. If you do not, skip to Section 3.

#### Section 3: Sign and Certify

I understand that I am subject to the applicable laws and regulations of each system where I have membership. I also understand that completing this form will only determine my enrollment eligibility in CalPERS. It is not a request to establish reciprocity.

I certify that the information on this form has been verified with the qualifying reciprocal retirement system as true and correct and any information found to be incorrect may require corrections to my CalPERS account including, but not limited to, my retirement enrollment level or formula and adjustments to my member contributions. CalPERS may make any necessary corrections to my account to ensure I am properly enrolled and eligible to receive the correct retirement benefits.

<b>Member Signature</b>	<b>Date</b>
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CalPERS-1187 (Revised 05/2023) Page 1 of 2

# Reciprocal Self-Certification Form-Completed

## Section 3: Sign and Certify

I understand that I am subject to the applicable laws and regulations of each system where I have membership. I also understand that completing this form will only determine my enrollment eligibility in CalPERS. It is not a request to establish reciprocity.

I certify that the information on this form has been verified with the qualifying reciprocal retirement system as true and correct and any information found to be incorrect may require corrections to my CalPERS account including, but not limited to, my retirement enrollment level or formula and adjustments to my member contributions. CalPERS may make any necessary corrections to my account to ensure I am properly enrolled and eligible to receive the correct retirement benefits.

Member Signature 

12/05/2023

Date

## 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 Role**

Business Partner Retirement Enrollment

# Reviewing Your System Access Administrators

The screenshot displays the myCalPERS user interface. At the top, the 'myCalPERS' logo is on the left, and a navigation bar contains 'Home', 'Profile', 'Reporting', 'Person Information', 'Education', and 'Other Organizations'. The 'Profile' tab is highlighted with a red rectangular box. Below the navigation bar, a left sidebar contains 'My Home', 'Common Tasks', and a 'Menu' section with items like 'Person Search', 'Contact Personal Security Settings', and 'My Cases'. The main content area features a 'Welcome' message, a notice about 'Upcoming Scheduled Maintenance' (stating there is none at the time), and a 'Health Plan Search by ZIP Code' form with fields for ZIP Code, Member Category (radio buttons for State/CSU and Public Agency/School), and Search Year (dropdown menu set to 2023). On the right side, there are promotional banners for 'Forms and Publications Center' and 'QUICK LINKS' including 'CalPERS Quick Picks' and 'View the latest CalPERS Circular Letters'.



# Reviewing Your System Access Administrators

The screenshot displays the 'myCalPERS' user interface. At the top, there are navigation tabs for 'Home', 'Profile', 'Reporting', 'Person Information', 'Education', and 'Other Organizations'. Below these are sub-tabs for 'Summary', 'Payments', 'Receivables', 'Retirement Contract', 'Health Contract', 'Agreements', and 'Mergers and Reorganizations'. A left-hand menu lists various tasks like 'Contacts', 'View BP Relationships', and 'Divisions'. The main content area is divided into sections: 'Summary Profile', 'Addresses', and 'Communication Information'. The 'Contacts' section contains a table with columns for 'Contact Type', 'Name', 'System Admin', 'Primary', and 'Phone Number'. A red box highlights the first two rows of this table.

Contact Type	Name	System Admin	Primary	Phone Number
<a href="#">Health Benefit Assistant</a>	Employee Name 13	Y	N	(281) 222-4040
<a href="#">Executive</a>	Employee Name 62	Y	Y	(323) 342-6709
<a href="#">Payroll</a>	Business Partner	Y	N	
<a href="#">Payroll</a>	Business Partner 102		N	
<a href="#">Payroll</a>	Business Partner 102		N	
<a href="#">Payroll</a>	Business Partner 101		N	
<a href="#">Payroll</a>	Business Partner 2		N	
<a href="#">Payroll</a>	Business Partner 1		N	

## 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

# Access Online Classes

The screenshot displays the myCalPERS user interface. At the top, a navigation bar includes tabs for Home, Profile, Reporting, Person Information, **Education** (highlighted with a red box), and Other Organizations. Below this, a secondary navigation bar shows My Home and Requests. A left sidebar contains sections for Common Tasks and Menu, with links for Person Search and Contact Personal Security Settings. The main content area features a Welcome message, a notice about upcoming scheduled maintenance (stating there is none at this time), and a link to myCalPERS Technical Requirements. Below this is a 'My Cases' section with a 'View More Actions' link. The 'Health Plan Search by ZIP Code' section includes a form with fields for ZIP Code, Member Category (radio buttons for State/CSU and Public Agency/School), and Search Year (a dropdown menu set to 2023), along with a Search button. The right sidebar contains a 'Forms and Publications Center' link and a 'QUICK LINKS' section with a link to the CalPERS website and an 'Edit Quick Links' link. Below the quick links is a promotional message about policy changes and a 'GO' button.

# Access Online Classes

The screenshot shows the myCalPERS website interface. At the top, there is a navigation bar with tabs for Home, Profile, Reporting, Person Information, Education, and Other Organizations. Below this, a sub-navigation bar includes Education Resources, Classes, Consultations, and Education Activity & History. The main content area is titled 'Education Resources' and features a 'Common Tasks' sidebar on the left. The main content is organized into four panels: 'Classes', 'Consultations', 'Activity & History', and 'More Resources'. The 'Classes' panel contains the text 'We offer various training opportunities to assist you with your CalPERS-related business.' and 'We offer a variety of online and instructor-led classes. Browse our complete class list or browse by class title or location.' Below this text, the link 'Enroll in a Class' is highlighted with a red rectangular box. The 'Consultations' panel contains the text 'You can request one-on-one consultations with an employer educator.' and a link 'Request a Consultation'. The 'Activity & History' panel contains the text 'Check the status of classes and consultations you've scheduled with us. Edit, reschedule, or cancel your activities any time.' and a link 'View Activity & History'. The 'More Resources' panel contains the text 'View Employer Education on CalPERS website. Email us if you have a special training request.'

