Personnel/Payroll Association (PPA) Meeting – May 28, 2009 *(Rev2)*

Click here for the May 28 PPA Agenda: [PPA Agenda May 28, 2009]
Click here for the May 28 PPA Meeting PowerPoint: [PPA PowerPoint May 28, 2009]

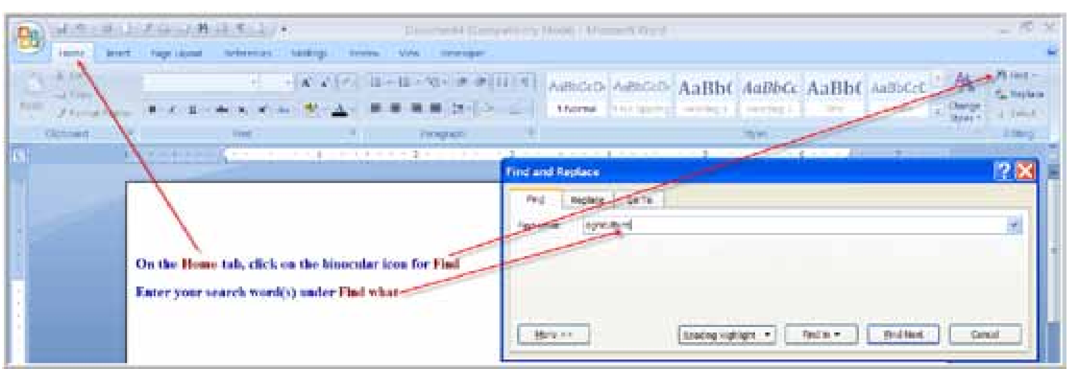
PPA Chair, Wendy Harris (ATG), opened the meeting. Thank you to Dept. of Agriculture for collating handouts, Steve Ketelsen (OFM) for running microphones, Jason Gordon (DSHS) for taking meeting notes.

1. PPA Meeting Review (Parking Lot)

- (March) Reviewed roles assigned to the CATS_DA transaction – see Page 2 of the PowerPoint.
- (January) April 27, 2009 HRMS Communication regarding additional instructions for determining part-time hours for seniority purposes.

2. DOP Update

- Agency Contact List – you wanted to be able to sort this list, which is used to get names, e-mail addresses, and/or phone numbers for HR and Payroll offices so that you can coordinate when an employee is moving between agencies. The list is in order by Business or Personnel Area. If you don't know an agency's Business or Personnel Area NUMBER, you might have trouble finding it. DOP is working on redoing the list, but in the meantime here are two things that might help.
    - "Find" Feature - you can always use the "FIND" feature to look for an agency, or even someone's name. Click on the "binoculars" icon in the Ribbon, and type in what you're looking for (e.g., Agriculture) and click Enter or "FIND NEXT." Be aware that some agencies are listed by acronym, so you may not always find what you're looking for in this manner.



- Personnel Area Cross Reference – DOP also created a new resource called the Personnel Area Cross Reference, on the Agency Contact List page. This is a simple list containing only the Agency Name and Personnel Area so you can quickly find what you're looking for, and then use the Agency Contact List to get the contact information you need, if you wish.

Reminder – the Agency Contact List is only as good as the information you provide, so please take a minute to check the information for your agency, and if updates are needed, contact the DOP Help Desk.

- PPA Agenda Master List - have you ever thought "I know they presented information on *"How to Change the Color Scheme in HRMS"* but when was that? Previously you would have to open up all the PPA Agendas or Minutes (or call the Help Desk). Now you can use the PPA Agenda Master List to more quickly find the information you're looking for! After the Table of Contents, agenda items are arranged with the most current at the top. Browse by Feature (maybe you remember it was an OFM Update, a vendor presentation, etc.), by Topic, or maybe you recall who presented it. Notice the "Bonus" for March – these are extra bits and pieces included in the Minutes - either from previous meetings, updates to what was handed out, or additional information that might be of interest to you. When you've found what you're looking for, click on the date on the left to take you directly to the Minutes for that month.
- HRMS Decentralized Role Definition Handbook - the PPA Cross-Agency Reporting Workgroup has been working very hard to bring you in-depth information on HRMS reports. Today, you'll learn more about the Payroll Journal and the two Flexible Employee Data Reports, including **what roles have access to the reports**. DOP is aware that there are known discrepancies in the HRMS Decentralized Role Definition Handbook, and is working to update this resource for those known differences. DOP will be doing a complete review of the Handbook at a later date, and let you as the work progresses. In the meantime, if you have questions about roles or access, please contact your agency security administrator or the Help Desk.
- New Retro Solution - DOP is going to be providing a solution to prevent accidental retroactive payroll recalculations beyond six months, although you will absolutely be able to override it if you wish. This is simply a safeguard to protect both you and the system from unwanted retros. Perhaps you forgot to change an effective date, or did a "Copy." As of July 1, we will have had seventy-two payroll periods (and actually more than that for Group 1), so that's a lot of payrolls to retro back into, particularly if that's not what you really meant to do! DOP gets twelve to fifteen tickets every month involving these types of accidental retros. When established, if an activity will kick off a retro more than six months back (and that's a "rolling" six months), you will get a warning which won't allow you to Save, in order to give you the opportunity to go ahead with the override action, or back out. DOP will be establishing the six month rolling date (which will always be the 1st day of a pay period) on Infotype 0003 in the Payroll/Retroactive Accounting window area;

