HR Brown Bag Lunch Notes
May 29, 2008

Agenda

1. Update on OPM Rejected Transactions
2. End of Probation/Trial Period
3. Inter-agency Transfers
4. Position Change Help Desk Requests
5. Revised Termination Process
6. Payroll Checklist Sheet
7. Payroll Audits & Balancing
8. Impact of changing fields in an employee's record when the Payroll is being processed

Meeting Notes

- ✓ **Update Office of Personnel Management, (OPM) Rejected Transactions**. OPM introduced: Sara Dean, Brian Jepsen and Susan Loftin. Susan discussed how to correctly enter inter-agency transfers.
    - When the agency receives a rejection of OPM-14 summaries, review the comments after correction. Contact OPM liaison. Susan Loftin is currently contacting the agencies and providing one-on-one hands on visits. Agency Director will receive a letter from OPM.
    - Problems with new transactions may be rejected due to the transfer employee still on probation/trial period.
    - A query can be run daily/monthly or future dated to identify if employee was on trial/probation.
    - <u>OPM Bridge Request Instruction</u>
        - If an employee you're hiring is from another agency, OPM must initiate the rehire transaction. To do this OPM needs several items of information concerning the employee and the projected position. <u>It is the responsibility of the hiring agency to contact the employee's current agency directly to coordinate the transfer</u>.
        - If you are the receiving agency, e-mail the following information to the OPM Liaison. OPM will email you when the employee's record can be accessed.
            1. Employee's Name and PeopleSoft Employee ID
            2. Position Number
            3. Job Code
            4. Authority Cite, (If the position is unclassified).
            5. Pay Group
            6. Effective Date

- ✓ **Position Changes or Corrections**
    - Submit a Help Desk Case and include the following:
        - Department
        - Location
    - <u>DO NOT</u> overwrite current data line in the System

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✓ **Termination Procedure - <u>Revised May 1, 2008</u>**

- Eliminated the step to insert a NPB Benefits Program Participation row.

Effective May 1st, 2008, the process to terminate an employee has been revised. The step to insert a NBP Benefits Program Participation row has been discontinued. This practice often caused issues when a resignation turned out to be a transfer or rehire, and the employee should have continuing benefits. It has been determined that entering the NPB benefit row does not really add value in the case of an employee who leaves state service.

To perform the revised Termination process, please follow the following five (5) steps:

1. Insert a new Job row, effective the beginning of the current pay period, to change Paygroup if necessary. (Optional)
2. Insert a new Job row effective the date following the employee's last day, (so they will be paid for the last day). For Temporaries, add hours worked to MDC Job Data Remarks.
3. For permanent employees, enter the Reinstatement Date in the Expected Return Date field on the Employment Data Page.
4. In the case of an S04 (deceased) action, enter the Date of Death on the Indentity/Diversity Tab of Personal Data.
5. Terminate all General Deductions other than Benefit deductions as of the first of the month following the termination to ensure the system does not try to 'catch up' in the event of a rehire of transfer. Benefit deductions will be taken care of through the EBC interface.

Please communicate the above changes to all HR staff that may enter terminations.

✓ **EEO Clean UP**

- Please Review the EEO Reports and Audit Reports for gender/ethnic ID in the month of June, to ensure accurate data for year end.
- Instructions are in Appendix F in the COR301 Manual Part II
  - CORE Link Provided: http://www.ok.gov/OSF/documents/COR301%20Part%20II%20-%20Hiring%20and%20Maintaining%20%20Revised%2004-15-08.pdf
  - Appendix F also provided at end of this document.

