

**Payroll / Human Resources  
User Group**

October 5<sup>th</sup>, 2011  
8:30 AM



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**Payroll Items**

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Syl Luhring



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**Payroll Items**

**Payroll Schedules**

- The new schedules are out on the website in addition to the email sent to you earlier.
- Path to copies - [http://www.das.state.ne.us/accounting/nis/payroll.html#\\_payroll\\_processing\\_schedules](http://www.das.state.ne.us/accounting/nis/payroll.html#_payroll_processing_schedules)



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Payroll Items

### Deferred Comp Changes

- Cap (or limit) placed on original DBA 1350 to stop at the \$16,500 maximum level.
- Overpayments will be rejected and returned to payroll
- Two new accounts added
  - 1351 for those 49 or older – can add additional \$5500 to the allowable balance to total \$22,000.
  - 1352 for those within 3 years of retirement (age 52 or older) – can set up an additional contribution up to another \$16,500 level.
- Anyone previously enrolled in a DCP who has stopped contributing, will need to complete either a New Enrollment form or a Change form to resume contributions.



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Payroll Items

### DCP 1351 -

- Employee must be 49 years old and in the calendar year in which they turn 50.
- Can contribute an additional \$5500 to the Plan using DBA 1351
- Must submit request to start new plan in 1351 if currently enrolled in 1350 or could go directly into 1351 if newly enrolling.
- Must transfer funds from the earlier DBA (1350) into the new DBA to prevent excess contributions at year end.



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Payroll Items

### DCP 1352 -

- Enables employees to contribute up to \$16,500 in additional funds to the DCP to cover missed opportunities.
- Requires contribution schedule from Retirement before being set up.
- Stop previous DBA and/or start new one
- Transfer ALL funds from previous account into this one using the OTO.



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### The Process

1. Stop the original DBA code (usually 1350) at end of last pay period.
2. Start new DBA code (probably 1351) at beginning of current pay period.
3. Do a One Time Override (OTO) to transfer the balance. For example:

1350	-16,500
1351	+16,500

- If processing a contribution to the new account in the same pay cycle, add the new contribution to the old amount. E.g. New contribution of \$500 to the balance would make the OTO amount \$17,000.



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### Retirement and Awards

- Opinion of legal department
  - Awards and Per Diems are no longer subject to the retirement assessment.
  - DBA code 570 (Per diems) and 450 (Awards) have been revised NOT to include retirement calculations.
- These payments, especially the Awards, will continue to be processed through payroll using the auto deposit process.
- In addition to DBA 450 and 570, codes 290 (tips paid), 300 (tips reported) and 530 (commuting benefits) were also revised NOT to include retirement calculations.



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### College Savings Plan and Credit Union Switch Over

**GREAT JOB!!!**

Started with just over 2700 payroll deductions,  
In 9 Credit unions  
And 1 College Savings Plan



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**Payroll Items**

As of September 30<sup>th</sup>, we have no payroll deductions for either the Credit Unions or the College Savings Plan.

**Advantages**

- No more reports and warrants generated by Accounting and forwarded to the institutions.
- No more parsing of the report and warrant when received at the institution.
- Less opportunity for errors.
- More efficient and timely receipt of the funds in employee's account.

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**Payroll Items**

**1.5% State Withholding**

- Legal department says letter needs to come from State Accounting.
- Now sending letter to employee with copy to HR office and contact.
- Cannot require copies of the 1040 for proof of eligibility on exempt claims since the form could become public information.
- Agency HR office should verify the form, complete affidavit attesting to verification and forward affidavit to Syl in State Accounting.

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**Payroll Items**

**Address Book Clean Up**

- Number of employees with no address – pushed through system for Address Book # and IDs prior to start date.
- Verify address lines 1 and 2 for correct information, i.e. apartment numbers, PO Boxes, comma separators in name, etc.

**Address Book Change Request**

- Verify proper Address Information through www.usps.com > Find a Zip Code.
- Reference Training Guide - Address Verification - USPS.
- To ensure accuracy of data and compliance with USPS standards, copy address information directly from USPS look-up into Address Book Request/Change fields.
- Next slide has the correct listings for all situations.

