

## PPUG Minutes

### Sept. 6, 2006

#### Introductions:

- Central Payroll
- Bob Jaros
- Ranea Taylor
- TMU
- Employee Benefits
- CSECU
  - Jodi Lee and Lynn Heekin

#### Central Payroll Updates:

- New accountant position in interview stage right now
- Person will begin around Oct. 1
- We will send out an email announcement of the person, their phone number, and their email address once they start

#### Forms:

- Please remember to use our updated forms from our web page
- Please throw away or delete all outdated versions
- CHOP form
  - Has our reasons from the SCO policy
  - The form can be completed online and then printed and faxed
  - Use for deceased warrants also
- Overpayment Form
  - Only use for overpayments
  - Kris gives everything that is on the overpayment form to Brenda, so if it is CHOP that you are sending, it will NOT get processed
- If you want other forms on the web page, please let me know

#### Minimum Record:

- Please remember that every employee must have a minimum record for any processing to occur
- Minimum record is:
  - All of Personnel Action Data screen (screen 3)
  - All of Job Assignment screen (screen 4)
  - All of Personal Data screen (screen 5)
  - Medicare field (FICA Elig) on Tax screen (screen 7)

- If all of those fields are not completed in CPPS, NO PROCESSING WILL OCCUR
  - No Time Report
  - No Payroll
  - No updates on other screens
  - NOTHING, NOTHING, NOTHING!!!

#### Temporary Pay Differentials:

- Remember that CPPS will NOT automatically calculate TEM for Overtime purposes for monthly employees
- This is required for correct FLSA calculations
- If an agency has an employee who has an employee who works overtime AND has a temporary pay differential (TEM), their overtime rate must be re-calculated to include the TEM
- Several years ago, there was a handout from a PPUG meeting. If I need to get it on our web page, I will for reference
- Biweekly employees do calculate correctly
- Please call me with questions

#### Dawn:

- Would like to say thanks to you and your employee's for everyone's patience as she is continuing to learn garnishments and the process.
- She is currently caught up on phone calls, she may fall behind around payday

#### Insurance Refunds:

- All refunds that deal with any of the insurances (health, life, dental...) now go to DPA Accounting (Shahram) for approval before they are input in CPPS.
  - He verifies the appropriate action in Benefitsolver has happened for reconciliation purposes
- Please still send them to Nghi, but try to plan accordingly for time for Shahram to approve and get it back to Nghi

#### Jodi Lee and Lynn Heekin from CSECU:

- Please remind your retirees that have accounts at CSECU to let CSECU know they are retiring so CSECU can set up manual transfers for any additional direct deposits.

#### Employee ID Update:

- We have begun testing and working through the process of moving towards and Employee ID as the key in CPPS.
- Our programmers will process the conversion for agencies and existing employees in October. Once a specific date has been set, we will let everyone know.
- Once the conversion has taken place, all new hires will have an Employee ID. We will send out instructions for the actions once we have completed testing and have the new process in place.

- If an employee transfers from one agency to the next, they will keep their same Employee ID. Rehires will also. Again, we will have instructions for that.
- The only place the SSN will occur after the conversion is on the Personal Data screen. After the conversion, if you input a SSN incorrectly, you will change it there.
- Once we complete the conversion, we can also begin Employee Self Service at the agencies and eventually quit printing pay advices.

#### CPPS HR Transaction Reminders:

##### **New Hires—**

- Employees that have never had a payroll record in CPPS or those that have been inactive for more than 18 months must be processed as a *New Hire* transaction.
- Please use the comment field on the Personnel Action Data screen to clarify the actions for rehires.
- Please also watch the Payroll Processing calendar to make sure employees are input for proper deadlines. This also includes giving time for payroll to input the Medicare field so there is a Minimum Record.

##### **Transfers—**

- Send all transfer requests to [HR.Support@state.co.us](mailto:HR.Support@state.co.us).
- Please put in the subject line the word “transfer”. You can say “transfer of employee John Smith” or “transfer from AAA to CAA”, but include the word “transfer” to help prioritize.
- Required information in the email:
  - Employee’s name
  - Employee’s SSN (at least the last 4 digits)
  - Payroll agency leaving
  - Payroll agency going to
  - Effective date
- Do not process any transactions on transferring employees until you receive a confirmation email.
- If you have not received confirmation of the transfer, please contact DHR at least 2 business days before the payroll correction date.
- Transactions performed before the official transfer process will affect the employee’s benefits, PERA, and service dates.
  - Please do not send an email asking for the benefits to be transferred in Benefitsolver ONLY. The entire transaction needs to be processed, which is initiated in CPPS.
- Please also copy the other agency when the email is sent so they are aware of the transfer. If you do not know who the contact at the other agency is, use the PPUG phone list on the Central Payroll Web page.
- It does not matter which agency initiates the transfer email, as long as an agency does.

##### **Reinstatements—**

- Be sure to indicate that a person is a reinstatement in the comment field on the Personnel Action Data screen.
- Please also send the information to [HR.Support@state.co.us](mailto:HR.Support@state.co.us) to have the Benefitsolver information to be updated.
- Please also put in the subject line the word “reinstatement” to help prioritize.

**Mid Month Changes—**

- For changes to position numbers of class codes that occur mid month, a second job must be created to avoid incorrect payroll processing.
- If the change is only affecting rate of pay, the transaction can be completed on one job assignment screen.
- When creating 2 job screens, please remember to make sure the employee still has a Minimum Record after all of the changes are made. Sometimes, when creating 2 job screens, the pay rate will drop off of the first job screen creating a “NO” in the Minimum Record.

**Changes across months:**

- Please do NOT process any changes to an employee that are effective during the next month or pay period UNTIL payroll has processed.
- If you promote or ask for a transfer before payroll has processed, you will cause problems for the current month’s payroll.

**Position Control—**

- Don’t forget to complete the position control transactions for new hires, promotions, demotions, separations, and reclassifications/reallocations.

**Benefit Solver transactions—**

- Properly completed transfers will automatically upload in to benefit solver. The change will typically show up by the following week.
- Reinstatements and rehires still require manual change by DHR. However, we are working on the process to automate these changes as well.

**Reports—**

- Please send any questions or concerns regarding HRDW reports to [hr.support@state.co.us](mailto:hr.support@state.co.us).
- We are working on the reports in the HRDW. We need your feedback regarding any discrepancies you see or reporting needs that you may have.
- Our programmers have completed working with most agencies on the extracts that they used to receive from EMPL and are now getting them from CPPS and/or HRDW.
- We do want to thank the agencies who have worked with us to identify problems, it has helped us get a better understanding of what agencies look for and what we need to provide.

**Comment Field:**

- Please use as necessary.
- Please remember to remove on any subsequent transactions so it is not in HRDW on more than one transaction, unless it is necessary.

**Contract Employees and Senior Executive Service Employees:**

- Please make sure to watch the start and stop dates for any contract or SES employees.