✓ **Retirement Plans – Interagency**

- Payroll edit on Precalc Audit – and this will catch those interagency hires. Navigation: Compensate Employees>Manage Payroll Process(US)>Report2>Precalculation Audit
- **The sort of the issues on the pre-calc audit would be a modification and at this time we are not making modifications to existing reports.**

✓ **New Payroll Check Off Sheet**

- Carol advised there would be new Payroll Check Off sheets posted on the CORE website very soon. Watch for the announcement.
- The check-off sheet will address
  - Deductions not taken - Deferred Comp
  - Provide hand-out on how to fix pay line
  - Identify Reports that <u>must</u> be run and reconciled

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✓ **REMINDER: HR must not make changes while Payroll is running a payroll**

- DO NOT change pay group after payroll has been started
- Un-checking the job pay on the pay line will not bring any more changes in from the HR Record.
- DO NOT hire employee after payroll has started
- <u>Impact of Changing Fields</u> in an Employee record <u>when</u> the Payroll is being Processed
  - DO NOT change employee paygroups after paysheets have been created.
  - When you uncheck the JOB PAY box on the payline, no more changes from HR will come into the payroll process.
  - DO NOT hire employees into the paygroup for the payroll being processed. For example, if running the Main Payroll, you are usually using the MN1 and ME1 payrgoups. If you hire someone into one of these paygroups and do not Create Paysheets again, the new hire will not get picked up for processing and will not be paid.
  - It is OK to change funding information, it you inform Payroll. You must recalculate the payroll to be able to pick up the change on the budget checking reports.

✓ **REMINDER: Payroll**

- All sheets tie together. Take regular payroll total and balance to total of Claim document

  The Payroll Register, total gross payroll plus ER taxes and ER deductions should balance to the total on the Claim Document. The net pay on the payroll register should balance to the net pay on the Claim document.

  The total on the Claim Document should balance to the Budget Checking Report.

  The total payroll cost on the Claim Document & Budget Checking report must balance to the Payroll to GL Trace file.
- **ALWAYS** run Payroll Register **AFTER** payroll has been confirmed.

✓ **Payroll Transfers/Termination Issues**

- Do not term direct deposit, however, for rehired employees check to see if you have the correct banking information
- Terminate Savings Plans (Sooner Save and Adm Fee)
- Retirement should be terminated, (Not OPERS in the Savings Plan Section)
- EBC should be left alone
- Terminate Garnishment information
- General Deductions do not come over from the other agency
- Garnishments do not come over
- Recommend using a unique agency identifier with Garnishments for example 09001 or XXX01 this can be alpha numeric.

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✓ **Payroll Warrant Cancellation Procedures for Direct Deposits**

The Payroll Warrant Cancellation (PWC) Procedures allow for processing time. Depending on the timing of the PWC, either a Stop Payment/Delete or a Reversal will be initiated. Please follow all instructions for faxing and completing the form. The OSF Form PWC and instructions are located on the OSF website. The following link will take you to the DCAR Forms section of the website: http://www.ok.gov/OSF/Comptroller/DCAR_Forms.html. The agency is responsible for sending the original form to Transaction Processing after successfully faxing the form. Please be sure to verify the fax was successful.

- Stop Payment/Deletes are initiated for payroll items that have been processed and have an effective date three (3) or more days prior to the items pay date.
  - The OSF Form PWC will need to be faxed to the Office of State Finance by 12:00 noon three (3) or more business days prior to the effective date of the payroll item. For example, August 29th payroll cutoff will be August 26th at 12 noon. Successfully processed stop payment/deletes prevent the funds from being deposited into the employee's bank account.
  - State Finance is notified of the return on the effective date of the payroll item. The warrant cancellation will be completed after receiving both the original form and the bank notification.

- Reversals are initiated for payroll item(s) that do not fall into the Stop Payment/Delete time frame. A reversal is a debit transaction that follows the credit payroll item to the employee's bank account.
  - The receiving bank has five (5) business days from the date of the reversal request to return the item. All reversal items are at risk of not being returned to the State.
  - NACHA, the National Automated Clearing House Association, rules **require** that an employee be notified in writing of a reversing entry and the reason for the reversing entry no later than the effective date of the reversing entry. Please notify the employee no later than the day the OSF Form PWC is submitted to State Finance.

The statement below can be modified by your agency and used to inform your employee(s) of the pending reversal.