W-2s are only 90 days away !!?????!

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Data Clean Up & Name That Thing

### Why...

- **do I have to clean up data in E1?**
  - The Human Resources (HR) system of record is changing from E1 to Workday. We will be converting employee data from E1 to Workday and it has to be accurate.
- **is the HR system of record changing to Workday?**
  - It's the next step in providing you with additional, user focused, HR functionality in the areas of benefits, employees and positions.
- **can't this data clean-up be done automatically?**
  - Some of it will be (address book punctuation).



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### Will...

- **I be trained on how to use Workday?**
  - Yes. In fact, if you would like access to see what Workday looks and feels like, send an email to Brian and we'll set you up.
- **I still have access to E1?**
  - Yes. However, because Workday will be the HR system of record pay changes, address changes, etc. will be done in Workday.



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Data Clean Up & Name That Thing

### Will...

- **I be trained on how to use Workday?**
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## What else about data clean-up?

- How do I know what to clean-up?
  - Use the basic comp grid
    - Check employee information, look for blanks and fill them in with accurate data
  - HR integrity reports
    - Centrally run integrity reports will be broken down by agency and sent to you for clean-up
- How long do I have to clean-up my data?

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## Clean-up Timeline



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## What is This?



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### What are these?

V55312

S09112

I75112

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### Biology: Dissection....

- **Explanation of Class Code:** The class code provides a system of numbering, using a predetermined formula. The class code consists of a five-digit number with an alphabetical prefix.

Let's break it down....

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### Class Code Breakdown

V 55312



**Coverage Indicator**-The letter that indicates what bargaining unit or employee group a position is assigned to.

Let's see how many you can name...

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### Employee Groups

- A-Administrative Professional
- C -Social Services and Counseling
- D-Doctors
- E-Engineering, Science & Resources
- G-Management Non-Contract
- H-Health & Human Care Professional
- I-Health and Human Care Non-Professional
- K-Confidential Non-Contract
- L-Law Enforcement
- M-Maintenance, Trades & Technical
- N-Non-classified employee group
- P-Protective Services
- R-Temporary Non-Contract
- S-Administrative Support
- T-Teachers Association
- V-Supervisory Non-Contract Group
- W-Rules classes not fitting elsewhere (State Patrol candidate)
- X-Examining
- Z-Miscellaneous Non-Classified (Patient Worker)

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### Class Code Breakdown

V 55 312



This number depicts the **Broad Occupational Category** a position is assigned to. There are many.

- Examples:
  - » 19: Accounting
  - » 04: Procurement
  - » 75: Nursing
  - » 07: Information Technology



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### Class Code Breakdown

V55 31 2



This number is a **serial number**, intended to distinguish different positions.



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## Class Code Breakdown

- V5531 **2**



Depicts skill level, or in other words, whether or not a position is in a class series.

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## Why does this matter?

- With upcoming integrations of systems, it has become necessary to change approximately 400 codes.
- Only the broad occupational categories have been changed.
- No bargaining units, or other employee groupings have been changed.

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## Revised Job Structure

Revised Job Structure									
Business Operations Services	Office Support Services	Health/Humanity/Medical Services	Information & Communications Technologies	Public Safety	Commerce Development/Financial Regulation	Educational/Informational/Cultural	Engineering/Architecture/Surveying/Sciences	Natural Resources	Trades/Crafts/Maintenance/Personal/Food Services
00-Executive 01-Procurement 04-General Administration 11-Research & Analysis 17-Personnel 20-Accounting 31-Legal	01-Clerical/Administrative support 02-Records Management 03-Office Services 05-Supply/Warehousing	72-Client Services/Counseling 73-Human Services 74-Health 75-Nursing 76-Facility Care 77-Treatment Services	07-Information Technology 08-Electronics Technology 09-Broadcast Technology	60-Motor Vehicle 61-Public Safety Communications 62-Investigative/Inspection 64-Law Enforcement 65-Fire Safety 66-Correctional Services 68-Emergency Management	21-Auditing & Examining 22-Information & Banking 23-Insurance 24-Rail/Tram 26-Revenue Development 69-Unemployment Insurance 70-Workforce Development	11-Training 13-Public Information 17-Chemical 20-Historic Preservation 41-Tourism	33-Science/Laboratory 35-Prof. Engineering, Architecture & Surveying 36-Professional Engineering, Architecture, and Surveying 37-Capital Project/Program Services 39-Aviation	41-Games & Parks 42-Environment 47-Agriculture 51-Energy	79-Personal Services 80-Food Services 82-Building & Grounds 84-Facility/Plant Services 85-Highway Maintenance 86-Printing/Duplication Services

