

Payroll / Human Resources User Group

March 24th, 2011
1:00 PM



Payroll / Human Resources User Group Agenda Items

- Data Integrity Reports
- Leave Balance Rollover
- W-2 Electronic Selection
- Pension Field Entry
- WeTravel Vacation Savings Plans
- HR Guide / Open Enrollment
- Wellness Briefing
- TMS Update

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Announcements

Constant Contact

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Data Integrity Report

Syl Luhring



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Data Integrity Report

- 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

Employee Benefit Status	A	ACTIVE
Benefit Group	RULE-B	RULEDIRECTOR/SECRETARY-800
AS Service Date	11/01/2008	
Original Hire Date	07/17/2008	Last Start Date
Leave Begin Date		Leave End Date
Expected Recall Date		Termination Date
Date Pay Starts	03/13/2008	Date Pay Stops
Data Protection Standards	Upon Termination	



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Data Integrity Report

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



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Data Integrity Report

- Terminating Information
 - Be sure status is changed (T r/t A)
 - Check for term date
- Tax Override
 - Exemptions for State and Federal must be the same number.
 - If changing the status from a W-4 (example Married to Single for higher rate) change ALL 4 boxes on the National Fiscal Data screen

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Leave Balance Rollover

Syl Luhring

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Leave Balance Rollover

- Occurs before the first payroll of the year – usually the last week of the current year.
- Roll back sick leave as prescribed in the Contract and Rules.
- Vacation rollback is up to agency. Most do right away but still some who wait to do so.
- Allowed to carry over 280 hours.
- Check balances and adjust by March 31st.
- Review of the balances will start April 1st agencies will be contacted and adjustments made

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Electronic W-2s
Syl Luhring

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Electronic W-2s

- Over 6200 selected the electronic version
- If chose electronic for 2010, will not have to re-select this year.
- More opportunities this year to sign up beginning with the upcoming Open Enrollment event.
- Better and easier printing process for 2011

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Pension Field Entry
Syl Luhring

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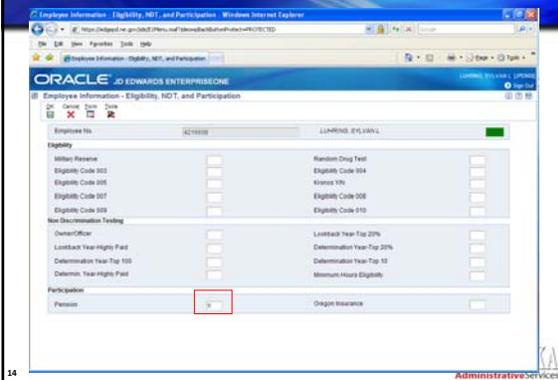
Pension Field Entry

- W-2 calls - pension Box not checked
- Located on Employee Master – under the Eligibility/NDT screen at very bottom in the Participation section.
- All employees are enrolled into the plan if working more than half time. Enter a “Y” in this box.

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Pension Field Entry



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WeTravel Vacation Savings Plans

Stacey Dvorak

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WeTravel Vacation Savings Plans

- Employees are to enroll at the WeSave web site. www.wesave.com
- State Accounting will receive a list of new enrollments each month and will set the employee up in E1 for payroll deduction.
- **Questions?** Please contact WeSave's Customer Service at 866-987-2833 or via email at help@wesave.com
- For information concerning the employee discount program, please contact Stacey Dvorak at stacey.dvorak@nebraska.gov.

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HR Guide / Open Enrollment

Cyril Joppa & Susie Samuelson

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HR Guide / Open Enrollment



HR/Payroll Guide

2011-2012 Plan Year
Open Enrollment

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HR Guide / Open Enrollment

OPEN ENROLLMENT

BEGINS: May 2, 2011, 7:00 a.m. Central Time

ENDS: MAY 20, 2011, 5:00 p.m. Central Time

Effective Date of Benefits: July 1, 2011

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BENEFIT GROUPS

Prior to April 23, 2011- All Employee Benefit Groups in your agency must be reviewed and/or changed to the appropriate employee's Benefit Group in order for July 1, 2011 enrollment elections to process correctly.

