



**Payroll / Human Resources
User Group**

April 20th, 2012
8:30 AM



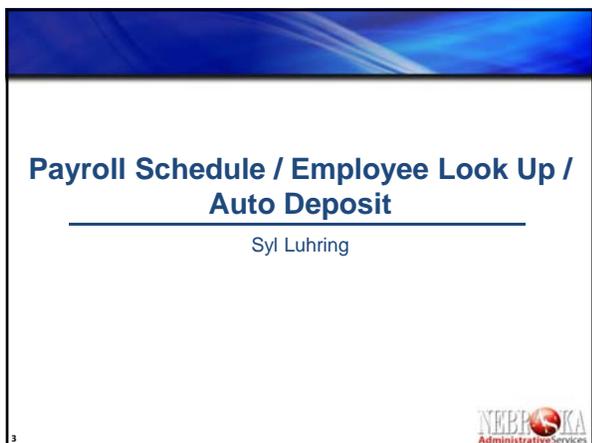


Opening Remarks

Mike McCrory



2



**Payroll Schedule / Employee Look Up /
Auto Deposit**

Syl Luhring



3

Employee Lookup

From a Mile High Viewpoint



4

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.

5

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.

6

NEBRASKA Administrative Services

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.

7

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

8

Employee Lookup

9

Employee Lookup

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

Edit System ID for Worker:
Mary K Laustrup (6140556) /

Employee ID:

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.



10

Training Update

Brian Svik



11

Training Update

Employee Work Center Advanced Training for HR Partners

14 Classes over 4 weeks

135 HR Partners were training

Thank you to the trainers:

Linda Gerner	Emily Walter
Katrina Brabec	Jennifer Monroe
Susie Samuelson	Deb Tatro
Carly Salak	Candice Batenhorst
Syl Luhring	Loraine Epperly
Blane Osterman	Diane Holthus

Next Steps - Schedule additional classes as necessary



12

Training Update

Open Enrollment Training

Will be offered online

5 – 10 minute video tutorial

Class room setting will be available too

Employees will not need to register

Administrative Services will host some Open Enrollment Workshops which will be open to all state employees

We are asking HR Partners to set up workshops for their agencies as well

13 

Benefits & Open Enrollment Update

Paula Fankhauser, Roger Wilson, & Susie Samuelson

14 

Benefit Business Processes

Questions from Advanced Training sessions for Benefits

1. When reviewing benefit changes from employees as the HR Partner, what should they be looking for? An employee went through the divorce event and was able to elect 5x's annual salary without any prior level of coverage. Could the changes be in a different color or bolded so HR staff know what to look for.
- We will not be able to have font changes when the benefits changes are attached to the employee after a life event. The HR Partners will have to look at the Employees benefits by accessing the View Worker page for their employee and clicking on the benefits icon they will review the coverage begin date/deduction begin date and coverage tier change if any. If dependents were added they will be able to view the addition or delete right on the employees benefits tab.

15 

Benefit Business Processes

HR Partners can review what the future elections are for an employee by clicking on the related actions icon off the employee name

Click on the View Benefit Election History

When the benefit election history opens click on the Benefit Details to open the benefit elections and dates done for that event.

Event	Current	Benefits Details	Enrollment Event Type	Event Date	Initiated On	Submit Election
01 Benefit Elections - Retirement and/or Leave Code Entry	View			04/09/2012	04/19/2012	04/23/2012
02 Benefit Elections - Parttime to Full-time/Fulltime to Part-time	View			04/09/2012	04/19/2012	05/08/2012
03 Benefit Elections - Data Conversion - Insurance	View			09/05/2011	03/07/2012	03/07/2012

Administrative Services

Benefit Business Processes

2. An employee went through the divorce event where it allowed the participant to enroll in 5 times life insurance even though they had no life insurance before. The life event has verbage informing the employee they can not enroll unless they go through a health history but the event still allowed them to enroll in the 5x salary.

