

# HR Conference

May 19, 2011

# Welcome

Brandon Smith, DAS HRD

# Teri Decker

Administrator, Office of HCM & Agency HR Support

[teri.decker@das.state.oh.us](mailto:teri.decker@das.state.oh.us)

614-728-7166

# July 1, 2011 Contract Changes & Senate Bill 5 Update

# Senate Bill 5 Update

Kristen Rankin, HRD/OCB Policy

# Senate Bill 5 Update

July 1, 2011

- No changes will be effective for bargaining unit employees
- Performance pay program
- Layoffs and retention point calculations

# Performance Pay

- Interim Solution (July 1, 2011)
- Mid-term Solution (November/December 2011)
- Long-term Solution

# Senate Bill 5 Implementation

- OAKS programming changes
- Step movement for exempt employees
- Collective bargaining changes

# Step Resumption

Jennie Wright, HR Support

Anne Chernauskas, Applications &  
Reporting Team

## Step Resumption Rules – 3 groups identified

1. Employed in the same position or classification throughout the freeze: step date +2 years
2. Had an event that would update the step date during the first year of the freeze: step date +1 year from date of event.
3. Had an event that would update the step date during the second year of the freeze: step date = to date of event

- Reports identifying each group sent to agencies 5/05/11
- If calculated step date is incorrect – contact HR Support by 6/3/11
- HR Support Analysts will make corrections to the most current job data row
- Wage Progression effective 6/19/11 will be run the weekend of 6/25/11.
- If you have any questions or did not get the reports contact your HR Support Analyst.

# Personal Leave

Melissa Walpole, Benefits Support

## **Resumption of Personal Leave**

- Personal Leave accrual will resume for bargaining unit employees in July 2011
- 6/6/11 CON event will end CSD plan and put bargaining unit employees back into the personal leave plan
- Do NOT touch this event

## **Resumption of Personal Leave**

- EE's exempt from bargaining will next receive personal leave credit in December 2011
- 11/21/11 CON event will put exempt employees back into the personal leave plan
- Do NOT touch this event

## **Resumption of Personal Leave**

The following TRCs and Earnings Code will be removed after we process the payroll for pay period ending July 1, 2011.

- COMPL(CPL) – Compensatory time in lieu of personal leave
- VACPL(VPL) – Vacation in lieu of personal leave

# Sick Leave Credit & Lump Sum Payment

Janet Wampler, Payroll Support

## **SICK LEAVE CREDIT**

- Full Time and Part Time Permanent Employees
- One Time Adjustment
- Active Status on 6/18/11 (few exclusions)
- Part Time – 16 Hours
- Full Time – up to 32 Hours

## **SICK LEAVE CREDIT**

- PPE 6/18/11
- Check Date 7/1/11
- Benefits CON Event effective 6/6/11
- Not subject to December Conversion
- Hours are subject for pay out on separation

# LUMP SUM PAYMENT

- Full time and Part Time Permanent Employees
- Active Status on 7/30/11 (few exclusions)
- Part Time- Up to 16 hours
- Full Time-Up to 32 Hours

# LUMP SUM PAYMENT

- PPE 8/13/11
- Check Date 8/26/11
- Current Rate
- Subject to Lump Sum Rules for Child Support

# Cost Savings Deduction & Equalization

Monica Collier, Payroll Support

## **CSD EQUALIZATION**

- CSD Report/spreadsheet by ART team and OCB
- Spreadsheet-paid in versus paid out
- Used to Create Letters to Employees
- Letters distributed to Central Office of Agencies 6/24/11-those who owe State
- Deadline for letters back to HRD Payroll 7/11/11

## **CSD EQUALIZATION**

- Options on Letters-Lump or payment plan, leave balances
- Letters will have leave balances as of PPE 6/4/11
- Equalizing – PPE 7/16/11
- Pay Day 7/29/11

## **CSD EQUALIZATION**

- Communication Plan-This power point, e-mail from policy, letters to union, OAKS weekly, E-mail from HRD Payroll
- CSD Plan terminated effective 6/5/11
- Remove Any CSD Usage Beyond 5/31/11



Questions?

# BREAK



# Open Enrollment Wrap-Up & Benefits Support Update

Melissa Walpole, Benefits Support

## **Open Enrollment Activity**

Employees using eBenefits – 2894

Manual entry by Agency – 2563

Dependents Removed – 0

Dependents Added – 773

HB1 Dependents Added – 9

Dependents in pending proof – 817

## **HCM Benefits Focus**

In preparation of closing Open Enrollment:

- ❑ STS – April, May and June events that will add/delete dependents from health benefits who have not yet submitted proof
- ❑ ADR – Address changes will affect the TPA identified and the confirmation letters
- ❑ Voiding (is this the right word?) any events that are greater than 45 days where no proof has been submitted
- ❑ Normal processing

## **HCM Benefits Focus**

**REMINDER:** As with last year, if dependent eligibility documentation has not been processed prior to close of business (5pm) on May 20, 2011, the newly enrolled dependent will not be included on the employee's open enrollment confirmation letter or eBenefits benefits summary. For dependent eligibility documents received after June 17, 2011, HCM benefits will have to reprocess the Open Enrollment event in order for you, the agency, to re-enter the eligible dependent(s). Beginning mid-June and continuing through the end of July, a list will be sent to agency benefits representatives of employees that are still in a Pending Proof status.

# Open Events

|             |     |              |    |              |    |       |     |
|-------------|-----|--------------|----|--------------|----|-------|-----|
| <b>ADR*</b> | 65  | <b>FML</b>   | 12 | <b>MAR*</b>  | 47 | RFL   | 61  |
| <b>BIR*</b> | 5   | <b>HIR**</b> |    | <b>MIL</b>   | 3  | STC   | 111 |
| <b>DSL</b>  | 6   | <b>LOA</b>   | 2  | <b>MSC**</b> | 31 | STS   | 225 |
| <b>DVL*</b> | 139 | <b>LOS</b>   | 4  | <b>PLV</b>   |    | SVC   | 3   |
| <b>ENR*</b> | 112 | <b>LVE**</b> | 8  | <b>PTS</b>   |    | TER** |     |

\* Events that can be initiated via Self Service

\*\* Events that close automatically when they are entered if nothing else is open

## Open Events – By Agency

|     |    |     |    |     |     |     |    |     |    |     |    |
|-----|----|-----|----|-----|-----|-----|----|-----|----|-----|----|
| ADA | 8  | COM | 9  | DPS | 41  | HFA | 4  | NUR | 2  | REP | 2  |
| ADJ | 2  | CSA | 16 | DRC | 203 | IGO |    | OBM | 8  | RSC | 12 |
| AFC | 2  | CSR | 7  | DVS | 10  | INS |    | OCC | 2  | SEN | 4  |
| AGO | 31 | DAS | 5  | DYS | 32  | JFS | 46 | OIC | 10 | SFC |    |
| AGR | 7  | DEV | 4  | EDU | 10  | JSC | 4  | OSB | 3  | SOS | 1  |
| AUD | 11 | DMH | 53 | EPA | 4   | LIB |    | OSD | 2  | TAX | 10 |
| BOR | 6  | DMR | 63 | ETC | 1   | LOT | 12 | PRX |    | TOS |    |
| BWC | 43 | DNR | 35 | ETH | 1   | LRS | 1  | PUB | 2  | TTA | 2  |
| CIV |    | DOH | 8  | EXP | 4   | LSC | 3  | PUC | 6  | UST |    |
| CLA |    | DOT | 85 | GOV | 1   | MED |    | RAC |    |     |    |

# Out of Sequence Events – By Category

|      |     |       |    |       |      |       |    |
|------|-----|-------|----|-------|------|-------|----|
| ADR* | 29  | FML   | 18 | MIL   |      | RFL   | 77 |
| BIR* | 10  | HIR** | 6  | MSC** | 36   | STC   | 35 |
| CON  |     | LOA   | 2  | OE10* | 15   | STS   | 5  |
| DSL  | 114 | LOS   | 18 | OE11* | 4459 | SVC   | 29 |
| DVL* | 158 | LVE** | 26 | PLV   |      | TER** | 5  |
| ENR* | 8   | MAR*  | 3  | PTS   |      |       |    |

\* Events that can be initiated via Self Service

\*\* Events that close automatically when they are entered if nothing else is open