# Access Online Classes

The screenshot shows the myCalPERS interface. At the top, there are navigation tabs: Home, Profile, Reporting, Person Information, Education, and Other Organizations. Below these are sub-tabs: Education Resources, Classes, Consultations, and Education Activity & History. The 'Classes' sub-tab is active. On the left, there is a 'Common Tasks' sidebar. The main content area is titled 'Classes' and contains the following text: 'Sign up for an instructor-led class that's offered virtually or in person at a location near you. Or, take an online class at your own pace.' Below this is a link to 'View your Education Activity & History to see classes you've enrolled in or completed.' There are two filter buttons: 'Instructor-Led' and 'Online'. The 'Online' button is highlighted with a red box. Below the filters is a search bar and a table of classes. The table has two columns: 'Class' and 'Action'. The classes listed are: Advanced Compensation Reporting, Advanced Membership, Business Rules for Public Agency Employers, Business Rules: Health for Public Agency and School Employers, myCalPERS Employer Reports (Cognos), myCalPERS Health Enrollment, myCalPERS Payroll Adjustments, myCalPERS Payroll Reporting, and myCalPERS Retirement Enrollment. Each class has a 'View Class Dates' button next to it.

Class ^	Action
Advanced Compensation Reporting	<a href="#">View Class Dates</a>
Advanced Membership	<a href="#">View Class Dates</a>
Business Rules for Public Agency Employers	<a href="#">View Class Dates</a>
Business Rules: Health for Public Agency and School Employers	<a href="#">View Class Dates</a>
myCalPERS Employer Reports (Cognos)	<a href="#">View Class Dates</a>
myCalPERS Health Enrollment	<a href="#">View Class Dates</a>
myCalPERS Payroll Adjustments	<a href="#">View Class Dates</a>
myCalPERS Payroll Reporting	<a href="#">View Class Dates</a>
myCalPERS Retirement Enrollment	<a href="#">View Class Dates</a>

# Access Online Classes

myCalPERS

Home Profile Reporting Person Information Education Other Organizations

Education Resources Classes Consultations | Education Activity & History

Common Tasks Classes

Sign up for an instructor-led class that's offered virtually or in person at a location near you. Or, take an online class at your own pace.

View your [Education Activity & History](#) to see classes you've enrolled in or completed.

Instructor-Led Online

Hide class descriptions | [Show class descriptions](#)

Search

Class ^	Duration ↕	Action
Business Rules: Health Benefits; Contracting Agency Health Billing	1 Hour	Start
Business Rules: Health Benefits; Health Benefits Into Retirement	1 Hour	Start
Business Rules: Health Benefits; Health Benefits Officer	1 Hour	Start
Business Rules: Health Benefits; Health Benefits: Health Eligibility Requirements	1 Hour	Start
Business Rules: Health Benefits; Health Enrollment	1 Hour	Start
Business Rules: Health Benefits; Health Plan Options	1 Hour	Start
Business Rules: Health Benefits; Survivor Health Benefits	1 Hour	Start
Business Rules: Retirement Benefits; Accurately Reporting Payroll	1 Hour	Start

# Access Online Classes

The screenshot shows the myCalPERS user interface. At the top, there are navigation tabs: Home, Profile, Reporting, Person Information, Education, and Other Organizations. Below these, there are sub-tabs: Education Resources, Classes, Consultations, and Education Activity & History. The 'Classes' sub-tab is active. On the left, there is a 'Common Tasks' sidebar. The main content area is titled 'Classes' and includes instructions on how to sign up for classes. Below the instructions, there are tabs for 'Instructor-Led' and 'Online', with 'Online' selected. A search bar contains the text 'myCalPERS Retirement En'. Below the search bar is a table with the following data:

Class ^	Duration ↕	Action
myCalPERS Retirement Enrollment: Edit Reciprocal Information	30 Minutes	Start
myCalPERS Retirement Enrollment: Add a New Appointment	1 Hour	Start
myCalPERS Retirement Enrollment: Add Appointment Events	30 Minutes	Start
myCalPERS Retirement Enrollment: Enrolling a Retired Annuitant	1 Hour	Start

At the bottom right of the table area, it says 'Showing records 1 - 4'. The 'Start' button for the first class is highlighted with a red box.

# Access Online Classes

myCalPERS

Home Profile Reporting Person Information Education Other Organizations

Education Resources Classes Consultations | Education Activity & History

Common Tasks

## Online Class

myCalPERS Retirement Enrollment: Edit Reciprocal Information

Upon completion of this less, you'll be able to use the Reciprocal Self-Certification form and edit an appointment in myCalPERS to add reciprocal membership details.

