Payroll / Human Resources User Group

March 8, 2013
9:00 AM

NEBRASKA Administrative Services

Agenda

- Employee Development Center Update
- Payroll Screen
- Pending Location Assignments
- Hiring Restrictions
- Dependent Address In Correct Field

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Announcements

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Announcements

- New Training Area (Brian Svik)
- Emergenetics (Brian Svik)
- LINK Labs (Brian Svik)

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Employee Development Center

Charles Roberson

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Payroll Screen

Syl Luhring

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Payroll Screen

Employee Payroll Update

- Why do we need the Check Route Code?
  - Prepare the W-2 for individuals
  - Used by OCIO to create listings in the directory
  - Used by unemployment to track work history if employee leaves and files for unemployment
- Why do we need to check the Tax Method Box
  - To verify that the new employee is exempt.
  - If not, the box should be empty to assess the tax to the employee properly.

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Pending Location Assignments

Loraine Epperly

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Pending Location Assignments

Deadline

- Deadline to correct all Pending Location Assignments is:

Monday, April 1, 2013

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Pending Location Assignments

Report Name

- **Pending Location Assignment (lse)**
  - It will prompt for a two-digit agency number.
- I've changed the report since I mentioned it at the December IIF. It will now filter in only active employees (i.e., excludes people who have been terminated).

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Pending Location Assignments

How do I correct the location?

- Deb Tatro is able to do a mass update for you, if you have a lot of employees.
  - It does require that you complete information on a spreadsheet. Deb's contact information:
    - 402-471-4115
    - deb.tatro@nebraska.gov
- Otherwise, if you have just a few, read on…

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Pending Location Assignments

Correct Pending Location Assignments

1. Search for and click the employee's name.
2. Under Job Details, click related actions for the position.

3. Go to Position → **Edit Position** (for the purposes of only changing the location, please do *not* use Edit Position Restrictions).
4. Type an Effective Date (or use the calendar prompt).

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Pending Location Assignments

Correct Pending Location Assignments

5. Select the Reason, which is Edit Position > Change Location.
6. In the Location field (Job Details), you can either:
   a) Highlight all text in the location box, and type the name of the correct location, or
   b) Click the blue prompt to select from the list.

– NOTE: each location now has a city name at the end, so you can type a city name to narrow the list.

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Pending Location Assignments

Correct Pending Location Assignments

7. Once you select the correct location, and click submit, you will need to do all of the following to complete the process:
   a) Click Open on Change Organization Assignments, and then click Submit.
   b) Click Open on Request Default Compensation for Position Event, and then click Submit.
      i. If the grade and salary do not display, you will need to enter that information (see No Pay Range or Salary slides, pages 8 - 10).

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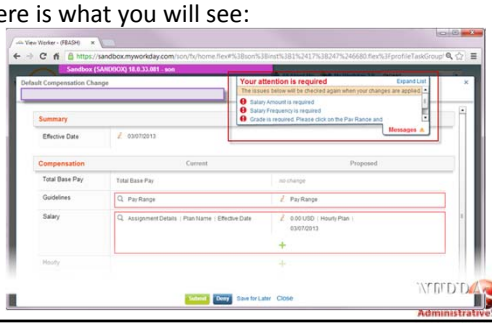
Pending Location Assignments

No Pay Range or Salary

Here is what you will see:



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Pending Location Assignments

No Pay Range or Salary

You will not be able to advance without entering this information. Do this:

1. Click the pencil by Pay Range, and type the correct class code in the input box for Grade, then click Done.
2. Click the pencil by the zero dollars, shown here:

3. Key in the correct dollar amount.
4. Select the correct frequency.

(continued…)

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Pending Location Assignments

No Pay Range or Salary

a) If the salary you enter has three digits after the decimal, you may see this message:

5. Click Done, and then click Submit.
6. Once you click Submit, you may also see this message … Click Submit again, and it will continue:

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Pending Location Assignments

Correct Pending Location Assignments

7. (continued from page 7)
   c) Click To Do on Edit Position – Change Benefits, and then click I'm Done.
   d) Click To Do on Enter Retirement and Leaves, and then click I'm Done.
   e) Click Close.

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Pending Location Assignments

Correct Pending Location Assignments

- You're DONE !

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List of Locations

How do you find a list of all of the locations?

- You can run a report called:

Location Directory (lse)

- It lists all of the following for each location:
  - Location Name
  - Street Address
  - City
  - State
  - Postal Code

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Hiring Restrictions

Deb Tatro

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Hiring Restrictions

Hiring Restrictions for Positions

- Hiring restrictions define the rules and conditions for holding a job or position. Hiring restrictions enable you to:
  - Limit staffing to specific job families and job profiles.
  - Restrict the locations where a job or position can be filled.
  - Limit staffing for a job or position to a specific worker type (employees or contingent workers).
  - Limit staffing for a job or position to a specific sub-worker type (Regular, On-Call, Temporary, etc.)
  - Limiting staffing for a job or position to a specific time type (full or part-time workers).

