Payroll / Human Resources User Group

January 26th, 2012
9:00 AM

NEBRASKA Administrative Services

Payroll Items

Syl Luhring

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NPERS Beneficiary Form

John Winkelman

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Locations

Julie Perez & Charles Roberson

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Benefits & Benefits Event Management

Susie Samuelson

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Benefits & Benefits Event Management

Benefit Change Events

- Create benefit events such as a marriage, birth, employment change, etc.
- Determine which benefit plans are available for different benefit events
- Configure who may approve and activate elections

Passive Events

- Define passive events based on employee's age, dependent's age, dependent's student status, or employee's service
- Configure automatic notifications and processes

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Benefits & Benefits Event Management

Open Enrollment

- Initiate Open Enrollment for a single organization, (SLEBC) or the whole organization (All Agencies)
- Mass approve and activate elections (Open Enrollment)
- Send ad hoc notifications to employees throughout the open enrollment period

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Benefits & Benefits Event Management

HR employees will no longer have to enroll employees on the first day of hire in Leaves and Retirement. There are Eligibility Rules in place in Workday that will automatically place your new hire in the correct leaves and retirement plans.

HR employees will not have to place an employee in a benefit group to make sure he or she will receive the correct benefit options. There are Eligibility Rules in place in Workday that will automatically offer your employee the correct benefits for his or her job with the State of Nebraska.

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Benefits & Benefits Event Management

There is Business Process in place that will keep track of the allowable days the employee can make any changes to his or her benefits after a life status change.

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Benefits & Benefits Event Management

How does an employee become assigned to the correct group?

There were Eligibility Rules created in Workday to mirror the selection of employees working for the State of Nebraska.

- Job Family/Job Code
- Employee Type
- Hours Worked per day
- Hours Worked per week
- Default Weekly work hours of 40

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Benefits & Benefits Event Management

Examples:

Employee being hired in Job Profile K17121 – Personnel Officer

Employee Type -- Regular
(partial employee types listed below)

- Agency Temporary < 6 mo.
- Agency Temporary > 6 mo.
- Emergency Personnel
- Inmate Worker
- Intern
- On-call
- Patient Worker
- Per Diem
- Regular
- SOS Temporary < 6 mo.
- SOS Temporary > 6 mo.

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Benefits & Benefits Event Management

Time Type for the employee will be Full Time

Scheduled Weekly hours of 40

Scheduled Daily hours of 8

This employee will automatically be placed in the bucket of employees who are fulltime employees, state benefits, rules covered leaves and State Retirement. Again this is done by the Job Profile, Time Type and hours worked per week.

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Benefits & Benefits Event Management

In Workday the Human Resource employees will no longer elect benefit plans for the employee to be enrolled in, the benefit plans available to the employee will be based on the logic attached to the employee.

That is why going forward it is important to always enter the correct hours for the employee in the daily and weekly fields.

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Benefits & Benefits Event Management

How to calculate an employee who does not work 8 hours a day /40 hours per week

Employee works 17 hours per week
17 hours divided by 5 working days in a normal work week = 3.40 hours per day. It does not matter if the employee works one 9 hour day and one 8 hour day in a week the average hours per day for that week will be 3.40. The Weekly Hours will be 17.

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Benefits & Benefits Event Management

To obtain the correct FTE 17 hours / 40 standard hours per week = .42 FTE

2080 (hours per year) x .42 FTE = 873.60 hours per year

873.60 /8 hours per day = 109.20 days per year

The above employee will not be eligible for Benefits in Workday if the employee is a permanent part-time (not temporary) the employee will have the correct leave and retirement plans auto attached to his Workday benefit record automatically.

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Creating New Positions

Deb Tatro

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Payroll Changes

Steve Lortz

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Payroll Changes

- DBA Consolidation
  - Benefit DBAs (Health, Life, Vision, Dental, LTD) will be consolidated into a single biweekly or monthly DBA, pre-tax or post-tax, employee deduction or state contribution.
  - All current DBAs will be stopped in E1
  - DBAs, including consolidated DBAs, will be re-started via the integration file from Workday.
- Employee DBA Instructions will reflect the appropriate benefit plan and plan option.
- Certain payroll related transactions, such as Tax Overrides, Pay On Standard Hours and Check Route Code will still be entered in E1 via a new custom screen.

