

**Payroll / Human Resources
User Group**

March 20th, 2012
8:15 AM



Overview

Dovi Mueller



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LINK Update

Kellie Graham



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Changes In Payroll Schedule
Syl Luhring



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Training Update
Brian Svik & Katrina Brabec



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Training Update

Emergenetics – Meeting of the Minds

- Team building opportunity
- April 30th, May 2nd, May 4th
- 9:00 AM – 4:00 PM
- NSOB – Conference Room C
- Sign up through Employee Development Center
- \$135 per person – will require supervisor/manager approval
- Registration Deadline – April 13th



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Training Update

Employee Work Center Training

- HR Partner Advanced Training – Rolled out 3/26/12
- Targeted to specific individuals
- Training will go from 8:30 AM – 4:30 PM
- Registration will be through the Employee Development Center
- Classes scheduled everyday from 3/26/12 – 4/6/12

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Training Update

Employee Work Center Training

- Open Enrollment Training for all employees – Rolled out mid April
- Will be instructor led training or online training
- Approximately 2-3 hours in length
- Will be offered for 3-4 weeks

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Training Update

LINK User Guides

- Each guide will be color coded to distinguish the guide from other system guides.
- The guides will be located in the Employee Development Center's Knowledge Bank, iSupport's Knowledge Entry, and the LINK website.
- There will be user guides for each of the following systems:
 - Recruitment & Selection Center (Blue)
 - Employee Work Center (Purple)
 - Employee Development Center (Red)
 - Career Center (Orange)

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Training Update

LINK User Guides

- Recruitment & Selection Center (Applicant Tracking Center) will have guides on how to create requisitions, approval process, candidate self scheduling, etc.

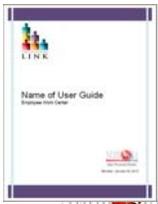


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Training Update

LINK User Guides

- Employee Work Center (Workday) will have guides on how to log-in, create positions, reporting, open enrollment, etc.



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Training Update

LINK User Guides

- Employee Development Center (Learning Management System) will have guides on how to log-in, registering for learning, approving learning, etc.

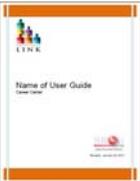


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Training Update

LINK User Guides

- Career Center (statejobs website) is a user guide for applicants to apply for jobs on the State's website.



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Help Desk Update

Katrina Brabec & Staci Anderson

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Help Desk Update

AS LINK Help Desk

- We support these systems:
 - Employee Development Center
 - Employee Work Center
 - Employee Benefits & Wellness Program
 - Recruitment & Selection Center
- Contact us when you have questions or problems with any of the above systems.

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Help Desk Update

AS LINK Help Desk

Contact Information:

- Website
 - ciohelpdesk.nebraska.gov/user
 - (bookmark it)
- Email address
 - as.linkhelp@nebraska.gov
- Phone
 - 402.471.6234



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Help Desk Update

AS LINK Help Desk

Website Information:

- You can create your own ASLINK ticket and submit it.
- Your ticket will get top priority.
- You can find answers to Frequently Asked Questions



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Help Desk Update

AS LINK Help Desk

Email Information:

- Please include full details and screen shots if appropriate
- Email is best for requests and non-urgent problems



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Help Desk Update

AS LINK Help Desk

Phone Information:

- What to expect
 - We have only 3 help desk reps for the phones right now
 - Be prepared with full information
 - Calls are answered in the order they are received
 - If our lines are busy, please leave a message
- How to be prepared:
 - What was the error message?
 - What type of software are you using?



Help Desk Update

End User Desktop

Let's take a tour...



Help Desk Update

Main Screen





Help Desk Update

Form for Ticket

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Help Desk Update

What happens next?

- You will get an email confirmation that your request has been received and is "in the process."
- You can check on your ticket at the website.
- You will get a notice when your request is completed.

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Help Desk Update

Notifications from our help desk

From the
AS LINK Help Desk
802-471-3033 OR 802-471-3076

The incident has been closed.

Incident Details:
Customer: 18 D. Smith
Customer Phone #: 802-471-3033
Customer Email: jhsj.smith@state.nv.gov

Ticket Number: 01234567
Assignee: AS LINK Help Desk
Date/Time Opened: March 13, 2012

Event Description:
AS LINK Help Desk

No new employees need to be added to the...

Event Resolution:
Ticket has been completed.

Click the following link to view the incident:
<https://helpdesk.as-link.nv.gov/portal/track/01234567>

Thank you for allowing us to serve you.

