

HRD User Group Meeting

October 20, 2008

Agenda

- City Taxes
- W-2's and timelines
- December Conversion
- Security
- Rehire Eligibility
- Benefits Daily Event Processing
- HR Position Management
- Time and Labor Update

Disability Supplement

- Comp Time is currently being used to supplement Disability Leave as outlined in the job aid is incorrect
- This existing practice goes against the Ohio Administrative Code (OAC 123:1-33-05)
- The TRCs allowing this to happen will be inactivated for PPE 10/25/08
- HCMJA071_DAS_Disability_Process job aid has been updated and will be posted the week of 10/20/08

2008 W-2 Timeline

- By the week November 10th a verification letter will be mailed to employees requesting that they verify name, social security number, correct taxes withheld and mailing address.
- Final date for 2008 clean up 12/18/2008.
- W-2's will be mailed from DAS starting the week of January, 19th.

2008 December Leave Conversion

This year's leave conversion will occur pay end date November 22, 2008, payday December 5, 2008 Payroll Letter to be issued later this week.

Letters should be distributed to employees with their paycheck or advice statement on November 7th payday. Agencies will receive the letters **no later than** November 3rd.

Each employee should record his or her choices, sign and return the letter to their agency **no later than** November 19, 2008.

Agencies will have until November 26, 2008 to process the appropriate entries in PeopleSoft so that the payouts occur on the December 5th pay check.

The letters reflect sick and personal leave balances as of pay end date October 11, 2008. The system will automatically adjust any requests for payment or conversion to reflect sick and/or personal leave used between October 12, 2008 and November 22, 2008.

Ohio Localities Tax Job Aid

Tax Liability Requirements for State of Ohio Employees

- Persons working in a municipality having a tax must have withholding for that municipality.
- If an employee works in more than one community, the tax rates should be prorated between municipalities in proportion to tax rate and time spent in each community. Portions of time less than ten percent may be ignored (State payroll practice over the last twenty years has led to an interpretation whereby the second sentence is applied to employees such as auditors, inspectors, etc. that move from municipality to municipality and remain in these different municipalities for periods ranging from a few days to several months).
- Employees working in a municipality having no tax, but residing in a municipality having a tax must have withholding for the municipality of residence.
- Employee working in a municipality having a tax and residing in a different municipality having a tax, withhold for municipality of residence also to the extent credit is not allowed by the municipality of residence.

Helpful Websites

- http://www.columbustax.net/Muni_List/index.asp
- <https://thefinder.tax.ohio.gov/StreamlineSalesTaxWeb/AddressLookup/LookupByAddress.aspx?taxType=taxsummary>
- <http://www.ritaohio.com/>
- **City Tax workshop to be held January 2009**

Screen shot of tax locality for place of residence

OAKS [Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

Menu

- ▼ Tax Information
 - Update Tax Distribution
 - Update Employee Tax Data
 - IRS Reportable W-4 List
 - Reset W-4 Exempt List
 - Determine W-5 Eligibility
 - Reset W-5 Exempt List
 - W-4 IRS Report
 - W-4 Audit Report
 - Default Tax Data Report
 - Employee Tax Information Rpt
 - W-4 Exemptions Report
- ▷ Deductions
 - Pay Check Messages
 - Create Additional Pay
 - Request Direct Deposit
 - Update Payroll Options
 - Search by National ID
- ▷ Employee Pay Data USF
- ▷ Payroll Processing CAN
- ▷ Payroll Processing USA
- ▷ Payroll Processing USF
- ▷ Retroactive Payroll
- ▷ Payroll Distribution
- ▷ Pay Period Tax Reports USA
- ▷ Pay Period Tax Reports

Federal Tax Data | **State Tax Data** | **Local Tax Data**

Albus Dumbledore Person ID: PYTST001

Company: OH State of Ohio

Effective Date Find | View All | First 1 of 1 | Last

Effective Date: 06/23/2006

States Find | View All | First 1 of 1 | Last

State: OH Ohio

Locality Find | View All | First 3 of 4 | Last

*Locality: 66390 REYNOLDSBURG

Resident Other Work Locality:

Special Tax Status

None

Do Not Maintain Taxable Gross and Do Not Withhold Tax

Maintain Taxable Gross; LWT zero unless specified in 'Additional Withholding' below

LWT Marital/Tax Status: Local Withholding Allowances: 0

Additional Withholding Amount: Percentage:

Update Tax Distribution Screen

Employee Tax Distribution

Albus Dumbledore

EMP

ID:

PYTST001

Tax Distribution

Find | View All

First

*Effective
Date:

06/23/2006



Country:
USA



Insert Pre-filled Tax Location

States/Localities

Customize | Find | View All



First



1 of 1

*State	Locality	Distribution %	
OH	18000	COLUMBUS	100.000

None

- This is the default button when checked will allow the system to withhold taxes and will use the reciprocity rules.

Do Not Maintain Taxable Gross and Do Not Withhold Tax

- This button if checked will only show the locality but will not withhold taxes or show gross wages.

HCM Security Update

- Security Automation Program Live - 10-15-2008
 - Removes Roles upon transfer/termination/retirement
 - Creates new user profiles upon hire - grants self-service access
 - Auto creates/updates Time & Labor self-service Employees/Managers
- Security Redesign Live - 10-20-2008
 - Daily Post Go-Live Conference Calls for HCM Security Designees
 - Tuesday - Friday 10-21 thru 10-24 from 11 am - 12 pm
- New Online Security Request form Live - 10-20-2008
 - Job Aid - Emailed to HCM Security Designees (**Coming soon** to the OAKS Job Aid site)
- Call OAKS Help Desk for Security Contact information (for your Agency Security Designee)
- Contact OAKS.TechSecurity@oaks.state.oh.us for any questions

Benefits – Rehire Eligibility

Job Data - Windows Internet Explorer

https://qas.hcm.oaks.ohio.gov/psp/hcqas_internal/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).JOB_DATA.GBL?PORTALPARAM_PTCNAV=HC_JOB_DATA_GBL&... Live Search

Job Data

OAKS HCM/ePay

Home Add to Favorites Sign out

New Window Help Customize Page

Work Location Job Information Job Labor Payroll Salary Plan Compensation Ohio Job

EMP ID Empl Rcd #: 0

Work Location Find First 4 of 11 Last

HR Status:	Inactive	Payroll Status:	Terminated		
*Effective Date:	03/01/2008	Sequence:	0	*Job Indicator:	Primary Job
Action / Reason:	Termination		Resignation		
History					
Last Start Date:	07/01/2006	Termination Date:	02/29/2008		
Expected Job End Date:	03/01/2008				
Last Date Worked:	02/29/2008	<input type="checkbox"/> Override Last Date Worked			
Position Number:		ADM STAFF	Position Entry Date:		
<input type="checkbox"/> Position Management Record					
Regulatory Region:	USA	United States			
Company:	OH	State of Ohio			
Business Unit:	ATYGN	Attorney General			
Department:		Revenue Recovery	Department Entry Date:	06/10/2007	
Location:	JRST15	James A Rhodes Office Tower 15			
Establishment ID:	STATE	State of Ohio			
Date Created: 02/14/2008					

