Payroll / Human Resources User Group

November 2nd, 2010
8:30 AM

NEBRASKA AdministrativeServices

Payroll / Human Resources User Group Agenda

- Data Integrity Reports
- Savings Bonds
- Electronic W-2s
- Payroll Schedules
- Starting / Stopping Benefits
- Time & Pay History Detail Report
- Benefits / Wellness Update
- Talent / Learning Management System Update

Announcements

- Name of System
- All In One Day Meetings
- Specifics On Presentation Requests

Data Integrity Reports

Syl Luhring

Data Integrity Reports

- Problems with Service Dates
  - Original Hire Date – first date hired at State
  - Last Start Date - date started for current agency
  - Adjusted Service Date - adjusted OSD based on amount of Non-service time incurred by employee

- For assistance in calculating the Adjusted Service Date, refer to the training manual, Lesson 1, third topic down
  - Adjusted State Service Date Spreadsheet
  - http://www.das.state.ne.us/nis/training_manuals/hrp/index.html

Savings Bonds

Syl Luhring

Savings Bonds

- **Payroll Participant Webcast**
- This 30-minute webcast is designed to answer your participants' questions about TreasuryDirect and investing in Treasury securities. They'll learn about:
  - The wide variety of Treasury securities available for purchase
  - Opening a TreasuryDirect account and navigating the system
  - Using payroll direct deposit to fund their TreasuryDirect accounts
  - Making purchases and redeeming securities
- Your plan participants can view this webcast online at http://www.treasurydirect.gov/indiv/myaccount/myaccount_treasurydirect.htm

- Payroll deduction for savings bonds will no longer be an option
- State Accounting will disable the benefit codes for purchase of Savings Bonds through payroll deduction.
- Employees will still have the option to purchase savings bonds by setting up an account with Treasury Direct.
- Payment for the purchases can be made using the Auto Deposit side of payroll.
- The link to the Treasury Direct website is www.treasurydirect.gov
- Mike McCrory has sent a notice to all HR contacts regarding this issue on August 24th.

Electronic W-2s

Syl Luhring

Electronic W-2s

- Option to print electronic version of W-2 will again be available in October.
- Those who elected the option during OE are still ok.
- The process is similar to printing the pay stub.
  - Printing of the E-W2 can be accomplished by logging into E1 and selecting Self Service from the menu followed by choosing the W2 option from the menu.
- Employees will have the option available until mid December (15th) when the option will be blocked to process the file and print forms for those who still want a printed copy.
- E-W2 will be available shortly after the new year, as soon as the file can be processed.
- Printed forms will take longer and will most likely be available during the last week of January or by the 31st for sure.
- Following the blackout period (January) the electronic option will be made available again for the 2011 tax year.

Payroll Schedules

Syl Luhring

Payroll Schedules

- The new schedules are out on the website
- Item of note –
  - New Year's day is observed in December this year instead of January as usual.
    - Monthly payroll will be effected.

Enrolling an Employee with Eligibility

Cyril Joppa

Review Training Guides (Click Here)

For additional assistance contact the Help Desk

1-800-982-2468

Enrolling An Employee With Eligibility

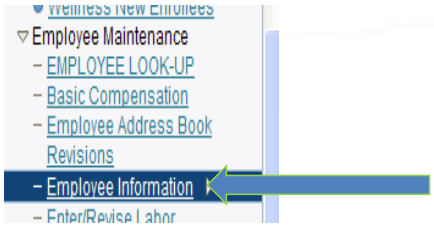
To enroll an employee in benefit plans that have eligibility requirement, you should always use the enrollment with eligibility feature.

ONLY those plans that do not require eligibility requirements , example Zoo memberships will be entered using the Terminate Override screen.

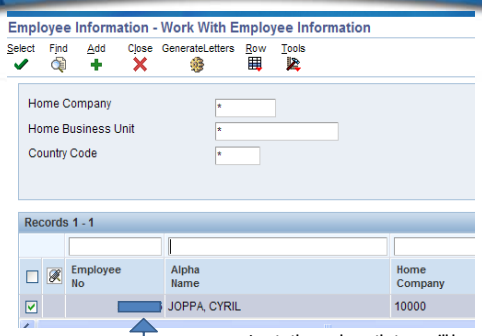
We are going to review the one step that continues to be overlooked when using the Enrollment with Eligibility window.

