

Personnel/Payroll Association

PPA Meeting – September 23, 2008



DOP Update

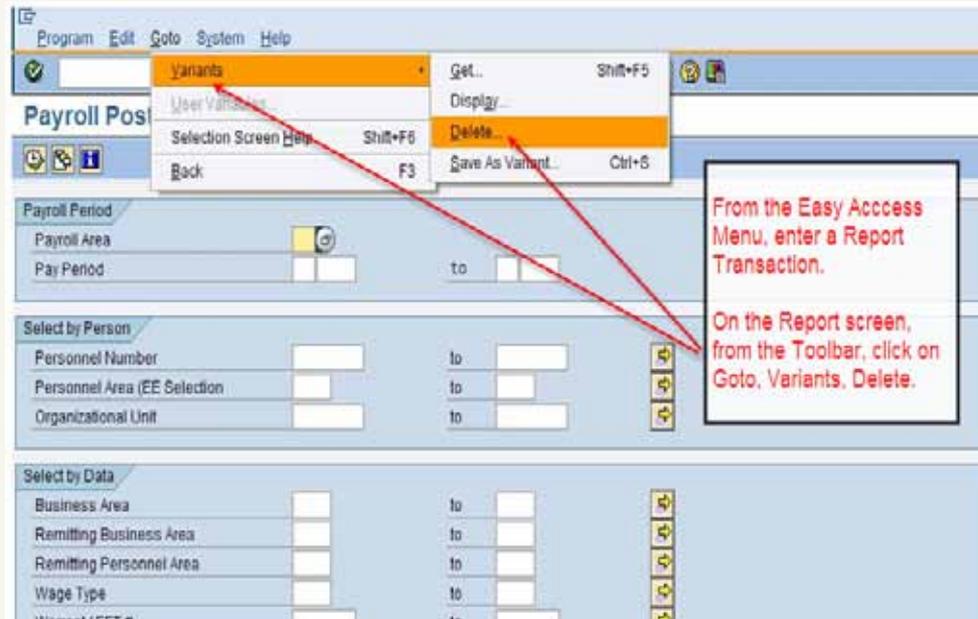
n **HRMS Upgrade Project Update**

- Information will be sent to Points of Contact the week of September 22 – 26

n **HRMS Communications/Updates**

- HRMS Communications sent using listserv could take up to 45 minutes to receive– please check the HRMS Payroll and Financial Errors page:
<http://www.dop.wa.gov/HRMS/HRMSPayrollAndFinancialErrors/>
- Coordinate issues between HR and payroll offices to prevent duplicate Incidents being reported to DOP Help Desk

HRMS Tips – How to Remove a Variant



Note: some reports may require additional criteria such as Payroll Area or Pay Period. Yellow or Red warnings will provide you with the criteria you must use.

HRMS Tips – How to Remove a Variant

The screenshot shows the 'Payroll Posting Report' interface. A 'Find Variant' dialog box is open, displaying fields for Variant, Environment, Created by (KIMH), Changed by, and Original language. A red arrow points to the 'Execute' button (a green circle with a white arrow) in the dialog box. A text box below the arrow contains the instruction: 'Click on Execute to find the Variant from the users list.'

Program Edit Goto System Help

Payroll Posting Report

Payroll Period
Payroll Area: 11
Pay Period: 11 2008

Select by Person
Personnel Number:
Personnel Area (EE Selection):
Organizational Unit:

Select by Data
Business Area: to
Remitting Business Area: to
Remitting Personnel Area: to
Wage Type: to
Warrant / EFT #: to
 Display all Data for EE
 Display all Bus. Areas for EE

Document
Run ID:

Sequence
Sequential Number:

Find Variant
Variant:
Environment:
Created by: KIMH
Changed by:
Original language:

Click on Execute to find the Variant from the users list.