Job Data Employment Data Earnings Distribution Benefits Program Participation

Save Return to Search Notify Previous tab Next tab Refresh Update/Display Include History Correct History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Ohio Job

Internet 100%

Benefits – Rehire Eligibility

Job Data - Windows Internet Explorer

https://qas.hcm.oaks.ohio.gov/psp/hcqas_internal/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).JOB_DATA.GBL?PORTALPARAM_PTCNAV=HC_JOB_DATA_GBL&

Job Data

OAKS HCM/ePay

Home | Add to Favorites | Sign out

New Window | Help | Customize Page | Help

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Ohio Job

EMP ID Empl Rcd #: 0

Work Location Find First 3 of 11 Last

HR Status: Active Payroll Status: Active

*Effective Date: 06/23/2008 Sequence: 0 *Job Indicator: Primary Job

Action / Reason: Rehire Rehire

Last Start Date: 06/23/2008 Termination Date:

Expected Job End Date

Position Number: FINGERPRT TECH Position Entry Date: 06/23/2008

Override Position Data Position Management Record

Regulatory Region: USA United States

Company: OH State of Ohio

Business Unit: ATYGN Attorney General

Department: BCI&I-Ident Criminal Department Entry Date: 06/23/2008

Location: James A Rhodes Office Tower 15

Establishment ID: STATE State of Ohio

Date Created: 07/03/2008

Job Data [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)

Save Return to Search Notify Previous tab Next tab Refresh Update/Display Include History Correct History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Ohio Job

Internet 100%

Benefits – Rehire Eligibility

Job Data - Windows Internet Explorer

https://qas.hcm.oaks.ohio.gov/psp/hcqas_internal/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).JOB_DATA.GBL?PORTALPARAM_PTCNAV=HC_JOB_DATA_GBL&f

Job Data

OAKS HCM/ePay

Home Add to Favorites Sign out

New Window | Help | Customize Page | Help

Menu

Search:

- My Favorites
- Self Service
- Manager Self Service
- Workforce Administration
 - Personal Information
 - Job Information
 - Temporary Assignments
 - Review Job Information
 - Reports
 - Ohio Service Process
 - Step Progression Date Updates
 - Job Data
 - Add Employment Instance
 - Add Additional Assignment
 - Company Property
 - Labor Administration
 - Benefits
 - Compensation
 - Time and Labor
 - Payroll for North America
 - Payroll Interface
 - Workforce Development
 - Organizational Development
 - Workforce Monitoring
 - Set Up HRMS
 - Set Up SACR
 - Enterprise Components
 - Tree Manager
 - Reporting Tools
 - People Tools
 - Change My Password
 - My System Profile

Benefit Program Participation

EMP ID: Empl Rcd #: 0

Benefit Record Number: 0

Benefit Status Find First 3 of 11 Last

Effective Date: 06/23/2008 Effective Sequence: 0

Action / Reason: Rehire Rehire History

*Benefits System: Benefits Administration Benefits Employee Status: Active

Annual Benefits Base Rate: 21000.00 USD

Benefits Administration Eligibility

BAS Group ID:	TER Terminated Employees		
Elig Fld 1:	AGO	Elig Fld 2:	99580
Elig Fld 4:		Elig Fld 5:	
Elig Fld 7:		Elig Fld 8:	
		Elig Fld 3:	Y
		Elig Fld 6:	
		Elig Fld 9:	

Benefit Program Participation Find | View All First 1 of 3 Last

*Effective Date	*Benefit Program	Currency Code
06/23/2008	PUP Permanent Union Employees Pgm	USD

Job Data Employment Data Earnings Distribution Benefits Program Participation

Save Return to Search Notify Refresh Update/Display Include History Correct History

Done Internet 100%

Benefits – Rehire Eligibility

Health Benefits - Windows Internet Explorer

https://qas.hcm.oaks.ohio.gov/psp/hcqas_internal/EMPLOYEE/HRMS/c/ADMINISTER_BASE_BENEFITS.HEALTH_BENEFITS.GBL?FolderPath=PORTAL_ROOT_OBJECT.HC_BE

Health Benefits

Home | Add to Favorites | Sign out

New Window | Help | Customize Page | help

Health Benefit Elections

Employee | t Rcd Nbr: 0

Plan Type | Find | View All | First | 1 of 5 | Last

Plan Type: 10 Medical

Coverage | Find | View All | First | 1 of 1 | Last

Coverage Begin Date: 07/01/2008

Coverage Election: Elect Waive Terminate

Deduction Begin Date: 07/01/2008

Election Date: 07/07/2008

Benefit Program: PUP Pgm

Benefit Plan: A11015 Ohio Med PPO

Option Code: 1

Coverage Code: 1 Single

Health Provider ID: Previously Seen

Employee Status: Active

[Enroll All Dependents](#)

Dependent/Beneficiaries						
Customize 1 of 1						
ID	Name	Relationship	Health Provider ID	Prev Seen	Covered Person Type	Age Limit Flg
				<input type="checkbox"/>		

[Save](#)
[Return to Search](#)
[Notify](#)
[Refresh](#)
[Update/Display](#)
[Include History](#)
[Correct History](#)

Internet 100%

Benefits – Rehire Eligibility

Health Benefits - Windows Internet Explorer

https://qas.hcm.oaks.ohio.gov/psp/hcqas_internal/EMPLOYEE/HRMS/c/ADMINISTER_BASE_BENEFITS.HEALTH_BENEFITS.GBL?FolderPath=PORTAL_ROOT_OBJECT.HC_BE

Health Benefits

Home Add to Favorites Sign out

New Window | Help | Customize Page |

Health Benefit Elections

Employee: 10042001 Benefit Rcd Nbr: 0

Plan Type 11 Dental [Find](#) | [View All](#) | First **1** of 5 [Last](#)

Coverage [Find](#) | [View All](#) | First **1** of 2 [Last](#)

Coverage Begin Date: 09/01/2008 Deduction Begin Date: 08/03/2008

Coverage Election: Elect Waive Terminate Election Date: 08/18/2008

Benefit Program: PUP Pgm

Benefit Plan: Option Code:

Coverage Code:

Health Provider ID: Previously Seen

Employee Status: Active

[Enroll All Dependents](#)

Dependent/Beneficiaries [Customize](#) | 1 of 1

ID	Name	Relationship	Health Provider ID	Prev Seen	Covered Person Type	Age Limit Flg
				<input type="checkbox"/>		

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Update/Display](#) [Include History](#) [Correct History](#)

Done Internet 100%

Benefits – Rehire Eligibility

Update Event Status - Windows Internet Explorer

https://qas.hcm.oaks.ohio.gov/psp/hcqas_internal/EMPLOYEE/HRMS/c/ADMINISTER_AUTOMATED_BENEFITS.BAS_PARTIC_STS.GBL?FolderPath=PORTAL_ROOT_OBJECT.