# Out of Sequence Events – By Agency

|     |     |     |     |     |      |     |     |     |    |     |     |
|-----|-----|-----|-----|-----|------|-----|-----|-----|----|-----|-----|
| ADA | 26  | COM | 65  | DPS | 431  | HFA | 19  | NUR | 8  | REP | 7   |
| ADJ | 30  | CSA | 44  | DRC | 1206 | IGO | 2   | OBM | 86 | RSC | 184 |
| AFC | 7   | CSR | 5   | DVS | 58   | INS | 32  | OCC | 2  | SEN | 7   |
| AGO | 115 | DAS | 47  | DYS | 135  | JFS | 318 | OIC | 30 | SFC | 2   |
| AGR | 37  | DEV | 26  | EDU | 14   | JSC | 60  | OSB | 2  | SOS | 41  |
| AUD | 56  | DMH | 229 | EPA | 174  | LIB | 4   | OSD | 4  | TAX | 96  |
| BOR | 16  | DMR | 373 | ETC | 13   | LOT | 28  | PRX | 6  | TOS | 5   |
| BWC | 233 | DNR | 142 | ETH | 5    | LRS | 5   | PUB | 4  | TTA | 4   |
| CIV | 3   | DOH | 105 | EXP | 8    | LSC | 16  | PUC | 2  | UST | 5   |
| CLA | 4   | DOT | 426 | GOV | 7    | MED | 9   | RAC | 17 |     |     |

## Summary

Open Events – 834

CY 2010 – 10

CY 2011 – 824

Out of Sequence Events - 5063

CY 2009 – 43

CY 2010 – 136

CY 2011 – 410

OE10 – 15

OE11 - 4459

# Daily Event Maintenance

- Review Open/Closed – Assigned and Notified events daily
- Benefits>Manage Automated Enrollment> Update Processing Controls

**BenAdmin Processing Controls**

**Required Search Fields**

Schedule ID:  State of OhioEvent Maintenance

EmplID:

**Optional Search Fields**

Benefit Program:   Address Eligibility Changed

Event Classification:   MultiJob Indicator Changed

Event Status:  Open for Processing  Job Eligibility Changed

Process Status:  Program Elig Assigned

Process Indicator:

Finalize/Apply Defaults  Event Out of Sequence  Event Disconnected

# Processing Error Messages

## Processing Messages

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Schedule ID:

EmplID:

Process Instance:

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

## Search Results

View All First 1-8 of 8 Last

| Schedule ID          | EmplID                   | Benefit Record Number | Event Identification | Process Instance        |
|----------------------|--------------------------|-----------------------|----------------------|-------------------------|
| <a href="#">OHEM</a> | <a href="#">10000101</a> | <a href="#">0</a>     | <a href="#">0</a>    | <a href="#">1139845</a> |
| <a href="#">OHEM</a> | <a href="#">10021805</a> | <a href="#">0</a>     | <a href="#">9</a>    | <a href="#">1139845</a> |
| <a href="#">OHEM</a> | <a href="#">10087163</a> | <a href="#">0</a>     | <a href="#">19</a>   | <a href="#">1139845</a> |
| <a href="#">OHEM</a> | <a href="#">10095885</a> | <a href="#">0</a>     | <a href="#">27</a>   | <a href="#">1139845</a> |
| <a href="#">OHEM</a> | <a href="#">10098895</a> | <a href="#">0</a>     | <a href="#">0</a>    | <a href="#">1139845</a> |
| <a href="#">OHEM</a> | <a href="#">10102819</a> | <a href="#">0</a>     | <a href="#">6</a>    | <a href="#">1139845</a> |
| <a href="#">OHEM</a> | <a href="#">10110238</a> | <a href="#">0</a>     | <a href="#">5</a>    | <a href="#">1139845</a> |
| <a href="#">OHEM</a> | <a href="#">10110313</a> | <a href="#">0</a>     | <a href="#">4</a>    | <a href="#">1139845</a> |

- ❑ Benefits > Manage Automated Enrollment > Review Processing Results > Processing Messages

# Processing Error Messages

## BenAdmin Process Messages

Messages Find | View All First 1 of 1 Last

|               |   |           |   |
|---------------|---|-----------|---|
| Schedule ID:  | OHEM  |           |   |
| EmplID:       |   |           |   |
| Benefit Rcd#: | 0   | Event ID: | 0 |
| Option ID:    |   | Cost ID:  |   |
| Message ID:   | 000326  |           |   |
| Description:  | A BAS_PARTIC record exists for the same manual event on the BAS_ACTIVITY record. The BAS_ACTIVITY was not processed and was not deleted. (MSGData1: Empl Rcd No, MSGData2: Event Dt, MSGData3: Event Class) |           |   |
| Message Data: | 000   |           |   |
|               | 2010-12-07  |           |   |
|               | ENR   |           |   |

# Annual Student Certification

- Will continue but for only children turning 19 and 23; dental and vision coverage, not medical**
- Notifications mailed to employee's home address approximately 60 days prior to dependent's birthday
- Monthly roster - OH\_BN\_OVERAGE\_DEP\_MAILMERGE

# Payroll Update

Janet Wampler, Payroll Support

## **PAYROLL UPDATES**

- Payroll User Manual-updates made to on line manual
- Payroll Training
- Payroll Forms on Website-updates, remove
- Fill In Forms for Manual Checks and Reversal Returns-Page Two Revised
- Payroll Letters

## **PAYROLL UPDATES**

- Future Term Rows-Time and Labor effects
- Manual Checks-Pull in Time and Labor-Time is Clean and will not Reprocess
- Back Accruals will not Adjust
- Payroll Currently-Monthly

# PAYROLL UPDATES

## REJECTED

- Several reasons-HRD Payroll will send Document
- Rejected Payable Time Reasons from document and how to fix
- HRD Payroll will work with Agency on Pay Week

## **PAYROLL UPDATES**

- Example from Document
- Employee is not active in JOB (for example, Terminated or Leave of Absence). The employee terminated prior to the Pay Period Begin Date, and there is unprocessed Payable Time.
- Review Job Data, work with HRD Payroll Specialist on Time Reporter, kick timesheet to re-process

## **PAYROLL UPDATES**

- Tax Overrides-3<sup>rd</sup> Radio Button
- Can cause Rejected-also can cause taxes not paid properly
- Let System Update from Tax Table
- Tax Updates are Made-ART Team Checks RITA
- You Must Set up Employee with Residence even if no Tax Rate

## **PAYROLL UPDATES**

- How To Figure Retirement Accumulator
- HRI does Count-HRB Does Not
- TCLW Does Not Count
- NER Does Count
- No Leave Payouts-except Comp Time
- Comp Time Breakdowns in Current Year

## **PAYROLL UPDATES**

- How To Code TWP
- TWP in Additional Pay should include all Dollars for hours that need paid that are not Disability
- Disability in Timesheet and Job Data
- Balance Adjustments for Leave Usage
- Do Not use Disability Supp Codes-charges Wrong Fund

## **PAYROLL UPDATES**

- Disability Hours Bank Needs Updated
- Send to Benefits Contact
- They will Review and Validate Adjustment Hours, Ensure Plan is Enrolled Properly
- Benefits will Communicate to HRD Payroll
- HRD Payroll will Do Hours Adjustment

# MyOhio Employee Portal

Deven Mehta, OAKS



## myOHIO.gov Portal

19 May 2011

# myOhio

## Project Goals and Scope

The first phase of the myOHIO.gov Portal implementation lays the foundation to deliver enhanced communications and content to all State employees and to reduce the number of passwords employees need to manage across all State applications.

### Project Goals

- ❖ Provide a needed communication channel capable of supporting more expansive employee communication across a diverse, federated state agency environment.
- ❖ Help drive further adoption of OAKS statewide to help realize its full potential and intended business benefits to the State of Ohio.
- ❖ Implement a Single Sign-On capability for navigation among OAKS PeopleSoft modules.
- ❖ Provide more functional capability and utility to drive desired end-user productivity gains such as HCM Self-Service.
- ❖ Improve the end-user experience and perception of OAKS.
- ❖ Provide a State-wide communication vehicle that is accessible to all employees
- ❖ Allow content owners to more easily publish content to their audiences
- ❖ Reduce the number of passwords OAKS users need to manage (Centralized Authentication)
- ❖ Reduce the number of times OAKS users need to type their password to use the various components of the OAKS system (Single Sign-On, “SSO”)

### Project Scope

- ❖ Implement a State-wide employee-facing portal with Single Sign-On to all other OAKS PeopleSoft applications
- ❖ Implement a single central authentication solution via integration of OAKS with the OIT centralized authentication system



## Single Access Allows One Username and One Password

- One Username
- One Password
- One OAKS

Why Adopt ...



**Centralized  
Authentication**

## myOhio.gov Program

The screenshot displays the myOhio.gov website with the following elements:

- Logo:** myOhio
- Search:** Search: myOhio.gov
- Navigation Menu:** Home, Health & Benefits, Career Resources, Employee Directory, Help, Ohio.gov
- Main Content Area:**
  - Left Column:**

**What do you need to know about Open Enrollment?**

The State of Ohio provides quality, affordable, and competitive health care benefits to permanent full-time and permanent part-time employees. The Benefits Administration Services Office has...

