



# PPUG Announcements March 2011

## **CPPS Training**

CPPS Payroll Input training – Tuesday, March 15<sup>th</sup> in the Fort Logan computer lab training room. This is for anyone who performs Payroll data entry into CPPS and either needs or would like training. If you or one of your staff members is interested in attending, please email [Central.Payroll@state.co.us](mailto:Central.Payroll@state.co.us) with the name of the person(s) attending. We will then send specific time and location information.

CPPS HR Input Training – Thursday, March 17<sup>th</sup> in the Fort Logan computer lab training room. This is for anyone who performs HR data entry into CPPS and either needs or would like training. If you or one of your staff members is interested in attending, please email [hr.support@state.co.us](mailto:hr.support@state.co.us) with the name of the person(s) attending. We will then send specific time and location information.

## **Updates to PPUG Contact listing**

We will be updating the PPUG contact listing very soon. Please be sure to send contact changes or updates in your HR or Payroll offices to [central.payroll@state.co.us](mailto:central.payroll@state.co.us) as soon as possible.

## **Change to Medicare withholding on Sick leave Payouts (earn code SKF)**

After extensive research and discussion, it has been determined that Sick Leave Payout (SKF) upon retirement or death should be Medicare eligible. Effective for all sick leave payouts occurring after March 1, 2011, Medicare will be withheld from the SKF earn code payment in CPPS. There will be no retroactive adjustments made to payouts made prior to this date.

Two exceptions to this rule exist:

1. Medicare will not be withheld from sick leave payout upon retirement or death if the employee has had continuous employment with the State of Colorado since March 31, 1986 or before.
2. Medicare will not be withheld from sick leave payout in the case of a final payment for a deceased employee when payment is issued to the beneficiary or estate in the year following death.

This change does not affect PERA withholdings on Sick Leave Payout. PERA will continue to not be withheld from sick leave payouts per State statute.

If you have any questions or concerns regarding this change, please feel free to contact Marie.



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## **New CHOP Checks!!**

Starting March 2<sup>nd</sup>, we will be using new checks for CHOP checks. The new checks contain additional security features that were previously not included on the CHOP checks. Although there are many security features included on the new checks, there are two that are very apparent on the front of the check:

- A hologram square that loses the hologram characteristics when copied
- A red heat sensitive picture in the lower right hand corner of the check

If either of these two features is missing or looks distorted in any way, please question the validity of the check.

## **ESS Update**

### Paperless Pay Advices

Central Payroll is making progress towards ensuring that all agencies are utilizing ESS. This is great news in efforts to stop printing paper pay advices!!! A big thank you to the agencies that have recently jumped on board and to those who are currently working towards implementation at their agency!

### ESS Upgrade

We anticipate installing an upgrade to ESS in the month of March or April. This upgrade includes some great features that will continue to make ESS very beneficial for our employees. We are in the process of testing all of the features included in the upgrade and will send out more information as soon as we can!

## **Electronic Data Warehouse (EDW) (aka: Microfiche Replacement)**

We are in the process of creating user documentation for the system that will hold information formerly distributed on the Microfiche files. The new system is a web based system called Electronic Data Warehouse. Please be watching for communications regarding EDW and what information we will need from your agency to get everyone up and running.

## **\*\*\*Reminder\*\*\***

### **Awards, Prizes and Bonuses**

Please be recording payments for Awards, Prizes, and Bonuses throughout the year as opposed to waiting until year end!! For instructions on how to handle these types of earnings, please refer to the year end packet handed out in December. If you do not have the packet, you can find it on the Central Payroll Website listed under the heading: Year End Information <http://www.colorado.gov/dpa/dfp/sco/payroll.htm>. For questions regarding Awards, Prizes and Bonuses, please call Nghi on the Tax Compliance desk at (303) 866-5806.

## **Next PPUG Meeting**

The next PPUG meeting is scheduled for Wednesday, April 6<sup>th</sup> in the Ft. Logan Auditorium. If there is any change to the meeting, we will let you know ahead of time.

**As always, please don't hesitate to contact Central Payroll with any questions or concerns!**

Email: [Central.payroll@state.co.us](mailto:Central.payroll@state.co.us)

Website with contact Information: <http://www.colorado.gov/dpa/dfp/sco/payroll.htm>