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HRMS Tips – How to Remove a Variant

Program Edit Goto System Help

Payroll Posting Report

Payroll Period
Payroll Area 11
Pay Period 11 2008 to

Select by F Delete variants

Personnel
Personnel
Organizations

Variant catalog for program ZHR_RPTPY126

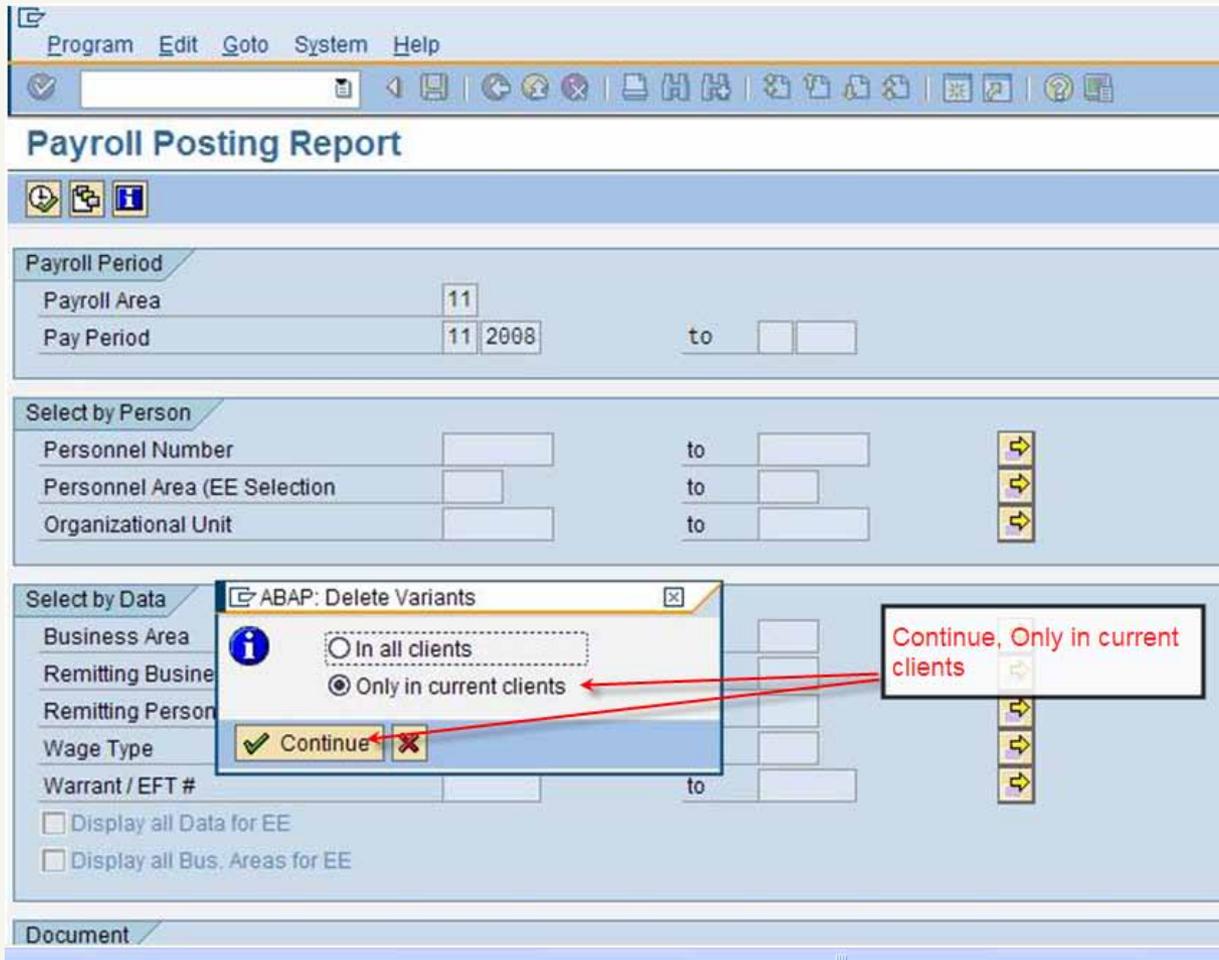
Variant name	Short description	Cha
SWV GL 5188	Savings Bond deds and Purch	A	X	KIMI
SWV GL 5189	Writ of Garnishment GL 5189	A	X	
SWV MEDAID/IND	Recon for hrs and amount	A	X	KIMI
SWV OT REPORT	OT by sub obj AU, by PA & WT	A	X	
SWV PAYR + REL	Payroll and Related GL 6510*	A	X	
SWV REV NETP...	Warrant & EFT Cancellations	A	X	
TEST VARIANT	Variant for testing delete pro	A		

