

PPUG MINUTES

December 5, 2007

Good Morning!

Happy Holidays!!

Introductions:

- Central Payroll
- Chandra Williams
- TMU (Ron Riedl, Archie Demarest)

Front Desk:

- Jenine Burrell will be starting December 17
- She is coming to us from the City of Rocky Ford
- Yes, she is moving to Denver
- Her phone number will be the same, but I will be sending out an email with her email address once she starts

Conversion of 10.1.16:

- Thank you for your patience during this conversion
- Most problems have been identified and many of those are fixed, but we are continuing to work on it
- We have new IT staff and changes in both Central Payroll and DHR, so this has been a learning experience for all

Replacing Return Direct Deposits:

- If you are asking for the money to be replaced before the money is returned from the bank, we will now require an email from your department controller

Verifications:

- Some of the forms have changed and are asking to include pay stubs as part of the verification
- You should only be giving information available under the Open Records Act, which is CRS 24-72-201
- Questions, please let me know

Payroll Deductions:

- This only applies to new deductions
 - Mostly employee organizations
 - Benefits, PERA life and EcoPass are staying the same
- Collene will be sending instructions on each deduction as it is approved

I-9 Form:

- The new form must be used beginning 12/27/07.
- An email was sent out with the new links for the form in both English & Spanish and the Employer's Handbook on 11/9/07
- If you need the email sent to you, please let Brenda know
- Also let Brenda know if you have any questions
- Joel Ferguson in DHR is the I-9 expert and his email address is joel.ferguson@state.co.us
- The address for the Technical Assistance for the I-9 is: <http://www.colorado.gov/dpa/dhr/rules/docs/i-9.pdf>

UI Reports & Microfiche:

- We send these to each agency for your benefit and for you to use
- We do have copies here, but please keep track of yours
 - Especially on the UI reports, it is a lot of work for Brenda to go back and pull it
- If the UI is going to the wrong person, please let Brenda know and she will adjust it as necessary
- For the microfiche, if you lose it or need to view it, you can come to Central Payroll and use ours, but you have to do it at our office

Year End Reports:

- Collene covered all of the year end reports in each agency's packets
- Please let Collene know if there are any questions

Year End Packet:

- Collene went over the year end packet
- Both the presentation and packet will be on the Central Payroll website by 12/17/07

Employee ID Conversion:

- Collene went over the changes that will be coming with the EID conversion
- The change will be completed over the weekend of Dec. 22-24
- CPPS may be back up on 12/24, but it will depend on how long the conversion takes
- **New Hires:** The SSN must be used to enter the employee into CPPS and must be entered on the Personal Data screen in CPPS. The Personal Data screen is the only screen that will store the SSN from now on in CPPS. For any new hire or rehire, you will enter an S followed by the SSN (ex. S123456789).
- **Any future actions:** Once the conversion is complete, any action can be completed by locating the correct employee in one of 3 ways:
 - Entering the EID
 - Entering "S" before the SSN
 - Entering the employee's last name

- If you enter the S and the SSN, you will be at the “SSN/EID Search” screen. If you have a common last name or more than one person with the same name, you can verify here that you are selecting the correct person because this screen shows both the EID and SSN.
- **Payroll transactions:** Once the conversion is complete, any action can be completed by locating the correct employee in one of 3 ways:
 - Entering the EID
 - Entering “S” before the SSN
 - Entering the employee’s last name
 - If you enter the S and the SSN, you will be at the “SSN/EID Search” screen. If you have a common last name or more than one person with the same name, you can verify here that you are selecting the correct person because this screen shows both the EID and SSN.
- **Payroll forms:** Any forms that you will be sending to Central Payroll (CHOP’s, Refunds, Prepayments...) must now have the EID on the form instead of the SSN. The field on the reports already says “Employee ID” on them, so please start using it.
- **Reports on Document Direct and HRDW:** All reports on Document Direct and HRDW will now show the EID instead of the SSN. The only report on Document Direct that will still show the SSN is DD90 because it needs both. For HRDW, any report with historical employees (without an EID) will still show the SSN for those employees. Employee History will have the search criteria for both SSN and EID.
- **Transfers:** Transfers will still be processed through Chandra. Please contact her at hr.support@state.co.us to have her process them.
- **SSN Changes:** Please continue to send them to Collene and she will make the changes.