> A payroll item will be posted in error to your bank account on MM/DD/YY. A reversal has been issued and will post to your account to pull these funds back to the State. Please keep the full amount of this deposit in your account. If the State cannot retrieve the full amount of the deposit, action will be taken in accordance with applicable procedures to retrieve the funds from you.

The agency is responsible for recovering the funds from the employee should the funds not be returned to the State. Please refer to O.S. 74 Chapter 27A, Section 940-2.19 D for proper procedures for recovering overpayments if needed. The agency should submit the OSF Form 94 for processing if the employee pays back the funds through a miscellaneous payroll deduction or cash.

Payroll Warrant Cancellation Procedures for Paper Warrants
The OSF Form PWC will need to be completed as applicable for the paper warrant and sent to Transaction Processing along with the voided payroll warrant. Upon receiving the documents, the warrant will be cancelled.

If you have any questions regarding these procedures, please contact Lisa Raihl at 405.521.3258, lisa.raihl@osf.ok.gov or Jean Hayes at 405.522.6300, jean.hayes@osf.ok.gov.

DCAR website link: http://www.ok.gov/OSF/Comptroller/DCAR_Newsletters.html

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✓ **DHS Recognition**
  - Carol Barton thanked Gail Leard for working ½ days with Help Desk cases and set up with the HRMS Upgrade tasks.

✓ **CORE HR Positions Open**
  - The HRMS Staff encouraged the group to apply to the two (2) HR openings at CORE.

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Questions

EEO Reports

Susan Loftin, OPM stated that PeopleSoft is the system of record. Unclassified positions are determined professional or non-professional by OPM. If the agencies find an unclassified position they want to change from one category to another, the agency **MUST** consult with OPM.

Carol Barton indicated that the HRMS Team will be running the "EEO4 Active Employees by Company" query as of June 30th for all agencies and will send to the agencies the first week of July 2008.

<u>Following is a listing and explanation of EEO Reports to run</u>.

The following queries were created to assist Agencies in validating they have all the appropriate information in the System to ensure that their EEO and Affirmative Action Reporting is correct

- ✓ **GO_HR_EE04_ETHNICITY_GENDER**

  This query should be run after each payroll process to ensure that you have all your employees properly coded for both Gender and Ethnicity. This will also ensure all Employees can be accounted for in your Agency Reporting

  <u>Valid Gender Codes</u>
  Male
  Female

  <u>Valid Ethnicity Codes</u>

AMIND	American Indian/Alaska Native
ASIAN	Asian
BLACK	Black/African American
HISPA	Hispanic/Latino
NSPEC	Not Specified
PACIF	Native Hawaiian/Other Pacific Islander
WHITE	White

  NOTE: When this query shows no matching values if means that all your data has been entered and the system found no errors

- ✓ **GO_HR_EE04_ACTIONS**

  This report identifies all the HR Actions that have been input into the system for a specified time Period. This Query will assist the users in their Personnel Transactions Report.

  This report should be run and compared to whatever means of tracking the Agency has been using to complete their EE04/Affirmative Action Reports.

- ✓ **Position Report (OCP083HR)**

  This reports list the positions by EEO Categories:

  Job Code, Job Code Description, EE04 Category, Position Number, Classified or Unclassified, Location and the most recent effective date of this position.

  This report should be compared to last years reporting to ensure no positions are incorrectly categorized.

- ✓ **EEO-4 Report**

  This report breaks down the EE04 information by Job Category, Salaries, Count of Male and Female within Salary ranges.

  The EE0-4 report is required every other odd year. The next report is due 2009.

  This report should be compared to last years with any changes indicated to ensure proper reporting.

- ✓ **Vacancy Report (0342)**

  This report shows all vacant positions in the Agency. This report should be reviewed and validated to ensure employees have been hired into correct positions.

  This report can be run on 07-01-08 with an effective date of June 30, 2008 to show all vacancies within the agency. This report will assist the Agency with the Goals and Timetables sheet.

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Human Capital Resources System Upgrade 9.0 (HCM)
Go-Live is scheduled for first week of November 2008.