Update Event Status

HCM/ePay

Home | Add to Favorites | Sign out

New Window | Help | Customize Page

BenAdmin Event Status Update

Em Ben Rcd#: 0

Sched ID	Event ID	Pgm	Process Status	Eligibility Change	Disc	Out of Seq	*Process Indicator	Final
Event Date	Event Class	Priority	Action Source	Addr / MultiJob / Job	Suppress	Forms Indicator	*Event Status	
OHEM	13	PUP	Enrolled	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normal Prc	<input type="checkbox"/>
08/16/2008	Address ch	380	Address Change		Print Both		Closed	
OHEM	12	PUP	Enrolled	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normal Prc	<input type="checkbox"/>
07/31/2008	Address ch	380	Address Change		Print Both		Closed	
OHEM	11	PUP	Enrolled	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normal Prc	<input type="checkbox"/>
06/23/2008	Misc Chang	400	Job Data Change		Suppr Both		Closed	
OHEM	10	PUP	Enrolled	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normal Prc	<input type="checkbox"/>
06/23/2008	Enroll	375	Manual Event		Print Both		Closed	
OHEM	9	PUP	Enrolled	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normal Prc	<input type="checkbox"/>
06/23/2008	New Hire	100	Job Data Change		Suppr Both		Closed	
OHEM	7	TMP	Enrolled	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normal Prc	<input type="checkbox"/>
03/01/2008	Termintr	200	Job Data Change		Suppr Both		Closed	
OHEM	8	TMP	Prep None	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normal Prc	<input type="checkbox"/>

Done

Internet 100%

Understanding Service Dates

Job Data - Windows Internet Explorer

https://hcm.oaks.ohio.gov/psp/hcprd_internal/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).JOB_DATA.GBL?PORTALPARAM_PTCNAV=HC_JOB_DATA_GBL&EOPF

Job Data

OAKS HCM/ePay

Home Add to Favorites Sign out

New Window | Help | Customize Page | help

Menu

Search:

- My Favorites
- Self Service
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 - Payroll for North America
 - Payroll Interface
 - Workforce Development
 - Organizational Development
 - Workforce Monitoring
 - Set Up HRMS
 - Set Up SACR
 - Enterprise Components
 - Tree Manager
 - Reporting Tools
 - PeopleTools
 - Change My Password
 - My System Profile

Service Dates and Credits

Empl Rcd #: 0

Ohio Service Find | View All First 1 of 50 Last

Effective Date: 10/11/2008 Seq: 0

Reason: SU

Hire Date: 04/18/1988 Layoff Jurisdiction: 07

	Effective Date	Years	Months	Days
Vacation Service	03/18/1988	20	6	23
Dental/Vision/GLI Service	04/18/1988	20	5	23
Longevity Service	03/21/1990	18	6	20
Total Teachers Service		0	0	0

Prior Public Service

State Service	<input type="checkbox"/>	<input type="checkbox"/>
County Service	<input type="checkbox"/>	<input type="checkbox"/>
City Service	<input type="checkbox"/>	<input type="checkbox"/>
Continuous County JFS Service	<input type="checkbox"/>	<input type="checkbox"/>
State Supported Colleges Service	<input type="checkbox"/>	<input type="checkbox"/>
Other Political Sub divisions Service	<input type="checkbox"/>	<input type="checkbox"/>
Teachers Service	<input type="checkbox"/>	<input type="checkbox"/>
Librarians Service	<input type="checkbox"/>	<input type="checkbox"/>
1199 Longevity Service	<input type="checkbox"/>	<input type="checkbox"/>
Ohio National Guard Service	<input type="checkbox"/>	<input type="checkbox"/>
Frozen Service	2	3

Verified Prior Service Retention Points Date Verified

Verified Retention Points Date Verified

System Calculated Retention Points 48.00

Total Retention Points 48.00

Done

Internet 100%

Understanding Processing Statuses

- Assigned (AS) This is the first status an event receives after it leaves the BAS Activity page. You will see this status **only** if the employee has another event already open. Assigned events should never be manually 'Finalized' nor can elections be entered.

Understanding Processing Statuses

Update Event Status - Windows Internet Explorer

https://qas.hcm.oaks.ohio.gov/psp/hcqas_internal/EMPLOYEE/HRMS/c/ADMINISTER_AUTOMATED_BENEFITS.BAS_PARTIC_STS.GBL?FolderPath=PORTAL_ROOT_OBJECT...

Update Event Status

OAKS HCM/ePay

Home | Add to Favorites | Sign out

New Window | Help | Customize Page |

BenAdmin Event Status Update

Emplic Ben Rcd#: 0

Event Status Update										
Sched ID	Event ID	Pgm	Process Status	Eligibility Change	Disc	Out of Seq	*Process Indicator			Final
Event Date	Event Class	Priority	Action Source	Addr / MultiJob / Job	Suppress Forms Indicator	Indicator	*Event Status			
OHEM	7	PEP	Notified	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Assign Pgn			<input type="checkbox"/>
09/29/2008	D/VL	175	Manual Event				Print Both			Closed
OHEM	9	PEP	Assigned	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normal Prc			<input type="checkbox"/>
09/15/2008	Vaca Tier	560	Passive Event Service Date				Suppr Both			Closed
OHEM	6	PEP	Enrolled	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normal Prc			<input type="checkbox"/>
09/06/2008	Return	600	Job Data Change				Print Both			Closed
OHEM	8	PEP	Notified	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normal Prc			<input type="checkbox"/>
09/06/2008	Service	520	Job Data Change							Open
OE08	0	PEP	Enrolled	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normal Prc			<input type="checkbox"/>
07/01/2008	Opn Enroll	900	Open Enrollment				Print Both			Closed
OHEM	5	PEP	Enrolled	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normal Prc			<input type="checkbox"/>
02/04/2008	Military	541	Job Data Change				Print Both			Closed
OHEM	4	PEP	Prep None	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normal Prc			<input type="checkbox"/>

Done

Internet 100%

Understanding Processing Statuses

- **Notified (NT)** Enrollment forms are created for events in 'Prepared' status every night after Ben Admin runs. This will change the Event's Processing Status to 'Notified.' Events must be in the 'Notified' status in order to re-print an enrollment form. You can enter an employee's elections for events in a "Notified" processing status. When you have entered the elections and clicked the save button, the status will immediately change to "Entered". If there is an enrollment opportunity (medical, dental, or vision) and no response is received from the employee within 31 days of the Event Date, you should finalize the event.

Understanding Processing Statuses

Update Event Status - Windows Internet Explorer

https://qas.hcm.oaks.ohio.gov/psp/hcqas_internal/EMPLOYEE/HRMS/c/ADMINISTER_AUTOMATED_BENEFITS.BAS_PARTIC_STS.GBL?FolderPath=PORTAL_ROOT_OBJECT.

