

TO: All CAPLA Panel Attorneys
FROM: Jay Kohorn
RE: Transition to New Payment Vendor for Claims
DATE: September 20, 2024

Below you will see timing information we received yesterday from the JCC for payments on claims transmitted to the JCC starting next week. Soon payments will no longer come through the State Controller's office (SCO). Instead, they will be issued by a payroll company called ADP. Evidently, the current system used to transmit information between the JCC and the SCO has become "obsolete."

The memo we received from the JCC yesterday was subject to interpretation. To help both the projects and panel set expectations during this transition period, the JCC will be communicating a second, clarifying memo early next week.

Based on my conversations with JCC personnel today, here is my best understanding of the timetable and schedule:

- While the SCO issued payments three times a week, with a *minimum* of a five-business day turnaround (*but often much longer, depending on staffing*), ADP will send payments (either direct deposit or checks ["warrants"]) only once a week but with a two-day turnaround. The JCC expects this will result in panel attorneys generally actually receiving payments faster notwithstanding the once-a-week schedule.
- The way the schedule is designed to work is that the JCC will regularly submit to ADP on Thursdays the claims it has approved up through Wednesday of that week, with payments by ADP going out the following Monday (or Tuesday if Monday is a holiday).

The transition:

- Claims approved by the JCC and sent on to Accounting today (Friday, September 20) (having already been transmitted from the projects to the JCC by Wednesday earlier this week), will still go on to the SCO on Monday (September 23) for payment on Friday (September 27) at the earliest. After this point, the SCO will be out of the claim-payment loop.
- Monday, October 7, ADP will issue payments on claims approved by the JCC Monday, September 23, through Wednesday, October 2.
[PLEASE NOTE: If the SCO were still in the picture under the old schedule, the claims approved by the JCC this coming Monday, September 23 (transmitted by the projects by yesterday or today), would be sent on to Accounting on September 25 (Wednesday), and then on to the SCO on September 26 or 27 (Thursday or Friday), with payments by the SCO on October 4, Friday (again at the earliest). Thus, the actual potential delay by reason of the transition to ADP is probably no more than a weekend.]
- Monday, October 14, ADP will issue payments on claims approved by the JCC Thursday, October 3, through Wednesday, October 9. Subsequent payments will thereafter continue to follow this same schedule.

We hope this information assists you in understanding the new process.