Estimated Duration: 30 Minutes

File Format: [Adobe Flash](#)

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myCalPERS Retirement Enrollment: Edit Reciprocal Information

<a href="#">myCalPERS Retirement Enrollment: Edit Reciprocal Information (Multimedia)</a>	Not Viewed
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[Back to Classes](#)



## Resources 1 of 2

- [Reciprocal Self-Certification Form](#)

- CalPERS Website>docs>forms-publications>member-reciprocal-self-certification-form-calpers-118

- [Using myCalPERS](#)

- CalPERS Website>education-center>using-mycalpers

## Resources 2 of 2

- [State Reference Guide](#)
  - CalPERS website > Employers > Policies and Procedures > Reference & Health Guides
- Call the CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**)

# Questions



# STATEWIDE BENEFITS ADMINISTRATION

# Underfunded Savings Plus Accounts

# What is an underfunded account?

## Definition: HR Manual Section 1803

A participant's account can be considered underfunded when:

- There is a delay in posting a participant's contributions or lump sum separation pay; or
- A reversal of a Savings Plus contribution occurs and there are insufficient funds in the account to cover the reversal (think: "overdrawn" - a negative account balance)
  - Both can happen due to delayed and/or corrective payroll actions

# Background

When a negative contribution comes into the Plan via payroll, we may see a positive contribution to offset the negative

- If we do not see the positive as part of the current payroll file, we may contact your payroll office to confirm if there will be additional corrections, and/or positive amounts coming in future payroll files to offset the negatives received
- We continue to track the account

If a positive contribution does offset the negatives in a timely manner, we consider the participant's account to be unaffected

- No further action is required by payroll or the Plan

# Background, continued

When a negative contribution is received and the participant's account is negative, and a positive contribution does **not** follow, the account is now underfunded

- This is the scenario we will address today



# What happens next?

If a subsequent corrective payroll is **not** forthcoming, or is for a lesser amount, Savings Plus will recoup the costs associated with the underfunded Savings Plus participant account directly from the entity responsible for the error.