Update Event Status

HCM/ePay

Home Add to Favorites Sign out

New Window | Help | Customize Page | Help

BenAdmin Event Status Update

EmpID: Ben Rcd#: 0

Sched ID	Event ID	Pgm	Process Status	Eligibility Change	Disc	Out of Seq	*Process Indicator	Final
Event Date	Event Class	Priority	Action Source	Addr / MultiJob / Job	Suppress	Forms Indicator	*Event Status	
OHEM	9	PEP	Assigned	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normal Prc	<input type="checkbox"/>
08/17/2008	Misc Chang	400	Job Data Change		Suppr Both		Closed	
OHEM	8	PEP	Notified	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normal Prc	<input type="checkbox"/>
08/14/2008	Address ch	380	Address Change		Print Both		Open	
OE08	0	PEP	Enrolled	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normal Prc	<input type="checkbox"/>
07/01/2008	Opn Enroll	900	Open Enrollment				Closed	
OHEM	7	PEP	Prep None	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normal Prc	<input type="checkbox"/>
06/22/2008	Misc Chang	400	Job Data Change		Suppr Both		Closed	
OHEM	6	PEP	Enrolled	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normal Prc	<input type="checkbox"/>
01/21/2008	DN/L	175	Manual Event		Print Both		Closed	
OHEM	5	PEP	Enrolled	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normal Prc	<input type="checkbox"/>
01/06/2008	Status Chg	390	Job Data Change		Print Both		Closed	
OHEM	4	PEP	Prep None	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normal Prc	<input type="checkbox"/>

Done

Internet 100%

Statistics

- 223 Outstanding Address Changes
- 28 Outstanding Birth Events
- 220 Outstanding DVL Events
- 157 Outstanding ENR Events
- 73 Outstanding FML Events
- 23 Outstanding LOA Events
- 47 Outstanding LOS Events
- 126 Outstanding LVE Events

Statistics

- 61 Outstanding Marriage Events
- 22 Outstanding MIL Events
- 218 Outstanding MSC Events
- 198 Outstanding RFL Events
- 180 Outstanding STC Events
- 91 Outstanding STS Events
- 18 Outstanding SVC Events
- 3 Outstanding TER Events

What does this mean?

- Address errors which effect benefits eligibility and W-2 mailings – possibly tax implications
- Enrollment errors – dependent errors
- Incorrect deductions for health insurance – unnecessary make ups and refunds
- Incorrect leave accruals - Leave conversion statement will be incorrect

What should be done daily?

Manage Automated Enrollment > Events > Update Processing Controls

The screenshot shows a web browser window titled "Update Processing Controls - Windows Internet Explorer". The address bar contains the URL: https://hcm.oaks.ohio.gov/psp/hcprd_internal/EMPLOYEE/HRMS/c/ADMINISTER_AUTOMATED_BENEFITS.BAS_PARTIC_PRC.GBL?FolderPath=PORTAL_ROOT_OBJECT.HC_. The page header includes the "OAKS HCM/ePay" logo and navigation links for "Home", "Add to Favorites", and "Sign out".

On the left side, there is a "Menu" panel with a search field and a tree view of navigation options. The "Events" section is expanded, and "Update Processing Controls" is highlighted. Other options include "Participant Enrollment", "Review Processing Results", "Investigate Exceptions", "Reports", "Interface with Providers", "Manage Leave Accruals", "Administer COBRA Benefits", "Benefits Billing", "Ohio Custom Benefit Processes", "Compensation", "Time and Labor", "Payroll for North America", "Payroll Interface", "Workforce Development", "Organizational Development", "Workforce Monitoring", "Set Up HRMS", "Set Up SACR", "Enterprise Components", "Tree Manager", "Reporting Tools", "PeopleTools", "Change My Password", and "My System Profile".

The main content area is titled "BenAdmin Processing Controls". It features a "Required Search Fields" section with input boxes for "Schedule ID:" and "EmplID:". Below this is an "Optional Search Fields" section with several checkboxes and search icons:

- Benefit Program:
- Event Classification:
- Event Status:
- Process Status:
- Process Indicator:
- Address Eligibility Changed
- MultiJob Indicator Changed
- Job Eligibility Changed
- Finalize/Apply Defaults
- Event Out of Sequence
- Event Disconnected

At the bottom of the search area, there is a yellow "Search" button and two smaller buttons labeled "Save" and "Notify". The browser's status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

What should be done daily?

The screenshot displays the 'Update Processing Controls' web application in a Windows Internet Explorer browser. The browser's address bar shows the URL: https://hcm.oaks.ohio.gov/psp/hcprd_internal/EMPLOYEE/HRMS/c/ADMINISTER_AUTOMATED_BENEFITS.BAS_PARTIC_PRC.GBL?FolderPath=PORTAL_ROOT_OBJECT_HC. The page title is 'Update Processing Controls - Windows Internet Explorer'.

The application interface includes a navigation menu on the left with the following items:

- My Favorites
- Self Service
- Manager Self Service
- Workforce Administration
- Benefits
 - Employee/Dependent Information
 - Review Employee Benefits
 - Enroll In Benefits
 - Manage Automated Enrollment
 - Events
 - Ohio Manage Proof
 - On-Demand Event Maintenance
 - Review BAS Activity
 - Update Event Status
 - Update Processing Controls**
- Participant Enrollment
- Review Processing Results
- Investigate Exceptions
- Reports
- Interface with Providers
- Manage Leave Accruals
- Administer COBRA Benefits
- Benefits Billing
- Ohio Custom Benefit Processes
- Compensation
- Time and Labor
- Payroll for North America
- Payroll Interface
- Workforce Development
- Organizational Development
- Workforce Monitoring
- Set Up HRMS
- Set Up SACR
- Enterprise Components
- Tree Manager
- Reporting Tools
- PeopleTools
- Change My Password
- My System Profile

BenAdmin Processing Controls

Required Search Fields

Schedule ID: State of OhioEvent Maintenance
EmpID:

Optional Search Fields

Benefit Program:
Event Classification: Dental / Vision Address Eligibility Changed
Event Status: Open for Processing MultiJob Indicator Changed
Process Status: Notified Job Eligibility Changed
Process Indicator:
 Finalize/Apply Defaults Event Out of Sequence Event Disconnected

What should be done daily?

The screenshot displays the 'Update Processing Controls' interface in a Windows Internet Explorer browser. The page title is 'BenAdmin Processing Controls'. On the left, there is a navigation menu with categories like 'My Favorites', 'Self Service', 'Manager Self Service', 'Workforce Administration', 'Benefits', 'Employee/Dependent Information', 'Events', 'Reports', 'Compensation', 'Payroll', 'Workforce Development', 'Workforce Monitoring', and 'Enterprise Components'. The 'Update Processing Controls' option is highlighted under the 'Events' section.

The main content area shows a table of search results for 'BenAdmin Processing Controls'. The table has columns for Sched ID, EmpID, Ben Rcd#, Event Date, Event Class, Event ID, Pgm, and Event Status. Each row represents a specific event with associated details and checkboxes for actions like 'Addr Elig Chg', 'MultJobChg', 'Job Elig Chg', 'Event Out of Sequence', 'Disconnected', and 'Final/Dflt'.