[Read More ....](#)
  - Right Column:**

**2011 Open Enrollment**

Latest updates

    - Essential Information
    - Eligibility Requirements
    - Pathways to enrollment
    - Online Enrollment
    - Emergency Medical Services
    - Self Service - myOhio.gov
    - Medical Home

Subscribe | Archives | View More +/-
- Employee Signon:**

User ID:

Password:

**Sign In**

myOhio and OAKS are a State of Ohio computer system, which may be accessed and used only for official state business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

[Contact Info](#)
- System Alerts:**

No articles currently available
- OAKS Capital Improvements (CI):**
  - [OAKS CI Sign in](#)
  - [CI Home Page](#)
  - [CI Fact Sheet](#)
  - [CI Training and Outreach](#)

## myOhio.gov Program

**myOhio**

Search:  myOhio.gov

Home | My Info | Time & Money | Health & Benefits | Career Resources | Employee Directory | Help | Ohio.gov | myLinks:

Welcome Staci Ludwig. You last signed in on Monday, May 16, 2011 at 01:08 PM | [Sign out](#)

### What do you need to know about Open Enrollment?

The State of Ohio provides quality, affordable, and competitive health care benefits to permanent full-time and permanent part-time employees. The Benefits Administration Services Office has...

[Read More .....](#)

#### 2011 Open Enrollment

- Enrollment Information
- Enrollment Requirements
- Enrollment by Employer
- Enrollment Period
- Enrollment Dates
- Enrollment Process
- Enrollment Support
- Enrollment Tools
- Enrollment Updates
- Enrollment News

[Subscribe](#) | [Archives](#) | [View More +/-](#)

#### Self Service Quick Access

- [myPay](#)
- [myTime](#)
- [myTravel](#)
- [myBenefits](#)

#### OAKS Quick Access

- Business Intelligence**  
[B.I. Home](#)
- Customer Relations Management**  
[CRM Home](#) | [Launch Application](#)
- Enterprise Learning Management**  
[ELM Home](#) | [Launch Application](#)
- Financials**  
[FIN Home](#) | [Launch Application](#)
- Human Capital Management**  
[HCM Home](#) | [Launch Application](#)

#### System Alerts

- No articles currently available

#### My Agency News

- No articles currently available

[Subscribe](#)

#### Pre-Launch Poll

Rank which features you would like to see be released. Please rank them from "most like to see" to "least like to see"

- Single Sign On to Cognos
- MyAgency portal with MyOhio
- Content on das.ohio.gov moved to one location
- Ability to personalize myOhio

Comments:

#### My Events

Sunday May 15, 2011 - Saturday May 21, 2011

- Monday, May 16**  
01:15 PM - 02:15 PM [Open Enrollment Ends Today](#)
- Wednesday, May 18**  
12:00 PM - 01:00 PM [Health Ohio Walk](#)  
Location: Statehouse
- Thursday, May 19**  
01:18 PM - 02:18 PM [Biometric Screening](#)  
Location: Statehouse

[Full Page View](#)

## myOhio.gov Program

The screenshot displays the myOhio.gov web application interface. At the top, there is a 'Main Menu' and the 'myOhio' logo. A search bar contains 'myOhio.gov' and a 'Go' button. Below the search bar is a navigation menu with items: Home, My Info, Time & Money, Health & Benefits, Career Resources, Employee Directory, Help, Ohio.gov, and myLinks. The main content area is divided into several sections:

- Welcome Staci Lu**: Includes a 'Sign out' link and a date/time stamp: / 16, 2011 at 01:08 PM.
- Pay**: A dropdown menu with options: View Paycheck, Direct Deposit, W-2 Reissue Request, and W-4 Tax Information.
- Time**: A dropdown menu with the option: Time Reporting.
- Expenses**: A dropdown menu with options: Travel and Expense, and T & E News and Updates.
- 2011 Open Enrollment**: A featured section with a doctor image and a 'Subscribe' button.
- Self Service Quick Access**: A grid of buttons for myPay, myTime, myTravel, and myBenefits.
- OAKS Quick Access**: A grid of links for Business Intelligence, Customer Relations Management, Enterprise Learning Management, Financials, and Human Capital Management.
- System Alerts**: A box indicating 'No articles currently available'.
- My Agency News**: A box indicating 'No articles currently available' with a 'Subscribe' link.
- My Events**: A box showing a date range from Sunday May 15, 2011 to Saturday May 21, 2011, with a note 'No events found for the date range' and a 'Full Page View' link.
- Pre-Launch Poll**: A section asking users to rank features they would like to see, with options like 'Single Sign On to Cognos' and 'Ability to personalize myOhio'.

## myOhio.gov Program

Main Menu > myOhio Main Menu > Time & Money > Pay > View Paycheck



Search:  myOhio.gov

Home | My Info | Time & Money | Health & Benefits | Career Resources | Employee Directory | Help | Ohio.gov | myLinks:

Welcome Staci Ludwig. You last signed in on Monday, May 16, 2011 at 01:08 PM | [Sign out](#)

[New Window](#) | [Help](#) | [Customize Page](#) | 

**Administer Pagelets**

Job Aid outlines the process for an employee to update their tax information on the W-4 form through Employee Self Service ePay.

**Time & Money**

**Pay**

- [View Paycheck](#)
- [Direct Deposit](#)
- [W-2 Reissue Request](#)
- [W-4 Tax Information](#)

**Time**

- [Time Reporting](#)

**Expenses**

- [Travel and Expense](#)
- [T & E News and Updates](#)

**HR / Benefits Help**

For questions relating to Human Resources, Benefits, Payroll, or The Ohio Hiring Management System please contact DAS HCM Customer Service Unit:

614.466.8857 or 1.800.409.1205

[Or click here to E-mail](#)

[Edit Content](#)

### View Paycheck

LESTER LOTTIE

**Company:** State of Ohio  
**Address:** 999 No Address St.  
 999 No Address St.  
 Columbus, OH 43215-3430

**Net Pay:** \$293.24  
**Pay Begin Date:** 03/28/2010  
**Pay End Date:** 04/10/2010  
**Check Date:** 04/23/2010

[Printer Friendly](#)

[View a Different Paycheck](#)

**General**

|  |                                      |   |
|--|--------------------------------------|---|
| <b>Name:</b> LOTTIE M LESTER   | <b>Employee ID:</b> 10000009         | <b>Empl Rcd:</b> 0                                |
| <b>Address:</b> 999 No Address St.<br>999 No Address St.<br>Worthington, OH 43085-4730 | <b>Pay Group:</b> Biweekly Delayed F | <b>Department:</b> OSB301010 - Outreach Administr |
| <b>Service:</b> 30 Years 7 Months 12 Days  | <b>Location:</b> Deaf School         | <b>Job Title:</b> Education Employee Administra   |
| <b>Longevity:</b> 28 Years 7 Months 9 Days   | <b>Pay Rate:</b> \$39.46 Hourly      | <b>Barg Unit:</b> 99 In Unit                      |
| <b>Seniority Credits:</b> 0.0000   | <b>Group Life:</b>                   | <b>Cert Status:</b> Unclassifi                    |
| <b>Institutional Credits:</b>  | <b>Next Step Date:</b>               | <b>Business Unit:</b> STATE                       |

**Tax Data**

|                                   |  |
|-----------------------------------|--|
| <b>Fed Marital Status:</b> Single | <b>OH Marital Status:</b> Not applicable |
| <b>Fed Allowances:</b> 2          | <b>OH Allowances:</b> 2                  |
| <b>Fed Addl Percent:</b> 0.000    | <b>OH Addl Percent:</b> 0.000            |
| <b>Fed Addl Amount:</b> \$0.00    | <b>OH Addl Amount:</b> \$0.00            |

Paycheck Summary

**myOhio.gov Program**

Main Menu > myOhio Main Menu > Health & Benefits > Benefits > Benefits Summary



Search:  myOhio.gov

Home | My Info ▼ | Time & Money ▼ | Health & Benefits ▼ | Career Resources ▼ | Employee Directory | Help ▼ | Ohio.gov | myLinks: ▼

Welcome Staci Ludwig. You last signed in on Monday, May 16, 2011 at 01:08 PM | [Sign out](#)

[New Window](#) | [Help](#) | [Customize Page](#) |

[Administer Pagelets](#)

