

**STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL REVIEW COMMITTEE NOTES
SEPTEMBER 2011**

Date: September 8, 2011

To: All Civil Service/Exempt Departments

From: State Controller's Office
Cindy Rounds, Manager
Lina Ayala, Manager
Personnel/Payroll Operations
(916)445-6983/323-2539

Re: PERSONNEL/PAYROLL REVIEW COMMITTEE NOTES

This recaps the September 8, 2011 Personnel/Payroll Review Committee (PPRC) meeting and provides information for the **November 10, 2011** meeting.

We would like to thank those department representatives that participated in the September meeting for their time and effort. There were 15 representatives from 12 departments that participated in this meeting.

Cindy Rounds called the meeting to order at 1:30 p.m.

Departments Represented:

Board of Equalization, Developmental Services, Food and Agriculture, Forestry and Fire Protection, Housing and Community Development, Lottery, State Controller's Office, State Treasurer's Office, Transportation, Unemployment Insurance Appeals Board, Water Resources, Water Resources Control Board.

Old Business:

Separation PARs: If you are located in Sacramento County and fax your separation PAR to us it will be cancelled and returned to you. Return all calls that are made to you by someone from either Personnel or Payroll and be sure to include your name and phone number on the PARS so someone can reach you if they have questions.

New Business:

Agenda Items
Distribute Handout Materials
Speakers
SCO Update
Department Issues/Concerns
Confirm Next Meeting Agenda, Time and Place

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Speakers:

Cindy Rounds

Retirement Codes:

Refer to Personnel Letters, especially for 2011 regarding new items and changes to retirement. This will help avoid errors.

Disability:

Do not fax documents unless they are for the current pay period or have been requested from SCO staff. All others should be mailed and are worked by date received.

During currents, only send one 674d/674 to avoid duplication. If you need to fax another copy, please indicate the reason on top of the document. Example: Correction, Inquiry, or 2nd Request.

We have been receiving incomplete 674's for Temporary Disability pay. Please refer to the PPM, Section Z, E-3 for samples on how to complete the 674's.

If a document has been returned multiple times, please contact the disability liaison for assistance with correcting the document. The Disability Unit does make an attempt to call but when working after hours or weekends they are unable to contact you.

The NDI calculator on line cannot be used if the employee is working while on NDI. It cannot handle two salaries. The NDI worksheet is designed to be used with two salaries (Regular PLP and NDI salary). Please refer to Payroll Letter 11-013.

Make sure all time to be paid is certified in item 10 on all 674's/674d's. This includes shift pay that must be reported correctly in time to be paid.

When an employee is on Industrial Disability Leave (IDL) they cannot change marital status until after they return to work. Marital status is always what it was at the inception of the injury for employees on IDL.

Civil Service Audits:

Please make one sided copies when submitting adverse action packets.

Please write legibly and only include required items for PAR transactions.

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As a reminder, we are only taking faxed separation PARS for those agencies outside of Sacramento County. If you fax a PAR from within Sacramento County and have not been asked to by a Personnel Specialist, it will be cancelled and returned to you.

Please update your department's contact information on the state directory (CPOD). The update form can be found at <http://www.sco.ca.gov/scocontactus/updatefm.aspx>. It is important to keep this directory updated. It is the only way we can find you to resolve a problem if you did not put your contact information on the documents you sent.

PARS:

Please be sure that when a PAR transaction is prior to three years, you show the **x** in remarks along with the notation: PML 2007-026.

PIP:

Please note the changes to the Master Payroll Certification process as announced in Payroll Letter 11-012. Departments no longer need to submit the STD 666. They are to key their own certifications via the PIP ETC application. However, as stated in the Payroll Letter those exceptions regarding Master Payroll Warrants with garnishments remain in place.

If your department can PIP key pay, they need to do so (example: if a warrant is returned for redeposit you can key the 603 and 966 to release the pay). The only time you should be submitting pay to be keyed by SCO is when it falls under one of the exceptions on the PIP transmittal sheet (PPM G955). We will be returning documents that can be PIP keyed.

Transfer of Funds:

If you are looking for a transfer of funds, salary adjustment or original pay generated by a PAR transaction, you need to give us 45 days before calling the phone liaison. That is our backlog and we should be making these adjustments from the employment history messages when we get to that dates work. Please do not submit documents, they will not be worked

Direct Deposits:

These are Direct Deposit Helpful Hints:

Common errors that we either have to return or reprocess STD 699 enrollment documents for:

- Routing numbers can never begin with a 5.