Sched ID	EmpID	Ben Rcd#	Event Date	Event Class	Event ID	Pgm	Event Status
OHEM		0	09/15/2008	D/V/L	8	PUP	Open
Process Status:	Notified	*Process Indicator: Normal Prc		<input type="checkbox"/> Addr Elig Chg <input type="checkbox"/> MultJobChg <input type="checkbox"/> Job Elig Chg	<input type="checkbox"/> Event Out of Sequence <input type="checkbox"/> Disconnected	Suppress Forms:	<input type="checkbox"/> Final/Dflt
OHEM		0	09/15/2008	D/V/L	11	PUP	Open
Process Status:	Notified	*Process Indicator: Normal Prc		<input type="checkbox"/> Addr Elig Chg <input type="checkbox"/> MultJobChg <input type="checkbox"/> Job Elig Chg	<input type="checkbox"/> Event Out of Sequence <input type="checkbox"/> Disconnected	Suppress Forms:	<input type="checkbox"/> Final/Dflt
OHEM		0	09/22/2008	D/V/L	7	PUP	Open
Process Status:	Notified	*Process Indicator: Normal Prc		<input type="checkbox"/> Addr Elig Chg <input type="checkbox"/> MultJobChg <input type="checkbox"/> Job Elig Chg	<input type="checkbox"/> Event Out of Sequence <input type="checkbox"/> Disconnected	Suppress Forms:	<input type="checkbox"/> Final/Dflt
OHEM		0	10/13/2008	D/V/L	8	PUP	Open
Process Status:	Notified	*Process Indicator: Normal Prc		<input type="checkbox"/> Addr Elig Chg <input type="checkbox"/> MultJobChg <input type="checkbox"/> Job Elig Chg	<input type="checkbox"/> Event Out of Sequence <input type="checkbox"/> Disconnected	Suppress Forms:	<input type="checkbox"/> Final/Dflt
OHEM		0	10/02/2008	D/V/L	7	PUP	Open
Process Status:	Notified	*Process Indicator: Normal Prc		<input type="checkbox"/> Addr Elig Chg <input type="checkbox"/> MultJobChg <input type="checkbox"/> Job Elig Chg	<input type="checkbox"/> Event Out of Sequence <input type="checkbox"/> Disconnected	Suppress Forms:	<input type="checkbox"/> Final/Dflt
OHEM		0	10/13/2008	D/V/L	7	PUP	Open
Process Status:	Notified	*Process Indicator: Normal Prc		<input type="checkbox"/> Addr Elig Chg <input type="checkbox"/> MultJobChg <input type="checkbox"/> Job Elig Chg	<input type="checkbox"/> Event Out of Sequence <input type="checkbox"/> Disconnected	Suppress Forms:	<input type="checkbox"/> Final/Dflt

What now?

A query is your friend!

The screenshot shows a web browser window titled "Query Viewer - Windows Internet Explorer". The address bar contains the URL: https://qas.hcm.oaks.ohio.gov/psp/hc/qas_internal/EMPLOYEE/HRMS/c/QUERY_MANAGER_QUERY_VIEWER.GBL?PORTALPARAM_PTCNAV=PT_QUERY_VIEWER_GBL&EOPP. The page header includes the OAKS logo and "HCM/ePay". A navigation menu on the left lists various HR functions, with "Query" expanded to show "Query Viewer" selected. The main content area displays a table with columns for query name, description, access level, and actions (HTML, Excel, Schedule, Favorite). Several rows have a red checkmark in the "HTML" column.

Query Name	Description	Access	HTML	Excel	Schedule	Favorite
OH_BN_CBR_ENROLLED_IN_HEALTH	Cobra EEs Enrolled in Health	Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OH_BN_CBR_ENROLL_COMPLETE	Cobra EEs w/Enroll Completed	Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OH_BN_CBR_PRE_03182007	List COBRA events pre 3/18/2007	Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OH_BN_DED_COM	Comm deductions - reg & makeup	Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OH_BN_DED_MED	Med deductions - reg & makeup	Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OH_BN_DED_MH	MH deductions - reg & makeup	Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OH_BN_EES_NOT_ENROLLED_YZ	EEs w/ hlth not enrolled 1y/1z	Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OH_BN_EE_HLTH_GENDED	EE Health Gen Ded GT Date	Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OH_BN_EE_LEAVE_HLTH	EEs on Leave with Health	Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OH_BN_EE_LVE_LOA_ETR_W_HLTH	EEs (LOA/ETR) on LVE w/ Health	Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OH_BN_ENROLLED_DEP_NO_SSN	Enrolled Dependents w/ No SSN	Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OH_BN_EVTS_NOT_COMPLETED	BN Events Not Completed	Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OH_BN_FINALIZE_INCORRECTLY	Events Finalized Incorrectly	Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OH_BN_HEALTH_FAMILY_NO_DEPS	EEs w/ Family Covg No Deps	Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OH_BN_HLTH_ENR_CNTS	Counts of EE's in Health Plans	Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OH_BN_INELIGIBLE_DEP_OVER_18	Ineligible Dep Over 18	Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OH_BN_JOB_FIELDS	Job transactions	Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OH_BN_JOB_WHO_DONE_IT	Job transactions	Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OH_BN_LEAVE_ACCRUALS	Leave acrrl for personal leave	Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OH_BN_LVE_CARYOVR	Leave carryover - Dec 1 yearen	Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OH_BN_NO_BAS_GRP_ID	EEs with no BAS Group ID	Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OH_BN_OE_DEP_19_23_NOT_ELIG	Ineligible Dependents 19-23	Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OH_BN_OE_DEP_23UP_NOT_ELIG	Overage Dependents 23+	Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OH_BN_OE_ERROR_MESSAGES	OE Process Error Messages	Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OH_BN_OE_NEW_DEPENDENTS	New Dependents Added During OE	Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OH_BN_OE_NEW_DEPENDENTS2	New Dependents Added During OE	Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OH_BN_OE_TERMED_EES	EEs w/ OE Event Who Termed	Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OH_BN_OUT_OF_SYNC_EVENTS	Out of Sequence Events	Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OH_BN_OUT_OF_SYNC_EVENTS3	Out of Seq Events w/o Disconn	Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OH_BN_OVERAGE_DEPENDENTS2	Drop Dependents from Coverage	Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OH_BN_PTS_ALL_NOTIFY_LIST	PT EEs All - Notify List	Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OH_BN_PTS_MAIL_MRGE_INPUT	PTS Mail Merge Input Data	Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OH_BN_PTS_NOT_FINALIZED2	PTS Events Not Finalized	Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OH_BN_PT_GRANDFATHERED	Part-Time Grandfathered EEs	Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OH_BN_REH_ELIG3_Y	Rehires w/ Y in Elig Config 3	Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OH_BN_RTR2	Rehires w/ Y in Elig Config 3	Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OH_BN_SS_EVTS_WITHIN_DATES	EE SS Events within date range	Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OH_BN_SS_FE_EVENTS	Events enrolled via SS	Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OH_BN_SS_OE_EVENTS	OE Events Entered via SS	Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Preparing for W-2 mailings

- Process outstanding and out of sequence
Address events for employees
- Send notifications to employees to verify
their home address in the system

Preparing for December Conversion

- Process outstanding and out of sequence DVL events for employees
- Make all necessary adjustments to employee leave via timesheet to correct missing accruals
- Communicate early with your employees

