

Personnel/Payroll Association (PPA) Meeting – March 26, 2009

Click here for the March 26 PPA Agenda: [PPA Agenda March 26, 2009](#)

PPA Chair, Wendy Harris (ATG), opened the meeting. Thank you to Dept. of Agriculture for collating handouts, Mike Watte (LNI) for running microphones, Amy Perry (OST) for volunteering to take meeting notes.

1. Additions and updates from previous meetings

- The [End Dating](#) handout has been updated by adding additional infotypes, and has been posted to the HRMS Support Resources page.
- [VEBA](#) flyer was handed out – ATG sponsoring retiree VEBA presentations in Seattle and Tumwater – please copy and distribute to employees
- Additional Layoff Resources:
 - [Tools for Determining Layoff Seniority and Employment Histories](#) – Handout
 - § Subsequent information sent to agencies in the April 27 HRMS Communication Additional Guidance in Determining Part-Time Hours for Seniority, including Part Time Hours for Seniority Purposes and Absence Types for Seniority
- A job aid with HRMS Shortcut Keys was handed out at the February PPA; here are some [Additional Shortcut Keys in HRMS](#).

2. DOP Update

- HRMS Communications about the 2009 tax table updates, and delimited wage types and blocked vendors will be sent to the listserv 3/26/09.

• **Infotype Lockout Issue**

HRMS Users are getting locked messages when attempting to update infotypes. The message indicates they are locked by their own userid.

Message Text – “Personnel number xxxxxx locked by user xxxxxxx”.

Users have to notify the Help Desk for a ticket to have the response team unlock the record. These are treated as high priority tickets and the unlock normally occurs very quickly

- Problem began in December after some system changes
- Ticket was opened with SAP on Dec. 28th to resolve the problem
- SAP recommendations were implemented end of January
- Problem was not solved and some old parameters had to be reset to the original settings

- Early Feb, SAP made further suggestions to repair the issue which failed to solve the issue
- Problem has been escalated back to SAP as a High Priority issue and at this time we still do not have a resolution in place
- HRMS Tips

Infotype 9402 - Overview Payroll Results 2. This is very helpful for auditing, has in-periods and out-periods, and which payroll retro actions. Also helpful for determining hours worked for accrual, calculating hours for return-to-work employees, however hours paid do not include overtime.

Handouts: [Infotype 9402 – Overview Payroll Results 2](#)

[HRMS Leave Accrual and Processing](#) – the handout at the meeting was a subset of this document on the [Resources](#) page of the HRMS Support portion of the DOP Internet site.

3. OFM Update

Steve Ketelsen discussed the statewide HRMS security audit and presented back ground information on the five “findings.”

- Number of DOP and OFM employees with special system access.
- Agency segregation of duties.
- Approval and monitoring of changes to make sure management/supervisor approval occurs.
- No backup site for emergency payroll.
- Manual processes that should be automatic.

Letters went to agencies about the findings. OFM and DOP are working on both independent and joint action plans. No fraud or abuse was found. DOP is addressing system and security roles; OFM is addressing separation of duties; OFM/DOP/DIS are addressing a backup plan. OFM is also working with some select agencies to find out their business practices, assessment/management of risks, roles, internal communications, and OFM/DOP will be developing guidance after the project is completed. Agencies should continue internal audits, assessments, business practice reviews, and internal control reviews.

Steve Neilson discussed COBRA subsidies. The 941 form has been updated for agencies to claim credits for the 65% subsidy (employee pays remaining 35%). Since HCA manages the COBRA plan (not the agencies) determination regarding transfer of dollars is to be addressed. Agencies and HCA will work together, and HCA is working with the Federal Government regarding rules, clarification, etc. More will be forthcoming.

Q: When will this begin? Which quarter?

A: For the 941, second quarter. The program begins April 1 with HCA, but employees can start in March. All Federal money needs to be tracked carefully. Note: your patience will be appreciated when asking OFM for assistance; they will get back to you as soon as possible.