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EnterpriseOne Payroll Screen

Steve Lortz



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EnterpriseOne Payroll Screen



Records: 1 - 3	Selected	Unselected	Details	Print
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

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Employee Lookup

Syl Luhring



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Employee Lookup

From a Mile High Viewpoint



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Administrative Services

Employee Lookup

- Applicant tracking begins with the application process in NeoGov.
- If current or EX employee, NeoGov will assign the current Address Book Number (AB#) to the Employee and transfer information into Workday.
- If new and never has worked for State before, will leave field blank to be filled in by Workday.

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NEBRASKA Administrative Services

Employee Lookup

- In either event, an HR Partner MUST review the applicant information in EnterpriseOne (E1) to verify the information and assure that the new hire DOES NOT have a previous number assigned in E1.

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NEBRASKA Administrative Services

Employee Lookup

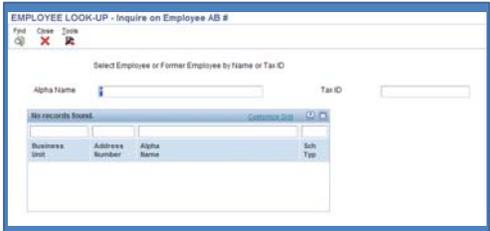
- State of Nebraska
 - View Job Status
 - Self Service
 - Address Book
 - Authorized Agents
 - Accounting
 - Accounts Payable
 - Accounts Receivable
 - Human Resources
 - Benefits Administration
 - Employee Maintenance
 - EMPLOYEE LOOK-UP

- Go to E1 menu > HUMAN RESOURCES > EMPLOYEE MAINTENANCE > EMPLOYEE LOOKUP.
- Please note: The menu will change after "Go Live" since the HR menu will be removed from E1.



Employee Lookup

Enter the individuals SSN in the field provided for the search. DO NOT use the name field as there may be others with the same name causing confusion and possible errors.




Employee Lookup

- If the change is not made at the time information is generated in NeoGov or at least by the time it is passed to Workday, the HR Partner will need to edit the number in Workday.
- If the HR Partner does not enter the employee's current E1 Address Book Number for an Employee(E) or Ex-Employee (X) into NeoGov, Workday will automatically generate a new AB# for the employee and pass it to E1
- If no change is made and the number allowed to flow from Workday to E1, E1 will error out and not allow the transfer returning a "Duplicate Records with same SSN" error.
- To overcome this, the number must be changed in Workday.



Employee Lookup

- When this occurs, the HR partner will need to update the AB# in Workday by opening the Edit System ID for Worker task in Workday and entering the correct number.

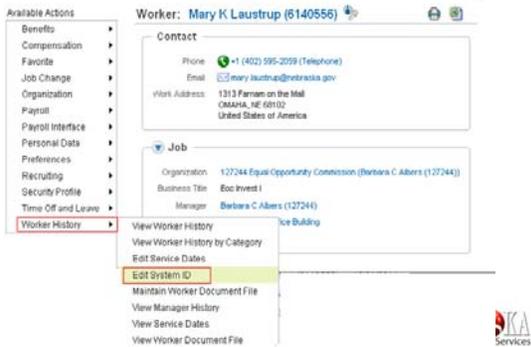
To effect this change in Workday,

- Search for employee name in Workday.
- Click on Related Actions
- Select Worker History
- Then Edit System ID



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Employee Lookup



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Employee Lookup

When the Edit System ID for Workers screen displays, enter the correct number in the field



When finished entering the correct number, select the OK button at the bottom of the screen and then CLOSE on the second.

The correct number is now ready to flow into E1.



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Employee Work Center Tips
Susie Samuelson



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Employee Work Center Tips

- New process for change to a dependents birthday
- New process for auto enroll leaves and retirement



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Employee Work Center Tips

Similar to the Compensation Screen in E-1 is the Overview tabs in Workday



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Employee Work Center Tips

➔ **Personal Information Tab**

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Employee Work Center Tips

➔ **IDs Tab**

➔ **Emergency Contact Tab**

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Employee Work Center Tips

➔ **Compensation Tab**

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Employee Work Center Tips

Benefits Tab

Benefit Plan	Coverage Begin Date	Coverage	Dependents	Beneficiaries	Employee Cost (Monthly)
Retirement - Nebraska Public Employees Retirement System-Rate Retirement	2/19/2012				
Elective 401k - Elective 401K	2/19/2012				
Total					

