

**Payroll / Human Resources
User Group**

September 9th, 2010
1:00 PM



Payroll / Human Resources User Group Agenda

- Favorites Menu
- Address Book Record Definition
- Employee Lookup
- LMS Update
- Benefits / Wellness Update
- Payroll Items

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Announcements

Introduction of Michael Keays

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Favorites Menu & Customized Grids

Julie Perez

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Favorites Menu & Customized Grids

Favorites & Customized Grids

- Menu Favorite can be used to make regularly used programs readily available
- Customized Grids can be used to reformat grids to view specific details and reduce scrolling to the right
- Training Guide: System Basics

If you encounter issues using either Favorites or an application with a Customized Grid, access the application through the appropriate menu path and/or delete the customized grid.



Address Book Record Definition

Julie Perez

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Address Book Record Definition

Address Book Record Definitions (Excerpt)

Search Type	Description
V – Vendor	Create a Purchase Order Send payment to the vendor (if Supplier accounts receivable department has the same mailing address as the PO Department)
PP – Payee	Send Vendor Payments if different than PO or Supplier Address All ACH/Electronic Fund Transfers (excluding Search Type “VP”) payments
N – Non-Employee	Board or Commission Member – Reimbursements made through the Accounts Payable module System User (requires E1 User ID through E1 Security), includes consultants and contractors
E – Employee	Individuals employed by the State of Nebraska Employee Master exists and payment through Payroll



Address Book Record Definition

Address Book Record Definitions

- Training Guide: Address Book
- [Address Book Search Type Descriptions](#)



Address Book Record Definition

N Address Book Record Definition

- Board & Commission Members
 - Defined as any board or commission member not reimbursed through payroll serving the State of Nebraska.
 - Regardless of statutory definition this will always be a Search Type N in EnterpriseOne.
 - Direct Deposit Information Form must be completed.
- Existing PP address book records will be need to be “cleaned up” and migrated to N records.



Employee Lookup

Julie Perez

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Employee Lookup

E-mail Announcements: Updated "Entering Employee Records" Training Guide (posted 8/4/2010)

We are currently experiencing many duplicate employee records being established in EnterpriseOne. This is a reminder to utilize the Employee Look-Up program when setting-up a new employee for your Agency, Board or Commission.

Training Guide contains steps for Employee Look-up:

Lesson 1: Employee Management: [Entering Employee Records](#)



Employee Lookup

If the Employee will be new to your Agency, but is currently or has been an employee of another Agency, the Business Unit contains a Business Unit of the "owning" agency. An Employee Master already exists if there is an Employee or Ex-employee Address Book record

This Address Book record is the one you should use for the employee.



LMS Update

Cindy DeCoster



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Benefits / Wellness Update

Paula Fankhauser



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Benefits / Wellness Update

Key Findings – Outcomes
(Plan Year 1/Plan Year 2 Health Assessment Comparison)

- Statistically significant improvements were seen in the following high risk factors:
 - Physical Activity
 - Vegetable & Fruit
 - Tobacco
 - Depression
- Physical activity was the area with the largest percentage improvement:
 - 36.8% were at high risk in Plan Year 1
 - 25.5% were at high risk in Plan Year 2
- The average number of high risks significantly reduced from Plan Year 1 to Plan Year 2 (1.55 high risks in Plan Year 1; 1.41 high risks in Plan Year 2).
- The percentage at low risk status (0-2 high risks) increased from:
 - 78.4% in Plan Year 1
 - 81.9% in Plan Year 2



Benefits / Wellness Update

Key Findings – Program Outcomes (continued)

- EMPOWERED Health Coaching: Individuals who enrolled in EMPOWERED and completed the program had the greatest risk reduction, including those with 5+ high risks.
- Condition Management Coaching: Several clinical and lifestyle improvements were seen among the following areas:
 - Diabetes
 - Heart Disease (Heart Failure and Coronary Artery Disease)
 - Asthma
 - Back Pain
- Walk This Way: This program significantly contributed to participants increasing their level of physical activity. 803,049 total miles (32+ times around world) were logged at completion of the program.
- Preventive and Chronic Care Reminders: Total preventive screening adherence has increased by 18%.



Benefits / Wellness Update

Early Detection is Key!

Colorectal Cancer Screening Outcomes (n = 796 screened; 80% were first timers)

- 264 cases of benign polyps were found
- 2 early stage cancer cases detected
- 7 diagnosed with colorectal cancer

Cervical Cancer Screening Outcomes (n = 1,991 screened; 60% were first timers)

- 14 pre-cancerous cases detected
- 2 stage 0 cases detected ("carcinoma in situ"; highly treatable)

Breast Cancer Screening Outcomes (n = 1,332 screened; 54% were first timers)

- 9 benign tumors were found
- 2 early stage cancer cases detected
- 7 diagnosed with breast cancer

Other Screening Outcomes

- 282 new hyperlipidemia (high cholesterol) cases diagnosed
- 258 new hypertension (high blood pressure) cases diagnosed
- 150 new diabetic cases diagnosed
- 41 new diabetic retinopathy cases diagnosed

On-site Biometric Screening Outcomes (n = 3,028 surveys completed)

- 10% were not aware of any health risk findings prior to attending screening
- 46% were not aware of some health risk findings prior to attending screening



Benefits / Wellness Update

New Hire Process

- Wellness & Benefits runs new hire report
- Covered employee and spouse (if applicable) receive home mailing with:
 - Log-in information for covered EE and SP
 - Instructions to complete Health Assessment within 15 days for those enrolled in Wellness PPO
 - Both covered EE and SP must complete Health Assessment to qualify for the current plan year's Wellness PPO
- Wellness & Benefits will notify HR for those who don't complete Health Assessment to default to Regular PPO

Agency HR efforts to communicate this within their new hire process is VERY MUCH appreciated!



Payroll Items

Syl Luhring

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Questions & Answers

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