

May 19, 2011 HR Conference

Questions & Answers

Senate Bill 5

1. Can you provide a recap on the Senate Bill 5 update since there was no audio for the webinar audience?
Information from the SB 5 portion of the conference has been included on the slide notes.
2. Regarding agencies completing performance reviews at one time during the year instead of on employees' anniversary dates, will agency be able to choose the time?
The requirements are still in the development stage but this is being considered.

Cost Savings Days

1. Do you have a report to show us how many CSD hours our employees have left? We have been unable to generate the same.
There is a report in Cognos, CYG016, this shows you employee balances
2. How will the CSD equalization "pay back" affect the retirement deduction?
The CSDFFO deduction code will be programmed exactly the same as the current CSD deduction for the fund. Therefore it will be a before tax deduction and will not be for earnable wages for retirement.
3. Did you say that staff hired will lose their cost savings day, even though the state is deducting the money? Will they be equalized and paid out for the time later since they can't use the time?
HRD/OCB Policy sent an email with additional information for employees in this situation on May 26, 2011 For new hires hired in the pay period beginning 5/8 (PPE 5/21), their payroll is processed the week of 5/23 through 5/27. These employees will run through the leave accrual program on 5/28. Once the e-pay is viewable on 5/30, they will be able to see their CSD balance. Their new hire benefits event must be processed in order for it to run cleanly through the system and pop the balance. They will have two CSD deductions and will have balance of 6.2 hours. Again, this balance will be viewable and available for use on May 30. Recognizing that May 30 is the Memorial Day holiday, agencies who wish to accommodate these new employees and can operationally do so, may want to schedule them for their CSD hours on May 31.

For new hires hired between 5/22 through 6/4 (last pay period of CSD deduction), they will still get one CSD deduction for the 3.076 hours but they will never get a CSD balance. The payroll for these employees will be processed during the week of June 6 through June 10. The CSD plan will be already terminated effective June 5. The leave accrual program for that pay period will be processed on June 11 and therefore since the plan is terminated they will not get a CSD balance to use.

4. I have an employee recently awarded full time position and is now on OIL. Cannot use her prorated CSD balance but is having CSD deduction. Will she get some deductions credited or just lose the CSD balance?
Only those employees who can demonstrate that they were prevented by the employer from using their CSDs will receive a refund, all others will lose the balance.

5. So why not just not take deductions from new hires after 5/8/11?
The Ohio Revised Code and the collective bargaining agreements do not provide for exceptions to the CSD program.
6. The \$50 default for the repayment plan ... is that also the MINIMUM, or can the employee select a lower amount?
\$50 is the minimum. A lower amount cannot be selected.
7. What happens with the employees that are on disability and they are paying into it and not able to take them?
Only those employees who can demonstrate that they were prevented by the employer from using their CSDs will receive a refund, all others will lose the balance.
8. What if an employee who was on probation and their full 80 hours of CSD money was deducted and they could not take the time off because the calendar was full?
Only those employees who can demonstrate that they were prevented by the employer from using their CSDs will receive a refund, all others will lose the balance.
9. What is the default option for CSD equalization?
The default option is the \$50 per pay period repayment plan.
10. Will employees that overused in FY10 but underused in FY11 be equalized?
Employees will be equalized only once for both years fiscal years.
11. Will employees hired after May 8th have CSD deductions even though they will not be able to use the hours before May 31st?
Please refer to response 3 above that includes new hire CSD guidance.
12. Hasn't the agency prevented a new employee from using CSDs if the CSDs do not show on the paystub as available for use prior to May 31st?
Please refer to response 3 above that includes new hire CSD guidance.

Sick Leave Credit - July 2011

1. If an employee is in an active pay status for half of the PPE 6/18 and an inactive for PPE 6/18, will they receive a partial amount?
The restoration provisions require that the employee only be in an active payroll status on June 18, 2011, not the entire pay period ending June 18, 2011.
2. If you haven't used any personal leave, does that mean that you won't get a sick leave dump or a payout?
The sick leave credit and lump sum payment are based on the amount of personal leave lost during the freeze/moratorium, not usage.
3. If an employee is retiring at the end of July, effective Aug. 1st, will they receive the payout for the sick leave credit?
Yes, hours received as a result of the sick leave credit are eligible for conversion upon separation from state service.