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- Routing numbers must be 9 digits
- Account number must be completed.
- Social Security number must be completed and legible.
- Name must be legible. (this is a key entry document)
- No changes can be made to the text in section C.
- Employee must sign in section C for a new or change enrollment.
- Authorized department signature must be completed in section E.
- If employee has enrolled in Direct Deposit previously (prior position) and they did not cancel that enrollment, subsequent enrollments would be a change not a new.

A new STD. 699 form will be coming out soon; we are trying for November 2011. There will be a new box asking if 100% of the net payment is automatically forwarded from a U.S. bank to a bank outside the jurisdiction of the U.S. If 100% of the net is forwarded to a bank outside the jurisdiction of the U.S. we will cancel the Direct Deposit.

Retirement Unit:

We are 27 days backlogged so if you are looking for something please do not call for at least 30 days. We are expecting to reduce this backlog to 10 days or less by mid-October.

Employment History:

Pursuant to PML 2007-026; Departments need to enter an 'X' in the 'On File for Audit' box in line 10 of the PAR as well as complete PAR Item 215, Employment History Remarks, as instructed on page 2.36 of the Personnel Action Manual related to date of entitlement. If the PAR is not properly filled out it causes keying errors and a delay in issuing pay.

If you are looking for a transfer of funds, salary adjustment or original pay generated by a PAR transaction, you need to give us 45 days before calling the phone liaison. That is our current EH backlog and we should be making these adjustments from the employment history messages when we get to that dates work. Please do not submit documents, they will not be worked

Question:

A/R offsets, why are they being cancelled?

Answer:

There was a period of time recently when PR250s were sent because the benefit AR was beyond 3 years. This was a miscommunication among Operations staff that has

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been clarified and should no longer be happening. If you received one of these PR250s resubmit your documents.

If this issue was not in regard to benefit ARs please feel free to contact Lina Ayala and she will look into the matter. We are working on a Payroll Letter, that will be published soon, that should provide some clarification and assistance in satisfying ARs with leave credits.

Lump Sum Deferral:

Be sure to use the Lump Sum Deferral calculator. Also, review the fact sheet and other tools on the SCO website.

Emma Dodini (SCO Payroll Office II)

Regarding Payroll Letter #11-014, I would like to reiterate some key points:

1. Employees who wish to defer some portion of their lump sum to SPP in the current year must submit both the separation PAR **and** supporting documents(s), Request to Transfer Lump-Sum Separation Pay Application. **PLEASE SUBMIT DOCUMENTS AS EARLY AS POSSIBLE.**
2. Employees who are participating in the SPP "Catch Up" program must submit the approved "**Catch Up Calculation Worksheet**" with the PAR and the Request to Transfer Lump-Sum Separation Pay Application. Please advise employees to complete the Traditional Catch-Up Application and submit it directly to SPP.
3. It is a critical requirement to cancel direct deposit for all separating employees.
4. The PLP 2010 EID must remain on the separation transaction. Complete Item 962 on the separation PAR to pay the lump sum time at the unreduced rate. Item 962 must match item 620 on the PAR.
5. Items 215, 210, 606, 620, 625, 630, 635 636, 962 and line item 10 can all be corrected by calling the Personnel Liaison (916-322-6500) as long as the PAR has not been keyed.
6. Please be aware that only under very limited circumstances will Operations consider reprocessing a separation to change a deferred amount. Reprocessing will not be done from the 4th quarter of the current year through the 1st quarter of the following year if what was originally requested by the employee has been processed correctly.
7. You will also find information and tools on the SCO web site regarding year end separations.

Meeting was adjourned at 2:30 p.m.

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Next Meeting:

The next meeting is Thursday, **November 10, 2011** from 1:30 to 3:00 at:

State Controller's Office
300 Capitol Mall, 6th Floor, Room 635
Sacramento, CA 95814

The PPRC encourages attendance by department representatives interested in improving the efficiency of personnel/payroll administration. However, if you are unable to attend these meetings and you have an issue or question you would like the committee to address please contact either Cynthia Rounds at (916) 445-6983 or Lina Ayala at (916) 323-2539. They can also be reached via email at crounds@sco.ca.gov and layala@sco.ca.gov, respectively.

Listed below are the PPRC meeting dates for the 2011 calendar year. All meetings are from 1:30 to 3:00 at the announced location. **Please note, all meetings for 2011 will be the second Thursday of the month.**

January 13, 2011
March 10, 2011
May 12, 2011
July 14, 2011
September 8, 2011
November 10, 2011