Welcome!!!!!!

Quarterly
HRMS
Users Group
Meeting

April 24, 2015
Purpose

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

- Interactive
- Informative
- Educational
Agenda

- Introductions
- OneUSG Project
- Security Audit Update
- Portal Access
- Retirement Rates for FY 2016
- Winter Break Update
- Work Study Mass Terminations
- Faculty Contracts
- Spring Terminations
- Summer Faculty Payrolls
- Summer Payroll Deadlines
Agenda (continued)

- May 29th Payroll Signoff
- MFE Dates for Email Provisioning
- FY 2016 Rehired Retiree Certifications
- Affordable Care Act Update
- Common eTime Errors
- Finance & Administration Assistance
- Assistance
- Q & A
Introduction of Panel
OneUSG
one vision

HR - PeopleSoft Research, State Colleges and Universities, Comprehensives

Financials - PeopleSoft Research, State Colleges and Universities, Comprehensives

One Technical Platform
- PeopleSoft

One Support Organization
- Shared Services

Harmonized Business Practices and Policies

One Set of Third Party Relationships Serving all Institutions
Approach

Business Process Review and Standardization
- Collaborate with Institutions to Design Solution
- Submit Business Policy Changes to Governing Body

Project Initiation
- Establish Governance
- Assemble Project Teams
- Train Project Team
- Negotiate Software licensing

Solution Build
- Define Standard Data Elements
- Map Software to Business Processes
- Build Interfaces and Conversions
- Configure Software
- Integrate Existing Systems to Future State

Testing
- Exercise Conversion Process
- Verify Security
- Test

Deployment
- Train Users
- Pilot Institution
- Legacy Retirement
- Phased Rollout
Scope & timeline

- **usg Program Scope Discussion includes:**
  - Human Capital Management
  - Financials
  - Budget
  - Supply Chain
  - Student Information Systems
  - Research Administration
  - Enterprise Data Management

- Measured approach with a phased timeline
- Near and long-term focus
**Scope & timeline**

_oneusg HCM Phase I – ADP Replacement_

**Phase I Scope**
- Human Resources
- Faculty Events
- Payroll Accounting & Budget
- Time and Labor
- Absence Management
- Payroll
- Benefits
- 3rd Party Services

- Local Time Entry
- Data Warehouse / Reporting
- Recruitment
- Onboarding
- Performance Management
Note: Institution order and transition date subject to change. The timeline above is an illustration.
Security Audit Update
Portal Access
Portal Access

- Go to this URL: https://portal.adp.com
- On the Login page, click Administrator Login
Portal Access

- Enter your User ID (JDOE@USG), then click “Submit”
Portal Access

- Enter your Password, then click “Submit”
Portal Access

- Access EV5 via the “Enterprise” dropdown
Portal Access

- Please make sure your “Delete browsing history on exit” is **unchecked** in your Internet Options, or you will be prompted by an activation code each day. This can be located via path: Tools>Internet Options>General Tab
Portal Access

- Please make sure you update your “Compatibility View Setting” before you select the Human Resources tab.
- Select the **Tools** tab on the internet browser menu.
- Select **COMPATIBILITY VIEW SETTINGS**. The below box will appear.
- In the **Add this website box**, type “adp.com”.
- Next, select the **add button**. This will input adp.com into the “Websites you’ve added to Compatibility view” box. Make sure the checkboxes are selected as shown below, next select **Close**.
Teachers Retirement System

- ORP Contribution Rates Effective January 1, 2016 (No Change)
  - 9.24% Employer
  - 6.00% Employee

- TRS Contribution Rates Effective July 1, 2015
  - 14.27% Employer
  - 6.00% Employee
Winter Break Update

- GSU Closed December 21, 2015 to January 3, 2016
  - December 21, 2015 to December 25, 2015 – Holiday
  - December 28 – 31, 2015 – Vacation
  - January 1, 2016 – Holiday

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

- All Work Study Students Terminated July 27th
PantherWorks Study
Mass Termination

- All PantherWorks Work Study Students Terminated July 27th
Faculty Contracts

- TimeLine
  - Title Changes/Promotions – March
  - Budget Load – April
  - Budget Approval – May
  - Distribute to Colleges – May
Spring Terminations

- **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.
- Terminated employees have the opportunity to enroll in COBRA to continue their medical, dental, or vision benefits.
Faculty Termination Dates

- Spring Semester – May 10, 2015
- Maymester – June 8, 2015
- Summer Semester – August 5, 2015
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 18\(^{th}\) for PTI’s & GRA’s for Summer
  - Summer Spreadsheet Due June 18\(^{th}\)

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

- **August**
  - PPGRA Closes August 18\(^{th}\) for GRA’s
eTime Helpful Hints

- **eTime Approval Dates**
  - Unless Advertised in Advance,
    - Bi-Weekly – 9 am Monday After end of Pay Period
    - Monthly – 5th Working Day of the Following Month
Holiday and Holiday Closing Affect on Payrolls

- May 29th Bi-Weekly Payrolls
  - Document Receipt Deadline – May 15th
  - Input Deadline – May 21st
  - Pull eTime File – May 22nd @ 10:00 am
MFE Dates for Email Provisioning

