Personnel/Payroll Association

PPA Meeting – May 28, 2008

Working Together for Safe Communities DOC

DRS Washington State Department of Retirement Systems

Washington State Department of Transportation

HR WSD Personnel

Washington State Health Care Authority

Washington State Department of Labor & Industries

DSHS People Helping People

Office of Financial Management STATE OF WASHINGTON

HRMS Upgrade - Status

- Where are we?

Dennis Gustafson, DOP

2008 Leave-Related Rules

Connie Goff, DOP Rules

ISD Update

Variants in HRMS

- How to Create and Save
- Statewide Variants

Patty Peterson, DOP HRMS Training Team

HRMS Tips – DOP Help Desk

HR
WSD Personnel

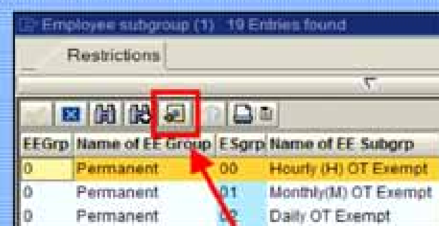
Helpful Tips – Matchcode Menus

Function Keys	
	Insert in Personal List
	Delete from Personal List
	Display All Values
	Personal Value List

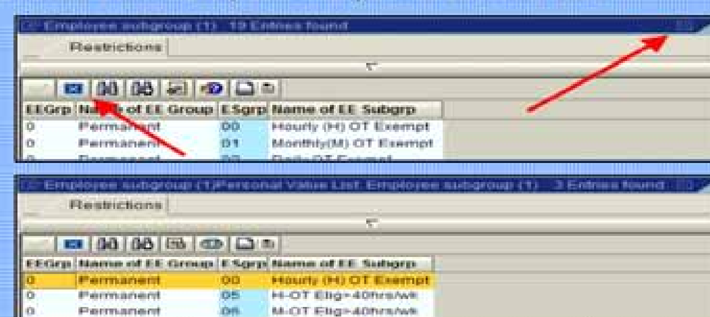
Tip: Use **F4** to open a matchcode menu.

To Add selections to your Favorites - Personal List

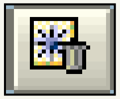
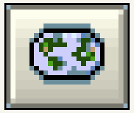
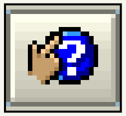
1. From an infotype record, click the (matchcode) in the desired field
2. Highlight the entry and click on (Insert in Personal List) to add to Favorites



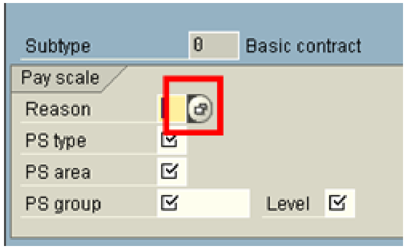
3. Once all your selections have been made, click on (Personal Value List) to view your Personal List.

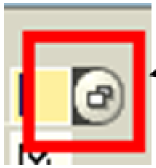


Add/Delete to Favorites – Personal List

- This feature works in most cases, but not all. May also not apply to all scenarios or fields.
- The Favorites – Personal List is user-specific and can be applied using either “display” or “maintain” transaction codes, such as **PA20** or **PA30**.
- To maintain your Personal List:
  - To Delete an entry – highlight a selection and click  (Delete from Personal List)
  - To View the entire matchcode menu, click  (Display all Values)
  - To return to your Personal List, click  (Personal Value List)

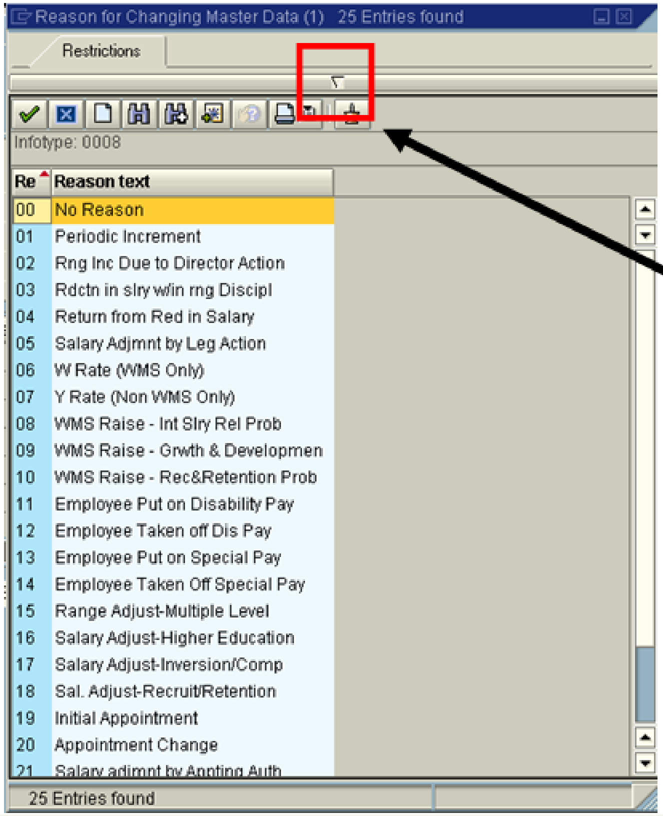
Performing additional searches while in a matchcode