To use the enrollment with eligibility enrollment process the first step you must enter the Enrollment Effective Date field on the Employee Maintenance screens.

Enrolling An Employee With Eligibility

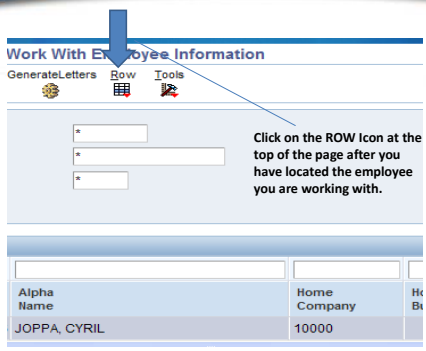


Enrolling An Employee With Eligibility



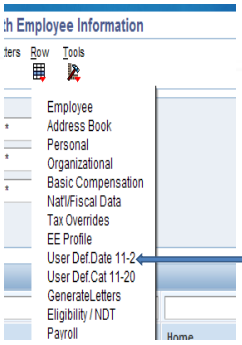
Locate the employee that you will be working with benefits on the Employee Information window

Enrolling An Employee With Eligibility



Click on the ROW Icon at the top of the page after you have located the employee you are working with.

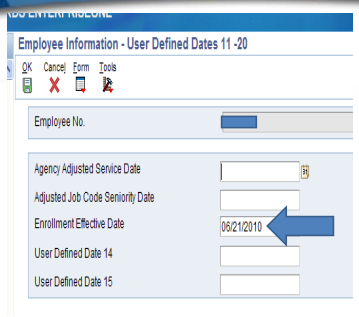
Enrolling An Employee With Eligibility



The list of options will open up when you click on the Row Icon.

Click on USER DEF.DATE 11-2 (11-20)

Enrolling An Employee With Eligibility



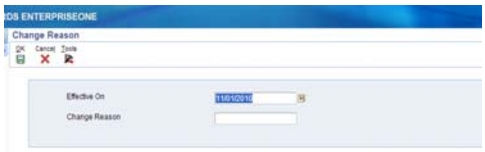
In order for the Enrollment with Eligibility to pick up the correct start date you must enter the first day of the pay period you want the new benefit/benefit changes to to start.

The date will be entered on the line next to the Enrollment Effective Date

When you are done click on the OK Icon at the top to exit the page

Enrolling An Employee With Eligibility

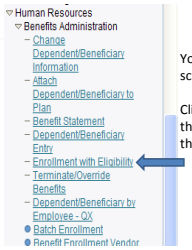
The Change Reason window will then automatically open and you will put the Change Reason from the drop down list using the visual assist icon.



Once you have chosen the correct change reason, click on the OK icon at the top of the page to save and exit.

You should be directed back to the Employee Information- Work with Employee Information screen . You can then click the Close icon at the top of the page to exit.

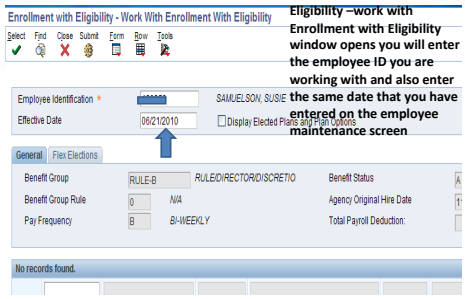
Enrolling An Employee With Eligibility



You then can use the Enrollment with Eligibility screen to make your benefit adds or changes.

Click on the Enrollment with Eligibility located in the list of menu items under Human Resources then Benefits Administration.

Enrolling An Employee With Eligibility



When the Enrollment with Eligibility –work with Enrollment with Eligibility window opens you will enter the employee ID you are working with and also enter the same date that you have entered on the employee maintenance screen

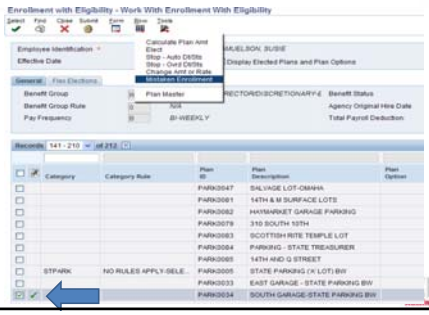
Enrolling An Employee With Eligibility

To continue to elect your coverage's you will then click on the Find Icon on the top of the page and all benefits attached to the Employees Benefit group will populate.

