

Memorandum

Date: September 16, 2013

To: Regional Managers
Administrative Officers



From: Helen Carriker, Deputy Director
Administration Division

Subject: Security Authorization Form - PSD 125A - Approval Authority

The State Controller's Office has alerted the California Department of Fish and Wildlife (CDFW), Human Resources Branch (HRB) that there are Regional employees keying payroll and benefit documents who are not in the Senior Personnel Specialist or Personnel Specialist classifications. Additionally, these individuals have not received formal training from the State Controllers' Office (SCO).

Formal training is necessary to understand transactions codes, salary determination and PAR documentation and details. Without understanding the laws and rules for processing and documenting payroll and benefits, there could be consequences such as, employees receiving incorrect pay, illegal hires or employees not receiving Non-Industrial Benefits (NDI), just to name a few.

Therefore, effective September 1, 2013 HRB will be approving all Security Authorization (PSD 125A) forms which grant access to the SCO payroll system. The approving officers are Trayce Gilkey, Human Resources Branch Chief or Helen Carriker, Deputy Director of Administration.

It is the responsibility of the CDFW's HRB to ensure that individuals who document payroll and benefits for the CDFW are fully trained. It is crucial that this criterion is upheld in the Regions since these individuals are supervised by Administrative Officers (AO's), who have the knowledge to oversee the program but generally do not have a payroll and benefits background.

In order to comply with the SCO's regulations, the CDFW must have only trained Personnel Specialist keying payroll and benefits. When there is a vacancy or if the Regional Personnel Specialist is out on a leave and there is no other Specialist in the Region to document and/or key payroll and benefits, the AO should either have a Personnel Specialist from another Region document and key the payroll and benefits, or contact the Transactions Manager located in the HRB for assistance.

The SCO also requires there be a security monitor on-site to ensure the office is in compliance and the TEALE Data System is in a secure area. Therefore, the AO on-site will be responsible for ensuring that the area is secure. The AO will sign the PSD 125A confirming that the Regional Personnel Office is secure and only official Personnel staff (unless escorted) will enter the office where the TEALE equipment is located.

The AO will send the signed PSD 125A form to the CDFW Sacramento HRB. The CDFW HR Branch Chief will approve the employee's authority level and send it to the SCO for final approval. If the Region requests a classification other than the Personnel Specialist or the Senior Personnel Specialist to have access, they would send a justification to the HRB Chief for approval.

The CDFW Human Resources Branch strives to maintain the integrity of our employee's personal information as well as the integrity of the TEALE Data System.

If you have any questions, please contact Trayce Gilkey at (916) 654-4571.