

PPMG Minutes

December 2, 2010

Introductions:

- Central Payroll
 - Marie Schneider
 - Clark Akins – New Employee!! Performs duties at Direct Deposit Desk
 - Nghi Huynh – Has officially assumed new role on Tax Compliance Desk
 - Renee Vegas
 - Jenine Burrell
 - Dawn Ralston-Dye
- IT Staff
 - Ron Riedl

Announcements:

- **Please don't email or call Collene regarding Payroll/CPPS related questions.** Please contact the appropriate person in Central Payroll or email the Central Payroll email box at Central.payroll@state.co.us.
 - Contact list with job duties can be seen on the Central Payroll Website: (http://www.colorado.gov/dpa/dfp/sco/payroll/staff/Central_Payroll_Contact_List.pdf)
- **998 Transactions in COFRS** – if performing any transactions in COFRS that involve the 998 account code, it MUST be sent to Central Payroll for approval in COFRS. If it is approved at the agency level, Central Payroll may not know about the transactions causing reconciliation to be much more difficult.
- **Send a copy of CRs with the PAWs** – please send a copy of any CRs with the associated PAWs. Again, this makes reconciliation much less difficult.
- **Review your transfer information** – Please review your transfer information as soon as you have received confirmation that it is completed. DO NOT wait until right before payroll processing as errors may be not be able to be fixed.
- **Cut off date for M12 transfers** – Please send all transfer requests to the HR Support email box *prior to* noon on Friday, December 17th.
- **CPPS HR Input Training** – If you or someone at your agency needs CPPS HR Input training, please email the HR support email. Renee and Marie are currently working on reviewing and revamping the current HR input training and training materials. Feedback and suggestions from the agencies are strongly encouraged. Be watching out for updated user manuals and regular training schedules in the upcoming year!
- **Microfiche Update** – Test files for Payroll History information have been loaded to EDW (Electronic Data Warehouse). Central Payroll is currently testing this functionality to ensure that this is a feasible option for replacing the microfiche files that have always been sent to agencies in previous years. Once we have worked out the bugs, we will be determining how to set up security for each agency.
- **EIDs are now in Benefit Solvers** – EIDs are now stored in Benefit Solvers and are able to be searched on. For instructions on how to search for an employee by EID (it is a little different than a regular name or SSN search) please see the instructions attached with the minutes.

Meeting Topics

National Medical Support Orders

- Anne Marcovecchio and Lori Hays from the Employee Benefits Unit joined us to discuss the new handling of National Medical Support Orders.
- A National Medical Support Order is a court order requiring us to ensure that an employee is covering the identified person on their insurance.
- Previously, Central Payroll sent these to the agencies for handling. We found that the orders weren't always being resolved appropriately. Inappropriate handling of the orders (not responding timely, not handling correctly, etc) could result in penalties to the agency (similar to the liability with wage attachments).
- In order to ensure consistent handling, all National Medical Support Orders should be directed to Central Payroll in the same manner as Wage Attachment orders.
- Central Payroll will log the order in and forward it on to the Employee Benefits Unit. From there, Lori Hays will research the order and work with the employee to ensure that their insurances are being withheld in accordance with the order.
- **Please send all National Medical Support Orders to Central Payroll even if the employee is not eligible for Benefits and/or has been terminated.** EBU will respond to these orders accordingly.