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## Upcoming Actions

- Coding changes are planned to be made in the E-1 system through a mass update on October 14, 2011.
- A revised pay plan will be made available through our website, <http://www.das.state.ne.us/personnel/classcomp/> on October 14<sup>th</sup>, 2011.
- The pay plan will not be reprinted, however you may print the updated plan off the web.
- Class specifications and the coding on the website will be changed.
- Changes will be made manually in Neogov shortly thereafter.

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## Questions?

Thank you for your time.

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Employee Information - Basic Compensation

Employee No.	128550	TEST, BRENDA S
Home Business Unit	8491957	INVEST SERVICES
Job Code	50511	STAFF ASSISTANT I
Pay Frequency	B-BEEXLY	Position ID 0643762 STAFF ASSISTANT I
Bag Unit	5	ADMINISTRATIVE SUPPORT BU Locality
Pay Class	H HOURLY	Pay Rate Source
Pay Grade/Step		3 NONE
Salary	35,247.88	Pay Period Salary 1,155.86
Hourly Rate	14.465	Compa-Ratio
Std Hrs/Day	8.00	Pay on Std Hours
Std Hrs/Year	2080.00	Overtime Exempt N
Std Days/Year	260.00	FTE 1.00
Default Actv Pay Type		
Compensation Review		
N/A		Next Comp Review Date
N/A		Last Trf/Ranking Review Date

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## Data Clean Up & Name That Thing

Employee Information - Basic Compensation

Employee No. 125500 TEST, BRENDA S  
Home Business Unit 64901007 INVEST SERVICES  
Job Code 509111 STAFF ASSISTANT I  
Pay Frequency B BI-WEEKLY Position ID 06447802 STAFF ASSISTANT I  
Barg Unit S ADMINISTRATIVE SUPPORT BU Locality

Pay Class H HOURLY  
Pay Grade/Step  
Salary 30,047.88  
Hourly Rate 14.448  
Pay Rate Source NONE  
Pay Period Salary 1,155.68  
Compa-Ratio

Std Hrs/Day 4.00  
Std Hrs/Year 1040.00  
Std Days/Year 260.00  
Default Auto Pay Type  
Pay on Std Hours  
Overtime Exempt N  
FTE 50

Compensation Review  
N/A  
N/A  
N/A  
Next Comp Review Date  
Last Tier/Ranking Review Date

37 Administrative Services

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## Data Clean Up & Name That Thing

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Employee No. 125500 TEST, BRENDA S  
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Pay Class H HOURLY  
Pay Grade/Step  
Salary 30,047.88  
Hourly Rate 14.448  
Pay Rate Source NONE  
Pay Period Salary 1,155.68  
Compa-Ratio

Std Hrs/Day 3.00  
Std Hrs/Year 820.00  
Std Days/Year 260.00  
Default Auto Pay Type  
Pay on Std Hours  
Overtime Exempt N  
FTE 25

Compensation Review  
N/A  
N/A  
N/A  
Next Comp Review Date  
Last Tier/Ranking Review Date

38 Administrative Services

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## Report Writer

Loraine Epperly

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## 10 very cool things about Workday Reports

1. Easy to run
2. 1,288 Standard Reports
3. Search for topics
4. Easy to export
5. "Action" Items
6. Create custom reports
7. Navigate Organization
8. View organization chart from within a report
9. Drill down for more information
10. They look GREAT

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## Workday & Payroll

Steve Lortz

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## Workday & Payroll

Workday will be the "system of record".