- HR Manual Section 1803
- \$500 administrative fee

# Example

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-PAYMENT DETAIL-
-5974 549-642-0986-901 00 CBID- PAGE 001 OF 003
PAY A/R OR DATE ORIGIS CLEAR LS/PP TIME PAID GROSS NET SUSP
PERIOD WARRANT# MODYR MODYR NO. DY HR/UNT CODE
0-11-22 86211 2 050324 121322 72832 130.00- 2089.10- 1902.13-
C R P P A S G S WWG- OT R S SALARY TIME SALARY BASE TRANS BATCH/PSD
T L T S C D T P FLSA CD G T TOTAL BASE FULL PAY FILE#
5 3 0 0 1 5 16.07 16.07 16.07 999 GA227
<<-----RETIREMENT----->> <<-----FEDERAL TAX----->>
SUBJ W/H ST-SHR ID / RATE GROSS W/H FD EX HW MISC GROSS
2089.10- 156.68- .00 TM*.07500 .00 .00 M N .00
OTH INCM DPNDNTS DEDUCTS SD .00 .00 .00 EID
<<-----SOCIAL SECURITY----->> <<-----STATE TAX----->> 1-
EE GROSS EE W/H ER GROSS ER W/H GROSS W/H CA EX EXT .00
.00 .00 .00 .00 .00 .00 M 01 00 2-
<<-----MEDICARE----->> <<-----SDI----->> .00
EE GROSS EE W/H ER GROSS ER W/H GROSS W/H ER W/H 3-
2089.10- 30.29- 2089.10- 30.29- .00 .00 .00 .00
<<-----OPEB----->> BF
GROSS SUBJ EE W/H EE RATE ER W/H ER RATE CBID
.00 .00 .00000 .00 .00000 NON

```

# Example

MISCELLANEOUS DEDUCTIONS										PAGE 003 OF 004	
-1305		GA		PT CT		AR/WARRANT#		DATE		CBID- S01S	
0-02-24		813-530-4800-002		0 4		01538232		031224			
DED	ORG	AMOUNT	PP	TP					DED	ORG	IND
088	216	36.00-									
					AGY-RU	ST	SHR	ADM	PC	PL	
354	020	130.00 *		FC			130.00-	.00			
354	010	154.45 *		FC			154.45-	.00			
351	008	146.18-*		FD			.00	.00	3		100 007 B
475	002	8.27-*		HV			.00	.00	3		
356	002	.00 *		FF			3.06-	.00			
					HEALTH-OPT-OUT-IND						
349	001	.00		H							
					RATE						
029	457	25.00-*		TD							
029	401	25.00-*		TD							
					AGY-RU	ST	SHR				

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# We are here to help!

We want to be a valuable partner to you in helping Californians save and plan for retirement.

The Savings Plus team is preparing tools, trainings, and resources to help departments understand and avoid transactions that may negatively impact participant accounts.

We are collaborating with the SCO and sharing these updates across various forums, webinars, and more.

If you have questions or concerns, please contact us at [SPPOpsLiaison@calhr.ca.gov](mailto:SPPOpsLiaison@calhr.ca.gov) or call us at 916-909-3717.

# CalHR Transaction Specialists' Educational Forum Update



CalHR Benefits Division

June 6, 2024

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# 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.

# Benefit Project Updates



CalHR Benefits Division

June 6, 2024

# Benefits Open Enrollment (OE)

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Presenter: Bobby Saetern

Contact: [OpenEnrollment@calhr.ca.gov](mailto:OpenEnrollment@calhr.ca.gov)

## Open Enrollment Updates

- The Open Enrollment (OE) season has officially kicked off with all OE Project stakeholders.
- 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.

## Open Enrollment Listserv

- To sign up for future OE information and updates, please subscribe to the OE subscription list on the HR Professionals webpage: [State HR Professionals | Cal HR \(benefitsprograms.info\)](#)



# Benefits Open Enrollment (OE)

Presenter: Bobby Saetern

Contact: [OpenEnrollment@calhr.ca.gov](mailto: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

- Northern CA
- Southern CA
- Central CA
  - Locations, dates, and times are being finalized.

## Virtual Benefits Fair

- Two consecutive days, September 11–12, 2024.
- The same information is shared across both days.

## Virtual Lunch and Learn Sessions

- These sessions are geared towards HR Professionals and will provide an additional forum to help prepare for OE.

# Benefits Open Enrollment (OE)

Presenter: Bobby Saetern

Contact: [OpenEnrollment@calhr.ca.gov](mailto:OpenEnrollment@calhr.ca.gov)

## Benefits Calculator

- The [CalHR Benefits Calculator](#) has been modernized and now includes the following enhancements:
  - An enhanced [User Guide](#).
  - The option to populate both the Dental Plan Enrollment Authorization ([STD-692](#)) and Vision Plan Enrollment Authorization ([STD-700](#)) enrollment forms.
  - Updated enrollment forms to include the dependent options for Parent-Child Relationship (PCR) and Disabled Child (DC).

### ➤ STD-692: Dental Plan Enrollment Authorization

Dependent Type:	
S - Spouse	DP - Domestic Partner
C - Child	SC - Stepchild
DPC - Domestic Partner Child	DC - Disabled Child
	PCR - Parent-child Relationship

### ➤ STD-700: Vision Plan Enrollment Authorization

Dependent Type:	S - Spouse	DP - Domestic Partner	C - Child	SC - Stepchild	DPC - Domestic Partner Child	PCR - Parent-child Relationship	DC - Disabled Child
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- Calculate benefits and compare two different benefit scenarios side by side (i.e. two different bargaining units or different plans).

# Open Enrollment (OE)

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Presenter: Bobby Saetern

Contact: [OpenEnrollment@calhr.ca.gov](mailto:OpenEnrollment@calhr.ca.gov)

## Contact

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

## Resources

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

# Dependent Re-Verification (DRV)

Presenter: Delia Baulwin, Project and Compliance Manager

Contact: [DRV@calhr.ca.gov](mailto:DRV@calhr.ca.gov)

## DRV Overview

- CalHR automated the DRV process for dental and Premier Vision effective January 2023.
- The current health Dependent Eligibility Verification (DEV) process through CalPERS and the MyCalPERS system remains unchanged.
- Departmental personnel offices are required to update dental and Premier Vision dependent re-verifications through the Family Connect Portal (FCP).
- All state agencies must establish an administrative account, who is at the supervisor or above classification, in the Family Connect Portal (FCP) to manage each agency's authorized user accounts to update DRV transactions.
- Department compliance with DRV regulation will be monitored and addressed by Health Benefit Officers and FCP Department Administrators.

# Dependent Re-Verification (DRV)

Presenter: Delia Baulwin, Project and Compliance Manager

Contact: [DRV@calhr.ca.gov](mailto:DRV@calhr.ca.gov)