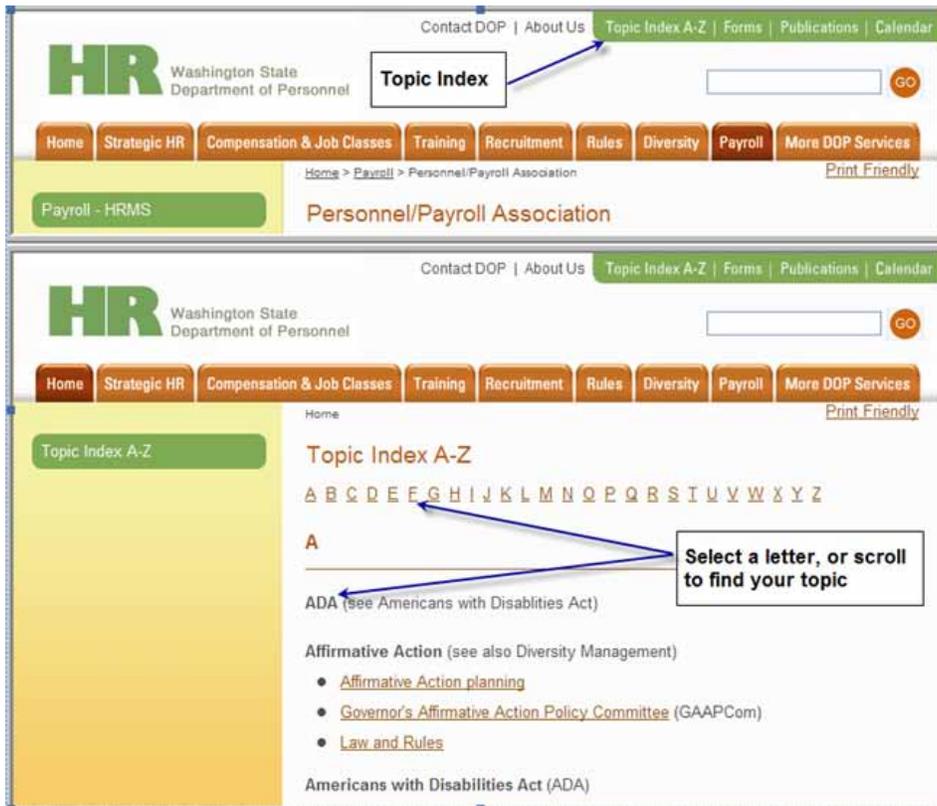
4. New DOP Website

Carol Wyckoff, Meagan Macvie, and Nadine Cummings (DOP) presented information about DOP's new public Website. The new Website contains not only a new look, but new content. Feedback from an agency preview prior to the official launch was very good. The color theme was well received, and DOP is working on a way to provide more contrast for those who may need that for better viewing. The site has been arranged with several ways to get from one area to another as well as links to other useful sites (on the right side of pages), and more will be added as they are identified or requested.

The focus today was on the [Payroll](#) tab where the [HRMS Support](#) information is located. Some highlights were the Message Center where all communications are posted, the [Payroll and Financial Errors page](#) which display RPCIPE, ALAS, Redlines, and Employee Lockouts each pay period, and the new Change Management page where you'll find the weekly summaries relating to tickets and change requests. You'll also find archived information about the last HRMS Upgrade, and this is where similar information will be located in the future. Last but not least, the [PPA](#) page lists the meeting calendar with agendas and meeting notes.

Q: Is there a site map?

A: There is a Topic Index at the top of each page.



5. OLQR

Patty Peterson (DOP) presented information on the Training page, as well as the new look-and-feel of the OLQR on the new DOP Website. The OLQR is no longer available to access directly while in an HRMS transaction; however DOP surveys of agency HR and payroll staff that use the system showed that this feature was rarely used. The new OLQR will make posting and updating materials faster and easier. User Procedures and HRMS Reports are available in both Word and PDF format; Job Aids are available in PowerPoint and PDF. This allows you to save these documents and make changes for your own business processes if you wish. Course manuals are available in PDF format. Functional Areas and Roles provide a one-stop shopping to all materials for a particular area or role. Patty encouraged the audience to use the Glossary as it may answer questions. Please report any OLQR errors to the DOP Help Desk.

Handouts: [OLQR](#)

6. LNI Quarterly Reporting System / Trend Reports & Costs Analysis

Sandra Craypo (LNI) presented information on the final phase of the LNI Quarterly Reporting System, including “feature” updates such as sorting, filing status, and save and complete later. The amended report request lets you request updates to your account manager by hours or gross payroll. This is an overnight process which goes to your account manager for review, but to complete the amended report you must follow additional instructions on the screen.

Trend reports were discussed; the data is stored and the day after you request your data you can choose reports you want to view. They all have an export option to Word or Excel, and you can print the reports as well. Data is available for seven days from the last time you accessed the information. Use the Cost Analysis Calculator to compare avoided claim cost to additional premiums. User Guides and FAQ are on the LNI Website at www.Lni.wa.gov/ORLI/LoGon.asp.

Handouts: [LNI Quarterly Reporting System & Trend Reports/Cost Analysis Calculator](#)
(Continue clicking after the first “Questions?” slide to view the entire slideshow)

7. CATS Display Working Times (CATS_DA) and Wage Type Reporter (PC00_M99_CWTR)

Patty Peterson (DOP) presented information on how these two reports can be used to get data for actual hours worked (although CATS_DA may not be useful for all agencies). Note that the Wage Type Reporter does lots of things, but at this meeting, the focus is on how HR can find actual hours worked.

*DOP has since established two statewide variants for the **Wage Type Reporter: SWV HRS PT1 and SWV HRS PT2**. Refer to HRMS Communication sent April 27 **Additional Guidance in Determining Part-Time Hours for Seniority Purposes**.*