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Hiring Restrictions

Hiring Restrictions for Positions (cont'd)

- Hiring restrictions impact the Vacancy Report that goes to the Legislature
  - If Sub-Worker Type (i.e., Regular, SOS Temp, Per Diem, etc.) field is not filled in, position is included in Vacancy Report
- Hiring restrictions are missing for approx 80% of all positions
- Why?
  - Data wasn't loaded during conversion
  - Positions were only given a number and then an employee attached to it so the position became whatever the employee was
    - Positions created in EWC since conversion will have restrictions

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Hiring Restrictions

Hiring Restrictions for Positions (cont'd)

- How can I tell if a position has hiring restrictions or not?
  - Check Hiring Restrictions tab on position in EWC
    - If a position is vacant the tab is visible when you pull the position up

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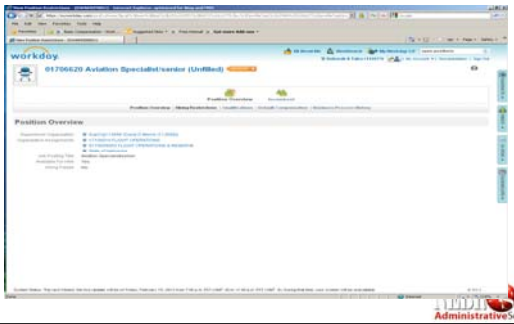
Hiring Restrictions

Hiring Restrictions for Positions (cont'd)



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Hiring Restrictions

Hiring Restrictions for Positions (cont'd)

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Hiring Restrictions

Hiring Restrictions for Positions (cont'd)

- If a position is filled, you have to dig a little

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Hiring Restrictions

Hiring Restrictions for Positions (cont'd)

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Hiring Restrictions

Hiring Restrictions for Positions (cont'd)

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Hiring Restrictions

Hiring Restrictions for Positions (cont'd)

– Run Custom Report: View All Positions (dat)

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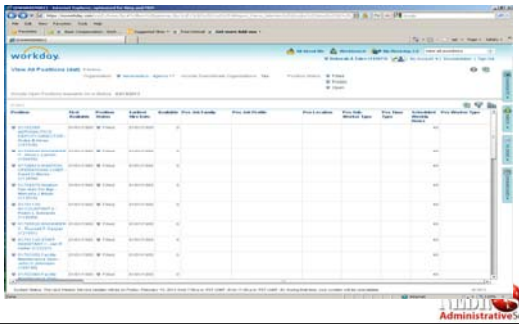
Hiring Restrictions

Hiring Restrictions for Positions (cont'd)



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Hiring Restrictions

Hiring Restrictions for Positions (cont'd)

- How do I add hiring restrictions?
  - You must do an Edit Position Restrictions action

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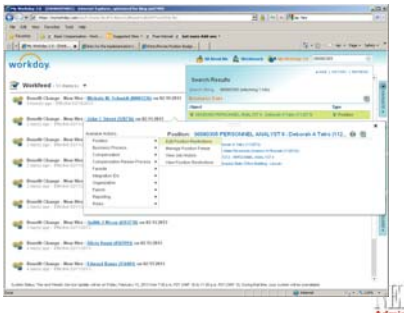
Hiring Restrictions

Hiring Restrictions for Positions (cont'd)



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Hiring Restrictions

Hiring Restrictions for Positions (cont'd)

- Is it possible to do a mass update?
  - Yes. There is a spreadsheet you can fill out and Deb Tatro can load it and bypass all the approval steps.
  - Send Deb Tatro an email if you want to do the mass update and she will send you the spreadsheet to fill out.
- When does this need to be done?
  - Preferably before the next Vacancy Report goes to the Legislature (April 1st) as they are in session now and the budget is under consideration.

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Hiring Restrictions

Hiring Restrictions for Positions (cont'd)

- If you want Deb to do a mass update, you will need to send her your completed spreadsheets no later than March 15th.

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Hiring Restrictions

TIPS & TRICKS

- When there is a hire in process for an employee and you didn't initiate it but you want to know what the status is –
  - Search for the position # and click on the related actions icon off the position and go to Position > Edit Position Restrictions. You will get a screen telling you that you can't initiate a change because of a pending action and it will show you the action. You will be able to click on that action and go to the Process tab and see where the hold up is. ☺

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Dependent Address In Correct Field

Susie Samuelson

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