**eBenefits Job Aids**  
Enter the XSL or generate the XSL from an existing template.

**HR / Benefits Help**  
For questions relating to Human Resources, Benefits, Payroll, or The Ohio Hiring Management System please contact DAS HCM Customer Service Unit:  
614.466.8857 or 1.800.409.1205  
[Or click here to E-mail.](#)

[Edit Content](#)

**Benefits Summary**

LESTER LOTTIE

To view your benefits as of another date, enter the date and click Go:

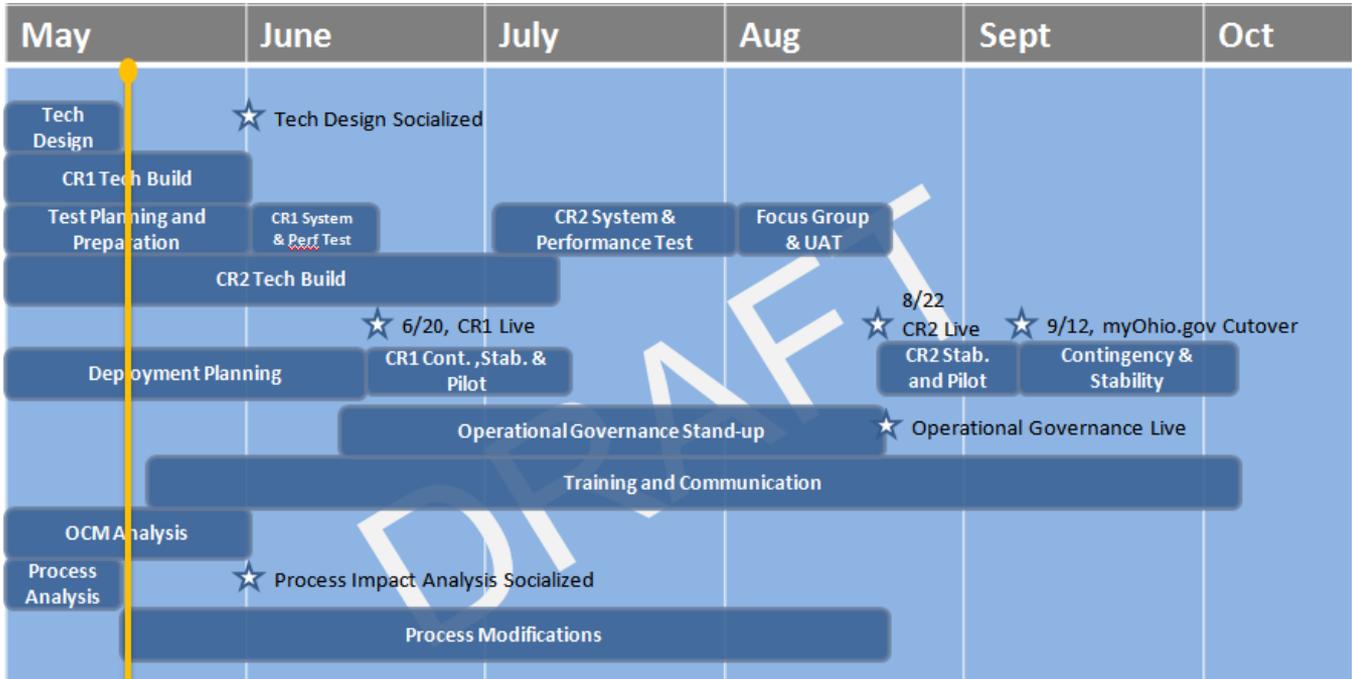
You have no benefit enrollments as of the date entered.

[Return to View Paycheck](#)

| Supplemental Benefit Plans |                          |                         |
|----------------------------|--------------------------|-------------------------|
| Deduction Code             | Description              | Amount Deducted Per Pay |
| SUPLP1                     | Prudential Ins Supp Life | \$60.24                 |

## myOhio.gov & Single Sign-On/Authentication Program Timeline

The timeline below represents the impact of the POC results to the project schedule. Capability Release 1 (CR1) will build and populate the Central Authentication service, which is a required pre-requisite to the myOhio.gov portal go-live. This will reduce the risk to project by allowing the new Central Authentication solution to stabilize before myOhio.gov is released. CR2 will build the myOhio.gov portal and enable Single-Sign on among the OAKS applications. CR2 will initially be released to a subset of users as a pilot to further reduce risk of the State-wide deployment.



## Change Management Area of Focus

### ▪ Stakeholder Management

- ❖ Engage key stakeholders 1-1
- ❖ Engage audiences through Communication and Training
- ❖ Monitor support through go-live

### ▪ Governance

- ❖ Identify Portal ownership and roles & responsibilities
- ❖ Establish process and protocols for managing portal content beyond go-live

### ▪ Communication

- ❖ Understand and map high impact audiences
- ❖ Establish Change Network
- ❖ Deliver messaging
- ❖ Collect feedback and adjust Plan

### ▪ Training

- ❖ Create job aids that enable immediate use of the Portal
- ❖ Provide overview training and job aids for OAKS, HCM, and OSS Help Desks



Portal  
Phase I



## OCM Timeline

| APRIL   | MAY   | JUNE   | JULY  | AUGUST  | SEPT  |
|---|---|--|---|---|---|
| <ul style="list-style-type: none"> <li>OCM Team Formed</li> </ul> | <ul style="list-style-type: none"> <li>OCM Approach</li> <li>Stakeholder Engagement</li> <li>Learning/Job Aid Needs Analysis</li> <li>Communication Plan / Messages</li> <li>Rollout Plan/ Approach</li> <li>Impact Analysis</li> </ul> | <ul style="list-style-type: none"> <li>Portal Intro Video Development</li> </ul> | <ul style="list-style-type: none"> <li>Operational Governance Model</li> <li>Video Presentation: Multi-Agency CIO Advisory Council</li> <li>HCM User Group Forum</li> <li>FIN User Group Forum</li> </ul> | <ul style="list-style-type: none"> <li>Focus Groups Aug 1 - 6</li> <li>UAT Aug 1 - 19</li> <li>Help Desk Training</li> <li>Job Aids: Electronic and Video</li> <li>Core User Training</li> <li>Portal Messages to Employees 8/29 - 9/9</li> </ul> | <ul style="list-style-type: none"> <li>Employee Job Aids: Electronic and Video</li> <li>Project Go-Live 9/12</li> </ul> |

myOhio.gov Program



For additional information, please contact:  
Deven Mehta – [Deven.Mehta@oaks.state.oh.us](mailto:Deven.Mehta@oaks.state.oh.us)

# OAKS Business Intelligence – Implementation 1B – Compensation Reports Deven Mehta, OAKS

OAKS BI Phase1B Training, including AP/PO/Spend and Compensation, is underway! Sign up for your courses in ELM today.

Not sure if you should enroll in OAKS BI Phase 1B Training? Talk with your Agency BI Reporting Contact or email the BI Training Team

| April '11  | May '11  | June '11                         |
|--|--|----------------------------------|
| <ul style="list-style-type: none"> <li>● OAKS BI Training Communication from BI Reporting Contact</li> <li>● OAKS BI All Hands Meeting Update</li> </ul> | <ul style="list-style-type: none"> <li>● Phase 1B Training Enrollment</li> <li>● BI-101 &amp; BI-102 Courses Available Online</li> </ul> <p>Training Pilot</p> | <p>OAKS BI Phase 1B Training</p> |

[OAKS.BI-EPM90ProjectTeam@oaks.state.oh.us](mailto:OAKS.BI-EPM90ProjectTeam@oaks.state.oh.us)