DO NOT CHANGE ANY EMPLOYEE FROM A WELLNESS BENEFIT GROUP

Again this year, employees who qualified to elect Wellness PPO will have their Benefit Group changed to a Wellness Benefit Group by a programmer during the time period of April 11th through April 22nd. These changes will be completed prior to the Work File Build weekend. This ensures that employees who go through the Open Enrollment election process and have completed all the steps to qualify for the Wellness PPO will see that option on the Medical election screen during open enrollment. If the employee has not met the steps, he or she will not see the Wellness PPO option when they proceed through the Open Enrollment process. If the employee does not see the Wellness PPO option and believes he or she should have the option available to them, they should contact the State Employee Wellness and Benefits office 402-471-4443 to verify their eligibility.

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Benefit Groups continued:

The Wellness Benefit groups will be more user friendly to Human Resource employees when changes have to be made to any of their employee's other plans or deductions. Each Wellness Benefit Group has been built to include all plans associated with their previous benefit groups. (example Deferred Comp, leaves etc.) If for some reason you do not see a plan that you need to change on a employee, call Susie Samuelson at 471-3315 and she will make the correction to the Benefit Group.

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QUESTIONS AND CONCERNS RECEIVED AFTER LAST YEAR'S OPEN ENROLLMENT

"Why must I hold on to the employee address changes after the weekend the work file is built until Open Enrollment records are uploaded to live tables?"

The Work File build in Enterprise One captures the employees information like a camera captures a photo. The information remains exactly as it was captured. If an employee moves during this time period or has a name change, they give the updated information to the Human Resource employee to make changes. If the HR employee makes those changes in Enterprise One, the changes are lost once the captured information that is being held in the Open Enrollment program is uploaded or restored to live tables. Any changes made in Enterprise One will not transfer during the Open Enrollment process. Therefore the changes will be overwritten during the Work File build. That is why any address changes or name changes must be held until the upload to live tables is complete. This year starting on May 23, 2011 the name and address changes can be made in the system.



Horizontal lines for notes

HR Guide / Open Enrollment

"On Lockout Period 1, just wondering why these dates are being placed in the system so soon? The ending dates will not be until May 31 for monthly and during the month of June for the bi-weeklies. If agencies have changes to make to an employees DBA's between date DBA is stopped and end of plan year it causes problems with stopping old coverage and starting new coverage with the correct dates."

The open enrollment process in the Enterprise One system follows a sequential order. Due to the size of our organization we have to plan in advance as to when each process can be completed. The weekends need to correspond with off weeks for agency payroll to ensure the least amount of interference. The first process we do is the batch enrollment, which ends all the plans for the benefit year that will be coming to a close. The entire process takes 16+ hours to end the plans statewide. Once the weekend is over and the plans ended, the next two weeks is spent cleaning up employees who did not have their plans ended for one reason or another, starting the benefit group changing process and running reports to try to ensure each employee is in the correct benefit group prior to the work file build weekend. Clean up takes up to two weeks due to the size of our organization.



Horizontal lines for notes

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Questions continued:

The 2010/2011 benefit plans that will be ending have to have ending dates on their plans in every benefit group prior to the work file build weekend, so the plans that are open (without ending dates) populate the open enrollment program only.

This year like years past, the Human Resource employee will enter plan changes which will reactivate the plan that was ended during the Batch Enrollment process, enter the correct end date of the plan and add the new plan or deduction with the correct start date for their payroll. After the dependents have been added to any new started plan, they will put the end date for the current year on the plan.

If you have questions when doing a change during the Open Enrollment period contact Susie Samuelson 471-3315.



Horizontal lines for notes

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LIFE INSURANCE/LONG TERM DISABILITY

"If paper applications must be done it will be up to the agencies to catch if the changes the employee is making is subject to evidence of insurability? Why do we not include the life insurance /LTD changes in the system through the open enrollment process?"

Paper applications will be required for any employee who wants to make changes to his/her Life or LTD plan. When the Human Resources employee receives the paper application, they must check to see if there is a beneficiary change in name or percentage. There will be no option in the Open Enrollment process to make these changes. In the current system, there is no way to detect if an employee is moving up one level which does not require underwriting or moving up two or more levels, which does require underwriting.

If the employee is going up more than one level, requiring underwriting, the Human Resource employee should just move the employee up one level of coverage until Janet Hansen notifies the agency that the employee has been approved for the increased life insurance plan option. The change would be effective the first of the month following the date of the approval letter from Mutual of Omaha.