Management Tab

Supervisory Management Chain

Organization	Manager	Phone Number
420777 Administrative Services (Caitie Caillie 420777)	Caitie Caillie 420777	+1(402) 471-2311 (Telephone)
500540 Cassa O House (Cassa House 500540)	Cassa House 500540	+1(402) 471-2311 (Telephone)
424128 AD Central Services (Roger Wilson 424128)	Roger Wilson 424128	+1(402) 471-1838 (Telephone)
402192 AD Benefits Administration (Paula Farnbauer 402192)	Paula Farnbauer 402192	+1(402) 471-2833 (Telephone)

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Employee Work Center Tips

Organization Tab

Organization	Organization Type	Organization Setup
Agency AD Administrative Services	Agency Hierarchy	Classified Agency
State of Nebraska	Company	State
4100957 80-40774 ADMINISTRATION	Cost Center	Cost Center
JG Edwards	External Parent Entity	Payroll System
Benefits-SS,DC,AS	Pay Group	Pay Group
500540000 CAS - CENTRAL FINANCE	Security Business Unit	Security Business
402192 AD Benefits Administration (Paula Farnbauer 402192)	Supervisory	Department

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Employee Work Center Tips

Support Roles Tab

Role	Worker	Organization
Alternate Owner	Carolyn Tapp (12087)	402192 AD Benefits Administration (Paula Farnbauer 402192)
Benefits Partner	Loraine Egger (12088) Janet Hanson (12089) Paula Farnbauer 402192 Sara Samuelsen (12090)	402192 AD Benefits Administration (Paula Farnbauer 402192)
Company Costing Manager		
Compensation Finance Partner		
Compensation Partner	Karla Graham 4237360	402192 AD Benefits Administration (Paula Farnbauer 402192)
Cost Center Manager		
HR Partner	Shari Sae (40397) Kelli Graham 4237360 Kandice Kuhnberger (512176) Sara Inchausti (11000)	402192 AD Benefits Administration (Paula Farnbauer 402192)
Manager	Paula Farnbauer 402192	402192 AD Benefits Administration (Paula Farnbauer 402192)
Security Partner	Cherie Scott (11029) Celia Schuchman (11030) John Papp (10070) Kandice Kuhnberger (512176)	402192 AD Benefits Administration (Paula Farnbauer 402192)

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Employee Work Center Tips

Administrative Correction

The Administrative Correction will be used very seldom in live processes since most life events have their own process in Workday for the employee to complete.

One example of when an Administrative Correction would be used is when an employee did not meet the qualifications to remain in the Wellness PPO and the HR partner has to change the enrollment to the Regular PPO.

When the system is live and we are using the processes for any Administrative Correction that the HR initiates and completes the process the date the change is to be effective will be the date that you will use.



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Employee Work Center Tips

How will declining DBA's be handled in Workday

Declining balance DBA's must be input directly on Employee DBA instructions with a pay period amount as well as a total amount due. The DBA keeps track of the balance due, and stops taking the deductions when it reaches zero. Make up DBA's will not be on Workday.

PGSA Code	T	Plan ID	Add Opt	M C	Description	D F	Amount or Rate	Amount Due	Date Pay Starts	Pay Date
1100	D	RET0000		%	RETIRE-TEACH				09/01/1987	
1121	D			\$	RET - MAKEUP	N	68.0000	2,740.06	09/12/2011	

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Employee Work Center Tips

To see benefits changes that have a future date for an employee

All About Me>Benefits icon>View Benefits elections



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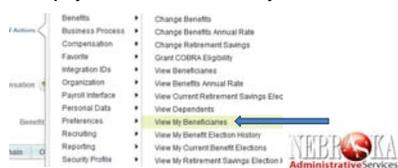
Employee Work Center Tips

BENEFICIARY PERCENTAGE INFORMATION

Will not show on the main screen that reflects Benefits enrolled in presently

To locate the percentages per beneficiary

Related action icon off the employee name>Benefits>View My Beneficiaries



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Employee Work Center Tips

When you click the View my Beneficiaries the next screen will open

Notice in the example it shows each percentage according to each designated life insurance plan enrollment.

