



# Telework Stipend Toolkit

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## What we're doing

We're giving agencies the ability to request their payments for Telework Stipend Pay Differentials digitally. By entering data into an Excel spreadsheet that converts the transaction data into a text file, agencies can upload the file to SCO using Connect HR in lieu of manually processing using the Payroll Input Process (PIP) System.

The ConnectHR option allows for paperless processing of the payments, increases processing speed, and gives agencies an efficient way to document/transfer requests.

Please make note of the following information:

- Agencies will be responsible for maintaining a listing of employees eligible for the stipend for all pay periods from the effective date. Please refer to the [CalHR Pay Differential](#) for additional eligibility information.

**Important:** please be mindful, **not all bargaining units are eligible for this payment.** Please follow and review CalHR's directives before starting to issue pay to your employees.

- The Telework Stipend will be issued as a supplemental Pay.
- **Daily cutoff time** for departments to submit their text files will be **Monday through Friday by 5:00 p.m.** All files received by this time will be issued within the next Payroll cycle.

**Important:** departments can still upload files via ConnectHR after the cutoff time. However, please be mindful that text file submitted after 5:00 p.m. will have a lag time issuing pay depending on the Payroll calendar. The same applies if the files are submitted through the weekend.

Here is an example to illustrate the lag time:

Personnel Specialist, Jane Doe, uploads a text file on Friday at 10:00 p.m. ConnectHR will receive the file, and it will hold it in queue until the next Payroll cycle. If Monday has a Payroll cycle, ConnectHR will group and process all files received from after 5:00 p.m. Friday through 5:00 p.m. Monday, and Stipend payments will be issue with a Tuesday issue date.

- **Important:** once the text file has been submitted via ConnectHR, **it cannot be recalled, revoked, deleted.** This new feature will not allow human intervention. The troubleshooting process will be the same as the process used when an agency keys erroneous information via PIP.

## How to Participate

1. Obtain access to Connect HR, please work with your department's Security Monitor to obtain access to ConnectHR.
2. Download and save the 676 [Telework Stipend Template Excel](#) file in a secure location.

**Note:** If you are an Office 365 user and you save your downloaded documents to OneDrive or Sharepoint, please note that the template will not function correctly when opened from OneDrive or Sharepoint. You will need to copy this template to your C drive or other network drive and open it from there for it to function properly.

This step is required to ensure you have a workable template. Please do not attempt to save the file to SharePoint because it will create errors. Unfortunately, SCO cannot standardized this step, since each department has different network configuration policies.

3. Open and populate the data into the excel file. (see [How to Prepare the Electronic 676 Excel File](#) below)
4. Using the "Export Valid Transactions" button, export the data to a text file. Please note the text file will automatically download in the same location where the Excel Spreadsheet was saved or downloaded.
5. Verify text file name and make sure there is content in the file.

**Important note:** Please **do not alter** the content of the Text File because it could cause overpayment, underpayment, or no payment to the employees.

6. Send the exported **text file** to SCO through Connect HR File Upload Feature. (see Transfer file to SCO below)

7. If, during your payment verification of the Payroll Warrant Register (PAYREGX) process, you notice that payment was not issued for one or multiple employees, please review your Excel spreadsheet to make sure it contains accurate data. If needed, make any corrections using a refreshed copy of the spreadsheet, then send the new exported text file to SCO through Connect HR. Alternatively, you also have the option to key the one or multiple records via PIP.
8. Please continue using steps 3-7 until the all payments have processed.

## How to Prepare the Electronic 676 Excel Spreadsheet

An Excel spreadsheet is used in lieu of the STD 671 – Use the Miscellaneous Payroll/Leave Actions form to process payment for the telework stipend. The spreadsheet is limited to 10,000 transactions. To process more than 10,000 transaction after batch file has been created clear data and repeat process to create additional batch files.

### To start a new record, enter data in any of the fields.

- Invalid information will have an Invalid entry pop up box.
- Valid records will be indicated in Column J

Each entry is separated by a line break, and contains the following information:

- Social Security Number – must be 9 digits, no dashes, include preceding zeros
- Employee First Initial – 1 alpha character
- Employee Middle Initial – 1 alpha character
- Employee Last Name – no spaces or special characters (example: “De Anda” enter as “DeAnda”)
- Employee Position Number – must be 13 digits no dashes, include preceding zeros
- Pay Period Month - MM
- Pay Period Year – YYYY
- Telework Stipend – select “O” for office-centered or “R” for remote-centered

## Creating the Text File (Key Tab)

After filling out the “Entry” tab with employee data, the next step is to convert the data to a text file.

The text file is created in one click by navigating to the **EXPORT VALID TRANSACTIONS** Button and clicking it.

Pushing the button will:

- Write all valid data to a text file.
- Prompt the user to pick a folder to save to
- Create a file using the naming convention below.

**Note:** The button will only export VALID records. Any records that have missing or invalid information will not be written to the text file.

## File Naming Convention

Whenever a text file is created, it is automatically named according to the following convention:

TRN676-{Date}-{Time}-{spreadsheet version number}.txt

If the file exists it will ask to either append or overwrite the document.

Please do not change the file name after it is generated, or duplicate the file.

## Upload File to Connect HR

Please follow the steps outlined below to upload your text files via ConnectHR File Upload feature:

1. Login into your [ConnectHR account](#).
2. Click on the File Upload Feature
3. Select Document Type or type: "Telework Stipend"
4. Upload text file created by the spreadsheet
5. Only if needed:
  - a. Fill out your Supervisor/Backup Specialist information
  - b. Fill out Comments
6. Click the "Upload" button once it turns green
7. Review and verify the Upload File Confirmation message, and click "Submit"

**Please note:** the ConnectHR team implemented a few upfront validations to optimize the quality and integrity of the data.

Here is a listing of sample scenarios, which will prevent the user from submitting their text file until the file is fixed by the user:

- a. If you are using an outdated Excel spreadsheet version
  - b. If your file is empty
  - c. If your file contains blank lines
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8. The submitter will receive a confirmation email, the same as submitting other documents via the File Upload feature.

## How to Resolve Errors

After agency reviews the payroll cycle warrant register to ensure the payment issued, if pay did not issue:

- Check transaction file to ensure data was enter correctly
- Review PPM for other scenarios in which may have prevented the issuance of the employee's miscellaneous payment If unable to issue through batch or PIP, then submit STD 674 to PPSD to request payment