Select by D
Business
Remitting
Remitting
Wage Ty
Warrant

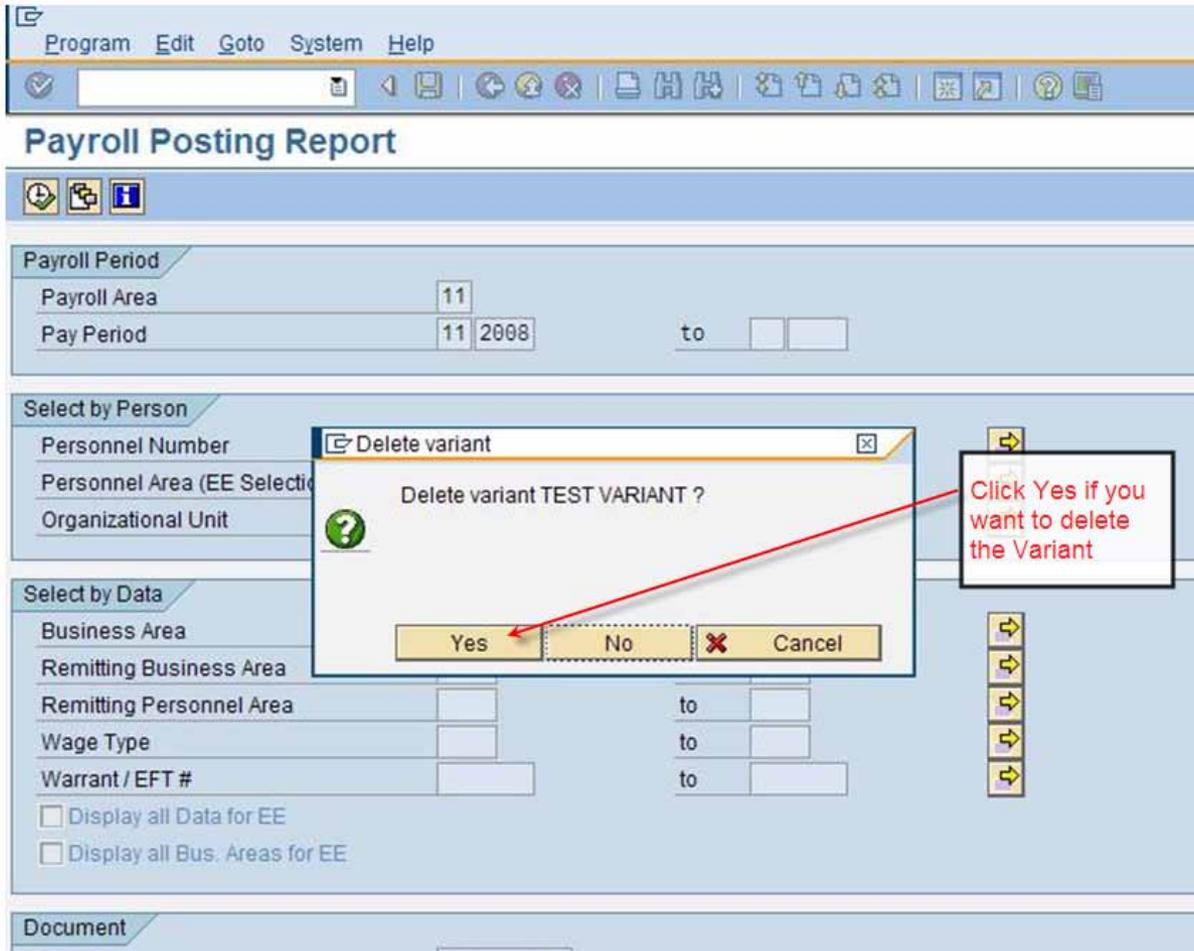
Document
Run ID

Highlight the Variant you want to delete, and Green Check

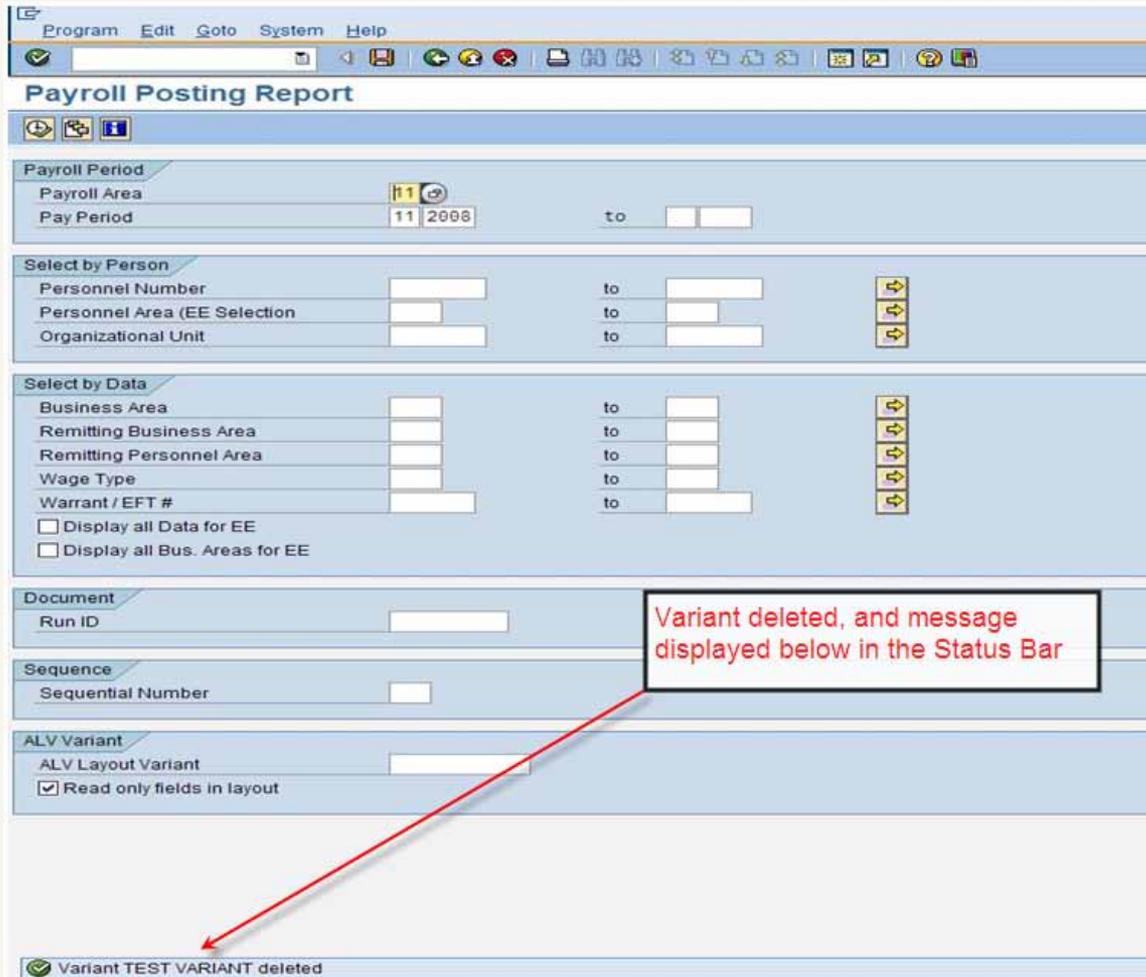
HRMS Tips – How to Remove a Variant



HRMS Tips – How to Remove a Variant



HRMS Tips – How to Remove a Variant



Personnel/Payroll Association – September 2008

Public Employees Benefit Board (PEBB) Annual Open Enrollment - 2009



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Open Enrollment 2009 – HRMS/PAY1 New Hire/Rehire Action

During the New Hire and Rehire action, the Personnel Administration Processor completes the *Personal Data* (0002) and *Addresses* (0006) infotypes.