## Individuals New to OAKS BI

|                                     | Foundational Courses               | Functional Area  | Optional  |
|-------------------------------------|------------------------------------|--|---|
| <b>Report Consumer</b>              | <p>BI Overview → BI Navigation</p> | <p>Standard Reports &amp; Report Books<br/>(AP/PO &amp;/or Comp)</p>                                     | <p>Dashboard Lab<br/>(FIN or HCM)</p>   |
| <b>Query Author (Basics)</b>        | <p>BI Overview → BI Navigation</p> | <p>Standard Reports &amp; Report Books<br/>(AP/PO &amp;/or Comp) → Query Studio<br/>(AP/PO or Comp)</p>  | <p>Dashboard Lab<br/>(FIN or HCM)</p> <p>Query &amp; Report Studio Lab (FIN or HCM)</p>   |
| <b>Report Author (Intermediate)</b> | <p>BI Overview</p>                 | <p>Standard Reports &amp; Report Books<br/>(AP/PO &amp;/or Comp) → Report Studio<br/>(AP/PO or Comp)</p> | <p>Dashboard Lab<br/>(FIN or HCM)</p> <p>Query Studio<br/>(AP/PO or Comp)</p> <p>Query &amp; Report Studio Lab (FIN or HCM)</p> |

| Individuals who took OAKS BI Phase 1A Training |   |  |
|--|---|--|
|  | Functional Area   | Optional   |
| Report Consumer                                | <p><b>Standard Reports &amp; Report Books</b><br/>(AP/PO &amp;/or Comp)</p> | <p><b>Dashboard Lab</b> (FIN or HCM)</p>   |
| Query Author (Basics)                          | <p><b>Standard Reports &amp; Report Books</b><br/>(AP/PO &amp;/or Comp)</p> | <p><b>Query Studio</b> (AP/PO or Comp)</p> <p><b>Dashboard Lab</b> (FIN or HCM)</p> <p><b>Query &amp; Report Studio Lab</b> (FIN or HCM)</p>   |
| Report Author (Intermediate)                   | <p><b>Standard Reports &amp; Report Books</b><br/>(AP/PO &amp;/or Comp)</p> | <p><b>Report Studio</b> (AP/PO or Comp)</p> <p><b>Dashboard Lab</b> (FIN or HCM)</p> <p><b>Query Studio</b> (AP/PO or Comp)</p> <p><b>Query &amp; Report Studio Lab</b> (FIN or HCM)</p> |

### COMP - 0011 Benefit Changes

Department:

Department Grouping Size:

If you select 4, the report will be grouped by the first 4 characters of the department. 3 will group for the entire agency, etc.

Benefit Source:

- All
- Health Benefit
- Life Add Benefit
- Leave Plan Benefit
- Disability Benefit
- Retirement Plan Benefit

Benefit Change Date Range:

From:

Earliest date

To:

Latest date

Employee:

Keywords: Type one or more keywords separated by spaces.

Options

Results:

Choices:

[Select all](#) [Deselect all](#) [Select all](#) [Deselect all](#)

| Department Group | Department | Employee ID | Name | Benefit Source | Plan Type               | Benefit Plan             | Coverage Description | Effective Date - Benefit Enrollment | Current Indicator |
|------------------|------------|-------------|------|----------------|-------------------------|--------------------------|----------------------|-------------------------------------|-------------------|
|                  |            |             |      | Health Benefit | Communication Surcharge | Communication Surcharge  | Family with Spouse   | Jan/1/2011                          | Current Row       |
|                  |            |             |      | Health Benefit | Communication Surcharge | Communication Surcharge  | Single               | Apr/1/2001                          | Previous Row      |
|                  |            |             |      | Health Benefit | Dental                  | Delta Dental PPO         | Family with Spouse   | Jan/1/2011                          | Current Row       |
|                  |            |             |      | Health Benefit | Dental                  | Delta Dental PPO         | Single               | Jul/1/2003                          | Previous Row      |
|                  |            |             |      | Health Benefit | Medical                 | Ohio Med PPO-MMO         | Family with Spouse   | Jan/1/2011                          | Current Row       |
|                  |            |             |      | Health Benefit | Medical                 | Ohio Med PPO-MMO         | Single               | Apr/1/2001                          | Previous Row      |
|                  |            |             |      | Health Benefit | Mental Health           | United Behavioral Health | Family with Spouse   | Jan/1/2011                          | Current Row       |
|                  |            |             |      | Health Benefit | Mental Health           | United Behavioral Health | Single               | Apr/1/2001                          | Previous Row      |
|                  |            |             |      | Health Benefit | Vision                  | Vision Service Plan      | Family with Spouse   | Jan/1/2011                          | Current Row       |
|                  |            |             |      | Health Benefit | Vision                  | Vision Service Plan      | Single               | Jul/1/2003                          | Previous Row      |

### COMP - 0013 Employee Dependent Benefit View

| Department Group | Name | Employee ID | Benefit Plan            | Plan Type               | Coverage Description | Effective Date - Benefit Enrollment | Dependent/Beneficiary Name | Relationship To Employee |
|------------------|------|-------------|-------------------------|-------------------------|----------------------|-------------------------------------|----------------------------|--------------------------|
|                  |      |             | Ohio Med PPO-MMO        | Medical                 | Family with Spouse   | 07/1/2009                           |                            | D                        |
|                  |      |             | Ohio Med PPO-MMO        | Medical                 | Family with Spouse   | 07/1/2009                           |                            | SP                       |
|                  |      |             | Ohio Med PPO-MMO        | Medical                 | Family with Spouse   | 07/1/2009                           |                            | S                        |
|                  |      |             | Communication Surcharge | Communication Surcharge | Family with Spouse   | 05/1/2009                           |                            | D                        |
|                  |      |             | Communication Surcharge | Communication Surcharge | Family with Spouse   | 05/1/2009                           |                            | SP                       |
|                  |      |             | Communication Surcharge | Communication Surcharge | Family with Spouse   | 05/1/2009                           |                            | S                        |
|                  |      |             | Delta Dental Premier    | Dental                  | Family with Spouse   | 05/1/2009                           |                            | D                        |
|                  |      |             | Delta Dental Premier    | Dental                  | Family with Spouse   | 05/1/2009                           |                            | SP                       |
|                  |      |             | Delta Dental Premier    | Dental                  | Family with Spouse   | 05/1/2009                           |                            | S                        |
|                  |      |             |                         | Health                  | Mental Health        | Family with Spouse                  | 05/1/2009                  | D                        |
|                  |      |             |                         | Health                  | Mental Health        | Family with Spouse                  | 05/1/2009                  | SP                       |
|                  |      |             |                         | Health                  | Mental Health        | Family with Spouse                  | 05/1/2009                  | S                        |
|                  |      |             | n                       | Vision                  | Family with Spouse   | 05/1/2009                           |                            | D                        |
|                  |      |             | n                       | Vision                  | Family with Spouse   | 05/1/2009                           |                            | SP                       |
|                  |      |             | n                       | Vision                  | Family with Spouse   | 05/1/2009                           |                            | S                        |

Department

Department Grouping Size:  
If you select 4, the report will be grouped by the first 4 characters of the department. 3 will group for the entire agency, etc.

Employee

Keywords:  
Type one or more keywords separated by spaces.

Search

Options

Results:

Choices:

Insert

Remove

[Select all](#) [Deselect all](#)

Report Type

Display all benefit records as of the date specified below  
 Show all benefit records

Benefit As of Date  
This prompt only needs to be changed if you select the As of Date option in the Report Type box.

May 12, 2011

### COMP - 0015 Dental/Vision/GLI Pre Anniversary Notification

| Department Group | Department | Employee ID | Name | Last Hire Date | Dental/Vision/GLI Service Eligibility Date | Days Until Bigible | Bargaining Unit - Job  |
|------------------|------------|-------------|------|----------------|--|--------------------|------------------------|
|                  |            |             |      | 05/24/2010     | 05/24/2011                                 | 12                 | AFSCME                 |
|                  |            |             |      | 05/10/2010     | 05/24/2011                                 | 12                 | AFSCME                 |
|                  |            |             |      | 01/1/1900      | 05/27/2011                                 | 15                 | Boards and Commissions |
|                  |            |             |      | 09/11/2000     | 05/28/2011                                 | 16                 | Boards and Commissions |
|                  |            |             |      | 06/7/2010      | 06/7/2011                                  | 26                 | 1199                   |
|                  |            |             |      | 06/7/2010      | 06/7/2011                                  | 26                 | Exempt                 |
|                  |            |             |      | 01/1/1900      | 06/10/2011                                 | 29                 | Boards and Commissions |
|                  |            |             |      | 08/21/2000     | 06/16/2011                                 | 35                 | Boards and Commissions |
|                  |            |             |      | 06/21/2010     | 06/21/2011                                 | 40                 | AFSCME                 |
|                  |            |             |      | 06/21/2010     | 06/21/2011                                 | 40                 | AFSCME                 |
|                  |            |             |      | 07/6/2010      | 07/6/2011                                  | 55                 | SCOPE                  |
|                  |            |             |      | 07/6/2010      | 07/6/2011                                  | 55                 | AFSCME                 |
|                  |            |             |      | 07/6/2010      | 07/6/2011                                  | 55                 | AFSCME                 |
|                  |            |             |      | 01/1/1900      | 07/6/2011                                  | 55                 | Boards and Commissions |
|                  |            |             |      | 07/6/2010      | 07/6/2011                                  | 55                 | 1199                   |
|                  |            |             |      | 07/6/2010      | 07/6/2011                                  | 55                 | 1199                   |
|                  |            |             |      | 07/6/2010      | 07/6/2011                                  | 55                 | AFSCME                 |
|                  |            |             |      | 07/6/2010      | 07/6/2011                                  | 55                 | 1199                   |
|                  |            |             |      | 01/1/1900      | 07/9/2011                                  | 58                 | Boards and Commissions |

Department:

Department Grouping Size:  
If you select 4, the report will be grouped by the first 4 characters of the department. 3 will group for the entire agency, etc.