Workday will send E1 only the necessary data needed to process payroll.

Agencies will still need to enter W4 related data (tax marital status, withholding allowances, extra tax withheld) in E1.

HR related menus and reports will be removed from E1.

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**LINK Overview & Training Plan**  
Jasmine Maharisi & Brian Svik

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**LINK Overview & Training Plan**

**LINK Training Components**

- All Employees
- All Employees with Direct Reports (aka Supervisors)
- Functional Leads – Subject Specific Topics
  - Human Resources Processes
  - Learning Management
  - Payroll and Financials
  - Procurement
- System Administrators

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**LINK Overview & Training Plan**

**New Certification Requirements**

- For Employees
- For Supervisors
- For Subject Specific Topic Areas in LINK
  - Human Resources
  - Procurement
  - Etc.

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## Certification Requirements

### Include:

- System Training
  - How Do I...
  - And Why Do I....
- Foundational Information
- HIPAA Regulations
- FLSA Regulations
- Ethics
- Etc.

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## How This Works

- All State employees will need to take LINK Employee Basics before any other LINK Training can be accessed
- **After LINK Employee Basics Concurrent Certifications may be requested**
  - Supervisor
  - Subject Specific Topics

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## Timeline

- This will be Just In Time training with roll-out dates that support each system as it is scheduled to "go-live"

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## LINK Overview & Training Plan



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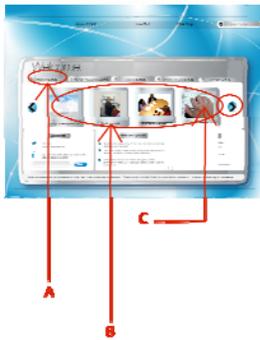
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## LINK Overview & Training Plan



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### (A) Tabs

When clicked, each tab will render a different icon carousel that holds different functionalities.

### (B) Icon Carousel

The icon carousel changes depending on which tab is clicked. Some carousels will house nine icons while others have two or three. The icons take the user to login screens of the systems such as JD Edwards, Workday or Cornerstone.

### (C) Carousel Arrow

This allows end-users to view more icons. If no more icons are available, the arrow is grayed out.

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## LINK Overview & Training Plan



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### (D) News and Updates

Allows us to communicate important information to everyone, such as upcoming events or critical changes. The content here will be organized by bullet points and consist of only one to two sentences each. Sometimes, the updates may contain a link which will direct end-users elsewhere.

### (E) Scroll Bar

it may become kind of crowded with a lot of information. The scroll bar helps clean this up.

### (F) System Updates

A ticker that displays important system updates

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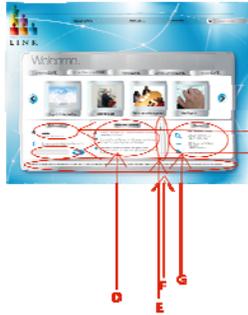
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## LINK Overview & Training Plan



### (G) Contact Info

The contact information displayed here will depend on which tab is clicked. For example, EmployeeLINK will show the contact info for State Personnel while FinancialLINK will show contact info for State Accounting.

### (H) Collaborate LINKs

Links to the login page for Connect (a social collaboration tool) and archived versions of the Statehouse Observer.

### (I) Newsletter Sign-up

Allows users to sign up for the electronic version of the Statehouse Observer.

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## LINK Overview & Training Plan



### (J) About LINK Dropdown Box

This is a brief (200-250 words) description of LINK.

### (K) How Do I and Division Website Dropdowns

Each question under "How Do I..." and each website under "AS Division Websites" will link to another place. The "How Do I..." questions will link to a document of answers stored on a server here. The websites will link to the actual websites

### (L) Search Bar

This functionality allows users to search LINK.

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Questions?

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