System Enhancement SE 125: May 2, 2015, Release Summary

Issue Date: Sept. 9, 2015 (Updated)

Audience: Human Resource Offices

Release Item	Description
Health Insurance Premiums for Employees on Leave Without Pay (LWOP) or Suspension	Effective Jan. 1, 2015, employees are no longer required to pay the full premium amount for health insurance while on LWOP or suspension. Effective Jan. 1, 2015, employees on LWOP will continue to maintain their same health and insurance status while on LWOP (including suspension). Specifically, the employer will continue to be responsible for its contribution for health insurance, basic life insurance and SES/SMS disability. With the implementation of this enhancement, the qualifying status change (QSC) allowing employees on LWOP for a full calendar month to cancel health insurance will no longer apply. (Note: employees may still cancel if FMLA or the employee qualifies under a separate QSC event.) Once this change is implemented on May 2, 2015, all employee records will be recalculated to show the corrected premiums. Once that occurs, employers should immediately submit the employer contributions. Once the employer contribution has been posted, agencies can then submit the refund request for employees who paid the full premium for coverage months in 2015.
Expected Premiums When an Employee who is Eligible for Full-Time Premium Treatment Moves to Part-Time in an SES/SMS Positions	Fix the issue where Selected Exempt (SES), Senior Management (SMS) and equivalent employees who moved from full-time to part-time (but who are still in an SES/SMS or equivalent position) were being charged career service premiums, instead of SES/SMS premiums.
One-Time Health and Insurance Underpayment Clean-Up Letter	Implement a new system process to spool and generate notifications to employees who have underpayments in prior coverage months. This process is separate from the monthly underpayment letters that are generated on the 2nd, 15th and 27th of each month in that this process will trigger the underpayment letter even if the current coverage month is paid in full, when there is an underpayment in a prior coverage month. The process will be run on May 3, 2015, to identify the employees that have any underpayment of at least 4 cents for any plan for June 2013 through May 2015. The underpayment letter will include the total underpayment amount for each impacted employee and will include instructions on how to pay the

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	underpayment amount. Employees must resolve the underpayments to prevent suspension of health and insurance coverage.
Form W-4 – Second Line of Address	Resolve the issue where some address changes were not being sent to the Bureau of State Payrolls when the employee made minor changes to the second line of his or her address.
Data Warehouse Report – **Timesheet Interface Error Report**	Implement a new data warehouse Timesheet Interface Error Report that identifies the errors that occurred during the processing of the timesheet interface. While the report will be visible by all agencies, the reports results will only be returned if the agency is submitting employee time using the timesheet interface process. Currently only the Department of Children and Families and the Department of Transportation are using the timesheet interface to load timesheet data in People First. However, if other agencies start using the timesheet interface process (e.g., the Department of Corrections) the report will be available to them for use. Only users with an A, F, G, H, I, N, S, U, X or Y security role code can process the report. The report can be accessed from the Management tab > Data Warehouse Reports > Payroll Reports > Timesheet Interface Error Report. Refer to the Timesheet Interface Error Report instructional guide for detailed information on the report.
Personnel Action Request (PAR) Interceptor	A PAR Interceptor can be assigned to individual PAR forms by the PAR liaison or by human resource employees in order to grant access to complete the action on behalf of the PAR creator once all approvals are made. Prior to this release, the assigned interceptor could only be a human resource user or the manager of the position. Following this release, anyone within the agency (except users assigned an E, J or V security role code) that has access to the PAR tab can be assigned as a PAR Interceptor.