

Teammates,

In state government, much of our work tends to flow more around the fiscal year schedule as opposed to the more traditional calendar year. For many of our DAS teammates, the run up to the end of the fiscal year on June 30th is an extremely busy time. It's one of those things that if something goes wrong, it has big consequences, but flawless execution often goes unnoticed. This year we executed really well, and I wanted to share with you some of those successes so that we can all acknowledge them.

State Accounting:

State Accounting Administrator Phil Olsen and his team led an organized fiscal year end effort, particularly the **E1 Information Technology and Financial Systems and Reporting** teams. The Accounting team completed 48 task items in preparation of year-end close, the first of which was executed in late May. The Financial Systems and Reporting team reached out to state agencies and assisted in cleaning up year-end procurement and capital asset issues. The last of the fiscal year 2021 transactions were processed by 5:00PM on June 30th and teams kicked-off a sequence of year-end close procedures. Budget Division prepared appropriation and allotment batches which were in the queue to post on July 1st to ensure agencies had spending authority for the new year. The last of the 48 tasks was completed at 3:30AM, ending in a smooth transition for users logging in the morning of July 1st.

State Personnel:

The sub divisions within the State Personnel team worked collaboratively to make sure a wide range of critical end of fiscal year objectives and projects were met by July 1st. **The HR Information System Support** team updated job profiles and helped process pay increases in Workday as a result of the

Consolidation Project and Pay for Performance standards while assisting customer agencies with their end of year needs. **The Employee Relations** team coordinated and facilitated the July 1st pay increases due to the implementation of the new labor contracts and other annual increases. They also compiled a new pay plan reflective of the Consolidation Project, contract negotiations, and other pay line adjustments.

The Compensation and Classification team completed and implemented the new job specifications relating to the Consolidation Project while assisting agencies through this process. They also compiled new pay plans and pay calculators in collaboration with the Employee Relations team, and assisted the Talent Acquisition team in identifying job postings needing updated to new consolidated classifications before July 1st. **The Talent Acquisition** team uploaded the new Consolidation Project position information into the Applicant Tracking System (NEOGov) while assisting agencies, in collaboration with the Compensation and Classification team, on job postings impacted by the project. They also worked with agencies to inform and process pay line increases for affected temporary teammates. **The Training and Development** team renewed customers' LinkedIn Learning Subscriptions, including expanding the number of agencies that are subscribers so that 80% of the state workforce has unlimited access to LinkedIn Learning.

Human Resources:

The DAS HR team has been working hand in hand with our State Personnel team on the classification consolidation of positions negotiated through the Nebraska Association of Public Employees (NAPE) contract as well as implementing Pay for Performance increases. Both of these efforts were needed to be implemented by July 1st. In conjunction with these efforts, the HR team worked hard to prepare for processing an error free payroll with one less day in the week due to the Independence Day holiday.

Operations Analysis:

The Operations Analysis team played an integral part behind the scenes in closing out the fiscal year end. Working closely with State Accounting, Materiel, and State Personnel, Operations helped State Accounting close

the books on the fiscal year. **The Financial Capital** team took the overall lead in planning the sequence of events that both State Accounting and Operations do overnight to close out the fiscal year and ensure everything is in place and ready to go when state teammates reported for work the next morning. **The Human Capital Management** team worked closely with State Personnel and the DAS HR team to ensure that pay rates, benefits from open enrollment, and a variety of other critical pieces were updated in preparation for conducting business in the new fiscal year. The **Supply Chain Management** team worked closely with Materiel to ensure that all purchase orders were either properly closed out, or properly carried over to continue into the new fiscal year. Finally, the **Technical** team supported all of these efforts by making sure all of our systems were up to the tasks that were required for the fiscal year transition.

Our DAS teammates in divisions throughout the Department worked collaboratively to set the State of Nebraska up for continued success in the new fiscal year. Thank you to all of our teammates who put in the extra hours of hard work to ensure we had another successful end of fiscal year. Your efforts do not go unnoticed!

Regards,

Jason Jackson

Director, Department of Administrative Services