

PPUG Minutes

Nov. 1, 2006

Introductions:

- Central Payroll
- Bob Jaros
- Ranea Taylor
- Chandra Williams
- TMU
- Employee Benefits
- Julia Agazio
 - She will introduce her group when she does her presentation

Central Payroll Updates:

- Jessie Gooch started as our payroll accountant
- Started in Oct. From Dept. of Education
- Will be processing refunds, prepayments, deceased employees, liability, EFT and CHOP reconciliations
- Please be patient while she is in training and while we are training her

SSA Verification Report:

- Was sent out last week
- If you did not receive one, you do not have any errors
- Please work with employees to get errors corrected either in CPPS or at SSA
- Remember there could be a \$50 fine per error and we will pass the fine out to the agencies
- If you have specific questions, please let me know

Duties within Central Payroll:

- Kris is still processing CHOP's, Nghi is still processing direct deposit issues, NOT Jessie who is handling the reconciliation of the accounts after the payroll's have processed
- We will be getting the Central Payroll website updated with Jessie's duties shortly
- Please review the website if you are not sure who is doing what duty within Central Payroll before contacting or faxing anyone or call or email us
- We will all be happy to send you to the correct person who handles each duty or deliver the fax to the correct person, but it will save you time if you have the correct person to start out
- If you are sending a fax and are not sure, just fax it to "Central Payroll" and Kris will get it to the correct person

CHOP's:

- Please remember that if a payroll is processing, items can be processed on that payroll instead of a CHOP
- We are still reviewing against the SCO CHOP Policy

Black Bag:

- Most of the bugs have been worked out with the Black Bag for mail delivery
- Please remember that if you are requesting a CHOP, it must be here by 9:00 for it to go out in the Black Bag that day
 - We have had a few agencies that have sent CHOP's a few minutes after 9:00 and then are mad when they do not receive them the next day
 - Because of the work involved in the manifest, we will NOT be accepting faxes after 9:00 for that day, unless it is an emergency, and then please call Kris
- We will also be adding the agencies that are in Pueblo to the Black Bag soon

2007 Payroll Calendar:

- I have the 2007 payroll processing calendar up here for you to come get at the break
- I will also be emailing it out to the PPUG email list and posting it on our website
- Please review and let us know if you see any problems
 - Everyone in Central Payroll has checked it, but there are always a few things that we miss, so please let us know
 - We will get new calendars out if there are corrections

One-time deductions to PERA:

- If you need to process a one-time deduction for PERA, please send it to Nghi with the PERA Adjustment Spreadsheet for processing
- This is a change from how we have handled this in the past
- Reconciling with PERA is very cumbersome and Nghi has to look at each transaction and there have been a few that the one-time deductions do not match what is on the PERA Adjustment Spreadsheet or she has NOT received the adjustment spreadsheet
- If you have questions, please contact Nghi

Transfers:

- Chandra and Ranea may be addressing this also, but we are definitely having a problem that needs to be addressed
- When you have a transfer coming to your agency, once the transfer has been processed by Chandra or Ranea, please remember to add the Department Number to the Personnel Action Data screen (screen 3)
- It is often referred to as the "locator code"
- The past several months, agencies have NOT been doing this and it has caused the PB's to NOT process to COFRS

- If this is not addressed, we will be looking at how to either force the change or leave the old agency in that field and then let each agency accounting office correct the problem.
- Please see either Chandra, Ranea or me with any questions

Daylight Savings Time:

- Please remember that with daylight savings time ending this past weekend, any shift employees who were working need to be paid for one more hour for that shift
- I will send out an email to remind everyone also

Vince Plymell:

- Vince had a few updates about CPPS and Benefitsolver. Within the next couple of months, we will be proceeding to daily file transmissions. Benefitsolver will also begin processing terminations that come from CPPS.

Ranea & Chandra:

- Please remember to use the correct transaction codes when processing actions, especially when completing transfer actions.
- Please also remember to process the appropriate Position Control action.

Julia Agazio

- Presented the information about the changes to the I-9 procedures
- She will have all of the documents up on the DHR website soon