however if you already have, or establish in the future, a different date, they will not override your input. There are a few more exceptions which they'll let you know about soon. This retro solution has been approved by the Cross Agency Functional Team (see the Change Management page) and will be implemented sometime in July. DOP will be providing a lot more information and communications on this in June.

- Job Seeker Support Location Change - on June 15th, the job seeker support center located at 600 South Franklin will be moved to the DOP building located at 521 Capitol Way South. DOP will continue to provide phone and in-person support to job seekers and state employees impacted by layoff. The new location includes a computer lab where job seekers can search and apply for state jobs. More information can be found here: **http://www.dop.wa.gov/recruitment/JobSeekerServices/Pages/JobSeekerSupport.aspx**

- DOP Help Desk Functions to Merge - DOP is merging two customer service functions. Beginning in July, customer support for HRMS (as well as other DOP systems) and job seeker support will now be handled by a single customer support team. The Help Desk and job seeker support phone numbers will remain the same, but calls will be routed to a single call center. DOP asks for your support and patience as they train staff and make this transition.

  The current help desk staff (Robin McCord, LaQuira Perez and Carina Benavente) will be temporarily assigned to the call center to assist with knowledge transfer. After a transition period of six months, they will take their talents to a new role in Information Services.

  The current job seeker support team (Ilene York, Tracey Simpson, Heidi Enfinger, Jennifer Jackson, Heather Blankenship along with Joe Burgess are excited to learn more about HRMS and expand their support services.

3. Reporting

Payroll Journal ZHR_RPTPYN33:

The *Payroll Journal ZHR_RPTPYN33* is the custom report supported by DOP. It should be used for finished products, for proactive responses to retros, and to look at deductions. It clearly states the retros that need to be researched or verified. The N33 can be broken down into different pieces. It can give information about things that need to be cleaned up. The data is also stable after payroll runs. The N33 should be run on Day 3 and can be broken down by areas when used by large agencies. When a retro occurs that you are not expecting or aware of, check your payroll batch, check your actions from HR, and review payroll actions processed. If something is unexplained, run a Logged Changes in Infotype Data S_AHR_61016380 or a CATS_DA. For proactive review, the N33 can be used for verification of deductions, and to see if there were extremely high deductions for an employee, or no deductions on an employee who should have deductions. The N33 is used for payroll certification. The last page of the report should be signed and dated. It shouldn't be certified until Day 4 due to possible changes. The N33 is used for internal control by management reviewing for “reasonableness” which supports separation of duties. If the N33 isn't used, errors might not be found before payroll exit, overpayments may not be identified, and retros may not be verified.

There is another Payroll Journal *S_ALR_87014259* report available in HRMS. This is a standard, delivered SAP report and has not been configured by DOP, is not supported by DOP, and the data extracted by the report has not been analyzed by DOP. If you are confident that you have an understanding of the data in this report, by all means, you may use the report, but with the caveat that it is not a DOP-supported report. The DOP Help Desk is **not** a resource for questions about this report.

Handout: Karen Conley (DSHS) shared their procedure for working with the N33 for payroll certification: Payroll Journal ZHR_RPTPYN33 Overview

Flexible Employee Data Report ZHR_RPTPAN02
Flexible Employee Data S_AHR_61016362

There are two reports. The S_AHR_61016362 is the SAP standard reports and the ZHR_RPTPAN02 is the customized report, but both reports are supported by DOP. Use these reports between payrolls to clean up data prior to busy cut-off dates, and can be exported to Access or Excel. They give a snapshot of data for the date they are run. You can divide the reports into groups by Org or Personnel Area to make the report more manageable. Statewide variants are available. See the Statewide Variant List on the DOP website.

Handouts: HRMS Reporting Workgroup

If you have questions or comments about reports in the OLQR, please contact the DOP Help Desk.

The next workgroup is 035 Reconciliation – if you are interested in participating in this workgroup, contact Wendy Harris, ATG.

4. Separations

Separations will be covered over the course of the next four to five PPA Meetings.

