

OhioDAS HRD OAKS Update

Thursday July 2, 2009

Volume 122

This bulletin contains written communications that are relevant to OAKS. Please read these communications carefully, as they contain valuable information that will direct and assist your agency as it performs the tasks necessary to operate effectively and efficiently in OAKS. These communications are archived at: <http://www.das.ohio.gov/hrd/OAKSWeeklyCommArchive.htm>.

HRD OAKS Weekly Correction

HCM Customer Support Unit
1-800-409-1205

In last week's HRD weekly, the intermittent report with bargaining unit and step was incorrectly referred to as *PYCG011 FY09 Intermittent Hrs Step and BU*. The report is actually named *PYCG0012 FY09 Intermittent Hrs Step and BU*.

COBRA Notification for Divorce and Student Removal

HCM Customer Support Unit
1-800-409-1205

Please work closely with your employees to ensure that, when creating a manual life event for divorce or student removal, the dependent address has been updated in the system. COBRA Notifications are mailed to the address listed within the system for the dependent. To correct a dependent's address, please use the following path: Workforce Administration > Personal Relationships > Dependent Information > Address > Add a Row. The county and the social security number for the dependent MUST be listed for the dependent to move into OAKS COBRA correctly

Employee Termination Date Changed after BenAdmin has Run

HCM Customer Support Unit
1-800-409-1205

If an employee's termination date needs changed on Job after the event has run through BenAdmin, please contact your HCM Benefits Rep for assistance. Changing the date incorrectly will cause errors for the employee moving into COBRA with different termination dates.

Part-time Benefits Processing Reminder

HCM Customer Support Unit
1-800-409-1205

If an employee does not have a change in hours or if the change in hours does not cause a change in the tier, agencies do NOT need to finalize the PTS event. The system will take care of the finalization. If the employee changes hours and the tiers change, the employee/agency must make an election and finalize the event by July 31, 2009. Any event that requires an election that is not finalized will be finalized and health coverage will be waived. If there is not a change in hours, there will not be a row created in Job but there will be a Benefits event created.

CSTSVP—New Hires/Employees Returning from Leave

HCM Customer Support Unit
1-800-409-1205

All new hires and eligible employees returning from leave should automatically enroll into the Cost Savings Plan. However, delays in processing these events could cause the employees to not have Cost Savings Time calculated correctly. If you have an employee in need of a balance adjustment, please contact your agency HCM Payroll Specialist. If you have an employee that you believe should be enrolled in the Cost Savings Plan (5U) but was not, please contact your HCM Benefits Representative for assistance.

Savings Bonds

HCM Customer Support Unit
1-800-409-1205

If you participate in the savings bonds program, please remember to put your EMPID# on the inscription card. The bond cards are printed by the federal government and do not ask for this information, however, we must search by EMPID# in our state system. This will enable payroll to process bonds in a more timely fashion.

Voluntary Cost Savings TRC

HCM Customer Support Unit
1-800-409-1205

With the approval of the new contract, effective April 16, 2009, employees who participate in a VCS program will maintain full-time status for purposes of leave accruals. Time spent on leave under the Voluntary Cost Savings Program (Appendix R) shall still be considered leave without pay and as inactive pay status (similar to sick leave used/OT accrued in the same week). A query of all employees who utilized VCSLV shows that of all OCSEA and 1199 employees, there are 70 total employees who have used VCSLV since April 16. There were no instances of sick/OT in the same week as VCSLV. Leave balance adjustments will be necessary for all employees affected. We are calculating the amount of the adjustments and will be communicating to the agencies directly. The change in law will go into effect July 1, 2009 for all exempt employees.

We will continue to monitor all VCSLV used until the modification is migrated to Production.

DAS Learning & Professional Development Update

Cindy Bridges, OAKS HCM Learning Coordinator
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Job Aid Updates

HCMJA056 – Calculating Fines worksheet

HCMJA138 – Reclassifying a Vacant Position

HCMJA235 – Changing a Position Location

http://www.oakspmo.ohio.gov/oaks/training/HCM_Job_Aids/index2.asp

Upcoming HCM User Group Meetings:

Date: August 24, 2009
Location: Lobby Hearing Room, State Office Tower
Time: 2:00 p.m. – 4:30 p.m.

Please register for sessions following the instructions below.
Registration is based on space availability.

1. Open the Web site, <http://trainreg.das.ohio.gov/>, in your Web browser.
2. Click the "OAKS" link or enter the class name in the search field in the light blue toolbar.
3. Choose session date and time, and then click the "Add Course" button next to your choice.
4. Your choice will appear on the left side of the screen under "My Classes". Click the "Register Now" button.
5. At the next screen, enter your user name and password. **IMPORTANT: If you are a new user** click the link "[click here](#)" on the online registration system, fill-in the required fields then click the "Submit" button at the bottom of the page. If you are a new user, you may want to note your user name and password for future registrations.
6. If you have already registered and established an account, **do not** establish an additional record for your training. If you need assistance with your user name and password, please contact the Office of Learning & Professional Development at **(614) 387-6183**.
7. A registration confirmation will appear, if it is acceptable click the "Submit" button to complete the registration process. You will receive an e-mail confirmation shortly.

*You may cancel your registration by clicking on "**Click here to cancel a course**" in the gray area on the left of the screen and then following the screens.*

If you would like more detailed information on registration, paste the following link into your Web browser for a brochure in PDF format:

<http://das.ohio.gov/hrd//Training/pdf/GSMU%20registration%20brochure.pdf> .

If you need assistance with registration, call (614) 466-4855 or (614) 387-6183.

If you have questions about any OAKS Benefits Sessions or User Groups meetings please contact DAS, Human Resources Division Production Support at 1-800-409-1205.