## DRV Updates

- CalHR 781 Dependent Eligibility Checklist and CalHR 025 Affidavit of Parent-Child-Relationship (dental/vision) have been updated to comply with CalPERS documentation revisions provided in the December 1, 2023, [Circular Letter #600-046-23](#), Eligibility Criteria for Dependents in a Parent-Child Relationship.
- CalHR has officially launched FCP Enhancements for Disabled Dependent and Parent-Child Relationship certifications.
  - Dependents who require certification as a disabled dependent or PCR and are only enrolled in dental and/or Premier Vision will be processed by CalHR's DRV unit.

# Dependent Re-Verification (DRV)

Presenter: Delia Baulwin, Project and Compliance Manager

Contact: [DRV@calhr.ca.gov](mailto:DRV@calhr.ca.gov)

## Disabled Dependent Certification

Review Dependent

**Dependent Type \***  
Disabled Child

**Status** Pending [Status History](#)

**First Name \***

**Birth Date \***  
04/04/1989

**Dental Plan \***  
Yes

**Vision Plan \***  
Yes

**Dependent Type Locked**

**Status Date**  
5/10/2023

**Middle Name**

**Re-verification Effective Date**  
05/01/2020

**Dental Plan Effective Date**  
01/01/2022

**Vision Plan Effective Date**  
01/01/2024

**Record Source**  
Carrier File

**Last Name \***

**Re-verification End Date**  
04/30/2025

**Dental Permitting Event**  
-- Record Source --

**Vision Permitting Event**  
-- Record Source --

[Delete Dependent](#)

**Comments**  
Added by Carrier File 2022-07-21

[Save](#) [Cancel](#)

Alerts

# Dependent Re-Verification (DRV)

Presenter: Delia Baulwin, Project and Compliance Manager

Contact: [DRV@calhr.ca.gov](mailto:DRV@calhr.ca.gov)

## Disabled Dependent Certification

The screenshot displays the 'Disabled Dependent Certification' form within the Family Connect web application. The interface includes a top navigation bar with a home icon, a settings gear, and the 'FAMILY CONNECT CALIFORNIA DEPARTMENT OF HUMAN RESOURCES' logo. Below the logo are navigation links for 'MAIN PAGE', 'REPORTS', 'ADMIN', 'FAQ', and a 'Logout Delia Baulwin' button. The main content area is divided into several sections:

- 1 Year Notification: April 2019**: Includes an 'Is Notified' checkbox (unchecked), a 'Notified Date' input field, and a 'Notified By' dropdown menu.
- 90 Day Notification: January 2020**: Includes an 'Is Notified' checkbox (unchecked), a 'Notified Date' input field, and a 'Notified By' dropdown menu.
- 60 Day Notification: February 2020**: Includes an 'Is Notified' checkbox (unchecked), a 'Notified Date' input field, and a 'Notified By' dropdown menu.
- 30 Day Notification: March 2020**: Includes an 'Is Notified' checkbox (unchecked), a 'Notified Date' input field, and a 'Notified By' dropdown menu.
- Certify Dependent**: Includes a 'Certified' checkbox (checked), a 'Document Received Date \*' input field (04/30/2020), a 'Dependent Certified By' dropdown menu (CalPERS), a 'Re-certification Effective Date \*' input field (05/01/2020), and a 'Re-certification End Date \*' input field (04/30/2025). A 'Date Coverage History' link is also present.
- Certification Document List \***: A list of three checked items: 'Authorization to Disclose Protected Health Information (CalHR XXX) \*', 'Dependent Eligibility Verification Checklist (CalHR Form 781) \*', and 'Disabled Dependent Member Questionnaire and Medical Report (CalHR XXX) \*'.
- Notes**: A text area for additional information.

# Dependent Re-Verification (DRV)

Presenter: Delia Baulwin, Project and Compliance Manager

Contact: [DRV@calhr.ca.gov](mailto:DRV@calhr.ca.gov)

## Parent-Child Relationship Certification

Review Dependent

**Dependent Type \***  
Parent Child Relationship

**Dependent Type Locked**

**Status** Status History  
Pending

**First Name \***

**Birth Date \***  
09/10/2012

**Dental Plan \***  
Yes

**Vision Plan \***  
Yes

**Status Date**  
5/10/2023

**Middle Name**

**Re-verification Effective Date**  
10/01/2023

**Dental Plan Effective Date**  
01/01/2023

**Vision Plan Effective Date**  
01/01/2020

**Record Source**  
Carrier File

**Last Name \***

**Re-verification End Date**  
09/30/2024

**Dental Permitting Event**  
-- Record Source --

**Vision Permitting Event**  
-- Record Source --

**Delete Dependent**

**Comments**  
Added by Carrier File 2022-07-21

**Save** **Cancel**

Alerts



# Dependent Re-Verification (DRV)

Presenter: Delia Baulwin, Project and Compliance Manager  
Contact: [DRV@calhr.ca.gov](mailto:DRV@calhr.ca.gov)

## Parent-Child Relationship Certification

The screenshot displays the 'FAMILY CONNECT' web application interface. At the top, there is a navigation bar with a home icon, the 'FAMILY CONNECT' logo (California Department of Human Resources), and menu items for 'MAIN PAGE', 'REPORTS', 'ADMIN', 'FAQ', and a 'Logout Delia Baulwin' link. Below the navigation bar, the form is organized into several sections:

- 90 Day Notification: June 2023**: Includes an 'Is Notified' checkbox (unchecked), a 'Notified Date' input field, and a 'Notified By' dropdown menu.
- 60 Day Notification: July 2023**: Includes an 'Is Notified' checkbox (unchecked), a 'Notified Date' input field, and a 'Notified By' dropdown menu.
- 30 Day Notification: August 2023**: Includes an 'Is Notified' checkbox (unchecked), a 'Notified Date' input field, and a 'Notified By' dropdown menu.
- Certify Dependent**: Includes a 'Certified' checkbox (checked), a 'Re-certification Effective Date' field (10/01/2023), a 'Document Received Date' field (09/30/2023), a 'Re-certification End Date' field (09/30/2024), and a 'Dependent Certified By' dropdown menu (highlighted with a red box, showing 'CalPERS').
- Certification Document List \***: A list of four items, all with checked boxes:
  - Affidavit of Parent-Child Relationship (CalHR 025) \*
  - Dependent Eligibility Verification Checklist (CalHR Form 781) \*
  - Copy of first page of employee's federal or state income tax return such as IRS Form 1040 from the previous tax year listing child as a tax dependent (i)
  - One Primary and two Secondary Supporting PCR Documents (see Supporting PCR Documentation on the CalHR 781) (i)
- Notes**: A large text area for additional information.

The Windows taskbar at the bottom shows the system time as 4:00 PM on 5/3/2024.