HCM SUPPORT

MARY WALKER

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PERSONNEL ACTIONS

- **THE ONLY PAS THAT NEED SOCIAL SECURITY NUMBERS ON THEM ARE THE ONES FOR NEW HIRES.**
- **PLEASE REFRAIN FROM EMAILING PAS WITH SOCIAL SECURITY NUMBERS.**

NEW HIRES

- BEFORE CREATING A PERSON OF INTEREST (POI) RECORD IN OAKS, A SOCIAL SECURITY NUMBER CHECK NEEDS TO BE DONE.
- USE SEARCH BY NATIONAL ID TO CHECK FOR AN EXISTING JOB RECORD.
- WORKFORCE ADMINISTRATION>
PERSONAL INFORMATION>
BIOGRAPHICAL> SEARCH BY NATIONAL ID

SEARCH BY NATIONAL ID

Search by National ID - Windows Internet Explorer

https://hcm.oaks.ohio.gov/psp/hcprd_internal/EMPLOYEE/HRMS/c/JADMINISTER_WORKFORCE_(GBL).NID_LOOKUP.GBL?FolderPath=PORTAL_ROOT_OBJECT.HC_WORKFC... Live Search

File Edit View Favorites Tools Help

Search by National ID

OAKS HCM/ePay

Home Add to Favorites Sign out

New Window Help Customize Page

Search by National ID

National ID:

*Search in: Employees / Contingents / POI Search...

Look up by NID Customize Find View All First 1 of 1 Last

National ID	EmpID	Name	Country	National ID Type
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Notify

Menu

Search:

- My Favorites
- Self Service
- Manager Self Service
- Workforce Administration
 - Personal Information
 - Biographical
 - Add a Person
 - Modify a Person
 - Additional Names
 - Search by National ID
 - Driver's License Data
 - Prior Work Experience
 - Volunteer Activities
 - General Comments
 - Birthdays Report
 - Home Address Report
 - Mailing Labels Report
 - Organizational
 - Relationships
 - Personal Relationships
 - Citizenship
 - Modify a Person
 - Person Organizational Summary
 - Job Information
 - Labor Administration
 - Benefits
 - Compensation
 - Time and Labor
 - Payroll for North America
 - Workforce Development
 - Organizational Development
 - Workforce Monitoring
 - Set Up HRMS
 - Set Up SACR
 - Enterprise Components
 - Tree Manager
 - Reporting Tools
 - PeopleTools
 - Change My Password
 - My System Profile

POSITION CHANGES – 3 REMINDERS

1. STEP & STEP DATE

- **THE STEP & STEP DATE NEED TO BE CHECKED EVERY TIME THERE IS A POSITION NUMBER CHANGE IN JOB DATA.**
- **THE STEP & STEP DATE NEED TO BE CHECKED EVERY TIME THERE IS A POSITION CHANGE THAT CARRIES INTO JOB DATA.**

POSITION CHANGES – 3 REMINDERS

2. OVERTIME ELIGIBILITY

- **OVERTIME ELIGIBILITY NEEDS TO BE CHECKED PRIOR TO SAVING ANY CHANGES IN POSITION.**
- **OVERTIME ELIGIBILITY ALSO NEEDS TO BE CHECKED IN POSITION BEFORE PUTTING AN EMPLOYEE INTO A NEW POSITION NUMBER.**

OVERTIME ELIGIBILITY

The screenshot displays the 'Add/Update Position Info' page in a Windows Internet Explorer browser. The page is titled 'Add/Update Position Info' and shows various fields for position management. A red circle highlights the 'FLSA Status' dropdown menu, which is currently set to 'Overtime Eligible'. Other visible fields include 'Headcount Status' (Open), 'Effective Date' (01/01/1901), 'Reason' (CNV Conversion), 'Position Status' (Approved), 'Job Code' (44141), 'Business Unit' (STATE), 'Reg Region' (USA), 'Department' (DMH563015), 'Location' (TVBH), 'Reports To' (20040329), 'Salary Admin Plan' (OCS7), 'Grade' (027), 'Step' (1), 'Standard Hours' (40.00), 'Work Period' (W Weekly), and 'FLSA Status' (Overtime Eligible). The 'FLSA Status' dropdown is circled in red.

Headcount Status: Open **Current Head Count:** 0 out of 1

***Effective Date:** 01/01/1901 ***Status:** Active

Reason: CNV Conversion **Action Date:** 12/10/2006

***Position Status:** Approved **Status Date:** 12/10/2006 Key Position

Job Information

***Business Unit:** STATE State of Ohio Shared

Job Code: 44141 Psychiatric Attendant **Manager Level:** All Other Positions

***Perm/Temp:** Permanent ***Full/Part Time:** Full-Time

***Regular Shift:** NIA **Union Code:** C03 AFSCME

Title: PSYCH ATTD **Short Title:** PSYCH ATTD [Detailed Position Description](#)

Work Location

***Reg Region:** USA United States

Department: DMH563015 FOR BICU Adult MF - Unit A **Company:** OH State of Ohio

Location: TVBH Twin Valley Behavioral Health **County:** Franklin

Reports To: 20040329 PS/MR NURSE MG **Dot-Line:**

Supervisor Lvl:

Salary Plan Information

Salary Admin Plan: OCS7 **Grade:** 027 **Step:** 1

Standard Hours: 40.00 **Work Period:** W Weekly

Mon	Tue	Wed	Thu	Fri	Sat	Sun
8.00	8.00	8.00	8.00	8.00		

USA

FLSA Status: Overtime Eligible **Bargaining Unit:** 03 AFSCME

[Save](#) [Return to Search](#) [Notify](#) [Next tab](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Position Information](#) | [Specific Information](#) | [Budget and Incumbents](#) | [Ohio Position Attributes](#)

POSITION CHANGES – 3 REMINDERS

3. DEPARTMENT ID CHANGES

- **DEPARTMENT ID NEEDS TO BE CHECKED PRIOR TO PUTTING AN EMPLOYEE INTO A NEW POSITION.**
 - **IS THERE AN ACTIVE BUDGET TABLE FOR THIS POSITION NUMBER AND DEPARTMENT ID?**

DEPARTMENT ID CHANGES

Position Information

Position Number: 20042536
Headcount: 0 out of 1
Effective Date: 01/01/1901
Reason: CNV Conversion
Status: Active
Action Date: 12/10/2006
Position Status: Approved
Status Date: 12/10/2006

Job Information

Business Unit: STATE State of Ohio Shared
Job Code: 44141 Psychiatric Attendant
Manager Level: All Other Positions
Perm Temp: Permanent
Full Part Time: Full-Time
Regular Shift: NIA
Union Code: C03 AFSCME
Title: PSYCH ATTD
Short Title: PSYCH ATTD

Work Location

Reg Div: OH OH State of Ohio
Dept: DMH563015 FOR BICU Adult MF - Unit A
Location: TVBH Twin Valley Behavioral Health
County: Franklin
Company: OH State of Ohio