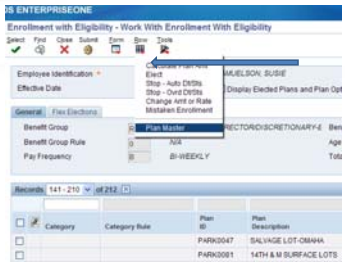
If you need to review the remaining process of electing/changing benefits on the Enrollment with Eligibility screen please review the Training Guide available on the EDGE website regarding Enrolling and Employee with Eligibility.

Enrolling An Employee With Eligibility

If you are terminating a coverage or you are changing benefit plans for an employee you locate the plan that you are ending then place a check mark in the box on the row the benefit is listed.



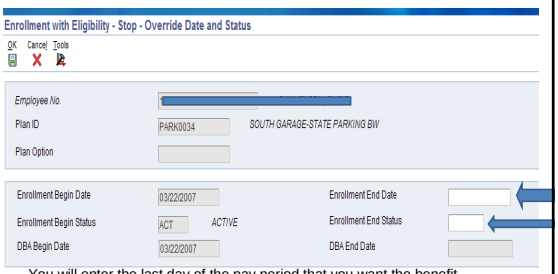
Enrolling An Employee With Eligibility



To end the benefit you will click on the Row Icon at the top of the page and the drop down list will open. You will click on the STOP – Ovrd Dt/Sts

Enrolling An Employee With Eligibility

The following window will automatically open up……



You will enter the last day of the pay period that you want the benefit to stop in the Enrollment End Date box and in the Enrollment End Status box you will input the code reason.

Enrolling An Employee With Eligibility

If you are changing plan enrollments you can elect the plan the employee is changing to after you do the end enrollment in the old plan before you leave the Enrollment with Eligibility screen.

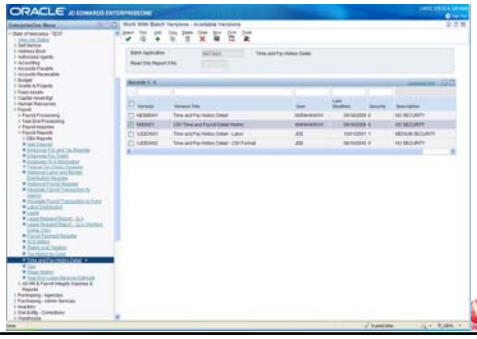
REMINDER in order to elect the new coverage correctly you must have entered the enrollment date in the employee maintenance screen that was previewed earlier in this slide presentation.

Time & Pay History Detail Report

Steve Lortz

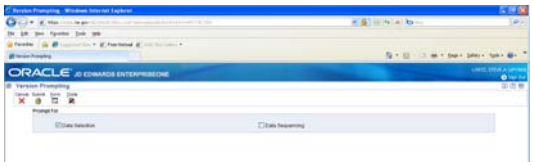
Time & Pay History Detail Report

Menu path – Payroll > Payroll Reports > Time and Pay History Detail
Choose Version NIS0001, and click Select.

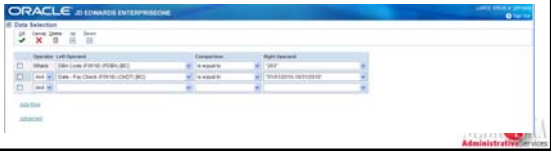


Time & Pay History Detail Report

Click the Data Selection box and click Submit.



Select on DBA Code 263 and a range of check dates.

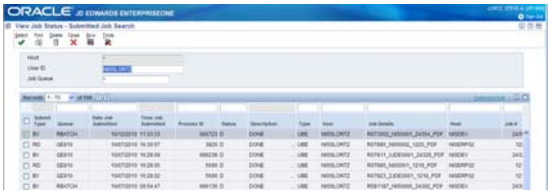


Time & Pay History Detail Report

Processing Options do not need to be changed. Click OK.

Time & Pay History Detail Report

Find job R073002 on your Submitted Jobs. Choose 'View CSV' from the Row Exit.