The nightly interface file (GAP 9) will populate the PAY1 – A.01 screen with the following:

- n Name
- n Social Security Number
- n Address
- n Birth date
- n Gender
- n Permanent Status
- n Salary

The screenshot displays two SAP infotype screens. The top screen is 'Display Personal Data (0002)' and the bottom screen is 'Display Addresses (0006)'. The data shown is for employee PASION JANELL B (Personnel No. 6634).

Field	Value
Personnel No.	6634
Name	PASION JANELL B
PersArea	4900
Dept	Natural Resources
EEGroup	Permanent
PSubarea	00PU
Sups	EESubgroup 01
Monthly(M) OT Exem...	Status Active
Start	03/16/2006 to 12/31/9999
Chng	02/27/2007 LESAT

Address	
Address type	1 Permanent residen...
Street/House no.	433 SIOUX DR
2nd address line	
Postal code / city	98273 MOUNT VERNON
Country Key	US USA
Office/region	WA Washington
County code	29 Skagit County
Telephone number	



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Open Enrollment 2009 – HRMS/PAY1 New Hire/Rehire Action

- n Once the interface has occurred, the enrollment process can begin. This process can take up to **2 days** to complete. (This can be critical when enrolling an employee during the Payroll Processing Cycle.)
- n When the employee's insurance eligibility has been established in the PAY1 system, the interface (GAP 16) will be sent to HRMS with the detailed health benefits information.
 - Be sure to verify information in both PAY1 and HRMS as these systems **must match** or an error will occur. (Health Care Authority will contact agencies regarding any errors that need to be corrected.)

Open Enrollment 2009 – Health Care Benefits Overview

- n Agencies continue to use PAY1 insurance screens to enter medical and dental insurance information (A.40 to A.46)
 - Subscriber information will update nightly from HRMS into the A.01 screen (GAP 9)
 - Enrollment, transfers, and terminations will be completed on the A.41 screen (GAP 16)
- n Remember: do not key into PAY1 During State Share run or the billing for the employee will be inaccurate.



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Open Enrollment 2009 – Enrollment Dates/Effective Dating

- n When an employee is hired or rehired on the first working day of the month, the employee's eligibility effective date on the A.41 screen in PAY1 is the same date that was used to create the New Hire or Rehire action. For example:
 - If the employee's first day is the 2nd of the month and the 2nd is the 1st working day of the month, then the 2nd should be keyed on the A.41 screen when establishing insurance.
 - If the 1st of the month falls on a Saturday and the new person starts work on Monday (3rd of the month), you will need to key the 3rd on the A.41 screen.



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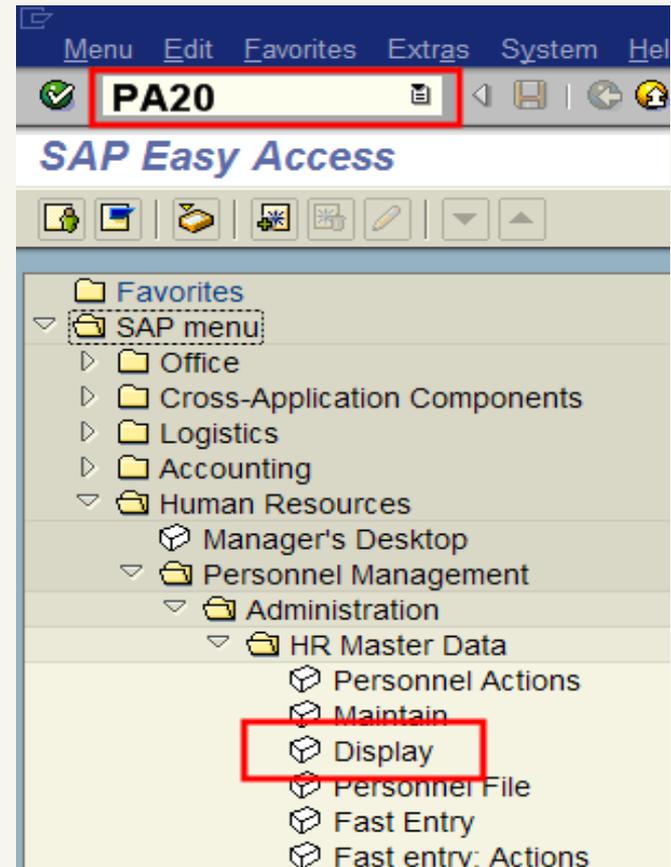
Open Enrollment 2009 – Enrollment Dates/Effective Dating

