

PPUG Minutes

October 6th, 2010

Introductions:

- Central Payroll
 - Marie Schneider – New Central Payroll Manager
 - Nghi Huynh
 - Renee Vegas
 - Jenine Burrell
 - Dawn Ralston-Dye
 - Bob Jaros – Deputy State Controller
- IT Staff
 - Ron Riedl
 - Archie Demarest
 - John Ahlemeier

Announcements:

CPPS HR Data Input training

- Thursday, October 21st at Fort Logan
- This training is full! To request another group training or one-on-one session, please email the HR Support Desk email.

Transfer Requests

- When sending a request to the CPPS HR Support Desk, please be sure to include the following:
 - ORG ID transferring from and to
 - EID
 - Effective Date
- Transfers can only be done within the current month. Transfers cannot be retro dated into a prior month or future dated into the next month.

Payroll Adjustment Worksheets (PAWs)

- When sending in pre-pay information:
 - Please be sure to send in the CR or IT with the pre payment information
 - If there is more than one employee on the CR or IT, please be sure to include breakdown for each employee.
- If you have questions regarding how to complete a PAW for a prepay, please contact Jenine directly (303-866-4571 or Jenine.burrell@state.co.us)

HRDW (Human Resource Data Warehouse)

- There is a lot of valuable information contained within HRDW and it IS NOT only for HR personnel. Payroll Personnel can benefit greatly from many of the reports also.
- If you don't have access to HRDW, please fax a modified security to Central Payroll and we will get you set up! (Fax: 303-866-4138)

City Name Abbreviations:

- We are working with the Employee Benefits Unit (EBU) to distribute standardized abbreviations for long city names (i.e. Colorado Springs, Grand Junction, etc).
- Agencies need to use the standardized abbreviations to help alleviate confusion with the insurance vendors.
- CPPS will not prevent you from entering an incorrect abbreviation. Once the abbreviations have been communicated with the agencies, we will create an edit report to aid in looking for incorrect entries.

System Update 10/6:

- A system update that affects position control was installed the night of 10/6.
- Update requires that every position number have the 3 character ORG ID in front of the position number in both position control and on the Job Screen.
- **Update 10/18:** IT continues to work through some issues that were discovered after the upgrade. We are working to have all issues resolved as quickly as possible.

Cell Phone Usage:

- Cell phone usage can result in tax consequences to an employee. There are two scenarios that can happen:
 - Personal use of an employer-issued cell phone – Employee is charged for the personal use
 - Business use of an employee-owned cell phone – Employee is reimbursed for the business use
- Because cell phones were considered “Listed Property” by the IRS, the IRS had strict substantiation rules that outlined the taxation of cell phone usage outlined above. The substantiation rules created a heavy administrative burden.
- President Obama signed the “Small Business Jobs Bill” and included in this bill was the removal of cell phones from Listed Property effective January 1, 2010. This eliminates the strict substantiation rules when it comes to business cell phone usage.
- So, what does this mean to you? Please be watching for a policy to be distributed from the OSC regarding cell phone usage. If your agency is currently tracking cell phone usage and you have questions, please contact Central Payroll for more information.

Upcoming Changes to Fiscal Rules – Chapter 9: Payroll

- Central Payroll is going to be reviewing and making changes to Chapter 9 of the Fiscal Rules which covers payroll. Please keep an eye out for communication on these changes in the near future.

Meeting Topics

House Bill 10-1264 – Employee Incentive

- Joann Nelson from DHR did a presentation in regards to House Bill 10-1264 which outlines the Employee Incentive program.
- There will be a message on all October paychecks advertising this to let employees know about the program.
- If employees have questions, please have them visit:
WWW.COLORADO.GOV/DPA/DHR/EMPLOYEERESOURCES

Payroll Warrant Distribution Procedures at Agencies

- Central Payroll opened the floor for discussion regarding each agency's procedures for mailing payroll warrants. This topic was brought up because there have been several recent incidents where an employee has cashed a warrant prior to pay day.
- Central Payroll received a lot of great feed back from the agencies on what their internal controls are to ensure that the checks are not cashed early.
- This then prompted discussion in regards to eliminating warrants completely by removing or changing the pre-noting process and enforcing 100% direct deposit participation.
- Central Payroll heard all concerns both for and against eliminating warrants via the two methods suggested above.
- Central Payroll will be doing further investigation into changing the pre-note process, further enforcement of 100% direct deposit participation, and changing the payroll warrant distribution process.

PERA Presentation

- Angie Byrne, Chris Murray, and Matt Carroll from PERA visited the PPUG meeting to discuss the implications of Senate Bill 10-001.
- They provided an information packet that addressed the changes that will be coming January 1st, 2011.
- Handout is attached with this email.

Next Meeting

- Scheduled for November 3rd.
- We will let you know if there are any changes to scheduling the meeting
- WE NEED YOUR INPUT! The meetings will be much more meaningful to you and other agencies if you let us know what you want to talk about! Please send PPUG topic suggestions to the Central Payroll email or directly to Marie.
- We love to have participation during the meetings! We really enjoyed the feedback we received from the 10/6 meeting. It helps us help you better!