

OhioDAS HRD OAKS Update

Wednesday, July 30, 2008

Volume 88

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>.

FROM HRD HCM OAKS SUPPORT UNIT:

DAS HCM Part Time Letters to Employees:

Pam Perry, HCM Benefits Manager
Pamela.Perry@das.state.oh.us

Due to an unforeseen circumstance, there was a delay in the mailing of part time letters to employees. However, employees will still have ample time to make any changes or selections to their benefits. Please have all part time events finalized by 7/31/08.

HCM Support Contacting HCM

Pam Perry, HCM Benefits Manager
Pamela.Perry@das.state.oh.us

To better assist you, HCM Customer Service has three new employees beginning 7/21/08. We ask that all calls be directed to HCM Customer Service as a first point of contact. Unless otherwise indicated, calls and emails sent directly to other representatives outside of the Customer Service area will be re-directed to HCM Customer Service for assistance.

Hot Topic Q&A from the OAKS Help Desk Tier 1

Pam Perry, HCM Benefits Manager
Pamela.Perry@das.state.oh.us

Q: How would I review the salary history for an employee?

A: Navigation Path: Workforce Administration > Job Information > Job Data

On Job Data, enter the Employee ID and click the Include History box. Once you have the employee information, click the Compensation Tab. This will show the Compensation Rates and Pay Components for the employee and the history.

Updates to 'Reports to' field

Anne Chernauskas, HCM HR Position Management
Anne.Chernauskas@das.state.oh.us

DAS and OAKS have identified a number of employees with blank or inaccurate information in the 'Reports to Position' field found on Position and Job. This information needs to be updated or corrected in the system by August 8, 2008. DAS HCM support HR team will be sending agencies spreadsheets of employee and position numbers that need to be updated beginning on Monday July 21, 2008. To update this information, add a row on Position with the current effective date, choose general information change for the reason and update the 'reports to' position information

and save. When you save, the system should take you to Job Data, where it will also add a row with action 'Position Change.' Check the persons step and step date on the salary plan tab and save. The automated Security program relies on this data to assign security.

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Department Tree Updates

Anne Chernauskas, HCM HR Position Management
Anne.Chernauskas@das.state.oh.us

Below is the schedule for department tree updates and changes for the fall of Fiscal Year 2009. This schedule outlines the timeframes in which agencies can make changes to their department tree and the accompanying deadlines for these quarterly processes.

| Department Tree Updates | | | Budget Table/Combo Code Table Loads | |
|-------------------------|--------------------------------|------------|-------------------------------------|--|
| Fall 2008 | | | | |
| Dates | Activity | PAY DATE | Dates | Activity |
| 9/14/2008-9/27/2008 | New quarter pay period | 10/10/2008 | 9/01/2008 | Agencies Request Worksheet |
| 8/01/2008 | Agency requests to update | | 9/24/2008 | Last date to submit completed worksheet |
| 8/29/2008 | Last date to submit changes | | 9/28/2008 | Budgets loaded |
| 9/14/2008 | Departments are made available | | 9/29/2008 | Items that failed sent to agency to enter manually |

Please note that these dates are subject to change. Any changes will be announced in the OAKS weekly communication. Questions regarding this schedule should be sent to Tom Cruse (tom.cruse@das.state.oh.us). Questions regarding use of Departments, Combo Codes and Budget tables should be sent to Anne Chernauskas (anne.chernauskas@das.state.oh.us).

FROM TRAINING:

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DAS Training Update:

Cindy Bridges, OAKS HCM Training Coordinator
Cindy.Bridges@das.state.oh.us

HRD Process Manual

Step-by-Step Processes

- Step-by-Step Processes are located in the HRD Process Manual at:
<http://www.das.ohio.gov/HRD/Policy/HRDProcessManual.pdf>
- OAKS Job aids
http://oakspmo.ohio.gov/oaks/training/HCM_Job_Aids/index.asp

Thank you for using the HRD Process Manual and your willingness to provide valuable feedback to DAS Training & Development regarding areas of improvement and links that are not working. Your continued feedback is welcome.

HCM User Group Upcoming August Session:

The next scheduled **HCM User Group Meeting** is:

Date: August 25, 2008
Location: Lobby Hearing Room
State Office Tower
Time: 2:00 p.m. – 4:30 p.m.

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

HOW TO REGISTER FOR AN OAKS MEETING and/or Training

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 Training & 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) 387-6183 or (614) 466-0169.

If you have questions about any OAKS training e.g. Benefits Sessions, User Groups or classes, please contact Fran Ryan, DAS, Human Resources Division, Office of Training & Development at fran.ryan@das.state.oh.us