- Use Current Date When Adding to MFE
- Use Appointment Begin Date on ePAF
FY 2016 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)
Affordable Care Act

- USG Policy Changed March 2014
- Effective May 1, 2014 for Staff
- Effective August 1, 2014 for Faculty
Affordable Care Act

- Major Policy Changes
  - Redefines temporary employees
  - Sets a system-wide standard of a part-time faculty based on contact or credit hours
  - Requires the tracking of hours worked
  - Redefines student employees
Redefines temporary employees

- A temporary may be full-time or part-time.
  - A temporary employee may not exceed a total of 1,300 hours worked in a 12-consecutive month period. The 1,300 hours can be accumulated in any combination during the 12 month period after which the temporary employee must have a break in service of 26 weeks. Employment applies across all USG institutions.
  - If a temporary employee is needed beyond the 1,300 hours, they must be moved to a regular employee status.
  - A temporary who is dually or jointly employed in more than one position must have all hours worked counted towards the 1,300 hour worked limit from the date of hire into the first position this includes Temporary Staff Arrangements.
Affordable Care Act

- Temporary Hires Must Have Begin and End Dates

- All Temps Active as of May 1, 2014, will have Termination Date of May 1, 2015, Added
Affordable Care Act

- Sets a system-wide standard of a part-time faculty based on contact or credit hours

**Non-health Benefits Eligible Faculty – for purposes of ACA**

**Proposed Conversion:** 1.25 Prep/Grading hours + .5 Office/Meeting hours per each Classroom/Contact hour per week

<table>
<thead>
<tr>
<th>Contact Hours per Week</th>
<th>Class room/Contact Hours</th>
<th>Prep/Grading</th>
<th>Office/Meeting Hours</th>
<th>Standard Hours Worked</th>
<th>FTE/Effort</th>
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<tr>
<td>1 Contact Hour</td>
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<td>3 Contact Hours (e.g. 1 course)</td>
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<td>6.25</td>
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<td>13.75</td>
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<td>6 Contact Hours (e.g. 2 courses)</td>
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Affordable Care Act

- Part-Time Faculty
  - Regular Part-Time Instructor
    - Part-Time Teaching Agreement
    - PAF
    - eTime
  - Temporary Part-Time Instructor
    - Part-Time Teaching Agreement
    - PPGRA
    - eTime
Redefines Student Employees

- Student Employees are considered temporary and include graduate assistants and student workers. Student Employees may **not** exceed a total of 1,300 hours worked in a 12-consecutive month period. The 1,300 hours can be accumulated in any combination during the 12 month period. Student employees’ are not subject to the re-employment restriction requiring a break-in-service after 12-consecutive months of employment. International students in lawful F-1 and J-1 status who are enrolled full-time are eligible to work for an institution but must not work more than 20 hours per week in accordance with visa restrictions and must ensure compliance with Federal Work Study requirements.
Affordable Care Act

- Graduate Assistants
  - Research Component
    - Eligible for USG Medical Coverage
    - PPGRA
    - eTime
  - Without Research Component
    - Not Eligible for USG Medical Coverage Unless Exceeds 1,300 Hours
    - PPGRA
    - eTime
Affordable Care Act

- eTime is the System of Record
  - Student Assistants
  - Temporary Non-Exempt Employees
  - Temporary Exempt Employees
  - Graduate Assistance
  - Fee-Based Employees
  - Student Leaders
  - Resident Assistants
Affordable Care Act

- USG Audit & Compliance Review
Affordable Care Act

- Workshops
- eTime Training
- Compliance Reviews
- Eligibility & Election/Refusal
Common eTime Errors

- Employees/Supervisors Editing Scheduled Hours
  - If an employee works more than 5 hours, the Scheduled Lunch will automatically deduct

- Employees Including Lunch Breaks in Time Off
Common eTime Errors

- Employees Using eTime to Record Hours Worked & Turning in Time Sheets for Same Hours

- Employees not Transferring Time to Correct SpeedType(s)/Supervisor(s)
# Common eTime Errors

- **Time Cards with Missed Punches**

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<tr>
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<th>Pay Code</th>
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**TOTALS & SCHEDULE**

- **ACCOUNTS REPORTING PERIOD & AUDITS**

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Common eTime Errors

- Time Cards with Missed Punches
Common eTime Errors

- Time Cards with Missed Punches

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**Totals & Schedule**

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**Accruals Reporting Period**: 1/1/2023 to 12/31/2023
Other eTime Helpful Hints

- **Report of Absence with Historical Edits**
  - Should be turned in by the 10th of the following month
  - Should include *ALL* Leave Taken for the month being corrected

- **Timesheets with Historical Edits**
  - Should be turned in as soon as an error is discovered
  - Should include *ALL* Activity for the Pay Period
Other eTime Helpful Hints

- **Missed Punches Email**
  - Review the Timecard
  - You will not see the Missed Punches
  - If Corrections are Necessary, Historical Timesheet Must be Submitted
Finance & Administration Assistance

- Financial Workshops
- Training
- Report Development
Assistance

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