Payroll / Human Resources User Group

August 22, 2013
9:00 AM

NEBRASKA Administrative Services

Agenda

EWC Upgrade 20 / Benefit Changes
Termination Process
Hire Dates
Pay Rate Type & Comp Plans
Combined Campaign
Help Desk Update
EDC Connect Roll Out
Browser Requirements

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Announcements

Welcome (Ruth Jones)
Introduction of Renae Prieto

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EWC Upgrade 20 & Benefit Changes

Susie Samuelson

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EWC Upgrade 20 & Benefit Changes

REMINDERS

Life Events must be initiated within the 30 day window allowed by Federal Law for events that house benefits covered by the tax sheltered LB551 Law.

Example- Birth of the Baby The Employee must initiate the event within 30 days. The 30 days include the day that the baby is born and it is calendar days not work days. Once the process is initiated it may take an extra week to receive the birth certificate to attach then submit the process past the 30 day window. Our office reviews when the process was initiated for approval purposes and we will be able to see the employee did create the event within the appropriate window of time.

Please do not tell employees that they must wait for the documentation prior to creating any event. The process must be initiated within the 30 day window once in progress sometime there might be a waiting period for the documentation.

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EWC Upgrade 20 & Benefit Changes

COBRA and Retiree

At this time it has been decided to keep the Administration of the Cobra and Retiree groups within the Wellness and Benefits office.

Terri Wilson will continue to be the lead contact.

Continue with your current process of notifying Terri.

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EWC Upgrade 20 & Benefit Changes

Dependent Event - Add/Create or Edit

Edit

Employees and HR partners who make a edit change to their own dependents or to an employees dependent in Workday 20 the first box when the process is opened will have an effective date and a reason box.

The effective date will automatically populate using the date you are making the edit.

To elect a reason click the blue prompt

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EWC Upgrade 20 & Benefit Changes

The following window will open after the blue prompt icon is clicked.

If the dependent information is being edited the employee or HR partner will click Edit Dependent and the following window will open to choose a reason the edit is being done.

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EWC Upgrade 20 & Benefit Changes

Once the reason is clicked on the reason will automatically populate into the reason box.

The remainder of the dependent event had no changes.

Add/Create Dependent

The same process will be followed when adding a new dependent

The Employee or HR Partner will click in the reason box

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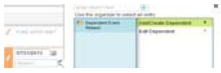
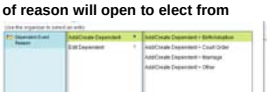
EWC Upgrade 20 & Benefit Changes

The following window will open and the Employee or HR Partner will have to Click on the Add/Create Dependent



The list of reason will open to elect from



The selected reason will automatically populate

The remainder of the event did not have changes

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EWC Upgrade 20 & Benefit Changes

Benefit Enrollment Display Issue

On some Benefit enrollment tasks, Workday displays a None of the Above option in addition to the options to Elect or Waive benefit plans.

The events with the third option listed are not changeable enrollments. All three options are greyed out and the employee is unable to elect it.

At this time there is no way to make a correction to remove the None of the Above, Workday sent out a Customer Alert which stated they are aware of the issue and they will correct the display in a future service update.

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EWC Upgrade 20 & Benefit Changes

Reminders:
Please remember to inform your new hires of the number of pay periods to use to enter in the override box when doing an event. Example if you have a new hire starting in August and the benefits will be effective October 1st please give them the number of pay periods from October 1st to the end of the Benefit year.

Since the State of Nebraska has 2 free pay periods for Biweekly employees the Workday system does not recognize those and includes them in the number of pay periods left in the flex enrollments which then causes errors that must be fixed.

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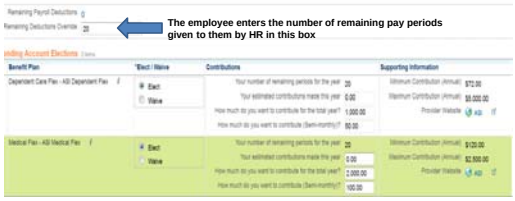
EWC Upgrade 20 & Benefit Changes

The employee must enter the remaining biweekly pay periods in the "Remaining Deductions Override" box. The employee can then click elect and put in either the amount they wish to contribute per benefit year or the amount they wish to contribute per pay period.



You may wish to print this page or create one similar to hand out to new hires. This shows them visually what they need to do and it would be a reminder for HR to give the remaining pay periods when putting together new hire packets.