# Dependent Re-Verification (DRV)

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Presenter: Delia Baulwin, Project and Compliance Manager

Contact: [DRV@calhr.ca.gov](mailto:DRV@calhr.ca.gov)

## Contact

- Before contacting the DRV Unit with policy and procedure related questions, please review all DRV resources within the BAM, FCP Manual, and the Human Resources Manual.
- Contact the DRV Unit at CalHR with questions related to the Disabled Dependent and Parent Child Relationship benefits program for dependents enrolled in dental and/or Premier vision benefits only.
- Departmental personnel offices can send DRV and FCP related questions via email to [DRV@calhr.ca.gov](mailto:DRV@calhr.ca.gov).
- Current response time is five (5) business days.

# Benefit Programs Appeal Reminders

Presenter: Monica Chavez

Dental Program: [dental@calhr.ca.gov](mailto:dental@calhr.ca.gov)

FlexElect Program: [flexelect@calhr.ca.gov](mailto:flexelect@calhr.ca.gov)

Third Party Pre-Tax Parking Reimbursement Account: [Pre-TaxParking@calhr.ca.gov](mailto:Pre-TaxParking@calhr.ca.gov)

Vision: [vision@calhr.ca.gov](mailto:vision@calhr.ca.gov)

## **A Complete Appeal Package Includes:**

- Justification memo explaining appeal.
- Complete and error-free forms.
  - CalHR 774 Premier Vision Plan Enrollment [Premier Vision Plan Enrollment \(ca.gov\)](https://www.calhr.ca.gov/premier-vision-plan-enrollment)
  - CalHR 695 Retiree Vision Plan Enrollment [Retiree Vision Plan Enrollment \(ca.gov\)](https://www.calhr.ca.gov/retiree-vision-plan-enrollment)
  - STD 692 Dental Plan Enrollment Authorization [Dental Plan Enrollment \(dgs.ca.gov\)](https://dgs.ca.gov/dental-plan-enrollment)
- Written confirmation that the employee acknowledges an accounts receivable will be established for retroactive enrollment (if applicable).
  - A refund request or no change in deduction A/R confirmation would not be applicable.
- Once an appeal is approved by CalHR and processed by SCO, we will not cancel or reverse the appeal.

# Benefit Programs Appeal Reminders

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Presenter: Monica Chavez

Dental Program: [dental@calhr.ca.gov](mailto:dental@calhr.ca.gov)

FlexElect Program: [flexelect@calhr.ca.gov](mailto:flexelect@calhr.ca.gov)

Third Party Pre-Tax Parking Reimbursement Account: [Pre-TaxParking@calhr.ca.gov](mailto:Pre-TaxParking@calhr.ca.gov)

Vision: [vision@calhr.ca.gov](mailto:vision@calhr.ca.gov)

## Best Practices for Departments to prevent:

- Appeal returned due to not submitting paperwork timely:
  - Set up a tickler to remind team to submit benefits paperwork timely.
  - Have a team onboarding paperwork day.
  - Create an onboarding forms checklist for your team.
- Appeal returned due to incomplete appeal packages:
  - Create an appeals package coversheet checklist.
  - Have a supervisor review and sign off on appeal package before submission to CalHR.

# Benefit Program Updates

Presenter: Monica Chavez  
Vision [vision@calhr.ca.gov](mailto:vision@calhr.ca.gov)

## Vision Program

- Improving VSP Membership Profiles for Basic Vision:
  - VSP now receives a demographics file for Basic Vision employees.
  - All State of CA employees now have access to Eyeconic, VSP's online store.
- New Vision Handbook coming soon.

## Training Recommendations

- Benefits Administration Manual Training – [online CalLearns](#)
- Employee Benefits Orientation Training – [online CalHR Webpage](#)

## Benefit Premiums

- Premiums cannot be waived for months when services are not used.

# Dental Program

Presenter: Monica Chavez

Contact: [Dental@calhr.ca.gov](mailto:Dental@calhr.ca.gov)

## Dental Program Updates

- Top three (3) reasons appeals were returned and how they can be avoided:
  - **Errors on submitted forms, especially in Section E:** Personnel offices are responsible for auditing forms for accuracy and validity. Personnel Specialists should refer to the [Benefits Administration Manual \(BAM\)](#) to ensure that they have completed the form without errors before submitting to SCO or CalHR.
  - **Incomplete Appeal Package:** A complete appeal package includes a complete and error-free [Dental Plan Enrollment Authorization Form \(STD 692\)](#), a justification memo detailing why an appeal is necessary, and confirmation that the employee acknowledges they may be responsible for A/Rs to cover premiums for retroactive enrollment changes (when applicable).
  - **Redacted, Incomplete, or Invalid SSNs:** CalHR requires full social security numbers for members and spouses to review/process an appeal. Departments must provide this information. If your department requires you to redact SSNs, we recommend sending in a separate email with identical subject lines.

# Vision Program

Presenter: Monica Chavez

Contact: [Vision@calhr.ca.gov](mailto:Vision@calhr.ca.gov)

## Vision Program Updates

- Top three (3) reasons appeals were returned and how to be avoided
  - **Errors on submitted forms:** Personnel offices are responsible for auditing forms for accuracy and validity. Personnel Specialists should refer to the [Benefits Administration Manual \(BAM\)](#) to ensure that they have completed the form without errors before submitting to SCO or CalHR.
  - **Incomplete Appeal Package:** A complete appeal package includes a complete and error-free [Basic Vision Enrollment Authorization Form \(STD 700\)](#), [Premier Vision Enrollment Authorization Form \(CalHR 774\)](#) or [Retiree Plan Enrollment Authorization Form \(CalHR 695\)](#), a justification memo detailing why an appeal is necessary, and confirmation that the employee acknowledges they may be responsible for A/Rs to cover premiums for retroactive enrollment changes (when applicable).
  - **Redacted, Incomplete, or Invalid SSNs:** CalHR requires full social security numbers for members and spouses to review/process an appeal. Departments must provide this information. If your department requires you to redact SSNs, we recommend sending in a separate email with identical subject lines.

# FlexElect Program

Presenter: Monica Chavez

Contact: [flexelect@calhr.ca.gov](mailto:flexelect@calhr.ca.gov)

## Flex Program Updates

- Top three (3) reasons appeals were returned and how to be avoided