- n If an employee is hired or rehired on any other day of the month, the date on the A.41 screen in Pay1 will be the first day of the following month from the date of hire.
- n For Annual Open Enrollment only, employees will have an effective date of Jan 1, XXXX.
- n *Note: If the new employee's start date in PAY1 is prior to the start date in HRMS, the record will be rejected.*

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Open Enrollment 2009 – Display Health Plans

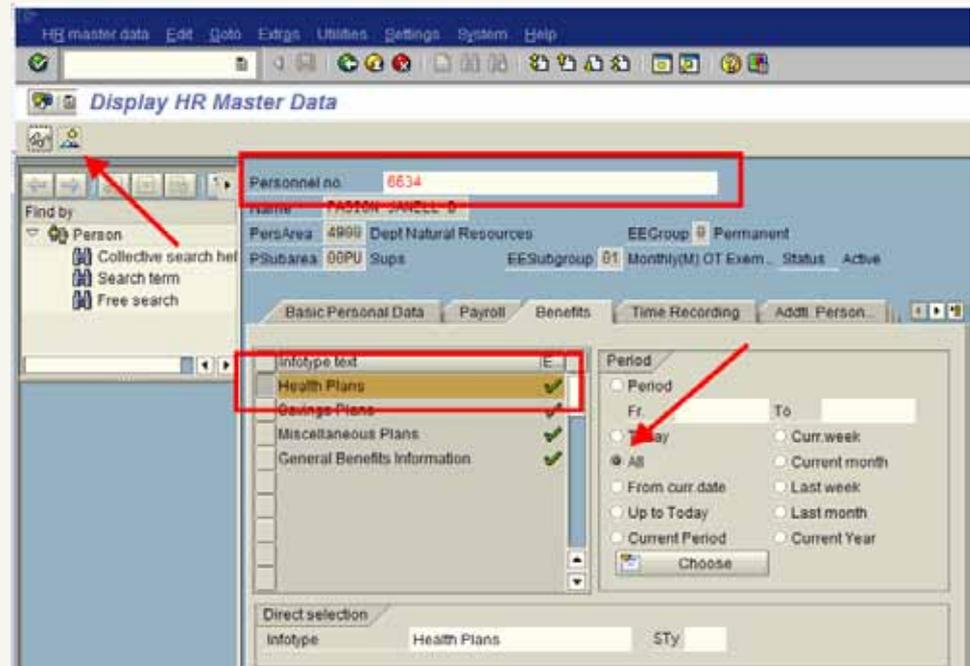
- n To display employee information using the menu path:
 - Follow Human Resources à Personnel Management à Administration à HR Master Data à Display
 - Or enter transaction code **PA20** in the **Command** field



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Open Enrollment 2009 – Access Health Plans

- n Enter the Personnel no. and click **(Enter)** to validate
- n Click the **Benefits** tab
- n Click the gray box to the left of the *Health Plans* (0167) to select
- n In the Period section, click “All”
- n Click **(Overview)** for an overview of all actions associated with *Health Plans* (0167)



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Open Enrollment 2009 – List Health Plans (0167)

- n Click the gray box to the left of the current health plan record (End date will be 12/31/9999)
- n Click **(Choose)** to select and continue

The screenshot shows a software window titled "Overview Health Plans (0167)". The window has a menu bar with "Infotype", "Edit", "Goto", "Extras", "System", and "Help". Below the menu bar is a toolbar with various icons. The main area displays details for a person: Personnel No. 6634, Name PASION JANELL B, PersArea 4900, Dept Natural Resources, EEGroup 0 Permanent, PSubarea 00PU, Sups, EESubgroup 01, Monthly(M) OT Exem..., Status Active, and STy. A "Choose" button is visible next to the date range 01/01/1800 to 12/31/9999. Below this is a table with columns: Start Date, End Date, Type, Text, Plan, and Text. The table contains several rows of health plan records. A red box highlights the row with Start Date 12/31/2006, End Date 12/31/9999, Type MEDI, Text Medical, Plan GH..., and Text Group Health Coop Value.

