

**Payroll / Human Resources
User Group**

June 27, 2012
1:00 PM



Opening Remarks



Payroll Items

Syl Luhring & Steve Lortz



Payroll Items

Since payroll is processed during the week prior to the actual pay date, additions to or updates of account information may or may not be included in the current pay cycle depending on the stage of the payroll preparation. Please contact your HR office to confirm the status of your changes if you intend for them to be included in the current pay cycle.



4

Post Go Live Update

Dovi Mueller



5

Post Go Live Update

May 9, 2012

EWC Rollout...

1 → HR Partner Training	5 → Data Conversion P&FC to EWC
2 → Integrations	6 → Run Payroll(s)
3 → Business Processes	7 → Change Health Provider
4 → Configure Benefit Plans	8 → Develop User Guides Continues...



6

Post Go Live Update

EWC Rollout...

May 9, 2012

9 → Develop Videos	13 → Report Creation
10 → OE Launched	14 → UHC Cards!
11 → Vendor Integrations	15 → New Marketing Material
12 → Help Desk Operational	16 → LINK Website

7 

Post Go Live Update

And then...

There is your everyday work

—AMAZINGLY DONE!!!

Teamwork is and will continue to be key

8 

Post Go Live Update

What's next...

- July 1 increases
- Straighten out Workfeed & Business Processes
- Recruitment Center integration
- EDC Integration
- Onboarding
- Web Services connect to USCIS / Everify

9 

July 1st Increases
Deb Tatro



10

July 1st Increases

Important to Know:

- Salary increases must be in EWC before you begin payroll processing for the B15 (check date of July 25) or July monthly payroll (check date of July 31).
- Salary increases must have an effective date of July 1, 2012



11

July 1st Increases

For Biweekly Payrolls:

- Do not enter salary increases in EWC until after the B14 is finalized (pay date July 11). Entry can begin on Monday, July 9.
- Time cards must be overridden to the employee's new July 1 pay rate for any employee who works on Sunday, July 1, 2012
- If you have already entered your salary increases, you must override the pay rates on the time cards for any work days in June.



12

July 1st Increases

For Monthly Payrolls:

- Monthly agencies doing their own salary increases can begin entry into EWC at any time



13

July 1st Increases

For ALL:

- Do not enter any other increases that are to be effective after July 1.
 - If you do, the July 1 rates will not update.
 - Wait until after July 10th to enter any other salary changes.
- Pay Plan
 - The new pay plan with July 1, 2012 rates will be available on the State Personnel website by Monday, July 2nd.
 - Deb will let agencies know when you can place an order with the print shop for hard copies.



14

July 1st Increases

If State Personnel is handling your salary increases:

- Spreadsheets are due to Deb Tatro by Monday July 9, 2012 (*extended deadline*)
 - Spreadsheet will be uploaded into EWC on Tuesday, July 10 and updated into the P&FC shortly thereafter
- What should I do if I've already sent my spreadsheet to Deb?
 - Deb will not process until July 10th. If you need to make changes, let Deb know and she will return the spreadsheet so you can update it.



15

July 1st Increases

FAQ Correction:

- **What if I have an employee who is on disciplinary probation?**
 - There is no current language in either the NAPE Contract or State Personnel Classified Rules/Regulations that allows agencies to withhold pay increases from those employees on disciplinary probation, therefore, employees in this situation do receive the July 1 increase.

16 

Open Enrollment

Paula Fankhauser

17 

LINK Overview

Brian Svik

18 

Employee Work Center Reports
Loraine Epperly

19



Employee Development Center Update
Cindy DeCoster

20



Questions & Answers Session

21


