

Welcome to the

August 22, 2013 PHRUG



Agenda Preview

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

Announcements

Welcome to the PHRUG (Ruth Jones)
Renae Prieto (Ruth Jones)

Employee Work Center Upgrade 20 & Benefit Changes

Susie Samuelson

SEMPERS

Life Events must be initiated within the 30-day window allocated by Federal Law for events that cause benefits covered by the Uniformed Services Law.

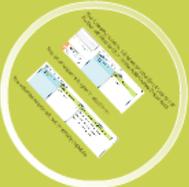
Example: Birth of the baby. The Employee must initiate the event within 30 days. The 30 days include the day that the baby is born and if a calendar day is not a work day. Once the process is initiated it may take an extra week to receive the birth certificate to submit the process post the 30-day window.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

Please do not let employees that they must wait for the documentation prior to creating any event. The process must be initiated within the 30-day window or a 90-day window sometime there might be a waiting period for the documentation.

Click the Search icon to search for an event that is currently available to the event list.



The number of the dependent event has to change. Add/Change Dependents. The same process will be followed when adding a new dependent. The employee or HR member will click the search icon.

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.




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



If the dependent information is being added the window of HR partner will look: Egi Department and the following window will open to choose a reason the edit is being done.



Dependent Event - Add/Change or Edit

HR

Employee with HR partner who make a edit change to their own dependent or to an employee dependent in window so the HR box when the process is opened will have an effective date and a reason law.



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

To select a reason click the blue prompt.

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.

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.

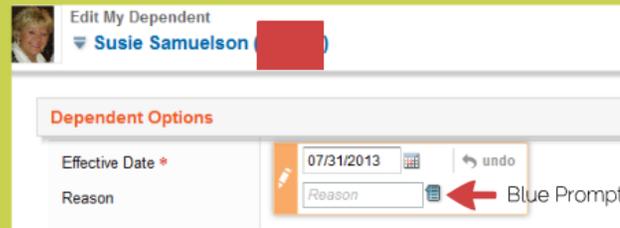
Terri Wilson will continue to be the lead contact.

Continue with your current process of notifying Terri.

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.



Edit My Dependent
Susie Samuelson

Dependent Options

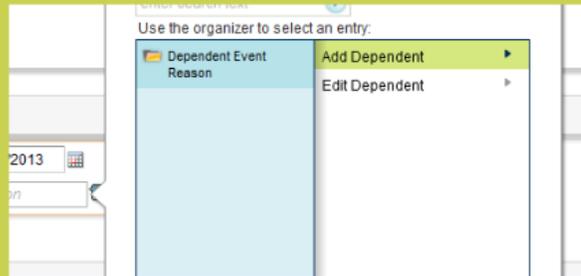
Effective Date * 07/31/2013 undo

Reason Reason Blue Prompt

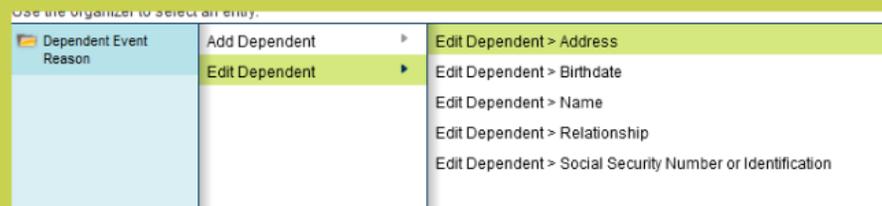
The effective date will automatically populate using the date you are making the edit.

To elect a reason click the blue prompt

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.



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

Dependent Options	
Effective Date *	 07/31/2013
Reason	 Edit Dependent > Name

The remainder of the dependent event had no changes.