Keywords:  
Type one or more keywords separated by spaces.

Options

Results:

[Select all](#) [Deselect all](#)

Days Until Eligible Less Than:

## COMP - 0105 Missing Dependent Data

| Department Group | Name | Employee ID | Dependent/Beneficiary Name | Relationship To Employee | Social Security Number - Dependent | Gender - Dependent | Date of Birth - Dependent | Age | Relationship to Employee |
|------------------|------|-------------|----------------------------|--------------------------|------------------------------------|--------------------|---------------------------|-----|--------------------------|
|                  |      |             |                            | SP                       | 999999999                          | F                  | 12/1/1945                 | 65  | SP                       |
|                  |      |             |                            | S                        |                                    | M                  | 10/12/2010                | 0   | S                        |
|                  |      |             |                            | S                        |                                    | M                  | 06/15/2007                | 3   | S                        |
|                  |      |             |                            | S                        | 000000000                          | M                  | 01/21/2000                | 11  | S                        |
|                  |      |             |                            | S                        |                                    | M                  | 03/18/2008                | 3   | S                        |
|                  |      |             |                            | D                        | 000000000                          | F                  | 10/31/2003                | 7   | D                        |
|                  |      |             |                            | D                        | 000000000                          | F                  | 04/23/1996                | 15  | D                        |
|                  |      |             |                            | D                        | 000000000                          | F                  | 03/6/1995                 | 16  | D                        |

**Department**

Department Grouping Size

If you select 4, the report will be grouped by the first 4 characters of the department. 3 will group for the entire agency, etc.

3

**Employee**

Keywords:  
Type one or more keywords separated by spaces.

[Options](#)

Results:

[Select all](#) [Deselect all](#)

**Missing Data**

SSN, Gender, and Date of Birth  
 Missing or Invalid SSN Only  
 Missing Date of Birth Only  
 Missing Gender Only

[Deselect](#)

Department:

Department Grouping Size:

If you select 4, the report will be grouped by the first 4 characters of the department. 3 will group for the entire agency, etc.

Employee Name:

Leave Plan Type:

Pay Period End Date Range:

### COMP - 0020 Leave Balances, Usage, and Accrual

|          | Sick        |               |                       | Personal    |               |                       | Vacation    |               |                       | Disability - New |               |                       | Cost Savings Plan |               |                       |
|----------|-------------|---------------|-----------------------|-------------|---------------|-----------------------|-------------|---------------|-----------------------|------------------|---------------|-----------------------|-------------------|---------------|-----------------------|
|          | Hours Taken | Hours Accrued | Current Leave Balance | Hours Taken | Hours Accrued | Current Leave Balance | Hours Taken | Hours Accrued | Current Leave Balance | Hours Taken      | Hours Accrued | Current Leave Balance | Hours Taken       | Hours Accrued | Current Leave Balance |
| 03/26/11 | 4.4         | 3.1           | 286.88                | 0           | 0             | 32                    | 0           | 7.7           | 516.29                | 0                | 0             | 2,080                 | 0                 | 0             | 0                     |
| 03/26/11 | 0           | 3.1           | 97.5                  | 0           | 0             | 32                    | 18.7        | 9.2           | 707.4                 |                  |               |                       | 0                 | 0             | 32                    |
| 03/26/11 | 0           | 3.1           | 357.65                | 0           | 0             | 0                     | 16          | 6.9           | 489.85                | 0                | 0             | 2,080                 | 16                | 0             | 16                    |
| 03/26/11 | 0           | 0             | 0                     | 0           | 0             | 0                     | 0           | 0             | 0                     |                  |               |                       |                   |               |                       |
| 03/26/11 | 0           | 3.1           | 87.1                  | 0           | 0             | 0                     | 0           | 4.6           | 119.9                 | 0                | 0             | 2,080                 | 0                 | 0             | 0                     |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

Results:

[Select all](#) [Deselect all](#)

- Cost Savings Plan
- Disability - New
- Disability - Old
- Disability B/C/D
- Old Sick Leave Plan
- Personal
- Sick
- Vacation

[Select all](#) [Deselect all](#)

From:

To:

**COMP - 0023 Grouped Leave Report Prompt Page**

|  |   |   |
|--|---|---|
| <p><b>All Groups or Pick Individual Group?</b></p> <p>(All groups includes: Disability, FMLA, Sick, Cost Savings Days, Adjustments, Childbirth, and Used)</p>                    | <p><input checked="" type="radio"/> All Groups<br/><input type="radio"/> Pick Group</p>   | <p>Select Group (If Pick Group chosen):</p> <ul style="list-style-type: none"> <li><input type="radio"/> Disability</li> <li><input type="radio"/> FMLA</li> <li><input type="radio"/> Sick</li> <li><input type="radio"/> Cost Savings Days</li> <li><input type="radio"/> Adjustments</li> <li><input type="radio"/> Childbirth</li> <li><input type="radio"/> All Other Leave Used</li> <li><input type="radio"/> OIL and Salary Continuation</li> </ul> <p><a href="#">Deselect</a></p> |
| <p>Department ID:</p>  | <p>_____</p>  |   |
| <p><b>Department Grouping Size:</b></p> <p>If you select 4, the report will be grouped by the first 4 characters of the department. 3 will group for the entire agency, etc.</p> | <p><input checked="" type="radio"/> 3</p>   |   |
| <p>Pay Period End Date Range:</p>  | <p>From: <input type="text" value="May 12, 2011"/> </p> <p>To: <input type="text" value="May 12, 2011"/> </p>   |   |
| <p>Search for Employee:</p>  | <p>Keywords:<br/>Type one or more keywords separated by spaces.</p> <p><input type="text"/> <input type="button" value="Search"/></p> <p><a href="#">Options</a> ▾</p> <p>Results: <input type="text"/></p> <p><input type="button" value="Insert"/> <input type="button" value="Remove"/></p> <p><a href="#">Select all</a> <a href="#">Deselect all</a></p> | <p>Choices: <input type="text"/></p> <p><a href="#">Select all</a> <a href="#">Deselect all</a></p>   |