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"Any changes to your LTD coverage will require medical underwriting, does this also mean if you are changing to a lower benefit option or changing to a longer elimination period (which have NEVER required underwriting before) will require underwriting this year? And if yes, why?"

In the scenarios listed above, changing to a lower option or a longer elimination period will not require underwriting. However, the employee will still have to complete paper forms. If the employee is increasing their LTD benefit, evidence of insurability will have to be completed. The Human Resource employee will not make any changes to the employees LTD plan until Janet Hansen has notified him/her that the change can be made once the approval from the vendor is received. The change would be effective the first of the month following the date of the approval letter from MetLife.



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Questions continued:

"The HR Guide indicates that part-time employees will complete paper applications. When is the deadline that agencies have to enter information in the system?"

Human Resource employees can enter part time changes in the system any time during the open enrollment period. In order for the new plan information to be sent to the vendors on the first file with the Open Enrollment information, the entries should be done by 5:00 p.m. on Thursday, May 26, 2011. The first Open Enrollment file will be sent on Friday, May 27, 2011.

When entering part time changes in the system, the Human Resource employee will have to check the Benefit Group if the part time employee has elected the Wellness PPO. If their Benefit Group has not been changed to a Wellness Benefit Group, the HR contact will have to contact the employee to have them elect another medical plan option.



HR Guide / Open Enrollment

REMINDER: If your agency has an employee who leaves employment after he or she has gone through open enrollment and the Human Resource employee sees the elected plans once the update to live tables takes place. DO NOT DELETE those records. Please place a mistake in enrollment XME code when ending the plans using the same day the plan was active.

If you delete the records there is a chance the information could have been sent electronically to the vendor and if no one is aware there is plans to end the terminated employee will have coverage in the plans you deleted without paying premiums or being employed with the State.

When an employee is going through the open enrollment process and adding a dependent and can not proceed due to a duplicate tax ID error, the employee can add the letter A directly behind the last number of the social security number to proceed. A programmer will remove the letter A from all social security numbers after open enrollment closes.

ADDITIONAL QUESTIONS?

Please review your HR Guide and if you have questions, please contact the State Employee and Wellness Benefits office at 402-471-4443.

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Review of Internet Explorer settings for EnterpriseOne

To review the computer settings for EnterpriseOne you can click on the "Basic Computer Requirements" link on the left hand side of the page at edge.ne.gov.

http://www.das.state.ne.us/nis/tech_help/new/computer_settings.html

There you will find information on

- ~ Internet Explorer Settings for EnterpriseOne
- ~ Required Plugins

Be familiar with the policies in your area for updating your PCs. Contact your IT staff if necessary and direct them to the Computer Settings for EnterpriseOne page.

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Open Enrollment links . . .

There will be a link to all vendor summary plan description booklets. Employees will verify that they have read and understand the benefits they are selecting during this open enrollment. Links to the enrollment forms and Evidence of Insurability for Life and LTD are also going to be available.

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HR Guide / Open Enrollment

Prior to the screen (screen shot below) of open enrollment will be a hyperlink that employees can open up the Option Guide for review if they wish before going through the open enrollment process.

OPEN ENROLLMENT - Self-Service Overview

CYRIL JOPPA

Welcome to the State of Nebraska Open Enrollment Process for the 2010-2011 Plan Year!

Open Enrollment

BEGINS: April 19, 2010, 7:00 a.m. Central Daylight Time
ENDS: May 14, 2010, 5:00 p.m. Central Daylight Time

Benefits will be effective July 1, 2010 through June 30, 2011.

What To Do Before You Begin

- Review the [Options Enrollment Guide](#) for information on the different insurance plans offered by the State. Knowing the benefits of each plan is crucial to selecting coverage that is best suited for your individual situation. To review the [Options Enrollment Guide](#) use the following website address:
http://www.lhs.state.nv.us/personnel/benefits/2011/options_enrollment_guide_active.pdf
- Gather the following information on each of your dependents. Having this information handy before starting will help speed up your enrollment process.
 - Date of Birth
 - Disability Information (if applicable)
 - Marital Status (if applicable)
 - Social Security Number

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Every year employees have already had the option to use the Hyperlinks for their dependents to open up the dependent information and make changes if necessary.