Add/Create Dependent

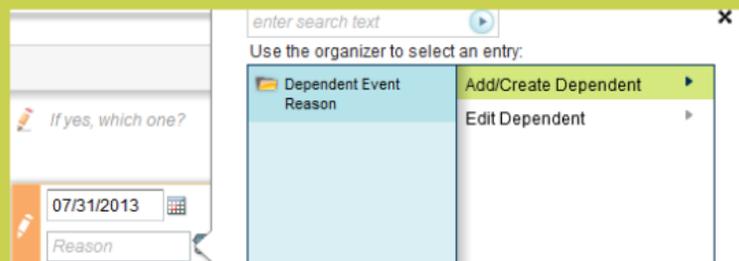
The same process will be followed when adding a new dependent

The Employee or HR Partner will click in the reason box

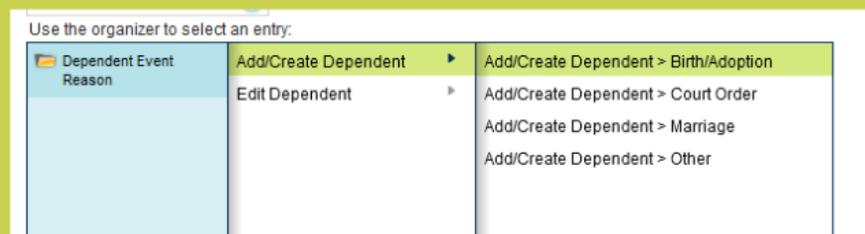
Dependent Options	
Is your new dependent already a beneficiary or emergency contact?	 If yes, which one?
Effective Date *	 07/31/2013
Reason	 Reason 
Use your new dependent as a beneficiary?	 No

You may want to show them what remaining pay is

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

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.

Basic Life - Aetna Full Time (Employee) <i>i</i>	<input checked="" type="radio"/> Elect <input type="radio"/> Waive <input type="radio"/> None of the above
Optional Supplemental Life - Aetna 0.5 - 5X Salary (Employee) <i>i</i>	<input checked="" type="radio"/> Elect <input type="radio"/> Waive <input type="radio"/> None of the above

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.

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.

Remaining Payroll Deductions	0		
Remaining Deductions Override	0		
Pending Account Elections 2 Errors			
Benefit Plan	*Elect / Waive	Contributions	Supporting Information
Dependent Care Flex - ASI Dependent Flex	<input type="radio"/> Elect <input checked="" type="radio"/> Waive <input type="radio"/> None of the above	Your number of remaining periods for the year 0 Your estimated contributions made this year 0.00 How much do you want to contribute for the total year? 0.00 How much do you want to contribute (Semi-monthly)? 0.00	Minimum Contribution (Annual) \$72.00 Maximum Contribution (Annual) \$5,000.00 Provider Website ASI
Medical Flex - ASI Medical Flex	<input type="radio"/> Elect <input checked="" type="radio"/> Waive <input type="radio"/> None of the above	Your number of remaining periods for the year 0 Your estimated contributions made this year 0.00 How much do you want to contribute for the total year? 0.00 How much do you want to contribute (Semi-monthly)? 0.00	Minimum Contribution (Annual) \$120.00 Maximum Contribution (Annual) \$2,500.00 Provider Website ASI

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.

Remaining Payroll Deductions 0

Remaining Deductions Override ← The employee enters the number of remaining pay periods given to them by HR in this box

Pending Account Elections 2 items

Benefit Plan	*Elect / Waive	Contributions	Supporting Information
Dependent Care Flex - ASI Dependent Flex	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Your number of remaining periods for the year <input type="text" value="20"/> Your estimated contributions made this year <input type="text" value="0.00"/> How much do you want to contribute for the total year? <input type="text" value="1,000.00"/> How much do you want to contribute (Semi-monthly)? <input type="text" value="50.00"/>	Minimum Contribution (Annual) \$72.00 Maximum Contribution (Annual) \$5,000.00 Provider Website ASI
Medical Flex - ASI Medical Flex	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Your number of remaining periods for the year <input type="text" value="20"/> Your estimated contributions made this year <input type="text" value="0.00"/> How much do you want to contribute for the total year? <input type="text" value="2,000.00"/> How much do you want to contribute (Semi-monthly)? <input type="text" value="100.00"/>	Minimum Contribution (Annual) \$120.00 Maximum Contribution (Annual) \$2,500.00 Provider Website ASI

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.



Workday 20 Is Here

Deb Tatro

- 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

Help Desk Issues

Deb Tatro

- 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

Termination Process

Deb Tatro

- 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.)



