

Personnel/Payroll Association (PPA) Meeting – October 28, 2009

Click here for the October 28 PPA Agenda: [PPA Agenda October 28, 2009](#)

Steve Nielson, OFM, opened the meeting. Thank you, Department of Agriculture, for collating the handouts.

1. DOP Update

Nadine Cummings, DOP ISD, provided attendees with information on the following topics:

- Retro Date Exception Report ZHR_RPTPYN36.

We first told you about the HRMS Retroactive Solution back at the May PPA Meeting. This is a solution in HRMS to prevent accidental retroactive payroll recalculations beyond six months. Maybe you did a “Copy” but didn’t mean to. We’ve had a lot of payrolls since go-live and one accidental action could retro all the way back. This creates a lot of unnecessary processing which uses a lot of system resources. Think of this as a “speed bump” – it will be a red error, but you’ll be able to override it easily (you won’t have to contact the DOP Service Center).

While we are not implementing the solution until after the first of the year, we have created a Retro Date Exception Report ZHR_RPTPYN36 with a list of “exceptions” to the red error warning. Because we haven’t implemented the red error, there won’t be any data on the report. But we wanted to mention it to you now since you may see the report on your SAP Easy Access menu if you have a Payroll Supervisor or Payroll Analyst role, try to run it, and find a report with nothing on it. We’ll be giving you more information about the report and the solution in the next couple of months.

- HRMS Release Management

DOP implemented HRMS Release Management with the first “official” release October 29. We sent you a communication on October 16 that gave you information about release management, and included all the Change Requests we are planning for the October release. Release Management is bundled changes that all go in at once, much like the way Microsoft provides for Windows and Office products. Visit the [Change/Release Management](#) page on the DOP website for more information.

The major difference you might find with Release Management is that instead of changes going in all month (and communications coming out each week), the changes, communications, and instructions will all be coming to you in one monthly email. You will need to absorb the information all at once for those changes that affect your business processes. *Note: HRMS Communications*

for release exceptions or emergencies, or for events such as year-end, will continue to be sent to you as needed.

One enhancement as a result of the new process is that we have created a new page within the OLQR structure for all HRMS Communications, and they will be posted under functional areas such as Payroll, Benefits, and Org Management, as well as topics like Year-End and PPA. We'll also post some under multiple topics, like Payroll and Financial if it seems like they apply to more than one.

The reason we created the new page is since you won't get a separate email for each change we thought it would be more convenient to have the communications posted separately on the web to make them easier to find down the road. And being on the OLQR, there's the added bonus of the site-specific search engine – if you're looking for a communication and you remember it had a specific term in it, the engine will search only the OLQR and not the entire website.

We'll start with the October release communications and forward, but will be working in the coming months to populate the page with past communications as well.

- Year End Process – Changes

There are a few changes this year for the annual HRMS year-end process. You'll be hearing more about them in the coming weeks and months, but here are the basic details:

While we had many employee payroll redlines on the final payroll in December 2006 after go-live with the new system, the constant low level of redlines since then is because you have done such a great job avoiding issues and making sure your redlines all year are cleaned up. So this year, we will be following our normal Day 3 process, which is to briefly lock users out at noon, sending out the remaining payroll redlines, and bringing the system back up for final changes. Then the final payroll cycle for user updates will be completed by bringing the system down at the normal 6 pm time.

We will not be locking users out at 2 PM as we have in the past. We will also not be asking for contacts from each agency, to remain until 6 PM in case you do have a redline, and we will not be reaching out to individual agencies with redlines. Of course the DOP Service Center will be manned during normal business hours if you need help to get an employee paid. In the event you do have a redline that cannot be resolved for the final payroll, DOP and OFM have instructions for working through those.

We also won't be sending as many daily communications throughout the year-end process, but they will be timely and informative.

Another change is for manual adjustments (adjustments required to updated employees' W-2s and employers' 941 Quarterly Reports which can't be processed in HRMS). For example, the employee may no longer be active or there are over- or under- payments that cross calendar years.

The ISD Functional Team has been working with agencies for more than a year now, helping them to learn how to make these manual adjustments themselves. We are also working on more formal written instructions and hope to have them available soon. This year, it is the expectation that agencies will be doing their own manual adjustments, with whatever assistance you'll need from ISD. You'll be getting more information about this soon.

New Tax Reporter Role: We are working towards removing the transactions which allow you to create your agency's 941 Quarterly Reports to the IRS by running run Tax Reporter. Currently the transaction is included in a number of roles, like Payroll Processor, and not all payroll processors are, or should be, responsible for this task. Creating a new role for this function reduces the number of users who can and should perform these tasks and reduces the potential for errors.

You should start identifying your staff who have tax reporting responsibility for assignment of the new role. Follow your normal process to have your agency security administrator assign the role to the appropriate staff. PU19 will be removed from all other roles late December. The training for this role is being developed now. We will be sending more information and reminders about this important transition.

2. Wage Type 3101 Retros

Steve Nielson and Steve Ketelsen, OFM, presented information for potential manual JVs for Wage Type 3101 retros. The GL Account for this Wage Type changed from 5199 to 1324 effective with the 8/25/09 payroll (09 16). Retroactive actions to prior pay period will still go to GL5199. This means you will need to manually move amounts between 5199 and 1324 in AFRS.

Click here for more information: [WT 3101 Accounting Changes](#)

3. Federal Reporting – Identifying Employees Out Of Balance

Nadine Cummings, DOP, presented information on finding employees out of balance for federal reporting due to employer and employee amounts not being equal, or if the taxable wages and tax rate don't match. Out of balances should be identified and resolved prior to year end.

Click here for more information: [Federal Reporting – Identifying Employees Out Of Balance](#)

The next PPA Meeting will be November 20.