Salary Plan Information

Salary Admin Plan: OCS7 Grade: 027 Steps: 1
Standard Hours: 40.00 Work Period: W Weekly
Mon 8.00 Tue 8.00 Wed 8.00 Thu 8.00 Fri 8.00 Sat Sun

Department Budget Table USA

Set: DMH563015 FOR BICU Adult MF - Unit A Fiscal Year: 2009
Budget Begin Date: 07/01/2008 Offset Group: STATE Budget Cap: Per Budget Level
Budget End Date: 06/30/2009
Default Funding Source: Actual

Level

Department: 20042536 PSYCH ATTD
Effective Date: 07/01/2008 Status: Active Date Entered: 06/26/2008
Budget Level Cap: 0.00 Currency: USD

Earnings Distribution

Earnings Code: SEQR 1 % Effort
Combination Code: DMH-F00480 DMH-F00480
Budget Amount: 0.00 Distrib %: 100.00
Funding End Date: Distributed
Exclusion Fringe Group:
Redirect Combination Code:
CharField Details

ERRORS & MESSAGES

- **POSITION BATCH JOB MESSAGE**
 - **NEW MESSAGE**
 - **APPEARS WHEN SAVING A CHANGE IN POSITION MANAGEMENT.**
 - **YOUR WORK WILL BE SAVED WHETHER YOU CLICK “YES” OR “NO”**
 - **CLICK “NO” IF THERE ARE 0 OR 1 INCUMBENTS.**
 - **CLICK “YES” IF THERE ARE MORE THAN 1 INCUMBENTS IN THE POSITION**
 - **CLICKING “YES” WILL TRIGGER A BATCH JOB THAT WILL RUN OVERNIGHT, NOT IMMEDIATELY.**

POSITION BATCH JOB MESSAGE

The screenshot shows a Windows Internet Explorer browser window displaying a web application interface. The browser's address bar shows the URL: https://qas.hcm.oaks.ohio.gov/psp/hcqas_internal/EMPLOYEE/HRMS/c/MANAGE_POSITIONS.POSITION_DATA.GBL?Folder=MYFAVORITES. The page title is "Add/Update Position Info".

The web application header includes the "OAKS HCM/ePay" logo and navigation links for "Home", "Add to Favorites", and "Sign out". A search bar is present in the top right corner with links for "New Window", "Help", and "Help".

A left-hand navigation menu is visible, containing sections for "My Favorites" (with "Add/Update Position Info" selected) and "Self Service" (with various administrative options like "Manager Self Service", "Workforce Administration", etc.).

The main content area displays a confirmation message: "This position has 1 incumbents. Do you wish to use a batch process to update incumbent data? (1000,997)". Below this message, a note states: "Batch processing is designed for high volume transactions. Please select 'Yes' if you wish to initiate a batch job to perform incumbent updates. If you select 'No' incumbent data will be updated online." Two buttons, "Yes" and "No", are provided for user selection.

The Windows taskbar at the bottom shows the system tray with the date and time: "Wednesday 10/15/2008 4:03 PM". Several application windows are open, including "Inbox - Microsoft O...", "Add/Update Positio...", "Welcome to Ohio.g...", "Inactive Time Repor...", "DGT mismatches 10...", "Microsoft PowerPol...", and "Document1 - Micros...".

ERRORS & MESSAGES

- **INACTIVE TIME REPORTER ERROR**
 - **APPEARS WHEN THE INFORMATION IN JOB DATA AND TIMESHEET DON'T AGREE**
 - **USUALLY MEANS SOME SORT OF TIME HAS BEEN ENTERED INTO TIMESHEET AFTER THE TERMINATION DATE IN JOB.**
 - **TIME = ANY KIND OF TIME, INCLUDING 0.00 HOURS, NO PAY, AND NPDLY**
 - **CONTACT JOSH SPENGLER BEFORE YOU TERMINATE AN EMPLOYEE WITH TIME IN THEIR TIMESHEET AFTER DATE OF TERMINATION.**
 - **IF THE EXISTING TIME IN TIMESHEET IS NOT ADDRESSED, THIS ERROR WILL APPEAR WHEN THE TERMINATION ROW IS ENTERED.**

INACTIVE TIME REPORTER ERROR

The screenshot shows a web browser window displaying the HCM/ePay system. The main content area shows the 'Work Location' tab for an employee record. The employee's HR Status is 'Inactive' and Payroll Status is 'Terminated'. The effective date is 10/16/2008. An error message is displayed in a yellow box with a warning icon, stating: 'Status cannot be inactivated, Reported Time exists as of the Effective date: 2007-11-03. (20002,27142)'. The error message also includes the text 'Status cannot be inactivated, Reported Time exists as of the Effective date.' and an 'OK' button. The browser's address bar shows the URL: https://qas.hcm.oaks.ohio.gov/jsp/hcqas_internal/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).JOB_DATA.GBL?Folder=MYFAVORITES. The Windows taskbar at the bottom shows the system time as 7:55 AM on Thursday, 10/16/2008.

Job Data - Windows Internet Explorer
https://qas.hcm.oaks.ohio.gov/jsp/hcqas_internal/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).JOB_DATA.GBL?Folder=MYFAVORITES

File Edit View Favorites Tools Help

Job Data

OAKS HCM/ePay

Home Add to Favorites Sign out

New Window Help Customize Page

Work Location Job Information Job Labor Payroll Salary Plan Compensation Ohio Job

EMP ID: Empl Rcd #: 0

Work Location Find First 1 of 14 Last

HR Status: Inactive Payroll Status: Terminated

*Effective Date: 10/16/2008 Sequence: 0 *Job Indicator: Primary Job

Action / Reason: Termination Resignation Current

Last Start Date: 12/10/2006 Termination Date: 10/15/2008

Expected Job End Date

Last Date Worked:

Position Number: Override Position Data

Regulatory Region:

Company:

Business Unit:

Department: DNR300855 Grand Lake St. Marys State Prk Department Entry Date: 12/10/2006

Location: DNRAUG DNR Auglaize

Establishment ID: STATE State of Ohio

Date Created: 10/16/2008

Job Data Employment Data Earnings Distribution Benefits Program Participation

Save Return to Search Notify Previous tab Next tab Refresh Update/Display Include History Correct History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Ohio Job

Done Internet 100%

start

Inbox - Microsoft Out... Microsoft PowerPoint... Job Data - Windows I... Job Data - Windows I...

7:55 AM Thursday 10/16/2008

INACTIVE TIME REPORTER ERROR

The screenshot displays the HCM/ePay web application interface. The browser address bar shows the URL: [https://qas.hcm.oaks.ohio.gov/psp/hcqas_internal/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).JOB_DATA.GBL?Folder=MYFAVORITES](https://qas.hcm.oaks.ohio.gov/psp/hcqas_internal/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).JOB_DATA.GBL?Folder=MYFAVORITES). The application header includes the OAKS HCM/ePay logo and navigation links for Home, Add to Favorites, and Sign out. A menu on the left lists various system functions. The main content area shows the 'Work Location' tab selected, displaying employee information for ID: 1. The 'Effective Date' field is highlighted with a red circle and contains the date 11/03/2007. Other fields include 'Payroll Status' (Leave of Absence), 'Action / Reason' (Leave of Absence), 'Last Start Date' (12/10/2006), 'Last Date Worked' (11/02/2007), 'Position Number' (20055589), and 'Regulatory Region' (USA). The bottom of the page features a taskbar with various application icons and a system tray showing the date and time (8:38 AM, Thursday, 10/16/2008).