4. On the sick leave credit - the contract states full time employees will receive a 32 hr credit of sick leave or 1/2 of personal leave loss whichever is less, but that equals 32 hrs for full time employees also, so do they get a choice of taking the 32 hrs in SL or PL?

Pursuant to the restoration provisions, an employee meeting the eligibility criteria will receive a sick leave credit equivalent to ½ of the personal leave hours lost during the freeze/moratorium not to exceed 32 hours. There is not an option for employees to elect personal leave instead of sick leave.

5. Will employees have a choice of SL or PL with the 32 hour credit given on ppe 6/18/11? The contract states whichever is less but all full time employees lost 32 hours of personal leave.

Pursuant to the restoration provisions, an employee meeting the eligibility criteria will receive a sick leave credit equivalent to ½ of the personal leave hours lost during the freeze/moratorium not to exceed 32 hours. There is not an option for employees to elect personal leave instead of sick leave.

6. Sick leave credit and lump sum payment up to 16 hr for PT and up to 32 hrs FT. How is this up to amount determined?

Part-time employees who meet the eligibility criteria will receive 16 hours for the sick leave credit and lump sum payment. For full-time employees, the up to 32 hours is determined by the amount of personal leave hours lost during the freeze/moratorium. The sick leave credit and lump sum payment will be prorated for full-time employees hired during the freeze. The proration will be determined by the full-time hire date.

7. Will the 32 hours of sick leave and the 32 hour lump sum payout be pro-rated for new hires?

Yes, the sick leave credit and lump sum payment will be prorated for full-time employees hired during the freeze. The proration will be determined by the full-time hire date. A proration chart will be distributed to agencies soon.

8. Will the amount for the sick leave credit be automatically calculated?

Yes.

Lump Sum Payment – August 2011

1. Does the agency need to set aside payroll funds to cover the personal leave payout or is the personal leave payout funded from what has already been collected as a part of each employee's "fringe contribution?"

The payment for the lump sum payment will be funded through agency appropriations, not the accrued leave fund.

2. Does the lump sum payment apply to exempts?

The lump sum payment applies to most exempt employees. Exempt employees in the Auditor of State's Office, Legislature and Judiciary are not eligible.

3. Regarding the payment of 32 hours of money to be made August 26, 2011, it is stated that those in an active payroll status on July 30, 2011, shall receive the payment. What happens if an employee decides to retire effective August 1, 2011? Will they be issued a check for this amount August 26th?

Yes, employees retiring at the end of July are eligible for the lump sum payment. The payment will be applied to the employee's final check – please note that the final check is not a direct deposit.

4. Sick leave credit and lump sum payment up to 16 hr for PT and up to 32 hrs FT. How is this up to amount determined?

Part-time employees who meet the eligibility criteria will receive 16 hours for the sick leave credit and lump sum payment. For full-time employees, the up to 32 hours is determined by the amount of personal leave hours lost during the freeze/moratorium. The sick leave credit and lump sum payment will be prorated for full-time employees hired during the freeze. The proration will be determined by the full-time hire date.

5. Will the 32 hours of sick leave and the 32 hour lump sum payout be pro-rated for new hires?
Yes, the sick leave credit and lump sum payment will be prorated for full-time employees hired during the freeze. The proration will be determined by the full-time hire date. A proration chart will be distributed to agencies soon.
6. Will the amount of the lump sum payment be automatically calculated?
Yes
7. Will employees who are retiring at the end of July (July 30) be eligible to receive the lump sum payment?
Yes, employees retiring at the end of July are eligible for the lump sum payment. The payment will be applied to the employee's final final check – please note that the final final is not a direct deposit.

Benefits Update

1. For the address change events, if their change in zip code is changing their health plan from one to the other will simply finalizing the event switch them to the other plan? Or do we need to do perform election entry to enroll them into the appropriate plan?

Please manage these events through the Update Processing Controls Page (check the Final/Dflt) or the Update Event Status Page (check the Final box). Once this is done, you should contact your HCM Benefits Specialist to reprocess the Open Enrollment event IF the address change causes the employee to switch from one TPA to another. Your HCM Benefits Specialist will need to move them to the appropriate plan.