- 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

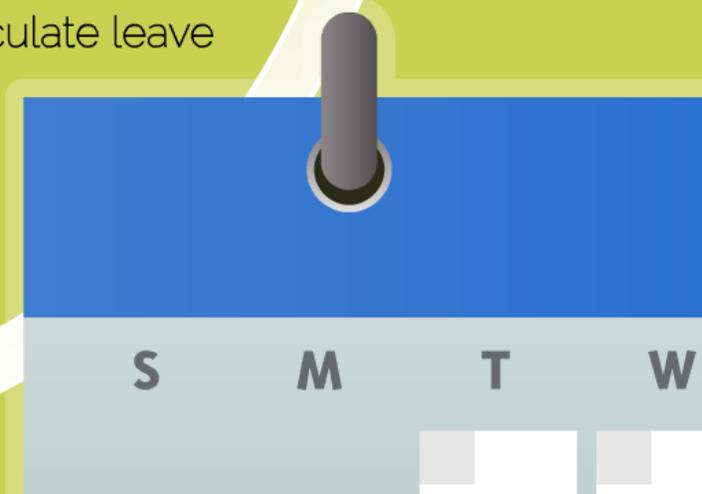
- If a hire date changes, for whatever reason, it can be changed/corrected in EWC by Deb Tatro.
 - Submit a help desk request to as.linkhelp@nebraska.gov and copy Deb Tatro on the email.
- Do not terminate the employee and start over.
- Do not change the Original Hire Date of an employee unless the employee 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

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



• Pay Rate Type and Compensation Plan should match
• Pay Rate Type determines whether exempt or Non-exempt
• Exempt or Non-exempt
• Compensation Plan is either Hourly or Salary
• If Pay Rate Type is Hourly, Compensation Plan must be Hourly with an hourly frequency
• If Pay Rate Type is Salary, Compensation Plan must be Salary

• Likewise, if the Pay Rate Type is Salary, Example of Non-exempt Hourly 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

- 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.

- 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.

Combined Campaign

Deb Tatro

- 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 a new stop date, 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.

- 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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- BW12 stop date is 12-13-2013
- Monthly stop date is 11-30-2013

Help Desk Update

Charles Roberson



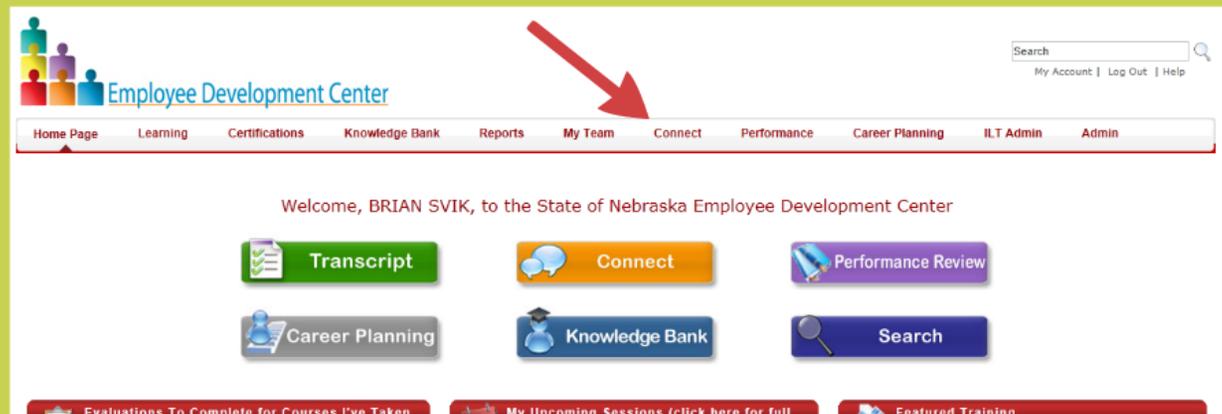
EDC Connect

Brian Svik

Connect in the EDC is a social collaboration tool.

Allows for discussion boards, videos, blogs, etc.