The navigation is different; however the screens are, for the most part, the same. HR has differences where some of the screens have been combined, however, most screens are identical and the process is the same. Payroll not many changes. Time and Labor will have some changes. Benefits screens are the same.

Because there are few differences, the training for the HCM 9.0 Upgrade will be informational meetings versus hands on computer lab classes for all the modules.

There is one big concept change in HR. The system adopted person module. When you hire an employee without knowing if the employee is from City, Board, or contractor, for example, you can hire and get into system and generate an employee id. The hiring process can make them an employee, however, you will not be able to enter time and pay until the job record is attached.

The agencies will continue to go through OPM for the bridge for the interagency transfer hiring.

The state is purchasing Self Service modules that will be implemented in a phased approach. Employees can look, but not change their own data: Paycheck current and history, request W2 reprints, additional functionality and search functions.

Can we view interagency hire?
Due to security, you can only view employees that are attached to your company number.

Employee ID's – will they correspond with Vendor Id's?
Employee ID will probably not correspond to the Vendor ID number. The employee id is attached to the agency. The Financial system sets the vendor ID number.

Why can't agencies see prior service?
This is an OPM issue and currently the agency must contact OPM for information.

Training Records
The Administer Training module will be implemented at the end of June and OPM will utilize the module beginning with the Fall schedule for HRDS classes. Training will be available for all Nominating Officials within each agency.

Report to compare Budget with HR Data
It was recommended they use the HR Toolkit on the web. The HRMS Team will not be accepting requests for development of new reports until after Upgrade. All GO reports will be available.
HRMS Toolkit Website Link: http://www.ok.gov/OSF/documents/PeopleSoft%20HRMS%20Toolkit.xls

Payroll Off Cycle

When re-issuing a payroll warrant that has been recalled, but not cancelled in the system, you will be processing on an Off Cycle payroll. You will need to pay close attention to the taxes, since we use aggregate taxing on Off Cycle Payrolls, this can cause excess taxes to be withheld. It is best to wait until the warrant has been cancelled through the system.

However, if you reissue the check prior to the cancellation, the Agency will be out the funds until the money has been returned.

Action/Reason Codes

The Action/Reason codes are in the manuals on the CORE website and also on the OPM website under HR and Employee Services, OPM Action/Reason Guide.

OPM Action/Reason Code Link: http://www.ok.gov/opm/HR_and_Employee_Services/index.html

APPENDIX F

INFORMATION TO BE USED FOR THE EEO-4 REPORT/AFFIRMATIVE ACTION PLAN

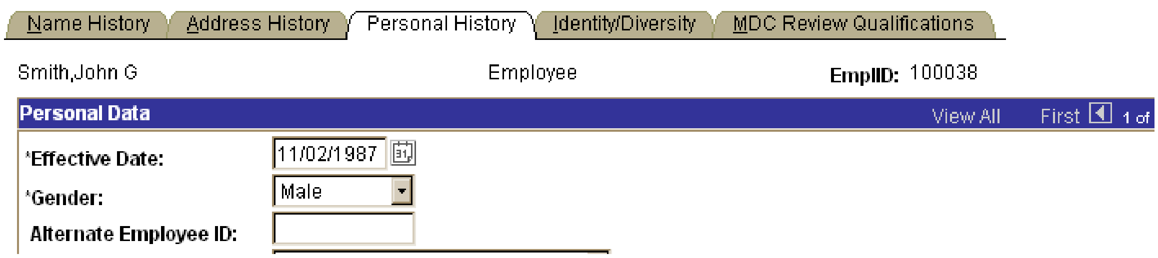
The EEO-4 Report Category in PeopleSoft supports the Federal mandate for EEO reporting and is delivered and maintained by PeopleSoft. As Federal updates are made to the process and reporting requirements, updates are provided by PeopleSoft/Oracle.

The Affirmative Action Plan will be built from queries in the PeopleSoft system and other data, such as census data, and compiled in a comprehensive report.