  - **Errors on submitted forms, especially in Section E:** Personnel offices are responsible for auditing forms for accuracy and validity. Personnel Specialists should refer to the [Benefits Administration Manual \(BAM\)](#) to ensure that they have completed the form without errors before submitting to SCO or CalHR.
  - **Incomplete Appeal Package:** A complete appeal package includes a complete and error-free [Cash Option Enrollment Form \(STD 701C\)](#), [Reimbursement Account Enrollment Authorization Form \(STD 701R\)](#), [Consolidated Benefits Cash Enrollment Election Form \(STD 702\)](#), [Dental Plan Enrollment Authorization Form \(STD 692\)](#) when necessary and [Payroll Adjustment Notice Form \(STD 674\)](#) for PIs, a justification memo detailing why an appeal is necessary, and confirmation that the employee acknowledges they may be responsible for A/Rs to cover premiums for retroactive enrollment changes (when applicable).
  - **Redacted, Incomplete, or Invalid SSNs:** CalHR requires full social security numbers for members and spouses to review/process an appeal. Departments must provide this information. If your department requires you to redact SSNs, we recommend sending in a separate email with identical subject line.



# CalHR Benefits Resources

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## Websites

### Benefits Website

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

### BAM Training Questions

[BenefitsInquiries@calhr.ca.gov](mailto: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.

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## Contacts

- ACA Program [ACA.Policy@calhr.ca.gov](mailto:ACA.Policy@calhr.ca.gov)
- BAM Training [BAMTraining@calhr.ca.gov](mailto:BAMTraining@calhr.ca.gov)
- COBRA [COBRA@calhr.ca.gov](mailto:COBRA@calhr.ca.gov)
- Dental Program [dental@calhr.ca.gov](mailto:dental@calhr.ca.gov)
- Dental/Vision Authorization Portal [VisionDental.Authorization@calhr.ca.gov](mailto:VisionDental.Authorization@calhr.ca.gov)
- Dependent Re-verification (DRV) Program [DRV@calhr.ca.gov](mailto:DRV@calhr.ca.gov)
- FlexElect/CoBen Program [FlexElect@calhr.ca.gov](mailto:FlexElect@calhr.ca.gov)
- Group Legal [Grouplegal@calhr.ca.gov](mailto:Grouplegal@calhr.ca.gov)
- Life Insurance [LifeInsurance@calhr.ca.gov](mailto:LifeInsurance@calhr.ca.gov)
- Long Term Disability [LTD@calhr.ca.gov](mailto:LTD@calhr.ca.gov)
- Third Party Pre-Tax Parking Reimbursement Account [Pre-TaxParking@calhr.ca.gov](mailto:Pre-TaxParking@calhr.ca.gov)
- Vision [vision@calhr.ca.gov](mailto:vision@calhr.ca.gov)
- Open Enrollment [OpenEnrollment@calhr.ca.gov](mailto:OpenEnrollment@calhr.ca.gov)
- Virtual Benefits Fair [BenefitsInquiries@calhr.ca.gov](mailto:BenefitsInquiries@calhr.ca.gov)



# Affordable Care Act Program

Presenter: Shirley Chau

Contact: [ACASupport@sco.ca.gov](mailto:ACASupport@sco.ca.gov)

## What are Information Reporting Penalties?

The State is subject to the Information Reporting Penalties (IRPs) based on the retroactive changes in the Affordable Care Act System (ACAS) that cause a change in benefit status data reported on the Form 1095-C to the Internal Revenue Service (IRS) and the employee through the SCO correction process

## What is Changing?

Starting with corrections for the 2021 reporting year, the IRS is no longer providing relief to employers for incorrect reporting

- 2021 IRP Amount
  - \$280: Failure to file a correct 1095-C record to the IRS
  - \$280: Failure to provide a correct 1095-C to the employee
  - Total: \$560 per corrected 1095-C
  
- 2022 IRP Amount
  - \$290: Failure to file a correct 1095-C record to the IRS
  - \$290: Failure to provide a correct 1095-C to the employee
  - Total: \$580 per corrected 1095-C



# Affordable Care Act Program

Presenter: Shirley Chau

Contact: [ACASupport@sco.ca.gov](mailto:ACASupport@sco.ca.gov)

## Information Reporting Penalty Calculation Example

The data in the table below is based on the 2020 corrected 1095-C data for the top three (3) departments:

Department	# Of Penalties Assessed	Total Penalty at 50% for 2021	Total Penalty at 100% for 2023 & Moving Forward
Department A	161	\$43,470	\$86,940
Department B	83	\$22,410	\$44,820
Department C	78	\$21,060	\$42,120

### What does this mean?

- The State of California will be assessing penalties for all corrected 1095-Cs once SCO submits the 2021 corrected 1095-Cs to the IRS

### What is The Importance?

- Departments are responsible for maintaining accurate and timely information in the ACAS
- IRPs will be passed down to the department at fault
- Penalties compound over time



# Affordable Care Act Program

Presenter: Shirley Chau

Contact: [ACASupport@sco.ca.gov](mailto:ACASupport@sco.ca.gov)

## What can your Department do to Reduce the IRP Liability?

- Correct any retroactive data in ACAS back to 2022
- ACAS updates must be part of the regular personnel and payroll processing
- Register staff to attend the ACA Training class
- Utilize Compliance Reports on Mobius View or View Direct to correct errors. Below are four helpful compliance reports:
  1. **PDA2050B** "Employees Permanently Separated Without A Health Benefit Cancellation ACA Code 6A"
  2. **PDA2050C** "Employees Without ACA Status Code"
  3. **PDA2050L** "Active Employee With Separation Code"
  4. **PDA2056M** "Employee With 350 Deduction Code Without a 3A, 3B or with a 6A"
- Departments heavy with Permanent Intermittent (PI) employees should utilize the compliance report: PDA2065 "PI Employee Reflected As Not Eligible"



# Affordable Care Act Program

Presenter: Tyson Stoddard

Contact: [ACASupport@sco.ca.gov](mailto:ACASupport@sco.ca.gov)

## Information Reporting Penalties – Example A

Department Z became aware of a needed update for an employee due to the monthly compliance report **PDA2050B** "Employees Permanently Separated Without A Health Benefit Cancellation ACA Code 6A" in November 2022. Employee has been separated since January 3, 2021, but the auto population of 6A did not auto populate a 6A for the employee in ACAS. Department Z corrects the error in ACAS on November 2, 2022. This resulted in a correction to the employee's 2021 1095-C.