Job Data - Windows Internet Explorer

https://qas.hcm.oaks.ohio.gov/psp/hcqas_internal/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).JOB_DATA.GBL?Folder=MYFAVORITES

File Edit View Favorites Tools Help

Job Data

OAKS HCM/ePay

Home Add to Favorites Sign out

New Window Help Customize Page

Work Location Job Information Job Labor Payroll Salary Plan Compensation Ohio Job

M EMP ID: 1 Empl Rcd #: 0

Work Location Find First 5 of 13 Last

HR Status: Active Payroll Status: Leave of Absence

*Effective Date: 11/03/2007 Sequence: 0 *Job Indicator: Primary Job

Action / Reason: Leave of Absence Seasonal Interruption History

Last Start Date: 12/10/2006 Termination Date:

Expected Job End Date

Last Date Worked: 11/02/2007 Override Last Date Worked Expected Return Date:

Position Number: 20055589 N R WORKER Position Entry Date: 10/28/2007

Override Position Date Position Management Record

Regulatory Region: USA United States

Company: OH State of Ohio

Business Unit: STATE State of Ohio Shared

Department: DNR300855 Grand Lake St. Marys State Prk Department Entry Date: 12/10/2006

Location: OHAUGL Auglaize County Default

Establishment ID: STATE State of Ohio

Date Created: 11/20/2007

Job Data Employment Data Earnings Distribution Benefits Program Participation

Save Return to Search Notify Previous tab Next tab Refresh Update/Display Include History Correct History

Work Location Job Information Job Labor Payroll Salary Plan Compensation Ohio Job

start

Inbox - Microsoft Out... Microsoft PowerPoint... Job Data - Windows I... Timesheet - Windows... Document3 - Microsof...

Internet 100%

8:38 AM Thursday 10/16/2008

INACTIVE TIME REPORTER ERROR

The screenshot shows a web browser window displaying the HCM/ePay application. The browser's address bar shows the URL: [https://qas.hcm.oaks.ohio.gov/psp/hcqas_internal/EMPLOYEE/HRMS/cjADMINISTER_WORKFORCE_\(GBL\).JOB_DATA.GBL?Folder=MYFAVORITES](https://qas.hcm.oaks.ohio.gov/psp/hcqas_internal/EMPLOYEE/HRMS/cjADMINISTER_WORKFORCE_(GBL).JOB_DATA.GBL?Folder=MYFAVORITES). The application header includes the OAKS HCM/ePay logo and navigation links for Home, Add to Favorites, and Sign out. A search bar and utility links (New Window, Help, Customize Page) are also present.

The main content area is titled "Time and Labor Data" and displays a "Time Reporter Data" form. The form includes the following fields and options:

- *Effective Date:** 11/03/2007 (highlighted with a red circle)
- *Time Reporter Status:** Inactive (dropdown menu)
- Send Time to Payroll:** (checkbox)
- Commitment Accounting Flags:**
 - For Taskgroup
 - For Department
- Time Reporter Type:** Elapsed (selected), Punch
- Time Reporting Template:** (dropdown menu)
- Time Period ID:** (text field)
- *Workgroup:** OCSEASTEYN (dropdown menu) - OCSEA Statewide Exception
- *Taskgroup:** OHCOMBOTS (dropdown menu) - Combo Code Task
- Task Profile ID:** (text field)
- TCD Group:** (text field)
- Restriction Profile ID:** (text field)
- Rule Element 1-5:** (text fields)
- Time Zone:** (text field)

At the bottom of the form are three buttons: OK, Cancel, and Refresh.

The Windows taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft Outlook, Microsoft PowerPoint, Job Data - Windows Internet Explorer, Document3 - Microsoft Word), and the system tray with the date and time: 8:32 AM, Thursday, 10/16/2008.

INACTIVE TIME REPORTER ERROR

Timesheet - Windows Internet Explorer

https://qas.hcm.oaks.ohio.gov/psp/hcqas_internal_1/EMPLOYEE/HRMS/c/ROLE_MANAGER.TL_MSS_EE_SRCH_PRD.GBL?Folder=MYFAVORITES

Timesheet

HCM/ePay

Home Add to Favorites Sign out

New Window Help Customize Page

Timesheet

Job Title: Natural Resources Worker EmplID: [redacted] Empl Rod Nbr: 0

Click for Instructions

View By: Time Period Date: 10/28/2007 Refresh << Previous Time Period Next Time Period >>

Reported Hours: 80.00 Hours Scheduled Hours: 40.00 Hours

Reported time on or before 10/11/2008 is for a prior period.

From Sunday 10/28/2007 to Saturday 11/10/2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Taskgroup
								8.00	8.00	8.00	8.00	8.00		40.00	NPDLV - Leave of Absence Without Pay	OHCOMBOTS
	8.00	8.00	8.00	8.00	8.00									40.00	REGLR - Regular Hours	OHCOMBOTS

Submit

Reported Time Status - click to hide

Date	Status	Total	Time Reporting Code	Comments
10/29/2007	Submitted	8.00	REGLR	
10/30/2007	Submitted	8.00	REGLR	
10/31/2007	Submitted	8.00	REGLR	
11/01/2007	Submitted	8.00	REGLR	
11/02/2007	Submitted	8.00	REGLR	
11/05/2007	Submitted	8.00	NPDLV	
11/06/2007	Submitted	8.00	NPDLV	
11/07/2007	Submitted	8.00	NPDLV	
11/08/2007	Submitted	8.00	NPDLV	
11/09/2007	Submitted	8.00	NPDLV	

Reported Hours Summary - click to view

start

Inbox - Microsoft Out... Microsoft PowerPoint... Job Data - Windows I... Timesheet - Windows... Document3 - Microsof...

8:34 AM Thursday 10/16/2008

Time and Labor Update

Josh Spengler



Where we were...

- As of 08/04/2008
 - 2,500 exceptions
 - Rolling exceptions
 - Exceptions interrupting leave accrual process
 - Other payroll issues

Where we are....

- Prior pay period exception reduced to a handful
- Emailing agencies and working with payroll
- Clearing other issues along the way

What we have seen....

- Job data and timesheet not matching up
- Comp time issues
 - Multiple plans
 - Expiring time
- Prior period leave not reflected in current balances

Where we are going....

- Exceptions, exceptions, exceptions
- Helping payroll with time and labor issues
- Communicating with agencies on other cleanup projects
 - FLSA
 - Expired comp time on timesheet

Goals for Time and Labor

- Smoother payroll processing week
 - Fewer off cycle checks
 - More accurate checks
- Quickly answer and resolve issues
- Proactive training and fixes
- Time and Labor research

Questions?

