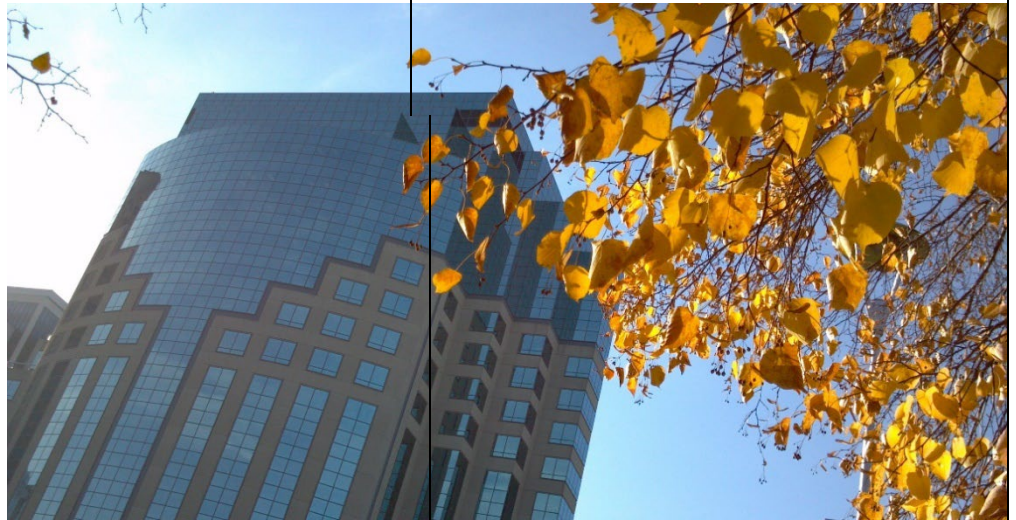# THE PPSD REGISTER

It is the mission of the Personnel and Payroll Services Division to provide accurate and timely personnel and payroll services through quality customer service.

Key Highlights This Month

- ✓ With Gratitude, A Farewell Note from State Controller Betty T. Yee
- ✓ Our Promise Campaign
- ✓ CSPS Project Update
- ✓ Employee Guide to Retirement
- ✓ California Leave Accounting System Annual Purge
- ✓ CalHR Savings Plus
- ✓ Training Update: eLearning

SCO KEY INITIATIVES

SCO Connect:
Cal Employee Connect Project/ ConnectHR

California State Payroll System (CSPS) Project

CONTACT US

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With Gratitude, A Farewell Note from State Controller Betty T. Yee

It has been a great honor to serve as State Controller over the last eight years. The contributions each of you makes to ensure we serve our state colleagues and all Californians at the highest level possible instills tremendous pride that I will carry with me as I embark on the next phase of my life and career. I continue to be exceedingly grateful for the work you do each day. I also am extremely proud of the steps we have taken to innovate, ensuring we are improving our processes and systems for the future. Inspiring innovation is defined as new ideas applied for positive impact. The way we embraced change as we navigated the pandemic together embodied that ideal.

The accomplishments we have achieved over the last eight years are too numerous to list. Innovative departments, like the one you have helped to create, are able to continuously develop great ideas for new and improved ways of working. I am certain the State Controller's Office will continue to demonstrate commitment to this tenet. For now, I will simply say thank you and extend all best wishes for health and happiness as you continue the valuable work you do for the people of California.

Our Promise Campaign

'Tis the season for giving! During the Our Promise Campaign, you have until December 31, 2022 to make a monthly payroll deduction or increase your gift to the 501(c)(3)nonprofit of your choice. Visit Cal Employee Connect to make your gift today and help your community thrive.

HELPFUL TOOLS

COVID-19 FAQ

Email Subscriptions

Civil Service Weekly Processing Dates

Decentralized Payroll Calendars

SCO Letters

Personnel Action Manual (PAM)

Payroll Procedures Manual (PPM)

Requesting Employment History

Requesting Pay History

Statewide Training

Payroll Flyers and Global Message

Verification of Employment

CSPS Monthly Snapshot: Project Update

October: Project Update

November: Proof of Concept

December: Project Update

January: Building DARTs

The CSPS Project is picking up steam! In true Organizational Change Management (OCM) fashion, we like to keep everyone informed. This ensures those affected are aware of important milestones and critical next steps as the project progresses into the next phase. Reporting on the status of the CSPS Project is critical in keeping you – our stakeholder community – informed and on the same page.

We are in Stage 4 of the Project Approval Lifecycle and on track with the Proof of Concept phase and vendor selection.

