



MEETING MINUTES

Meeting Title: Brown Bag

Date & Time: Tuesday, September 04, 2007

Meeting Objective:

- Introductions
- Discuss Training Manual Updates
- Review Correct History guidelines.
- Q&A

Participants:

Alex Koshy	Agriculture
Brian Harrison	OPM
Brian Jepsen	OPM
Bridgett Griffin	DEQ
Connie Lindsey	DPS
Dana Culton	HRMD
Debra Martin Barber	OHCA
Ed Bajarano	J.D.McCarty
Eugena Zachary	SOS
Gail Edwards	Public Safety
Gail Leard	OKDHS
Harry Gentry	OPM
Karen Luman	DHS
Kathy Haney-Crabb	OSF
Kristin Griffin	OSF
Linda Phillips	DPS
Melanie Leathern	DEQ
Michele Price	DEQ
Peggy Devinish	OCME
Sandra Hawkins	DEQ
Sara Dean	OPM
Sharon Andrews	DOC
Stephanie Blakely	Public Safety

Meeting Discussion

- Participants were reminded to use the CORE website for information and updated training manuals. PeopleSoft is a dynamic system that continues to change over time. CORE would like feedback from users on the system so we can continue to enhance the PeopleSoft system so that it better meets our needs.
- Training Manual Updates:
 - Appointment Change Same Agency: This change has not been published yet, but we anticipate publishing the week of September 10, 2007. There will no longer be



Terminations and Rehire actions for employees with no break in service within the same agency. New reason codes have been developed for appointment changes such as Temp to Temp rollover, or classified to unclassified appointment changes. You will still need to add appropriate remarks in the MDC Job Data page, for example, temp hours. This change will reduce problems in payroll caused by the termination and rehire which look like separate employment records and can double overtime and other earnings and deductions.

- Detail to Special Duty: CORE recommends that agencies no longer create separate employment records, but simply enter a new row using the C02 Reason to change the PIN number and make any pay changes, then use the C12 Reason to return the employee to their regular position and pay. This will make the process much simpler and reduce confusion in data entry and reporting. You have the option of making the 'held' position inactive, but that is not necessary and may affect position reporting.
- Appendix F: A new appendix has been added that contains information on EEO reporting, and the associated fields in PeopleSoft. Aside from verifying Gender and Ethnic Group, you should be aware of the EEO Class field which you can use to exclude an employee from EEO reporting. In addition to excluding on the individual level, job codes can be set to Exclude if all job holders should be excluded as a class.
- Correct History will continue to be a CORE function, but its use will be limited now that agencies have gone through training and have gained experience since their go-live. It is important to limit correction to ensure data integrity and to maintain proper audit trails within PeopleSoft and between other systems affected by HR transactions. Agencies may contact CORE to make corrections on records before payroll has been completed, but once payroll has been confirmed CORE will not make corrections to fields that would have affected payroll. Agencies will then need to enter new transactions effective dated to the current pay period to make those changes. Agency's can utilize the Position Entry Date, Department Entry Date, Jobcode Entry Date, or Date Last Increase to enter the retroactive date so that the system can track both the actual effective date of the change as well as the intended or official change date.
- Pay Group Changes: It is important that when a Pay Group change is made to the Job Data component by HR, that Payroll is made aware of the change and verifies the Primary Pay Group in the Payroll Data component.
- Questions:
 - Will Agencies be able to write their own Queries?
 - Is there a report that shows Comp time earnings for a specific period?
 - What is the deadline for the rest of the agencies move to PeopleSoft Leave System?
- We thank the attendees for their participation and will post these minutes and answers to their questions on the CORE website.