Show All Dependents

CYRIL JOPPA

Click on person's name to change his or her personal information

Records 1 - 3

Dependent	Relationship	Full Time Student
HALEA JOPPA	CHILD/STEP CHILD ...	NO
ANDREW JOPPA	CHILD/STEP CHILD ...	NO
MATTHEW JOPPA	CHILD/STEP CHILD ...	NO

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It has not yet been determined but a statement will be placed on one of the open enrollment screens that the employee will click that they are covering only eligible dependents on any of their benefits. Covering dependents that are not eligible to be on our plans is subject to termination

HR Guide / Open Enrollment

If the dependent hyperlink is accessed the dependent screen information will open up to make changes.

OPEN ENROLLMENT - Update Dependent Information

HALEA JOPPA

Name - First, Middle, Last: HALEA JOPPA

Mailing Name: HALEA JOPPA

Dependent Number: []

Tax ID: []

Prefix, Phone Number, Type: 402 [] HOME

E-Mail Address: []

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OPEN ENROLLMENT - HEALTH

Exit Recalculate << Previous Next >>

CYRL JOPFA

Total Deductions Per Pay Period 9.24

For more information, click the links below:

- [MEDICAL](#)
- [DENTAL](#)
- [VISION](#)

Hyperlinks to take the employee to the informational page

Check on the coverage you would like to provide for yourself and your dependents.

Records 1 - 4

Name	Relationship	MEDICAL	DENTAL	VISION
CYRL JOPFA	SELF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WENDY JOPFA	CHILD/STEP CHILD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HALLIE JOPFA	CHILD/STEP CHILD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WITTNEY JOPFA	CHILD/STEP CHILD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Exit << Previous Next >>

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If the employee had clicked the Medical hyperlink on the previous slide /below is the page that will open

SUMMARY PLAN DESCRIPTIONS

- [BlueChoice](#)
- [HDEF_PPO](#)
- [Regular_PPO](#)
- [Wellness_PPO](#)

HIGHLIGHTS

- [BlueChoice](#)
- [HDEF_PPO](#)
- [Regular_PPO](#)
- [Wellness_PPO](#)

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OPEN ENROLLMENT - Elect Coverage

Exit Recalculate << Previous Next >>

CYRL JOPFA

[MEDICAL BENEFITS](#)

Total Deductions Per Pay Period 9.24

A selection is required. You must select only one of the available plans.

Records 1 - 3

Select	Plan
<input type="checkbox"/>	EMPCHILDRENREGPPOHEALTH.BEN
<input type="checkbox"/>	EMPCHILDRENCHOICEHEALTH.BEN
<input type="checkbox"/>	EMPCHILDRENHIGHDEDPPO.BEN

While going through the open enrollment process, the employee wants more information about a specific plan he or she can click the hyperlink for example PPO Health

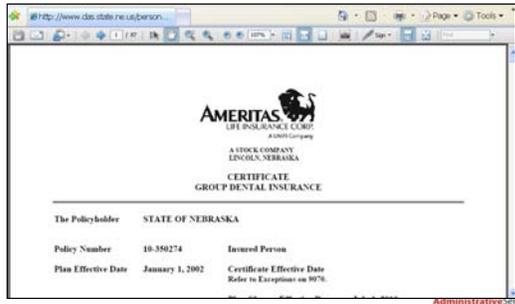
Exit << Previous Next >>

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A Guide to Your Health Care Benefits for Employees Of State of Nebraska Regular PPO

The page regarding the specific plan will open up for the employee to review

The same process will be for all the vendors. Below will be the link that opens for the employee if they click on the Premium Dental link.



The hyperlinks are in the process of being created and inserted into the Open Enrollment screens the links may or may not be where this presentation indicated. The presentation was just to make all Human Resource employees aware that this year they will be available to employees to access.

Questions about the EnterpriseOne Settings or the Hyperlinks that are new this year?

Wellness Briefing

Mike Wanetka



Wellness Briefing

Wellness PPO Eligibility Criteria

2011-12 Plan Year

STEP 1: Completion of one wellness program by March 31, 2011

- Walk This Way, EMPOWERED Coaching, Condition Mgt Coaching, Feel Like A Million

STEP 2: Complete Biometric Screening (starting April 2011)

STEP 3: Complete online Health Assessment (April 1-May 31, 2011)

Both enrolled employee and spouse must complete all 3 steps.