ESS Project

- Central Payroll has started a long term project related to ESS. This is a large scale project that involves many areas of expertise.
- Starting in January 2011, pay check information will be posted on ESS 2 days prior to pay day. Please remind employees that this is for informational purposes only and that pay days HAVE NOT changed.
- The project is being broken out into 3 phases:
 - Phase 1 – Address and resolve concerns for agencies not currently using ESS
 - Place ESS outside State firewall to allow employees to access ESS from anywhere
 - Ensure stability of ESS by resolving issues with Server space
 - Phase 2 – Stop printing paper pay advices
 - Printing of pay advices is an “all-or-nothing” process. We do not have the ability to print pay advices for some agencies and not for others.
 - Phase 3 – Reduction/elimination of Payroll Warrants
 - Enforce compliance with direct deposit
 - Review pre-noting procedures in CPPS – Change to off-cycle pre-noting process if possible.
- Agency feedback is going to be crucial to ensure that this project is a success for all. Some concerns that we have heard thus far include:
 - Will employees be able to see previous pay/W-2 information after they transfer from one agency to the next?
 - Yes – Next upgrade to ESS allows for this functionality
 - What about employees who only work very temporarily (example: State Fair Employees)?
 - We will need to address these types of situations as we get closer to stopping printing of pay advices and enforcing 100% direct deposit.
 - Can agencies have Administrator access to be able to reset passwords for employee's themselves?
 - We are looking into this capability as it would not only benefit the employees and agencies, but it would benefit Central Payroll and IT as well.

Please continue to send your concerns/suggestions regarding the ESS project to Marie.

Year End Information

- We went through all of the year-end handouts and packet. Please review the packet carefully to be sure that nothing is missed for your agency for 2010.
- Here are a few highlights discussed in the meeting:
 - 2011 Income tax withholding tables have not been released. If congress does not act, withholding tables will revert back to 2001 rates causing more to be withheld from paychecks. Please be watching for PPUG emails in regards to this.
 - PERA Retiree Contributions – Starting on the 012 payroll, Retirees returning to work will be required to have a deduction withheld from their paycheck at the same rate as other employees at the agency in which they are working for. For more information, please reference the PPUG email sent on 12/1/2010.
 - Military Pay – If an employee has been on Active Duty for more than 30 days must be paid with the MIL earn code. Military pay is NOT Medicare eligible which is why it is imperative that it is recorded correctly in CPPS.
 - However – If an employee is receiving donated annual leave while they are on Military leave, this should be recorded as regular pay because it IS Medicare eligible.
 - W-2s can now be mailed to P.O. boxes. If the employee would like to have their W-2 mailed to a P.O. Box, please be sure that the Alternate Address flag is marked as a 'Y' and the alternate address is entered on screen 006 in CPPS.
 - Please encourage all of your employees to make any address changes prior to 12/23/2010 in order to ensure a timely delivery of their W-2. Changes made after this date must be entered by Central Payroll. See the Year-end Packet for further instructions.
- ****Important Dates to Remember!!!****
 - 12/16/10 – be sure that SCH 122 is verified and any hand drawn requests, overpayments or cancellations are sent to Central Payroll ASAP!!!
 - 12/21/10 – SCH M12 Runs
 - 12/22/10- be sure that SCH M12 is verified and any hand drawn requests, overpayments or cancellations are sent to Central Payroll ASAP!!!
 - 12/22/10 – SCH 123 Runs
 - 12/23/10 – **CPPS IS BROUGHT DOWN AT 12:00PM!!!**
 - Any batches for the 912 or other 9xx payrolls must be sent to Central Payroll to be entered
 - All employee changes affecting W-2s (addresses, names changes, SSN, etc) must be sent to Central Payroll to be entered
 - Central Payroll purges employees with a T, O, or I status with a status date prior to 6/30/09 in all ORGs unless we have been notified otherwise
 - 12/27/10 – CPPS is brought back up
 - Any batches for the 9xx payrolls must be sent to Central Payroll to be entered
 - All employee changes affecting W-2s (addresses, names changes, SSN, etc) must be sent to Central Payroll to be entered
 - 1/14/11 – Projected print date for 2010 W-2s
 - 1/28/11 – W-2s have already been put in the mail to employees by this date

DO NOT CONTACT CENTRAL PAYROLL TO FIND OUT WHEN W-2s WILL BE MAILED. THEY WILL BE MAILED PRIOR TO 1/28/2011!!!