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Help Desk

Katrina Brabec

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LINK Help Desk

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LINK Help Desk

- Coming Soon…
  - OCIO iSupport Software
  - One stop shop for help with all of the LINK functionalities
  - Your question getting to the subject matter expert immediately
  - One help desk phone number for the LINK help desk

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LINK Help Desk

- Three ways to reach the help desk:

Website:

- http://www.cio.nebraska.gov/tech_serv/help_desk/welcome_selection.html

Email:

- as.linkhelp@nebraska.gov

Phone:

- Justin Burton 471-4119
- Katrina Brabec 471-3053
- Staci Anderson 471-2076

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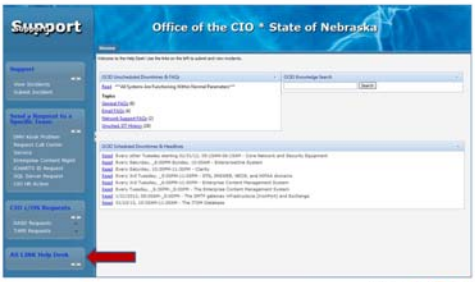
LINK Help Desk



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LINK Help Desk

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LINK Help Desk

- If you have any questions on any of the following items:
  - Training Opportunities
  - Posting/Applying for a State job
  - Coming Soon…
    - Benefits/Open Enrollment
    - Human Resources
    - Performance Management

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Reporting

Katrina Brabec & Loraine Epperly

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Reporting

Report Writer

- Over 1,000 standard reports in the system
- You can run four types of reports:
  - XpressO (cannot edit these reports)
  - Report Writer (copy and edit these reports)
  - Custom Reports (reports you create)
  - Matrix Reports (group and summarize data)
- Create custom reports

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Reporting

Report Writer

- Copy and edit the Report Writer standard reports
- Export reports to Excel or PDF
- Reports can be in a table or chart design
- You can tag your reports to help categorize them (e.g., HR reports, Benefit reports)
- You can schedule your reports to run on a continual basis

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Reporting

Report Writer

- You can:
  - share custom reports with others (caveat, if they do not have security to see all of the data, they will not see all of the data)
  - customize your home page with reports in real time
  - add date prompts to your reports
  - create Workday Alerts which enables you to generate configurable alerts based on a custom report

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Upcoming Training

Brian Svik

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Upcoming Training

Workday Training For Human Resource Partners . . .

Will begin the week of February 6th.

Training will consist of the following:

- Workday Basics For Human Resource Partners – 2/6/12 – 2/17/12
- Job Profiles and Position Management – 2/21/12 – 3/10/12
- Benefits & Human Resources Transactions – 2/21/12 – 3/10/12

You can register for training through the Employee Development Center.

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Upcoming Training

To sign up for training go to edge.ne.gov and click on the Employee Development Center button.

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Upcoming Training

To sign in to the Employee Development Center you can use any of the following as your username:

- EnterpriseOne User ID
- Employee Number
- Email Address

If you have never signed in to the Employee Development Center your password will be Password1*. You will be prompted to change your password when you sign in for the first time. If you have created a new password, but do not remember it you can click the Forgot Your Password link.

For further assistance please email as.linkhelp@nebraska.gov.

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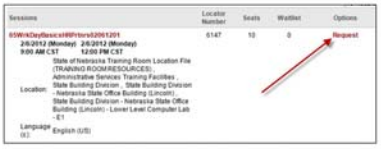
Upcoming Training

Once signed in, search for the training using the search field in the upper right hand corner.

Click the title of the training you want to request.

A new window will open. Scroll down to view sessions available and click the corresponding "Request" link. You will then be registered for the class.



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