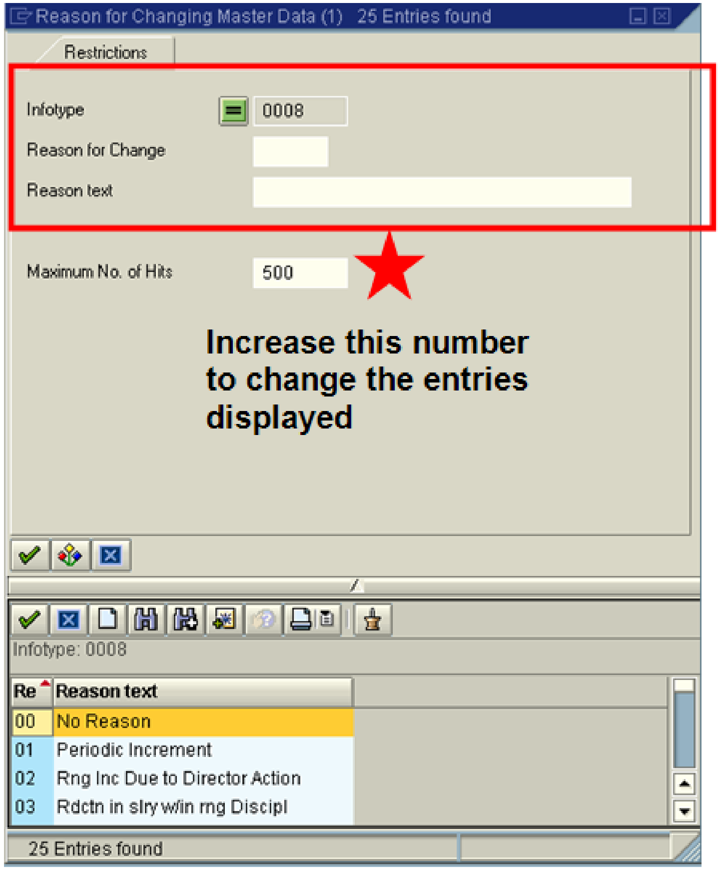
Click the matchcode to open the menu

MENU



Click the triangle bar to display searchable fields

Performing additional searches while in a matchcode



Allows you to perform a new search without going all the way out to the selection screen

Health Care Authority

- Q & A from 4/29 PPA Meeting – Larry Cade, HCA
- “How To” for HCA Refunds – Wendy Harris, DOC
- HCA and Agency Work Group Collaboration Template
  - Is this helpful? Do you have other suggestions?

Health Care Authority - FSA

Public Employees Benefits Board

FSA & DCAP

Program Overview

Presented by PEBB Outreach and Training

May 28, 2008

Comprehensive Annual Financial Report (CAFR) - Update

- SAAM Updates
  - Worker's Comp Sick Leave Buyback
  - Pay Dates
  - Garnishments – Educational Loan Percentage
  - Deceased Employees – Cases Involving A Community Property Agreement
  - Coming October 1, 2008
- Employer Health Insurance Costs for 7/10/08 Payroll
  - Employer Costs Only – Not Employee Premiums
  - Sub Object BD
  - What does this mean to your agency?
  - Example

CAFR (cont'd) - Example

- Program Index (PI) will be used in the example, but any coding element change may cause records to go to the AFRS error file.
- Charges for both fiscal years will be based on the coding in HRMS for 6/16 - 6/30