In October and November, we completed the Department Agency Readiness Team (DART) sponsor and liaison kickoff sessions. These informative presentations were offered for all newly selected sponsors and liaisons representing each state agency/department. The DART sessions provided a transparent look into the expectations of each of these roles, estimated timeframes, and next steps. The agenda was broken up into four sections:

- **Recognizing** the CSPS Project mission, purpose, and benefits
- **Summarizing** the DART structure and purpose
- **Describing** the Agency Change Expert (ACE), Sponsor, and Liaison roles

- **Identifying** the DART roadmap and next steps

The new year brings an exciting start for agencies and departments building upon their readiness teams. Subject Matter Expert (SME) and Coordinator identification sessions will be held from January through March. Shortly after, the full DART kickoff will be held. This is an opportunity for the complete DARTs from each agency/ department to come together and become oriented to their new roles and expectations.

The summer of 2023 will be the season of collaboration. DARTs from each agency/department will begin working directly with their assigned project ACE. In the fall, we begin quarterly meetings to allow for consistent communication between the CSPS Project Team and DARTs.

We are dedicated to keeping you updated on progress and milestones. If any questions or inquiries arise, please feel free to reach out to us at CSPShelp@sco.ca.gov.

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Employee Guide to Retirement

The State Controller's Office (SCO) Civil Service State Employee Guide to Retirement aids State of California employees preparing for retirement. This guide complements, but does not replace, information provided by CalHR, CalPERS, or Savings Plus. We encourage you to use this tool when preparing state employees for retirement. The Employee Retirement Checklist is included on the final page of the guide and includes actions to be completed prior to retirement.

California Leave Accounting System Annual Purge

The California Leave Accounting System (CLAS) purge process begins December 5. This process deletes the following:

- Employees who have been inactive for the last five years.
- State service or leave benefit data older than five years.
- Employees who have been Not Leave System Eligible (NLSE) for more than five years.

When an employee has state service or leave benefit data deleted, a Purge Balance/Total transaction is created based on the most recent End Balance, and posted the following January. For example, when 2017 data was purged, Purge Balance/Total transactions were posted in January 2018.

Any error messages generated must be resolved by the agency. If the purge balance/total transaction amount is incorrect, void the transaction and post a begin balance (code 24) or begin total (code 27) transaction for the correct amount.

Purge balance/total transactions will not post for:

- Employees whose Personnel Information Management System (PIMS) history is out of service.
- State service or leave benefits that are out of service.
- Accrued benefits that do not have an active establishment period during the January leave period.

Errors and retroactive changes must be resolved no later than 6:00 p.m. on December 5, 2022. Please refer to the associated Leave Letter for more information.

CalHR Savings Plus

CalHR Savings Plus would like to make state employees aware of the 2023 Internal Revenue Service (IRS) maximum contribution limits for 401(k) and 457(b) plans. Please infom employees that they can visit the Savings Plus website for additional information.

401(k) and 457(b) plan contribution limits for tax year 2023

This year, if you are...	Maximum contribution limit ...less than age 50	Contribution limit plus Age-Based Catch-Up ...at least age 50	OR	Traditional 457(b) Catch-Up contribution limit[1] ...3 years or less from your normal retirement age[2]
401(k) Pre-tax/ 401(k) Roth	$22,500	$30,000		$30,000 (use Age-Based Catch-Up)
457(b) Pre-tax/ 457(b) Roth	$22,500	$30,000		$45,000
TOTAL	$45,000	$60,000		$75,000

Training Update: eLearning

Retirement Time

With retirement season upon us, Statewide Training would like to remind everyone about the extensive Lump Sum eLearning modules posted to our website. We have eight different modules that walk you through every step of the retirement process. If you are stuck on where to begin, Module 2 can be a great starting point. Module 4 helps with understanding and using the lump sum worksheet and pre-tax calculator. Take a look at our modules to see how we can assist you during lump sum season.

Coming Soon:

You asked and we answered. Statewide Training is developing Military Leave eLearning. We are working with SMEs from various agencies to get a better picture of what is needed. We will announce completion of this new training via broadcast email and during the user group forums.

Tips and Tricks for Virtual Learning:

Statewide Training has transitioned to virtual learning. We have many great eLearning modules on a range of topics posted to our website. Below are some tips and tricks to get the most out of virtual learning.

- When you register for a virtual class, you should receive a welcome email with the meeting link about one week prior to class. If you notice a day or two before class that you have not received it, please reach out to PPSDTraining@sco.ca.gov and request the link be sent to you.
- Try logging into the meeting prior to the start of your class. You can also attempt to log into class a day or so before to ensure you do not have any technical issues. Most instructors and producers are in the meeting at least 30 minutes prior to start time. If for any reason you cannot access the class, please email PPSDTraining@sco.ca.gov with a screenshot of what you are seeing, or contact your Information Technology support to see if there are any firewall issues.
- Some classes provide pre-work to save time in class. Please complete pre-work before coming to class. You get more out of class when you are able to participate rather than just write down answers.
- Feel free to ask our instructors any questions during class. They are there not only to teach but to also actively assist.