Handouts: Separations Outline – this is a DRAFT outline of topics expected to be discussed at future PPA Meetings, and is subject to change.
Separations PowerPoint - Overview

5. Separations - COBRA, COBRA Subsidy including Billing Process, PAY1, and Mailing Address

Amy Corrigan (HCA) talked about COBRA and the COBRA Subsidy. Employees who lose eligibility for PEBB coverage have options for continuing coverage based on specific eligibility described in PEBB rules. The options are COBRA, Leave Without Pay/Self-Pay Coverage, and PEBB Retiree Coverage. Employees who are eligible for COBRA will be eligible for 18 months at Self-pay rates. Employees who are eligible for Leave Without Pay/Self-Pay will be eligible for 29 months. This also includes Life Insurance. For Retiree coverage eligible employees may use continuation of coverage to bridge to retirement.

Retirees are not covered for COBRA subsidy. Employees and dependents who lose coverage due to involuntary separation, between 09/01/08 and 12/31/09 are eligible for Cobra subsidy. Employees must have been enrolled one day before termination. They can also not have access to other group health coverage.

Employees who are eligible for COBRA subsidy can change plans but the new plan has to cost the same or less than the old one. HCA notified employees who were separated between September 2008 and February 2009. The letters are also available on the Perspay website. The letters are not to give to employees. HCA will send letters to separated employees.

Q: If separated in December 2009, do employees get nine months of coverage?

A: If separated in November 2009, then yes they get coverage for nine months. Waiting for response from Federal government for separations in December 2009, because employees are covered until December 31, 2009.

Amy gave instructions on how to key in Pay1 when an employee is terminated and how to key if employees are involuntary terminated or not. If Pay1 locks up when trying to key, log out and log back in again. If the wrong qualify reason is keyed on accident, send a FUZE to PEBB requesting qualify reason to be changed. HCA will make the decisions regarding eligibility for the subsidy. Employees have 60 days from the date of the letter being sent to employee to enroll in COBRA.

HCA bills the agency and the agency will pay 65 percent of the premium. HCA will provide agencies with reports with former employees who are enrolled in COBRA. Agencies will receive a report only if a former employee qualifies, enrolls, and pays their 35 percent share.

Bills will include employees name and amount of the subsidy. The first billing will be mid-June and will include March, April, and May information.

OFM has additional information. See website for terminations eligible for subsidy.

Q: Can agencies get a list of possible employees for budget purposes?

A: It's not a budget issue. Per OFM, it is a temporary expenditure and will be moved to a receivable. OFM will be sending guidelines out next week.

The PAY1 A.01 screen has been changed to include mailing address. Be sure to confirm accuracy of mailing address as you carry out layoffs and terminations.

Q: Is the subsidy retroactive?

A: As far as we have determined, employees will get credit for nine months **going forward**.

Handout: Separations (HCA)

Parking Lot: How and when to update addresses in employee self service.

6. Layoff Reporting in Business Intelligence (BI)

Cherie Willdhide, DOP, presented layoff coding and new reports for agencies to monitor layoff activities. See slides 7-11 in the PPA PowerPoint May 28, 2009.

For employees who take furloughs, DRS is going to add LWOP back for retirement purposes. Use Absence Type 9041 if employees are on LWOP for budget purposes.

Handouts: Layoff Action Codes (note: there are multiple worksheets)
Layoff Activity Report
LWOP-RIF Activity Report

Q: Can the codes that shouldn't be used be blocked in HRMS?

A: No, if a code has been used, it can't be blocked or deleted due to historical information. However, they will be designated as ZDNU for "do not use."

Q: Is DRS going to expect contributions on LWOP dollars?

A: No, not for employer or employee.

7. Bonus

Bonus #1:
If you would like to be proactive about getting your employees to verify/update their addresses in Employee Self Service, here's a great sample e-mail to employees provided by Amy Auderer, DOP. She notes that the step-illustrated guide on the ESS site (link provided) addresses many of the issues brought up at today's meeting regarding US Postal Codes, etc. Thanks, Amy!

Employee Address

Bonus #2:
06/08/09: OFM sent an e-mail with information about accounting instructions for COBRA Subsidy Payments. Click here for the e-mail: Accounting Instructions for COBRA Subsidy Payments.

Please Help Us Improve Our PPA Meetings

Please fill out the Evaluation for the May 28 PPA Meeting. We hope to have the Evaluation available next month as a survey you can complete online. For this month's meeting, we ask that you either fill out this electronic form, save it to your desktop or drive, and e-mail it to Nadine Cummings (nadinec@dop.wa.gov) ***or*** if you wish to remain anonymous, you may print the form out and mail to:

Nadine Cummings, DOP/ISD
4224 6th Avenue SE, Lacey
Mailstop: 47580

PPA Meeting Evaluation Form – May 28, 2009