### Employee's Original ACAS Transactions

ACA Status Code	Effective Date	Entry Date
3A	6/1/2019	5/10/2019
1A	6/1/2019	5/10/2019
2D	5/8/2019	5/8/2019

Table 1

### Employee's Updated ACAS Transactions

ACA Status Code	Effective Date	Entry Date
6A	2/1/2021	11/2/2022
3A	6/1/2019	5/10/2019
1A	6/1/2019	5/10/2019
2D	5/8/2019	5/8/2019

Table 2

Resultant Penalty:

- Corrected 2021 1095-C: \$560
- Total: \$560.00



# Affordable Care Act Program

Presenter: Tyson Stoddard

Contact: [ACASupport@sco.ca.gov](mailto:ACASupport@sco.ca.gov)

## Information Reporting Penalties – Example B

Employee N accepted a permanent full-time position within Department B on 6/15/2020. Employee N already has insurance through their partner and decides to decline immediately. On January 7th, 2021, Employee N experiences a permitting event that allows them to enroll health benefits immediately. Department B does not update the employee's ACA until the employee showed up on the **PDA2056M** "Employee With 350 Deduction Code Without a 3A, 3B or with a 6A" compliance report on 4/1/2024. Department B finally made the update on 4/1/2024, it resulted in a correction to the employee's 2021, 2022 and 2023 1095-Cs.

### Employee's Original ACAS Transactions

ACA Status Code	Effective Date	Entry Date
4A	7/1/2020	6/17/2020
1A	7/1/2020	6/17/2020
2D	6/15/2020	6/15/2020

Table 1

### Employee's Updated ACAS Transactions

ACA Status Code	Effective Date	Entry Date
3A	2/1/2021	4/1/2024
4A	7/1/2020	6/17/2020
1A	7/1/2020	6/17/2020
2D	6/15/2020	6/15/2020

Table 2

### Resultant Penalty:

- Corrected 2021 1095-C: \$560, Corrected 2022 1095-C: \$580, and Corrected 2023 1095-C: \$620
- Total: \$1760.00



# BREAK



## 5 MINUTES





# STATEWIDE PROGRAM UPDATES



# Statewide Tax Support Program

Presenter: Monique Perez

Contact: [PPSDMiscDed@sco.ca.gov](mailto:PPSDMiscDed@sco.ca.gov)

## Deceased Employees

In recognition of unique reporting and withholding requirements, at both Federal and State levels to update Form W-2, Wage and Tax Statement (Form W-2) records, the State Controller's Office implemented reporting and withholding procedures for wages issued to deceased employees. Processes were implemented to report wages issued to a deceased employee, but released to the beneficiary/designee via Federal Form 1099-MISC.

## Special Reporting Requirements

- Deceased Employee Form W-2
- Designee/Beneficiary 1099-MISC, Miscellaneous Information
  - **Under no circumstances should the recipient be advised that payments are not taxable**
  - Questions should be directed to a tax consultant or the IRS



# Statewide Tax Support Program

Presenter: Monique Perez

Contact: [PPSDMiscDed@sco.ca.gov](mailto:PPSDMiscDed@sco.ca.gov)

## Department Responsibilities for PPSD21 reporting

- Employee Action Request (EAR) withholding change to permanently (PERM) exempt
  - IRS Lock in place, upload to [ConnectHR](#)
    - In ConnectHR, choose W-2 Unit - STD. 686 (IRS Lock in Place)
- [About Form W-9, Request for Taxpayer Identification Number and Certification](#)
  - **NO** payments should be released without the W-9 form
  - If the designee does not provide your department with a complete W-9 form **DO NOT** release any payments to them
- Submit PPSD-21, Deceased Employee Data form with copy of W-9 form
- Refer to the [Payroll Procedures Manual](#), Section I 900, Deceased Employee's Wages for more information on the department's responsibilities:

## References:

- [Payroll Letter #23-019](#): Deceased Employee and Designee/Beneficiary Reporting
- [PPSD-21, Deceased Employee Data Form](#)
- [Personnel Action Manual \(PAM\): Section 8 - Processing of Transactions](#)
- [PAM: Section 6 - EAR Processing](#)



# Business System Support and Maintenance Section

Presenter: Allan Fong

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

## 2023 Contract Implementation

- SCO has concluded performing mass updates for 2023 contract implementation
  - Departments are responsible for keying General Salary Increase (GSI) or Special Salary Adjustment (SSA) transactions that have not been added to records of eligible employees
    - Please reference the applicable [SCO Personnel Letters](#) and CalHR Pay Letters for more information
    - Please process necessary updates by June 30, 2024, to ensure that 2024 mass updates are correct



# Business System Support and Maintenance Section

Presenter: Allan Fong

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

## 2024 Contract Implementation

- SCO is on track to perform mass updates for 2024 contract implementation by Payroll Cutoff for the July pay period
  - SCO will process updates for General Salary Increase (GSI) transactions
    - Mass updates will be performed in several groups
  - Departments will be responsible to process Special Salary Adjustment (SSA) transactions
    - Please process necessary updates by Payroll Cutoff for the July Pay Period to ensure that July 2024 pay warrants are correct
- SCO will release [Personnel Letters](#) on a flow basis



# Statewide Training Program

Presenter: Michael Berlanda

Contact: [PPSDTraining@sco.ca.gov](mailto:PPSDTraining@sco.ca.gov)

- 3rd Trimester Needs Assessment – Coming July 2024
  - All can participate!
- Three (3) more Virtual Instructor-led Training (VILT) classes ready for the new trimester
  - Fundamentals of Payroll
  - Payroll Input Process (PIP)
  - Employment History Overview

# 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) [https://sco.ca.gov/ppsd\\_state\\_hr.html](https://sco.ca.gov/ppsd_state_hr.html)
- State Employees [https://sco.ca.gov/ppsd\\_se\\_payroll.html](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](mailto: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](mailto:CLAS@sco.ca.gov)
- CS Escalation Email (HR Supervisors and Managers) [PPSDOps@sco.ca.gov](mailto:PPSDOps@sco.ca.gov)
- Decentralized Security Administration & ViewDirect Access (916) 619-7234 or [DSA@sco.ca.gov](mailto:DSA@sco.ca.gov)
- HR Suggestions Email (All HR Staff) [PPSDHRSuggestions@sco.ca.gov](mailto:PPSDHRSuggestions@sco.ca.gov)
- Management Information Retrieval System (MIRS) Email [PPSDMIRS@sco.ca.gov](mailto:PPSDMIRS@sco.ca.gov)
- [Statewide Customer Contact Center \(SCCC\)](#) (916) 372-7200

