

03-30-2010 PPA Meeting Q&A

On-Line Leave Request

Q: Will supervisors have access to the new on-line leave request feature?

A: *Yes, with Manager Self Service (MSS). You will need to make sure the right managers are set up with the right employees, and DOP will help you set that up.*

Q: Will balances reflect just sick leave, vacation leave, and personal holiday, or all leave types?

A: *As long as there is a balance, leave types (Absence Types) will display.*

Note: *Each participating agency will submit a list of Absence Types to be included, and can specify how they are sorted to appear in the drop-down the employee will view.*

Note: *Leave With Out Pay (LWOP) will need to be handled outside of the ESS Leave Request system using a manual request/approval process.*

Q: What about leave requests counting on future accruals? What if I'm planning for a vacation in August or September and I don't have enough accrued leave now, but I will when the time comes?

A: *If you don't have enough accrued leave balance, the request won't be accepted. However, you could have a conversation with your supervisor about getting approval, outside of the system process, for the leave time desired, and enter it when you've accrued sufficient leave.*

Q: Are hours subtracted on "request" or on "approval"? What happens when a leave request is rejected?

A: *The hours are subtracted on "request." If the leave request is subsequently rejected, the leave balance will then be readjusted (added back).*

Q: Are there any controls for certain types of leave such as Personal Leave Day? What if the leave is approved and then the employee transfers to a non-eligible position?

A: *The losing Business or Personnel Area should end-date the quota in HRMS for that Absence Type. As is the current process, if the quota is not end-dated, your staff with Time Management roles would get an error message in HRMS during the payroll process.*

Q: Will implementing this potentially decrease the number of licenses because of fewer Time and Attendance Processors?

A: *Possibly.*

Q: Will there be notifications to employees letting them know they are nearing their 240 hour vacation leave maximum?

A: *No, but employees can track this by viewing their balances in ESS in both the new on-line leave request system as well as on their Earnings and Deductions Statements.*

Q: Will employees in Interface 1 agencies (which won't be using this new ESS feature) see this in ESS?

A: *No, the tab for on-line leave won't be visible in ESS to agencies not using this feature.*

Q: If an employee enters sick leave, for example, and then changes their mind, how will the entry get removed?

A: *It is the responsibility of both the employee and supervisor to make sure the request gets changed or deleted.*

- *The requester may **change or delete** leave requests that have been sent to the approver but not yet processed by the approver.*
 - *The requester may **change** leave requests that have been approved, but the change will require another approval.*
 - *The requester may **delete** leave requests that have been approved. The approver will receive an email notification, but another approval will not be required.*
-

Centralized Security:

Q: Will the implementation of centralized security cause a loss of more jobs?

A: *For most agencies, the security administrator duties are part of many other duties. It is neither our anticipation nor goal to reduce the number of staff in payroll. Our goal is to be more efficient and use that time to do other important work. It will also be more efficient for DOP HRMS security monitoring overall agency security.*

Q: How will this affect smaller agencies where one person may have a multitude of roles, some overlapping?

A: *There shouldn't be any effect.*

Q: Are all security roles leaving the agencies?

A: *The intention is for agencies to retain the Security Auditor role. This will allow agencies to run reports to determine who has which roles, number of roles assigned, and possibly segregation of duty reviews. All other HRMS security roles will be removed.*

Q: How will we be able to monitor our transactions, such as CATS_DA to make sure staff aren't making inappropriate changes on themselves?

A: *Your other HRMS roles allow you to access reports such as CATS_DA and Logged Changes in Infotype Data; not your security administrator roles.*

Q: What about user support overall, such as desktop as it relates to security?

A: *Not expected to change.*

Q: Does this mean DOP will adjust the DOP Service Center hours to be open longer for assistance?

A: *We will be addressing this in focus groups as we begin developing standard processes for our Centralized model.*

E-Recruiting:

Q: How long with information remain in the existing system for users to access?

A: *In June, we will close out the final recruitments. Candidates should complete getting their information out in June. Recruiters will continue to have access to E-Recruiting until July 16 at noon. After that, E-Recruiting will be shut off and archived. Agencies needing a record(s) will request that through the DOP Service Center. Records will be retained based on the state records retention schedule.*

Q: Will you be notifying external applicants?

A: *There is a message currently on careers.wa.gov advising applicants of the change and to download their application materials and save for subsequent re-entry into the new system in July.*

Q: Why not use those emails the external applicants have provided to contact them to let them know to print/save their information?

A: *The application database contains well in excess of 100,000 applications. Much of the contact data is no longer accurate. The cost in time, programming expenses, and bandwidth, to distribute such a large number of emails was considered and the decision was to not send individual emails, but to post notification at the web site. Active job seekers visit recruitment sites regularly. The notice was placed at careers.wa.gov in early March.*

Q: When employees log onto ESS, will they still use the tab across the top to access NEOGOV?

A: *Yes, we will continue to have that access, however they will need to log onto NEOGOV separately. They can also go straight from careers.wa.gov to NEOGOV directly.*

Q: Will passwords have to be redone, and is there a timeline for that?

A: *This is a new system – there will be a new account and password. Passwords will be provided via an automated process.*

Q: Since this is a vendor-provided service, will the vendor be operating the system and storing the data?

A: Yes.

Q: What about system security?

A: *The vendors had to meet ISB (Information Services Board) standards for security. The ISB, which was created by the Legislature, oversees state government information technology standards.*