Time & Pay History Detail Report

Report is displayed in a spreadsheet format, which can then be sorted and formatted to suit your needs. Dollar savings can be obtained by creating a formula that multiplies the hours recorded times the employee's hourly rate of pay.

R073002					STATE OF NEBRASKA				
NIS0001									
					Time and Pay History Detail				
	3123100	OFFICE OF THE CLERK						Labor	
Work Date	Employee Number	Employee Name	Pay Type	Hours	Account Number	Subledger	Hourly Rate	Gross	Job Code
3/31/2010	107065	JONES, SUSIE	263	8	3123100.5111		26.149	**209.192**	N10220
OFFICE OF THE CLERK				8					
	27227040	SERVICE & SUPPORT						Labor	
Work Date	Employee Number	Employee Name	Pay Type	Hours	Account Number	Subledger	Hourly Rate	Gross	Job Code
8/13/2010	107022	SMITTS, JAMES	263	4	27227040.5111	613	19.895	**79.58**	M84624
8/16/2010	107022	SMITTS, JAMES	263	4	27227040.5111	613	19.895	**79.58**	M84624
9/24/2010	107022	SMITTS, JAMES	263	4	27227040.5111	613	19.895	**79.58**	M84624
SERVICE & SUPPORT				12				**238.74**	
	64901007	INVEST SERVICES						Labor	
Work Date	Employee Number	Employee Name	Pay Type	Hours	Account Number	Subledger	Hourly Rate	Gross	Job Code
8/30/2010	107048	O'NEIL, PAUL	263	8	64901007.5111		13.471	**107.768**	S53820
INVEST SERVICES				8					
	Grand Total			28				**794.44**	

Benefits / Wellness Update

Mike Wanetka

State of Nebraska

Wellness Preliminary Outcomes
for the plan year
July 1, 2009 – June 30, 2010

Wellness Numbers

	Current Year	Prior Year
• Employees in a States Health Plan	13,683	13,937
• Employees in the Wellness PPO	3,595	3,364
• Total engaged in a Wellness Program	5,930	4,148
– Current Year		
• Employees 4,418		
• Spouses 1,512		
• Employees in the Walking Program	4,020	2,540
– Current Year		
• Employees 2,983		
• Spouses 1,037		
• Employees in a coaching program	3,185	2,709
– Current Year		
• Employees 2,417		
• Spouses 768		

Lifestyle Outcomes

- 11.3% improvements in Physical Activity
- Preventative Screenings
  - The number of preventative screenings increase from 4,160 to 13,742…230% increase
  - Individuals getting screenings increase 19.1%
  - 1 in 12 screenings resulted in a new diagnosis
- Obesity needs more attention…increased 3.3%

Condition Management Outcomes

- 68 Smokers quit Smoking
- 257 new cases of early stage cancer conditions was detected
- 10 new cases were diagnosed with late stage cancer
- Other conditions diagnosed from preventive screening:
  - 288 new high cholesterol cases diagnosed
  - 218 new high blood pressure cases diagnosed
  - 191 new diabetic cases diagnosed

Cancer Outcomes

- Cancers detected through Preventative Screenings
  - Colorectal Cancer Screening Outcomes
    - 211 early stage cancer cases detected
    - 4 diagnosed with colorectal cancer
  - Cervical Cancer Screening Outcomes
    - 40 pre-cancerous cases detected
    - 0 early stage cancer cases detected
  - Breast Cancer Screening Outcomes
    - 6 early stage cancer cases detected
    - 6 diagnosed with breast cancer

National Average Cost Estimates

Total savings in productivity and direct medical costs

- Quit Smoking Saves $3,400 per person
- Colorectal Cancer
  - vs. Avoidance costs $2,061 per case per yr
  - Late Stage costs $119,500 per case per yr
- Cervical Cancer
  - vs. Avoidance costs $3,469 per case per yr
  - Late Stage costs $136,234 per case per yr
- Breast Cancer
  - vs. Early Detection costs $40,317 per case per yr
  - Late Stage costs $116,595 per case per yr

"Avoidance costs" – the cost to find and treat a pre-cancerous diagnosis conditions

"Late Stage costs" – the cost to find and treat a cancerous diagnosis detected once the condition has manifested

Talent / Learning Management System

Cindy DeCoster & Charles Roberson

Questions & Answers