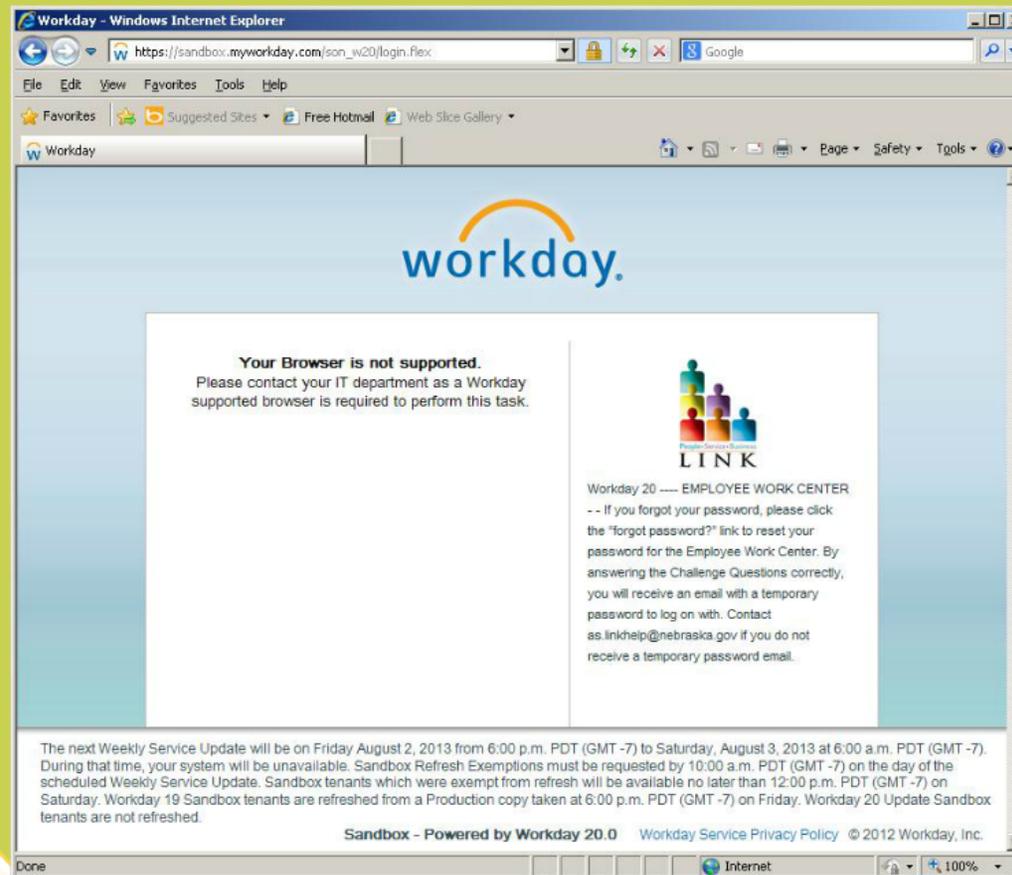
Made up of communities, and we are rolling out a Human Resource and Payroll Community.



Connect > Communities tab > Human Resource and Payroll Community

Browser Requirements & EWC Reports

Lorraine Epperly



The screenshot shows a Windows Internet Explorer browser window with the address bar displaying https://sandbox.myworkday.com/son_w20/login.flex. The page content includes the Workday logo at the top, followed by a message stating "Your Browser is not supported. Please contact your IT department as a Workday supported browser is required to perform this task." To the right of this message is a graphic for "LINK" (Production Support) and a section titled "Workday 20 --- EMPLOYEE WORK CENTER" which provides instructions on how to reset a password. At the bottom of the page, there is a service update notice for August 2013 and footer information including "Sandbox - Powered by Workday 20.0" and "© 2012 Workday, Inc."

Your Browser is not supported.
Please contact your IT department as a Workday supported browser is required to perform this task.

LINK
Production Support

Workday 20 --- EMPLOYEE WORK CENTER
-- If you forgot your password, please click the "forgot password?" link to reset your password for the Employee Work Center. By answering the Challenge Questions correctly, you will receive an email with a temporary password to log on with. Contact linkhelp@nebraska.gov if you do not receive a temporary password email.

The next Weekly Service Update will be on Friday August 2, 2013 from 6:00 p.m. PDT (GMT -7) to Saturday, August 3, 2013 at 6:00 a.m. PDT (GMT -7). During that time, your system will be unavailable. Sandbox Refresh Exemptions must be requested by 10:00 a.m. PDT (GMT -7) on the day of the scheduled Weekly Service Update. Sandbox tenants which were exempt from refresh will be available no later than 12:00 p.m. PDT (GMT -7) on Saturday. Workday 19 Sandbox tenants are refreshed from a Production copy taken at 6:00 p.m. PDT (GMT -7) on Friday. Workday 20 Update Sandbox tenants are not refreshed.

Sandbox - Powered by Workday 20.0 Workday Service Privacy Policy © 2012 Workday, Inc.



Employee Work Center Reports