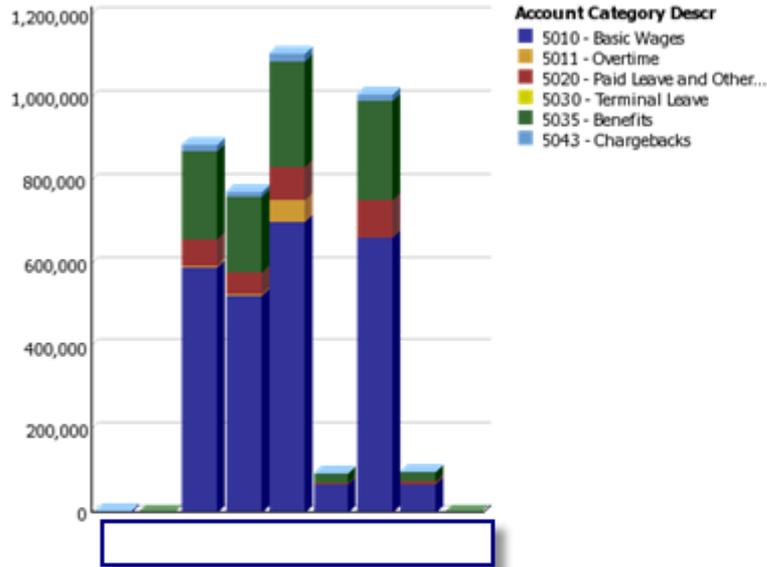
**COMP - 0023 Grouped Leave Report**

| Name           | Employee ID | Supervisor Name | Supervisor Employee ID | Disability | FMLA     | Adjustment | Childbirth | Cost Savings Days | OIL and Salary Continuation | Overtime | Sick        | All Other Leave | Payouts  | Personal Vacation |
|----------------|-------------|-----------------|------------------------|------------|----------|------------|------------|-------------------|-----------------------------|----------|-------------|-----------------|----------|-------------------|
|                |             |                 |                        | 0          | 0        | 0          | 0          | 0                 | 0                           | 0        | 4.4         | 4.8             | 0        | 0                 |
|                |             |                 |                        | 0          | 0        | 0          | 0          | 0                 | 0                           | 0        | 0           | 10              | 0        | 18.7              |
|                |             |                 |                        | 0          | 0        | 0          | 0          | 16                | 0                           | 0        | 0           | 0.4             | 0        | 16                |
|                |             |                 |                        | 0          | 0        | 0          | 0          | 0                 | 0                           | 0        | 0           | 1.8             | 0        | 0                 |
|                |             |                 |                        | 0          | 0        | 0          | 0          | 0                 | 0                           | 0        | 16          | 0               | 0        | 8.9               |
|                |             |                 |                        | 0          | 0        | 0          | 0          | 0                 | 0                           | 0        | 0           | 2.1             | 0        | 6.8               |
|                |             |                 |                        | 0          | 0        | 0          | 0          | 8                 | 0                           | 0        | 0           | 4.7             | 0        | 0                 |
|                |             |                 |                        | 0          | 0        | 0          | 0          | 0                 | 0                           | 0        | 0           | 1.5             | 0        | 6.7               |
|                |             |                 |                        | 0          | 0        | 0          | 0          | 0                 | 0                           | 0        | 0           | 1.1             | 0        | 0                 |
|                |             |                 |                        | 0          | 0        | 0          | 0          | 0                 | 0                           | 0        | 0           | 0.4             | 0        | 0                 |
|                |             |                 |                        | 0          | 0        | 0          | 0          | 0                 | 0                           | 0        | 0           | 5.9             | 0        | 0                 |
|                |             |                 |                        | 0          | 0        | 0          | 0          | 0                 | 0                           | 0        | 0           | 2               | 0        | 0                 |
|                |             |                 |                        | 0          | 0        | 0          | 0          | 0                 | 0                           | 0        | 0           | 3.5             | 0        | 0                 |
| <b>Summary</b> |             |                 |                        | <b>0</b>   | <b>0</b> | <b>0</b>   | <b>0</b>   | <b>24</b>         | <b>0</b>                    | <b>0</b> | <b>20.4</b> | <b>38.2</b>     | <b>0</b> | <b>57.1</b>       |

|                                  |  |
|----------------------------------|--|
| Department:                      | <input type="text"/>   |
| Summary Attribute:               | <input checked="" type="radio"/> Department Group<br><input type="radio"/> HR Department<br><input type="radio"/> Job Title<br><input type="radio"/> Combo Code<br><input type="radio"/> Department CF<br><input type="radio"/> ALI<br><input type="radio"/> Fund<br><input type="radio"/> Program   |
| Department CF Grouping Size:     | Dept Grouping On: <input checked="" type="radio"/> Dept CF <input type="radio"/> Dept HR<br>3  |
| Job Code:                        | <input type="text"/>   |
| Account Category:                | <input type="checkbox"/> 5010 - Basic Wages<br><input type="checkbox"/> 5011 - Overtime<br><input type="checkbox"/> 5020 - Paid Leave and Other Comp<br><input type="checkbox"/> 5021 - Moving Exp/Mileage<br><input type="checkbox"/> 5030 - Terminal Leave<br><input type="checkbox"/> 5035 - Benefits<br><input type="checkbox"/> 5036 - Child Care Voucher<br><input type="checkbox"/> 5043 - Chargebacks<br><a href="#">Select all</a> <a href="#">Deselect all</a> |
| Amount Type:                     | <input type="checkbox"/> EARNINGS<br><input type="checkbox"/> DEDUCTION<br><input type="checkbox"/> TAX<br><a href="#">Select all</a> <a href="#">Deselect all</a>   |
| Include PAY Department Earnings? | <input type="radio"/> Yes<br><input checked="" type="radio"/> No<br><a href="#">Deselect</a>   |

|                            |  |
|----------------------------|--|
| Combo Code:                | <input type="text"/>   |
| Department Chartfield:     | <input type="text"/>   |
| Account:                   | <input type="text"/>   |
| Fund:                      | <input type="text"/>   |
| ALI:                       | <input type="text"/>   |
| Program:                   | <input type="text"/>   |
| Grant:                     | <input type="text"/>   |
| Project:                   | <input type="text"/>   |
| Reporting:                 | <input type="text"/>   |
| Service Location:          | <input type="text"/>   |
| Agency Use:                | <input type="text"/>   |
| ISTV Xref:                 | <input type="text"/>   |
| Pay Period End Date Range: | From: <input type="text" value="May 12, 2011"/><br>To: <input type="text" value="May 12, 2011"/> |
| Display Chart?             | <input checked="" type="radio"/> Yes<br><input type="radio"/> No                                 |

**COMP - 0041 Payroll Summary by Account Category**  
Payroll Amounts at the Account Category Level by Department Group



| Amount | 5010 - Basic Wages | 5011 - Overtime | 5020 - Paid Leave and Other Comp | 5030 - Terminal Leave | 5035 - Benefits | 5043 - Chargebacks | Total(Account Category Descr)1 |
|--------|--------------------|-----------------|----------------------------------|-----------------------|-----------------|--------------------|--------------------------------|
|        | 2,041.60           | 28.07           |                                  |                       | 541.83          | 43.68              | 2,655.18                       |
| 2      |                    | 120.48          |                                  |                       | 29.80           | 2.39               | 152.67                         |
| 1      | 592,759.58         | 4,389.34        | 61,644.99                        | 0.00                  | 213,129.20      | 14,124.25          | 886,047.36                     |
| 2      | 523,302.65         | 2,406.49        | 55,470.64                        | 0.00                  | 179,627.24      | 12,363.90          | 773,170.92                     |
| 3      | 700,513.60         | 54,512.36       | 77,986.63                        | 0.00                  | 257,141.47      | 17,087.14          | 1,107,241.20                   |
| 4      | 66,697.21          |                 | 4,843.81                         |                       | 22,928.65       | 1,454.18           | 95,923.85                      |

Cognos Viewer



**COMP - 0001 ePay Report**

**View Paycheck:**  **Net Pay:** 1,048.12  
**Pay Begin Date:** Mar/13/2011  
**Pay End Date:** Mar/26/2011  
**Check Date:** Apr/8/2011

*Information Removed for Report  
Book Screen Shot purposes*

**General:**

**Name:**  **Employee ID:**  **Empl Rcd:** 0  
**Address:**  **Pay Group:**   
**Department:**   
**Location:**   
**Job Title:**   
**Pay Rate:**  Hourly  
**Barg Unit:**  Exempt  
**Group Life:**  **Cert Status:** U: Unclassified  
**Next Step Date:**  **Business Unit:** STATE

**Service:**  Years  Months  Days  
**Longevity:**  Years  Months  Days  
**Seniority Credits:**   
**Institutional Credits:** 0

**Tax Data:**

|                     |   |                    |   |
|---------------------|---|--------------------|---|
| Fed Marital Status: | S | OH Marital Status: | N |
| Fed Allowances:     | 0 | OH Allowances:     | 0 |
| Fed Addl Percent:   | 0 | OH Addl Percent:   | 0 |
| Fed Addl Amount:    | 0 | OH Addl Amount:    | 0 |

**Paycheck Summary:**

|                 | Gross Earnings | Fed Taxable Gross | Total Taxes | Total Deductions | Net Pay  |
|-----------------|----------------|-------------------|-------------|------------------|----------|
| <b>Current:</b> | 3,121.6        |                   | 514.22      | 1,559.26         | 1,048.12 |
| <b>YTD:</b>     | 21,851.2       |                   | 3,517.26    | 10,284.19        | 8,049.75 |

| Earnings                  |              |                   |                 |                  |
|---------------------------|--------------|-------------------|-----------------|------------------|
| Earnings Code Description | Hours        | Compensation Rate | Earnings Amt    | YTD Amount       |
| Regular Pay               | 71.80        | 39.02             | 2,801.64        | 17,906.29        |
| Vacation Leave            | 6.70         | 39.02             | 261.43          | 1,490.55         |
| Comptime Used OT Exempt   | 1.50         | 39.02             | 58.53           | 1,205.72         |
| CompTime Earned           |              |                   |                 | 0.00             |
| Holiday Pay Leave         |              |                   |                 | 1,248.64         |
| <b>Total:</b>             | <b>80.00</b> |                   | <b>3,121.60</b> | <b>21,851.20</b> |

| Taxes                   |               |                 |
|-------------------------|---------------|-----------------|
| Description             | Amount        | YTD Amount      |
| Fed MED/EE              | 42.23         | 292.05          |
| Fed Withholding         | 333.85        | 2,275.36        |
| OH COLUMBUS Withholding | 72.81         | 503.52          |
| OH Withholding          | 65.33         | 446.33          |
|                         | 42.23         | 292.05          |
| <b>Total:</b>           | <b>556.45</b> | <b>3,809.31</b> |