	PI 12345 (FY 08)		PI 12345 (FY 09)		
Payday	Salaries	Health Ins	Salaries	Health Ins	
June 25	2,000.00	353.50			2nd Half of June's charges
July 10	2,000.00			280.50	1st Half of July's charges

CAFR (cont'd) - Example

- If PI 12345 has the same meaning in both fiscal years, all is OK. The record won't go to the AFRS error file.
- If PI 12345 is not in the AFRS tables for FY 09, the record will go to the AFRS error file, and must be corrected by agency staff. Be sure the use FY 09 coding.
- IF PI 12345 has a different meaning in both fiscal years, the record won't go to the AFRS error file. CAUTION! AFRS reports won't reflect accurate data:

Example: PI 12345, FY 08 = Payroll Office but in FY 09 = Budget Office

For BD in FY 09, charges would be based on the FTEs in the Payroll Office instead of the Budget Office.

- Hint: If your agency uses the wild card in the Appropriation Index (AI) ('&' in HRMS), the BD charge for $280.50 will go to the FY 09 AI automatically.

Effective Dating – Retirement (LNI)

Issues Between DRS Transmittal, PAY1, and HRMS

- Example #1
  - Employee savings plan end date other than last date of pay period
- Example #2
  - Employee begin date and end date within same pay period
- Example #3
  - Employee rehire at new agency day after separation at prior agency

Effective Dating – Retirement (LNI)

JV Corrections – Payment Process

- Place Group "06" and Source "02" on all DR/CR entries on the DRS side.
- Use a payment advice to distribute the money to the correct earnings period or invoice.
- Send a copy of the JV and original payment advice to the DRS Cashier, by Campus Mail; since it can take a few days before our entry clears through the STO, so there is no need to fax it.
- Confirm the JV was posted correctly on the next "Statement of Account Activity"

Effective Dating – Retirement (DSHS)

New hires **without** prior PERS/TRS service

- Check MRV
- Set up in HRMS with a 2N using date of hire
  - Should report to DRS
  - Automatically defaults 90 days
- MIF is collected key in EE's Plan Choice & Rate
  - Date should be the first of open payroll period (1st or 16th)
  - Use the "copy" icon to create history
  - Send original MIF to DRS

Effective Dating – Retirement (DSHS)

New Hires/Rehires **with** prior PERS service

- Check MRV to determine what plan EE should be placed
  - See DRS rules that may apply
    - Old rate vs. new rate
    - Break in service/change of ERs (non state agencies)
- Key in HRMS leaving the Plan Choice blank
- Begin date should be date of hire

Effective Dating – Retirement (DSHS)

Common Problems

- Not keying rate
- Not keying 2N / 2C
- Late PA40s causing retro

Effective Dating – Retirement (DSHS)

Reports

- 90-Day Default: ZHR_RPTBNN28A (Agency 70-Day Rpt / 90-Day Default)
  - Refer to Handout #1 (copy of HRMS screenshot Pg 1 and copy of Results [Excel] Pg 2)
    - Once a month
    - Future payroll
    - Sent to HR reps courtesy reminder
- Active EE w/o Deductions: ZHR_RPTPY024 (Report for GAP 24)
  - Refer to Handout #2
    - Twice a month
    - Each payroll
    - Payroll Processors review and correct as needed

Effective Dating – Retirement (DSHS)

Shawnte PAPAC (DSHS)

Integration between DRS, PAY1 and HRMS

- Learning curve for new agency staff
- Helpful Tools
- Difficulties

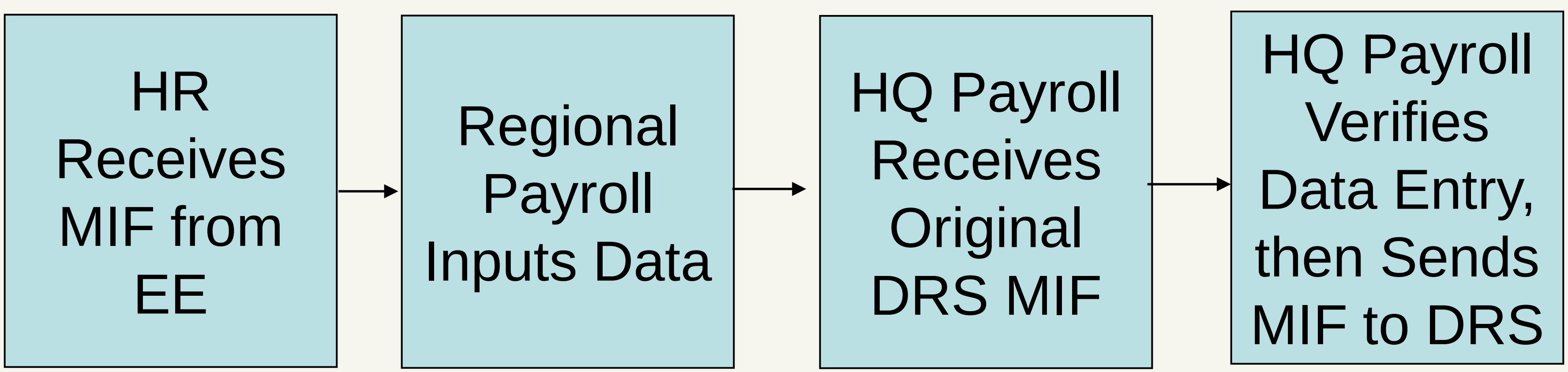
Effective Dating – Retirement (WSDOT)