The fields in PeopleSoft that are utilized for EEO-4 and Affirmative Action reporting information are:

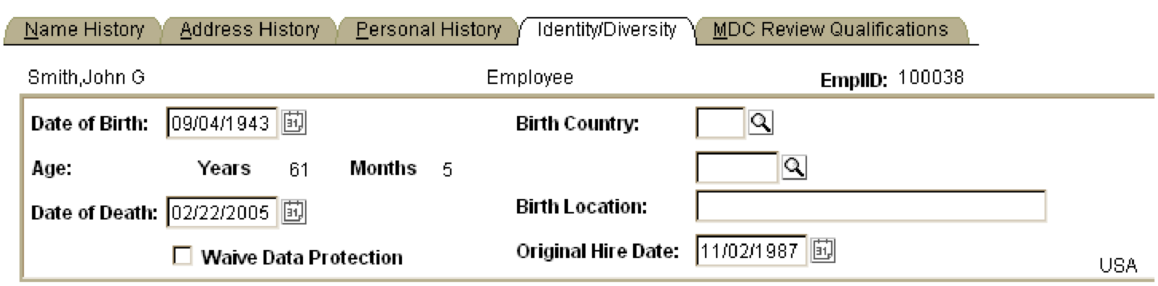
PERSONAL DATA:

Personal History Tab: Gender field (required field in PeopleSoft)



NOTE: If the gender field is missing in the hiring process, a Help Desk Case must be submitted to correct the field. (This field resides on an effective-dated page.)

Identity/Diversity Tab: Date of Birth field (required field in PeopleSoft)



NOTE: The Date of Birth field is not an effective-dated field. The agency user can update this field at any time without filing a Help Desk Case.

Identity/Diversity Tab: Ethnic Group (under the USA Flag):

Search Results

View All First 1-7 of 7 Last

Ethnic Group	Description	Short Description
AMIND	American Indian/Alaska Native	Am. Ind
ASIAN	Asian	Asian
BLACK	Black/African American	Black
HISPA	Hispanic/Latino	Hispanic
NSPEC	Not Specified	Not Specif
PACIF	Native Hawaiian/Other Pacific Islander	Hawaii/Pac
WHITE	White	White

The selections for the ethnic group field are all valid. ‘Not specified’ is a valid selection and will be included in the total for white. Visual observation may be made and the information used to update the Ethnic Group value by the agency user in accordance with the EEO-4 Instructions published by the Equal Employment Opportunity Commission Office.

NOTE: The Ethnic Group field is not an effective-dated field. The agency user can update this field at any time without filing a Help Desk Case.

NAVIGATE TO THE JOB RECORD:

Home > Administer Workforce > Administer Workforce (GBL) > Use > Job Data

The second tab on the job data page is the Job Information Tab:

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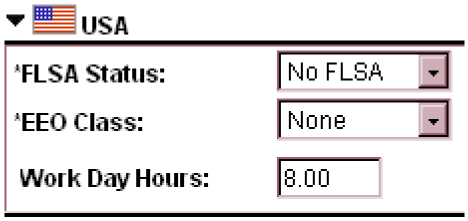
Job Information Tab: Under the USA flag, there are three fields: The FLSA, the EEO Class and the Work Day Hours:



The EEO Class has a drop down box with the choices of Exclude, None, PR Trainee and WC trainee. The two choices the State of Oklahoma uses are Exclude and None. None indicates the employee will be counted in the EEO-4 Report and Affirmative Action Plan.

'Exclude' indicates the employee is excluded from the count on these two reports. There are certain employees excluded from the EEO-4/Affirmative Action reports. Some employees are excluded from the EEO-4 and not the Affirmative Action or vice-versa.
Examples of some of the exclusions are: elected officials, Carl Albert Interns, etc. Agency users will need to check the reporting guidelines and training information for the entire list of exclusions and which report(s) the employee should be excluded.

To change an employees' EEO Class status, the agency user should insert a row, **select** the action of Data Change and use the Reason Code of EEO Change:

NOTE: Questions regarding the EEO-4/Affirmative Action process should be directed to the EEO/Workforce Diversity office at the Office of Personnel Management.