- For elections to life insurance that is more then one increment then the employee is enrolled in presently, I am presently working on the same logic that I have placed into the open enrollment event so they will not be able to make those elections without being informed that a Health History will have to be completed and approved prior to the coverage becoming effective.
- Due to the limited time until we go live, the HR partner will have to review the elections to make sure if a Health History is needed the employee is aware of that prior to the coverage becoming effective. If the HR partner should miss that and approve the change, the process still needs to be reviewed and approved by the Benefits Partner(s) and we should catch that and send it back to be corrected.

Administrative Services

Benefit Business Processes

3. On the dependent change activity, how does the HR Partner know what the birth date was before the employee changed it through self -service?

- There is no history tracking to the birthdate change the HR Partners will have access to Someone might question a birthdate change to a dependent child between 23 and 26 and the dependent child remained active due to the birthday change.
- The vendor file that will be sent to the vendors would show the birthdate change from the current file to the previous file that was sent. If an HR partner would ever question a date change the Benefits office could research the first birthdate that was listed on the previous file.

Administrative Services

Benefit Business Processes

4. Where does an employee indicate if their child is disabled.

- **Edit My Dependent Screen:**

Personal Information

Relationship: Child/Step-Child

Date of Birth: 10/29/1991

Age: 20 years, 5 months, 21 days

Date of Death: / /

Gender: Female

Full-time Student:

Student Status Start Date: / /

Student Status End Date: / /

Disabled:

22

NEEP/NSA Administrative Services

Benefit Business Processes

Explain the process of how United Health Care will approve disabled dependents and also how HR will be notified. (Paula)

- Will the dependent be attached to the employees plans right away even if they had not been approved by the Medical Provider yet?
- How will the HR Partner be made aware of approvals or disapprovals
- If the Employee contacts HR to initiate the process of having a dependent approved for continued coverage due to a disability do we give them the Medical Providers 800 number or is there a form we should have available to give our employee.
- Will all dependents already approved by BCBS be grandfathered with our new medical provider?

23

NEEP/NSA Administrative Services

Benefit Business Processes

When changing an employee to a different FTE within a part time range.

.50 - .99 or .99 - .50 use the Edit position process Edit Positions > Change FTE

This process will not trigger any benefit elections , no changes can be made for the employee, it will send a "To Do" to the HR partner to change the amount the employee is paying for Medical enrollment and the Basic Life if they are enrolled.

Organization: DHS Grand Island Veterans Home (Debra)

Effective Date: 04/15/2012

Reason: Edit Position + Change FTE

Job Details

Employee Type: Regular

Job Profile: 176512 - STAFF CARE TECH

Job Title: STAFF CARE TECH/CM/II

Business Title: STAFF CARE TECH/CM/II

Time Type: Fulltime

24

NEEP/NSA Administrative Services

Benefit Business Processes

The HR Partner will be able to view the entered amount when they review the employees benefits after the rates have been added to the Manage Individual Rate

Plan	Coverage	Deduction	Coverage	Calculated	Dependents	Beneficiaries	Employee Cost (Cost/	Employer Contribution
	Begin Date	Begin Date	Only	Coverage			month)	(Cost/month)
Medical - Blue Cross Blue Shield PPO Wellness Plan Time Plan	07/01/2011	07/01/2011	Employee Only					
Basic Life - Mutual of Omaha Part Time (Employee)	12/20/2010	12/20/2010	\$20,000	\$20,000.00			\$0.25	\$0.25
Retirement - Nebraska Public Employees Retirement System State Retirement	02/01/2002	02/01/2002						

28

Benefit Business Processes

The Employee share and Employer share is 1/2 the amount I entered Monthly.

Plan	Coverage	Deduction	Coverage	Calculated	Dependents	Beneficiaries	Employee Cost (Cost/	Employer Contribution
	Begin Date	Begin Date	Only	Coverage			month)	(Cost/month)
Medical - Blue Cross Blue Shield PPO Wellness Plan Time Plan	07/01/2011	07/01/2011	Employee Only				\$0.00	\$75.00
Basic Life - Mutual of Omaha Part Time (Employee)	12/20/2010	12/20/2010	\$20,000	\$20,000.00			\$0.25	\$0.25
Retirement - Nebraska Public Employees Retirement System State Retirement	02/01/2002	02/01/2002						

29

Transfers in Employee Work Center

Deb Tatro

30



Questions & Answers Session



31