- WSDOT Retirement Processing Guide – everything you need to know to correctly enter DRS forms
- Acronyms

Department of Retirement Systems	= DRS
Headquarters	= HQ
Member Information Form	= MIF
Public Employee Retirement System	= PERS
Human Resource Management System	= HRMS
Employee	= EE
Retiree Return to Work	= RRTW

Effective Dating – Retirement (WSDOT)

- DRS Forms
  - Check DRS Web site for EE status, if the EE is a rehire and there is no end date with DRS, contact HQ Payroll with EE data before anything is entered in HRMS.



Effective Dating – Retirement (WSDOT)

- DRS Forms (cont'd)
  - Receive in (date stamp) MIF, verify that MIF is complete, that signature dates are valid, and that beneficiary form is witnessed.
  - Make sure the form is not dated prior to employment.
    - If the MIF is received by agency more than 7 days after it is dated, it should be returned to the EE and a new form will be required.
    - Note DRS MIF: "Please sign and date this form on the day that you submit it to your employer. Note: You will be assigned to Plan 3 if your employer has not received your plan selection within the 90 calendar days from your date of hire"

Effective Dating – Retirement (WSDOT)

- DRS Forms (cont'd)
  - The date the MIF is signed is the legal binding "**Choice Date**" which will be the start date.
  - Make sure the "start date" for the initial HRMS entries is the same as the hire / rehire / appointment change date.
  - Post the PERS member into HRMS, send all original DRS forms to HQ. We will forward it to DRS after verification of data entry and what was transmitted.

Effective Dating – Retirement (WSDOT)

New PERS Member **Only** – that means no prior service

- After completing the new PERS member in HRMS using the PA40 process:
  - Go to the PA30 screen, Benefits tab, and use the “Pencil” (or change feature) to enter the 2N on Infotype 0169, make sure that the start of the action date is the effective date of hire.
  - This will send the EE information to DRS (without the 2N, the information must be manually entered for DRS).

Effective Dating – Retirement (WSDOT)

New Hire PERS 2 Choice **Only**

- PERS 2 Choice Example - the EE is hired on 6/1 and 2N was entered using 6/1. Then the retirement form is received and the EE has made the PERS 2 choice on 6/3.
  - If still processing 6/1-15 pay period:
    - Please hold data entry until the 6/1-15 pay period is done processing.
    - On Day 5 use the “Copy” feature and enter 2C & the choice date.
  - If form is received after 6/1-15 is done processing:
    - Nothing out of the ordinary needs to be done
    - Use the “Copy” feature and enter 2C & the choice date

The date the MIF is signed is the legal binding “Choice Date”

Effective Dating – Retirement (WSDOT)

Double Entries

There cannot be two entries in the same processing period

- If there is a 2N & 2C in the same processing period, the system sends the most recent one.
- 2N needs to be transmitted to begin the EE's DRS account. It sends the EE personal data, name, social security, birthday, and address.
- 2C would arrive at DRS without any of the information to start the EE's DRS account.

Effective Dating – Retirement (WSDOT)

PERS 3 Choice – 3C Example – the EE is hired on 6/1 and 2N was entered using 6/1. Then the MIF is received and the EE has made the PERS 3 choice on 6/3.

