Welcome!!!!!!

Quarterly HRMS Users Group Meeting

April 13, 2017
Purpose

- Meet the Subject Matter Experts
- Demystify Processes & Procedures
- Educate & Inform
- Open Dialogue
Meetings Should Be:

- Interactive
- Informative
- Educational
Agenda

- Introductions
- Retirement Rates for FY 2018
- FY 2018 Rehired Retiree Certifications
- Winter Break Update
- Work Study Mass Terminations
- Faculty Contracts
- Spring Terminations
- Summer Faculty Payrolls
Agenda (continued)

- Summer Payroll Deadlines
- MFE Dates for Email Provisioning
- On Demand Checks Policy Change
- OneUSG Connect Projects
- FMLA & ADA Training
- Finance & Administration Assistance
- Assistance
- Q & A
Introduction of Panel
Teachers Retirement System

- ORP Contribution Rates Effective January 1, 2018 (No Change)
  - 9.24% Employer
  - 6.00% Employee

- TRS Contribution Rates Effective July 1, 2017
  - 16.81% Employer
  - 6.00% Employee
FY 2018 Rehired Retiree Certifications

- TRS Requires Annual Certification of all Rehired Retirees
  - Forms Should be Turned into the Benefits Office

- [http://www.trsga.com/downloadForms/return_to_work_911.pdf](http://www.trsga.com/downloadForms/return_to_work_911.pdf)
Winter Break Update

- GSU Closed December 20, 2017 to January 2, 2018
  - December 20, 2017 to December 26, 2017 – Holiday
  - December 27 – 29, 2017 – Vacation
  - January 1, 2018 – Holiday
  - January 2, 2018 – Vacation

- Employees can only Borrow 1 Month’s Leave (10/12/14 Hours)
Work-Study Mass Termination

- All Work-study Students Terminated July 30th
PantherWorks Study
Mass Termination

- All PantherWorks Work Study Students Terminated July 30th
Faculty Contracts

- **Timeline**
  - Title Changes/Promotions – March
  - Budget Load – April
  - Budget Approval – May 16th
  - Distribute to Colleges – May 16th
Summer Premiums

- Insurance premiums for June and July are pre-paid during Spring semester. The total premiums for June and July are divided by five and then added to the monthly deductions on the January through May paychecks.
- Pre-paid premiums will be refunded.
Spring Terminations

Academic Faculty – When do Benefits End?

- Coverage will end retroactive to the month in which employment ends.
- If employment ends after Spring semester, coverage will end May 31st and pre-paid premiums for June and July will be refunded to employee.
- If employment ends after Maymester, coverage will end June 30th and pre-paid premiums for July will be refunded to employee.
- If employment ends after Summer semester, the default is that coverage will end August 31st and premiums for August will need to be collected. If preferred, employee can choose July 31st. Employee would need to notify the Benefits Office by **July 14th**.
- Terminated employees have the opportunity to enroll in COBRA to continue their medical, dental, or vision benefits.
Faculty Termination Dates

- Spring Semester – May 6, 2017
- Maymester – June 4, 2017
- Summer Semester – August 2, 2017
Summer Faculty Payrolls

- PPGRA will be used for Temporary Part-Time Instructors & Graduate Assistants
- PAF’s will be used for Regular Part-Time Instructors
- Additional Pay Panels will be used for Faculty
  - Spreadsheet Load Preferred
- Charges post to the Fiscal Year in which Paid
- Deadlines and Pay Dates Distributed in March
Summer Payroll Deadlines

- **June**
  - PPGRA Closes June 5\(^{th}\) for Maymester PTI’s
  - Maymester/Summer Spreadsheet Due June 5\(^{th}\)
  - PPGRA Closes June 16\(^{th}\) for PTI’s & GRA’s for Summer
  - Summer Spreadsheet Due June 16\(^{th}\)

- **July**
  - PPGRA Closes July 17\(^{th}\) for PTI’s & GRA’s

- **August**
  - PPGRA Closes August 17\(^{th}\) for GRA’s
Use Current Date When Adding to MFE

Use Appointment Begin Date on ePAF
On-Demand Criteria

- Paycheck reversal due to employee overpayment
- Administrative error
- The employee has received less than 50% of their wages
- The employee is owed 10 hours or more
- Financial Aid approval delay
On-Demand Check Request Form

Georgia State University
On-Demand Check Request Form

Employee Name: ____________________________ Last, First, Middle I.

Employee ADP ID# or Panther#: ____________________________

College: ____________________________ Division: ____________________________

The on-demand check is requested for the following reason:

[ ] Paycheck Reversal due to employee overpayment
[ ] Administrative Error
[ ] Employee received less than 50% of wages
[ ] Employee is owed 10 hours or more
[ ] Financial Aid approval delay

Department Manager/Director Signature ____________________________ Date

HRAC Officer Signature ____________________________ Date

Dean/VP Signature (needed if 2nd request for on-demand check) ____________________________ Date

Submit Form to:
Georgia State University Payroll Department
One Park Place
Suite 330
Atlanta, GA 30303
404-413-3302

FOR PAYROLL USE ONLY:

Date Request Received: ____________________________
Check Processed by: ____________________________
Date Check processed: ____________________________
# Official 2016 Historical Edits Timesheet for Regular Non-Exempt Staff

Eltime is the official time record. The Historical Edits Timesheet is to be used only for an exception basis.

<table>
<thead>
<tr>
<th>EmpID</th>
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## Area Code

### WEEK 1

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For Sponsored Use Only

I certify that I have the best knowledge or the best means of certifying as to whether or not the work was performed and that the actual work as recorded on the form represents a reasonable estimate of the actual work performed by this employee against the below-mentioned hours during the period covered by this statement. (Exception: "Sponsored")

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Approved 01/2016 - 12/2016
Things to Remember

- Timesheet must be Pre-Populated
  - No Longer Accepting Handwritten

- Individual Signing Timesheet Must be Supervisor in eTime

- Memo from HRAC Member Required
OneUSG Connect
OneUSG Benefits Connect

- Live June 26th
- 2 New Ways to Access Benefits
  - OneUSG Benefits Connect Website
  - OneUSG Benefits Connect Call Center
OneUSG Connect

- GSU Kick-Off
  - March 20th

- USG Cohort 2 Kick-Off
  - May 18th

- Scheduled Go Live
  - December 17th
Family and Medical Leave Act & ADA Training

- HRAC
  - April 27th
  - 2:00 pm
  - Location TBD

- Managers & Supervisors
  - Summer
  - Time & Location TBD
Finance & Administration Assistance

- Financial Workshops
- Training
- Report Development
Assistance

- Meetings with Colleges
- Overpayments
- New Hires
- Student Assistants/Temporary Employees
Questions & Answers
Thanks for Attending!!!!!!!