2. For dependents turning 20, 21 or 22, does the agency send notification to the employee?
No, for now, DAS will continue to send letters to employees with dependents who are turning 19, but only for the purposes of continuing dental and/or vision coverage, and for when a dependent is added to coverage. The agency should still collect the documents from the employee.
3. If we have a employee whose dependent is married and the employees son's wife has the ability to pick up health insurance for herself and her husband is he eligible for our employee to pick up?
Yes, the dependent is eligible for coverage, if between the ages of 19 and 26, for medical only.
4. If I have employees who submitted enrollment documents for Open Enrollment, but they have not yet submitted their proof documents, how should I handle these employees?

While the deadline for submitting Open Enrollment dependent eligibility documentation is July 29, 2011, **any documentation received after June 1** should be reviewed by the agency benefits specialist for accuracy and completeness; afterward the documentation should be scan/emailed or faxed to the appropriate DAS HCM Benefits Specialist. After the dependent records are updated (reprocessed), the employee should be instructed to review their Benefits Summary through Self Service for accuracy.

5. Are annual student affidavits required for dependents aged 19-22 enrolled in dental & vision?
Not after July 1, 2011. Please refer to the Required Documents for Children under Age 26 located at <http://das.ohio.gov/Divisions/HumanResources/BenefitsAdministration/EligibilityRequirements/EligibilityrequirementseffectiveJuly12011.aspx>. (effective July 1, 2011)
6. How should ADR events be processed?
There has been no change in the way an ADR event is processed. Agencies should be managing these events through the Update Processing Controls Page (check the Final/Dflt) or the Update Event Status Page (check the Final box). You will then need to change the Open Enrollment event to Assigned so that it gets reprocessed.

CAUTION: if the address change would cause the employee to change TPAs, agencies need to make sure that the employee is enrolled in the correct plan. Once this is done, you should contact your HCM Benefits Specialist to move them to the appropriate plan.
7. How should requests for disability adjustment balance adjustment be submitted when the employee's balance currently shows a negative leave balance?
Any disability leave adjustments requests should be forwarded to your HCM Benefits Specialist. They will research why the plan hours are not correct and work with the payroll team to make adjustments.
8. Open enrollment: are there any requirements for disabled dependents to recertify with their newly assigned TPA?
These dependents do not need to recertify; the certification will transfer.
9. When updating a dependent record with a 7/1/11 row, the text in the occupation field from the previous row carries forward. Is there a way to update this?
Only HCM Benefits has the access to update this field. Please send any requests to your representative.

Payroll Update

1. Can an e-mail go out when the payroll manual is updated each time
Currently an email is sent to payroll contacts when the manual is updated. If you would like to be included on this distribution list, please contact Janet Wampler.
2. Don't we at the institution level have to enter direct deposits for the first time on new employees?
No, new employees can use self service to enter their direct deposit information.
3. When entering tax localities, what should be entered for employees who reside in a township?
The tax code only needs to be entered for those employees that reside within city limits.
4. If the self-service direct deposit is in real time, when will the direct deposit be effective?
It will be immediately effective for the payroll that will be processed. Payroll closes at 7 pm on Thursdays of pay processing week for the next pay check.
5. Why is pre-note not an option in the self-service direct deposit but it is when payroll officers are entering the direct deposits?
Pre-note should never be used.
6. Will the issue from pay period ending 5/7/11 with final checks impact or delay the final final check?
It impacted the final, final checks in that accruals will need adjusted for the hours that were not paid properly and need to be paid out on the final, final check.

BI Phase 1-B Compensation Reporting

1. In the COMP 200 Leave balance report can we pull up ONE employee only and get the total FMLA hours for a period?

You don't get that functionality from COMP-0020 since FMLA is not an accrued leave and that report centers around leave accrual. However, the drill through from COMP-0021 FMLA Eligibility and Usage gives you exactly the functionality you are looking for. It will tell you whether the employee is eligible for FMLA and a detailed listing by earnings code of FMLA hours used during the period. Additionally, COMP-0023 Grouped Leave Report will give you a listing of FMLA hours used by one employee or a group of employees over a period of time. That report groups the FMLA earnings codes into one total rather than listing the hours/amounts by individual earnings code.

2. Will there be a way to easily run reports in Excel format in order that items can be sorted, etc.?

Yes, you can always download reports to Excel. We also welcome feedback on what the sort order should be on the standard reports so that users don't have to do as much Excel sorting.