- If we are still processing 6/1-15 pay period, **Immediate Action Required**:
  - Communicate to HQ Payroll that a new hire has made PERS 3 Plan Choice during 1st pay period. Please scan the MIF and include with email or fax to HQ Payroll.
  - Once the MIF is received, HQ Payroll will make the appropriate entries with DRS and contact region. Region can then key the PERS 3 choice using the hire date.
- If we are done processing 6/1-15 pay period:
  - Use the 1st day of the current pay period as the Choice Date.
  - Contact HQ Payroll with the Choice Date. HQ Payroll will communicate the Choice Date to DRS.

Do Not Enter Retroactive Dates for PERS 3

- PERS 3 Default – 3 D
  - HRMS automatically defaults after 90 days

Effective Dating – Retirement (WSDOT)

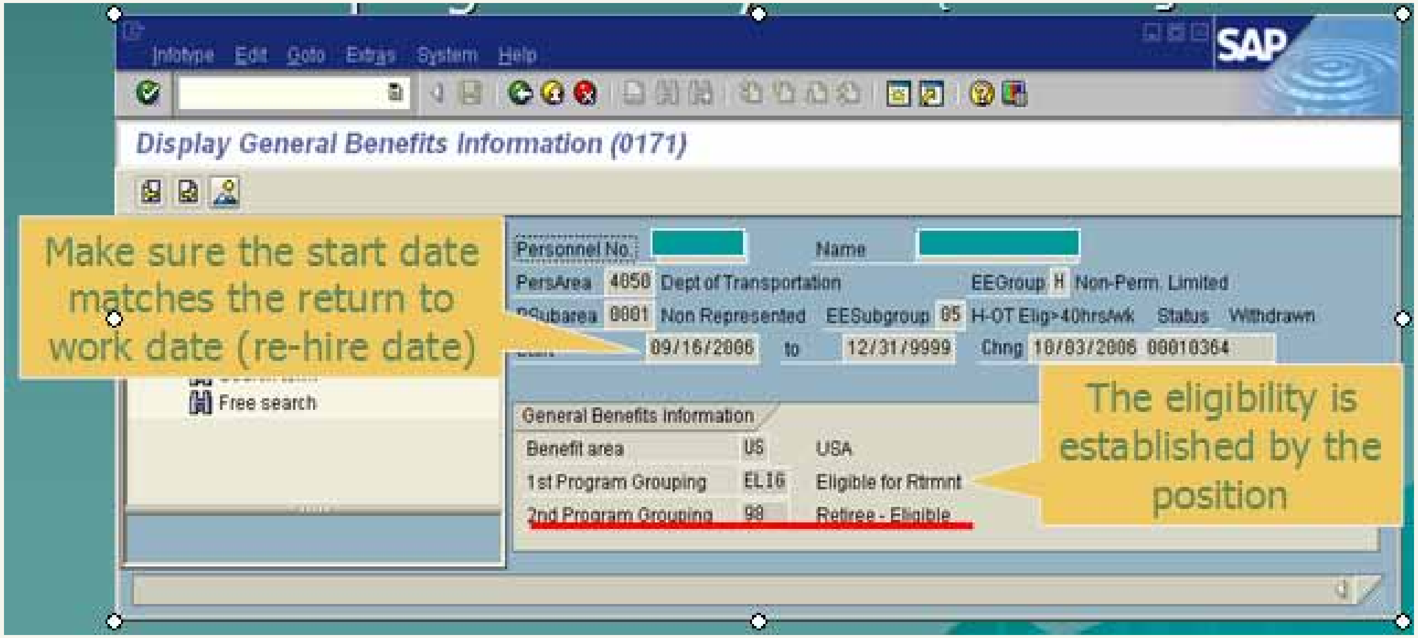
Rehires

- Please make sure that retirement is activated
- If the rehire EE has already made a retirement choice, use the "Copy" feature and remove the 2C or 3C leaving the plan choice code blank. If a 2C or 3C is there, DRS will reject the record.
- A PERS 3 rehire (employed elsewhere during break) will have a new 90-day window to make a rate option choice. Initial entry into PERS 3 would be P30 with 0.00% rate. When the MIF is received, the contribution rate option choice should be keyed using current pay period start date. Does not apply to seasonal rehires – they do not have the option to change contribution rates.

Effective Dating – Retirement (WSDOT)

Retiree Return to Work – RRTW

The 2nd Program Grouping of Infotype 0171 must match retiree status (1st Program Grouping usually 098 for eligible)



Effective Dating – Retirement (WSDOT)

Appointment Changes Into the Agency

- If the EE is a PERS 3 member, they have a 90-day window to make a rate option choice. Initial entry to PERS 3 would be P30 with 0.00%. This also sends their start date with WSDOT to DRS. When the MIF is received, the contribution rate option should be keyed using the current pay period start date.
- If the EE is a PERS 2 member, nothing needs to be done. Their start date with WSDOT will transmit automatically to DRS.