| Before Tax Deduction        |                 |                 |
|-----------------------------|-----------------|-----------------|
| Description                 | Amount          | YTD Amount      |
| Deferred Compensation       | 600             | 4,200           |
| Retirement                  | 300.16          | 2,101.12        |
| Cost Savings Days Deduction | 120.03          | 840.21          |
| Health Insurance            | 88.83           | 621.81          |
| Communication Surcharge     | 0.24            | 1.68            |
| FBMC Pre-Tax Transit Pass   |                 | 255             |
| <b>Total:</b>               | <b>1,109.26</b> | <b>8,019.82</b> |

| After Tax Deduction  |               |                 |
|----------------------|---------------|-----------------|
| Description          | Amount        | YTD Amount      |
| Credit Union Of Ohio | 450.00        | 2,250.00        |
| FBMC Adm Fee Taxable |               | 14.37           |
| <b>Total:</b>        | <b>450.00</b> | <b>2,264.37</b> |

| Employer Paid Benefits  |               |                 |
|-------------------------|---------------|-----------------|
| Description             | Amount        | YTD Amount      |
| Health Insurance        | 453.78        | 3,176.46        |
| Retirement              | 420.22        | 2,941.54        |
| Disability Insurance    | 28.69         | 200.83          |
| Communication Surcharge | 0.23          | 1.61            |
| Dental Insurance        |               | 254.64          |
| Group Life Insurance    |               | 36.90           |
| Group Life Insurance *  |               | 8.64            |
| Vision                  |               | 58.41           |
| <b>Total:</b>           | <b>902.92</b> | <b>6,679.03</b> |

| Net Pay Distribution |                 |              |        |
|----------------------|-----------------|--------------|--------|
| Payment Type         | Paycheck Number | Account Type | Amount |
|                      |                 |              |        |

| Leave Balances           |                 |                |
|--------------------------|-----------------|----------------|
| Description              | Current Accrual | YTD Amount     |
| Cost Savings Plan        | 0               | 0              |
| Disability - New         | 0               | 2,080          |
| Old Sick Leave Plan      | 0               | 0              |
| Personal                 | 0               | 40             |
| Sick                     | 3.1             | 381.4          |
| Vacation                 | 6.2             | 470.9          |
| <b>Total YTD Amount:</b> |                 | <b>2,972.3</b> |

Information removed for Report Book screen shot purposes

### COMP - 0004 Earnings Lookup Report Prompt Page

|                                  |   |  |   |  |
|----------------------------------|---|--|---|--|
| Type of Report:                  | <input type="radio"/> Include Pay Period Dates (Will list Hours reported for each date)<br><input checked="" type="radio"/> Do Not Include Pay Period Dates (Hours will be summarized by employee for date range selected)  |  | <input checked="" type="radio"/> Include Hours Summary Table and Employee Hours Detail<br><input type="radio"/> Only Include Employee Hours Detail (Use this for CSV) |  |
| Department ID:                   | <input type="text"/>  |  |   |  |
| Pay Period End Date Range:       | From: <input type="text" value="Mar 26, 2011"/><br>To: <input type="text" value="Mar 26, 2011"/>  |  |   |  |
| Earnings Code Checkbox:          | <input type="checkbox"/> - - Not Available<br><input type="checkbox"/> ADF - Adoption Flat Amount<br><input type="checkbox"/> ADM - Administrative Leave<br><input type="checkbox"/> ADP - Adoption Leave<br><input type="checkbox"/> AR1 - Arbitration With Retirement<br><input type="checkbox"/> AR2 - Arbitration Without Retirement<br><input type="checkbox"/> ATX - Award Tax<br><input type="checkbox"/> BLD - Bilingual Supplement Doctors<br><p style="text-align: center;"><a href="#">Select all</a> <a href="#">Deselect all</a></p> |  |   |  |
| Earnings Code Search and Select: | Keywords:<br>Type one or more keywords separated by spaces.<br><input type="text"/> <input type="button" value="Search"/>   |  |   |  |
|                                  | Results:<br><input type="text"/>  |  | Choices:<br><input type="text"/>  |  |
|                                  | <input type="button" value="Insert"/><br><input type="button" value="Remove"/>  |  |   |  |
|                                  | <a href="#">Select all</a> <a href="#">Deselect all</a>   |  | <a href="#">Select all</a> <a href="#">Deselect all</a>   |  |

### COMP - 0004 Earnings Lookup Report

**Jobcode:**

**Appointment Type:**

- 
- A: Fixed Term - Salaried
- B: Fixed Term - Per Diem
- D: Established Term Appointment
- E: Emergency
- F: Established Term - Regular
- G: Established Term- Irregular
- H: Intermittent

[Select all](#) [Deselect all](#)

**FLSA Status (Job):**

- Overtime Exempt
- Overtime Eligible

[Select all](#) [Deselect all](#)

**Bargaining Unit:**

- Not Available
- 01- OSTA01
- 02- POP2
- 03- AFSCME
- 04- AFSCME
- 05- AFSCME
- 06- AFSCME
- 07- AFSCME

[Select all](#) [Deselect all](#)

**Keywords:**  
Type one or more keywords separated by spaces.

**Options** ▾

**Results:**

**Employee's Name:**

|                               |              |
|-------------------------------|--------------|
| CAP-CSD Leave Eligible for CT | 24           |
| CPX-Comptime Used OT Exempt   | 8.8          |
| REG-Regular Pay               | 983.7        |
| SCK-Sick Leave                | 13           |
| SR1-Sick Leave at 70 Percent  | 7.4          |
| VAC-Vacation Leave            | 57.1         |
| <b>Summary</b>                | <b>1,094</b> |

#### Total By Earnings Code

#### Total By Employee

| Employee ID | Name | Job Code | Job Title | Department      | Department Description | Earnings Code           | Earnings Code Description | Hours     | Earnings Amt      |
|-------------|------|----------|-----------|-----------------|------------------------|-------------------------|---------------------------|-----------|-------------------|
|             |      |          |           | Human Resources | REG                    | Regular Pay             |                           | 80        | \$2,002.40        |
|             |      |          |           |                 |                        |                         |                           | <b>80</b> | <b>\$2,002.40</b> |
|             |      |          |           | Human Resources | CPX                    | Comptime Used OT Exempt |                           | 1.5       | \$58.53           |
|             |      |          |           | Human Resources | REG                    | Regular Pay             |                           | 71.8      | \$2,801.64        |
|             |      |          |           | Human Resources | VAC                    | Vacation Leave          |                           | 6.7       | \$261.43          |
|             |      |          |           |                 |                        |                         |                           | <b>80</b> | <b>\$3,121.60</b> |
|             |      |          |           | Human Resources | REG                    | Regular Pay             |                           | 80        | \$2,332.80        |
|             |      |          |           |                 |                        |                         |                           | <b>80</b> | <b>\$2,332.80</b> |
|             |      |          |           | Human Resources | REG                    | Regular Pay             |                           | 80        | \$2,180.80        |
|             |      |          |           |                 |                        |                         |                           | <b>80</b> | <b>\$2,180.80</b> |

### COMP - 0101 Large Change Comparison Report Prompt Page

**Report Filter Options:**

The option selected here determines what the Max and Min entries filter. For example, if you choose Hours and enter 80 in the Max box, you will get anyone who has more than 80 hours against any Earn Code in the pay period end range selected. If you choose earnings and enter 80 in the Max box, you will get anyone who earned more than \$80 from any Earn Code in the pay period end range selected.

Filter on Min/Max Hours  
 Filter on Min/Max Amount by Earnings Code  
 Filter on Min/Max Total Paycheck Gross

**Increase**

Report will return any employee who had an increase of more than the value entered. For example, 1000 is entered in this box. If Gross is chosen above, you would get anyone who grossed \$1000 less in the pay period selected compared to the previous pay period.

\* 2000

**Decrease**

Report will return any employee who had a decrease of more than the value entered. For example, 1000 is entered in this box. If Amount is chosen above, you would get anyone who earned \$1000 less by earnings code in the pay period selected compared to the previous pay period.

\* 2000

**Department Grouping Size:**

If you select 4, the report will be grouped by the first 4 characters of the department. 3 will group for the entire agency, etc.

\* 3

**Department ID:**

\_\_\_\_\_

**Pay Period End Date Range:**

\* May 12, 2011

-  
 A: Fixed Term - Salaried  
 B: Fixed Term - Per Diem  
 D: Established Trm Appointment  
 E: Emergency  
 F: Established Term - Regular  
 G: Established Term- Irregular  
 H: Intermittent

[Select all](#) [Deselect all](#)



Questions?

Next HR Conference:

Wednesday, July 27, 2011

Topic Suggestions:

[nancy.hyme-brewer@das.state.oh.us](mailto:nancy.hyme-brewer@das.state.oh.us)