NOTE: failure to meet criteria will result in defaulting to the Regular PPO Plan at the appropriate tier, based on the effective date



Wellness Briefing

Biometric Screenings

- Goal: Increase awareness of health status
- Reasoning: Ignoring prevention and early detection can significantly impact quality of life and medical costs
 - Conditions newly diagnosed from onsite screenings:
 - 288 new high cholesterol cases diagnosed
 - 218 new high blood pressure cases diagnosed
 - 191 new diabetic cases diagnosed
- Eligibility: All employees and spouses enrolled in any State of Nebraska medical plan
- Results are confidentially managed by third party (HealthFitness); Personal health information will not be released to State of Nebraska



Wellness Briefing

Biometric Screening Options

- **Option 1: Onsite Screenings**
 - Attend on-site screening from Apr 4 – May 27, 2011
 - Approx 30 State locations
 - Online scheduler and location listing
 - Approximately 30-45 minutes to complete
 - Measurement:
 - Blood pressure
 - Height/weight
 - Finger stick blood draw: total cholesterol, HDL, LDL, triglycerides, glucose
 - Health Advisors will provide and review individual results (confidential and private)
 - Results uploaded into Health Assessment next day

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Wellness Briefing

Screening Options (cont)

- **Option 2: Home Kit (starting April 1)**
 - Request finger stick kit from April 1 – 20
 - Mail in sample no later than April 30, 2011
 - Total cholesterol, HDL, LDL, triglycerides, glucose uploaded in Health Assessment
- **Option 3: AMS form (starting April 1)**
 - Use doctor screening results after Jan 1, 2011
 - Provide form to healthcare provider to complete and sign (available April 1)
 - Fax/mail no later than April 30, 2011
 - Total cholesterol, HDL, LDL, triglycerides, glucose, ht, wt and blood pressure uploaded in Health Assessment

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TMS Update

TMS Team

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TMS Update

How many online applications have been received via the new Applicant Tracking System to date?

- A. Approximately 47,000
- B. Approximately 25,000
- C. Approximately 58,000
- D. A little over 3
- E. None of the above

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TMS Update

TMS contains all these components EXCEPT:

- A. Benefits Open Enrollment
- B. Learning Management
- C. Payroll Management
- D. Succession Planning
- E. Performance Management

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TMS Update

The next component to be implemented is:

- A. Learning Management
- B. Performance Management
- C. Payroll Management
- D. Open Enrollment
- E. Applicant Tracking

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TMS Update

The entire State will be ready to “go-live” with Learning Management by the end of next week.

A. True
B. False

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TMS Update

The employee Performance Management initiative will be chaired by:

A. Governor Dave Heineman
B. Dovi Mueller
C. Serese Cole
D. Cindy DeCoster
E. Syl Luhring

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TMS Update

An updated Benefits Open Enrollment process using new software will occur in:

A. May 2011
B. May 2012
C. May 2013
D. Never, because the world will end in 2012
E. All of the above, which is why we’re so scared

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Team Contact Information
Performance Management

	Agency	Participant	Phone Number	E-mail
1	State Patrol	Kyle Otte	308-632-1211	kyle.otte@nebraska.gov
2	State Patrol	Tami Ringland	402-479-4966	tami.ringland@nebraska.gov
3	Roads	Blane Osterman	402-479-4582	blane.osterman@nebraska.gov
4	Roads	Ryan Huff	402-479-4764	ryan.huff@nebraska.gov
5	Game and Parks	Craig Stover	402-471-5532	craig.stover@nebraska.gov
6	Game and Parks	Pat Cole	402-471-5523	patrick.cole@nebraska.gov
7	Fire Marshall	Cathy Wann	402-471-9479	cathy.wann@nebraska.gov
8	Education	Joel Scherling	402-471-4736	joel.scherling@nebraska.gov
9	DHHS	Shannon Rowen	402-471-2072	shannon.rowen@nebraska.gov
10	DHHS	Steve Shively	402-471-0129	Steve.M.Shively@nebraska.gov
11	Corrections	Keith Ernst	402-479-5888	keith.ernst@nebraska.gov
12	Corrections	Rich Brittenham	402-471-3161	rich.brittenham@nebraska.gov
13	Aeronautics	Andre Aman	402-471-2371	andre.aman@nebraska.gov
14	Administrative Services	Mike Carroll	402-471-4605	michael.carroll@nebraska.gov
15	Administrative Services	Beverlee Bornemeier	402-471-0718	beverlee.bornemeier@nebraska.gov