Effective Dating – Retirement (WSDOT)

Tips & Hints

- Notify HQ Payroll **if** you find a negative retirement deduction on the payroll journal.
- Notify HQ Payroll **if** EE is hired & separated within the same pay period.
- Notify HQ Payroll **if** a separation is removed by HR.
- Notify HQ Payroll **if** HR makes any changes to social security numbers.

Effective Dating – Retirement (WSDOT)

Tips & Hints (cont'd)

- **Do not** enter PERS 3 changes for prior pay periods.
- **Do not** correct DRS information in **prior pay periods** unless you are working with HQ Payroll.
- **Do not** change end dates on Infotype 0169 Savings Plan. The end date **must** be the last day of the pay period, i.e., EE separated 2/2/2008 – the end date for Infotype 0169 would be 2/15/2008.

Effective Dating – Retirement (DOC)

- Communication Breakdown
- Error Regarding Retirement
- HRMS will automatically take all corrected funds due from the EE’s paycheck. If this is a hardship, agencies can set up a payment plan, however not the same as a normal payment plan because it has to do with retirement.
- Retirement in Arrears – Agency “How To”

DRS - On-Line Quick Reference

- Retirement - Collecting Member Contributions in Arrears
- Retirement - Employee Enrolled Into Wrong Plan
- Retirement Contribution Percentages
- Retirement Correcting WMS Codes Reported Incorrectly to DRS
- Retirement Plan Choice Code Chosen Plan or Defaulted to Plan 2
- Retirement Plan Choice Code Chosen Plan or Defaulted to Plan 3
- Retirement Plan Choice Code during 90-Day Period (New Hire)
- Retirement_Change Employee to Ineligible for Benefits

Questions About Retirement?

About PPA – Executive Committee

PPA Executive Committee:

- Comprised of representatives from agency HR and payroll staff and Central Support Agencies (DOP, OFM, DRS, HCA, OST).
- Meets monthly to:
  - Determine issues and concerns of agency HR and Payroll staff and establish PPA Meeting agendas.
  - Coordinate Work Groups to build and present topics of interest.
  - Keep agency HR and Payroll staff informed!

Why are Monthly PPA Meetings Important?

- Communication and standards for Washington State
- Ongoing resource for the most current information
- Training
- Problem Solving – agencies helping agencies
- Networking with other agencies
- Encourages use of the tools available (HRMS)

Where We Are Heading

- Proactive planning for relevant, engaging PPA Meetings on a regular schedule
- Training, including “topic-building” - basics → advanced
- Increased agency HR and payroll involvement in PPA
- Increased CSA involvement and communication
- Listening to your needs!

How YOU Can Become a Part of the PPA Future!

- Tell us your agency issues, concerns, and training needs
- Share solutions - how does your agency do “X”?
- Volunteer for a PPA Work Group
- Attend PPA Meetings and encourage others to attend – learn and build confidence!

Resources

- PPA - http://www.dop.wa.gov/HRMS/PPA/
  - Wendy Harris, Chair (DOC) 360-725-8350
- OFM - http://www.ofm.wa.gov/resources/payroll.asp
  - Steve Nielson 360-664-7681 or Steve Ketelsen 360-664-7777
- DRS - http://drs.wa.gov/default.htm
  - Brian Berghoff 360-664-7165
- HCA - http://www.perspay.hca.wa.gov/
  - Steve Norsen 360-412-4201
- OST - http://tre.wa.gov/
  - Jackie Biss 360-902-8914 or Lesa Williams 360-902-8911

Resources - DOP

HRMS Customer Support Web Site
http://www.dop.wa.gov/HRMS/CustomerSupport

- **Messages –** *Messages for end users*
- **Resources –** *Reports, Absence/Wage Types, OLQR*
- **Schedules –** *HRMS Payroll Calendar*
- **PPA –** *Handouts and minutes from monthly meetings*

Contacts

Carol Wyckoff 360-664-6336

Nadine Cummings 360-664-6449

DOP Help Desk – 360-664-6400

Training – OEDS
http://www.dop.wa.gov/Employees/TrainingAndDevelopment/default.htm