Start Date	End Date	Type	Text	Plan	Text
03/16/2006	12/31/9999	DENT	Dental	REG	Regence BlueShield Columbia De
03/16/2006	03/15/2006	DENT	Dental	REG	Regence BlueShield Columbia De
12/31/2006	12/31/9999	MEDI	Medical	GH...	Group Health Coop Value
03/16/2006	12/30/2006	MEDI	Medical	UMP	Uniform Medical Plan PPO
03/01/2006	03/15/2006	MEDI	Medical	UMP	Uniform Medical Plan PPO

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Open Enrollment 2009 - Interface

- When establishing insurance eligibility or making changes in the PAY1 system, a nightly interface file (GAP 16) will be sent to HRMS.
 - The GAP 16 files will contain new enrollment, medical and dental plan changes, family composition changes, terminations and effective dates.

Display Health Plans (0167)

Personnel No. 6634 Name PASTON JANELL B

PersArea 4900 Dept Natural Resources EEGroup 0 Permanent

PSubarea 00PU Sups EESubgroup 01 Monthly(M) OT Exem... Status

Start 12/31/2006 to 12/31/9999 Chng 12/29/2006 TIDALSAF

Plan GHCV Group Health Coop Value

Plan data Administration Costs Dependents Additional data

General plan data

Benefit area US USA

Plan type MEDI Medical

Benefit plan GHCV Group Health Coop Value

Health Plan Option GHCV Group Health Cooperaive Value

Dependent Coverage MED4 Employee + Family

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Open Enrollment 2009 – Health Plans (0167)

- n Review the Benefit Plan and Dependent Coverage fields

Infotype Edit Goto Extras System Help

Display Health Plans (0167)

Personnel No.: 6634 Name: PASION JANELL B

PersArea: 4900 Dept: Natural Resources EEGroup: 0 Permanent

PSubarea: 00PU Sups: EESubgroup: 01 Monthly(M) OT Exem... Status: Active

Start: 12/31/2006 to: 12/31/9999 Chng: 12/29/2006 TIDALSAP

Plan: GHCV Group Health Coop Value

Plan data Administration **Costs** Dependents Additional data

General plan data

Benefit area	US	USA
Plan type	MED1	Medical
Benefit plan	GHCV	Group Health Coop Value
Health Plan Option	GHCV	Group Health Cooperative Value
Dependent Coverage	MED4	Employee + Family

Planning Parameters

Cost Rule Variant	GHV3	Employee + Family
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Tip: To view the employee's premium deduction, click on the **Cost** tab.

Worker's Compensation (Industrial Insurance) – LNI Reporting

- n LNI Quarterly Reporting Class Code Updates
- n Run ZHR_RPTPY126 Payroll Posting Report, using SWV MEDAID/IND
- n Effective Dating: incorrect dates can = incorrect rates!
- n After correction, run a payroll simulation PC00_M10-CALC_SIMU
- n Work Group Examples

About PPA – Executive Committee

PPA Executive Committee:

- n Comprised of representatives from agency HR and payroll staff and Central Support Agencies (DOP, OFM, DRS, HCA, OST).
- n 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!

Attend – Learn – Volunteer – Share – Let Us Know!

Resources

- n PPA - <http://www.dop.wa.gov/HRMS/PPA/>
 - Wendy Harris, Chair (ATG) 360-664-8820
- n OFM - <http://www.ofm.wa.gov/resources/payroll.asp>
 - Steve Nielson 360-664-7681
- n DRS - <http://drs.wa.gov/default.htm>
 - Brian Berghoff 360-664-7165 or Kim Smith 360-664-7107
- n HCA - <http://www.perspay.hca.wa.gov/>
 - Steve Norsen 360-412-4201
- n 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>