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Workday 20 & Help Desk Issues

Deb Tatro

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Workday 20 & Help Desk Issues

Workday 20 is here

- Behind the scenes change involving Internet Explorer/Google Chrome Frame
- No major visible changes to HCM for HR Partners
- Workday 21 will have some visual design changes to the look and feel of your landing pages

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Workday 20 & Help Desk Issues

Help Desk Issue

- Always submit your requests for assistance in EWC to as.linkhelp@nebraska.gov
- Can copy Deb Tatro and she will go ahead and look at it as soon as she sees the email
- Help Desk ticket is created by the email which allows us to track volume of calls/requests and determine problem areas that may require additional training

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Termination Process

Deb Tatro

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Termination Process

Termination Process

- Use the Job Change > Terminate Employee process to term employees
  - This includes an automatic step to term benefits
- Do not use the Benefits > Change Benefits > Term Benefits process
- Do stop external payroll deductions (e.g., Parking, Zoo, Combined Campaign, etc.)

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Termination Process

Termination Date Changes

- If a termination date changes and you find out about it before the original term date entered and contact Deb Tatro, it is possible to change the date
  - Term date needs to be corrected before the original term date. It must update in PFC **before** the original term date arrives.
- If it doesn't get fixed in PFC **before** the original term date, you will have to rehire the employee effective the next day in order to show no break in service.
  - Additionally, you will need to contact Susie Samuelson about restoring the benefits.
  - Also, please enter an explanation in the Comments box for auditing purposes.

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Hire Dates

Deb Tatro

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Hire Dates

New Hire Start Date Changes

- If a hire date changes, for whatever reason, it can be changed/corrected in EWC by Deb Tatro.
  - Submit a help desk request to as.linkhelp@nebraska.gov and copy Deb Tatro on the email
- Do not terminate the employee and start over.
- Do not change the Original Hire Date of an employee **unless** the employee previously worked for the state and has a record in PFC but not EWC
  - If so, use the date that is in PFC; must match or record will be rejected
  - Original Hire Date represents the very first time an individual came to work for the state
  - Only Continuous Service Date is used to calculate leave earnings

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Hire Dates

Duplicate Employee Records

- If you find that you have created a duplicate applicant and/or employee record, DO NOT TERMINATE.
- Submit a request to as.linkhelp@nebraska.gov and copy Deb Tatro who can delete the duplicate records

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Pay Rate Type & Comp Plans

Deb Tatro

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Pay Rate Types & Comp Plans

Compensation Issues

- Pay Rate Type and Compensation Plan should match
- Pay Rate Type (determines overtime eligibility) is either Hourly Exempt or Non-exempt OR Salary Exempt or Non-exempt
- Compensation Plan is either Hourly or Salary
- If Pay Rate Type is Hourly Exempt or Non-exempt then Compensation Plan must be Hourly with an hourly frequency.

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Pay Rate Types & Comp Plans

Compensation Issues (cont'd)

- Likewise, if Pay Rate Type is Salary Exempt or Non-exempt then Compensation Plan must be Salary with an annual rate.
- If those don't match, we have a problem in payroll, especially when we do mass updates to the employee record.

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Combined Campaign

Deb Tatro

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Combined Campaign

Combined Campaign

- Deb Tatro will do mass update for classified system employees
  - Will do mass update to enter stop dates for all that don't currently have stop dates entered
- Can do mass update for non-classified agencies if desired
  - If you enter you own, please add a new deduction rather than changing the amount of the current deduction. This makes history tracking easier.
- A spreadsheet is available for agencies to fill out and submit to Deb Tatro for mass uploading.

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Combined Campaign

Combined Campaign

- Stop dates for current deductions are as follows:
  - BW10 stop date is 12-15-2013
  - BW5 stop date is 12-20-2013
  - BW12 stop date is 12-13-2013
  - Monthly stop date is 11-30-2013

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Help Desk Update

Charles Roberson

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EDC Connect Roll Out

Brian Svik

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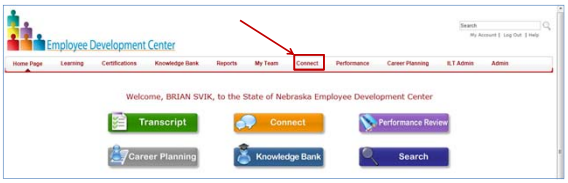
EDC Connect Roll Out

Connect in the EDC is a social collaboration tool.

Allows for discussion boards, videos, blogs, etc.

Made up of communities, and we are rolling out a Human Resource and Payroll Community.



Connect > Communities tab > Human Resource and Payroll Community

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Browser Requirements & EWC Reports

Loraine Epperly & Joe Huffman

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Browser Requirements & EWC Reports

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