Relationship	Benefit Elections	Action
Spouse	<input checked="" type="checkbox"/> Accidental Death and Dismemberment (AD&D) - Mutual of Omaha AD&D - State (Employee) 100% Primary <input checked="" type="checkbox"/> Basic Life - Mutual of Omaha Full Time (Employee) 100% Primary <input checked="" type="checkbox"/> Optional Supplemental Life - Mutual of Omaha 1-50 Salary (Employee) 100% Primary	<input type="button" value="Edit"/>
1st Child	<input checked="" type="checkbox"/> Accidental Death and Dismemberment (AD&D) - Mutual of Omaha AD&D - State (Employee) 33% Contingent <input checked="" type="checkbox"/> Basic Life - Mutual of Omaha Full Time (Employee) 34% Contingent <input checked="" type="checkbox"/> Optional Supplemental Life - Mutual of Omaha 1-50 Salary (Employee) 33% Contingent	<input type="button" value="Edit"/>
2nd Child	<input checked="" type="checkbox"/> Accidental Death and Dismemberment (AD&D) - Mutual of Omaha AD&D - State (Employee) 34% Contingent <input checked="" type="checkbox"/> Basic Life - Mutual of Omaha Full Time (Employee) 33% Contingent <input checked="" type="checkbox"/> Optional Supplemental Life - Mutual of Omaha 1-50 Salary (Employee) 33% Contingent	<input type="button" value="Edit"/>
3rd Child	<input checked="" type="checkbox"/> Accidental Death and Dismemberment (AD&D) - Mutual of Omaha AD&D - State (Employee) 33% Contingent <input checked="" type="checkbox"/> Basic Life - Mutual of Omaha Full Time (Employee) 33% Contingent <input checked="" type="checkbox"/> Optional Supplemental Life - Mutual of Omaha 1-50 Salary (Employee) 33% Contingent	<input type="button" value="Edit"/>



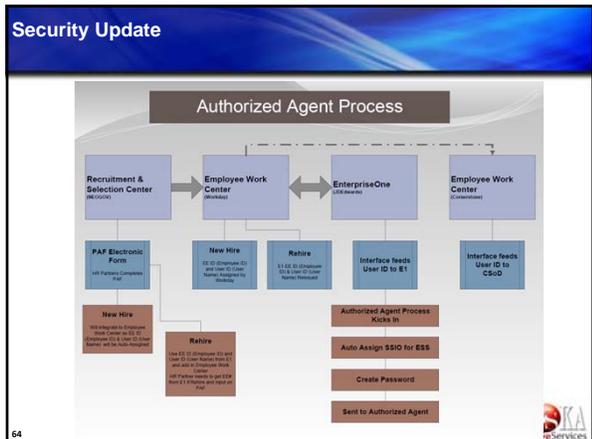
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Security Update

Dwane Rauscher



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Security Update

User Name - (User ID)
 User name: same character structure with sequence number

Passwords - New password every 90 Days
 3 attempts will expire the User Name
 6 minute lock out
 3 Challenge Question to enable User Name - Allows user to enable own User Name

Password Rule - minimum of 8 characters , at least one of the following: uppercase character, lowercase character, one numeric 0-9, and one special character
 Not repeated in the last 365 days
 Security Partner (Authorized Agent) will have access to assist user with password if needed

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Staffing Report

Loraine Epperly

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E Verify Update

Katrina Brabec



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Security Update

eVerify Process Update

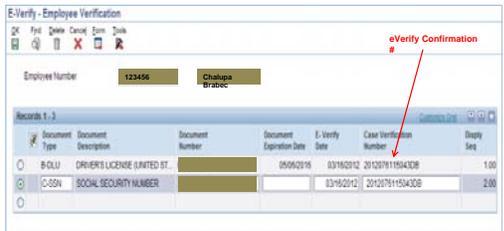
- The Employee Work Center (Workday) will house employee I-9 data for new hires beginning **4/23/2012**
 - Such as passports, visas, driver's licenses, etc.
 - E1 will house historical I-9 data
- The eVerify Confirmation Number will be entered in the Other IDs section in the Identification # field



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Security Update

- This is the current process for I-9 Information & eVerify Confirmation Numbers



Document Type	Document Description	Document Number	Document Expiration Date	E-Verify Date	Case Verification Number	Display
D-DLI	DRIVER'S LICENSE (UNITED ST...)		05/06/2016	03/16/2012	201201811504308	1.00
C-SSN	SOCIAL SECURITY NUMBER			03/16/2012	201201811504308	2.00



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Security Update

Other Id's Section

Identification # field for Confirmation #

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Security Update

State Personnel will select eVerify from pick list

State Personnel will enter Confirmation # in the Identification field

Other ID Type	Organization	Custom Description	Identification #	Issued Date	Expiration Date
eVerify	Agency/History-NE State of Nebraska				

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Security Update

eVerify Wrap-Up

- Only change is where you input 1-9 data beginning **4/23/2012**
- This information will be included in the HR Advanced Training
- State Personnel will continue to handle the eVerify process centrally
- eVerify must be completed within 3 days of hire AFTER first day of work for pay
- Effects employees hired on or after 10/1/2009
- Report will be written to gather all new hire information from the Employee Work Center similar to what is done today in E1
- Future functionality will allow for an automated link to the Federal eVerify system with a much quicker turnaround

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Questions & Answers Session



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