



System Enhancement Summary: 12/08/07 Release

Date: 12/04/07

Audience: HR Offices

Release Item	Description
W-4 Modifications	Employees will be able to complete a W-4 for the next calendar year beginning in December of each year. This includes claiming an exemption from withholding which, per IRS guidelines, expires each year.
W-5 Modifications	Employees will be able to complete a W-5 for the next calendar year which, per IRS guidelines, expires each year.
Address Changes	The street address field for the home, mailing and temporary addresses will be limited to 30 characters. This will allow accurate processing to occur with the Bureau of State Payrolls (BOSP).
Address Provided to BOSP	<p>The People First system will use the following logic to provide the employee's address to BOSP for the W-4 file:</p> <ul style="list-style-type: none"> ▪ If the employee has an active temporary address, this will be sent on the interface file. ▪ If the employee does not have an active temporary address or the temporary address has expired, the system will check for a mailing address. If an active mailing address exists for the employee in People First, this will be provided to BOSP on the interface file. ▪ If the employee has neither an active temporary nor mailing address, the system will check for an active home address. If an active home address exists, this will be provided to BOSP on the interface file. ▪ If no address exists in the Temporary, Mailing or Home Address screens, the employee's W-4 record will not be provided to BOSP, as an address is required.
Restrict the Display of Dependent Information	Dependents who are no longer eligible for benefits coverage will not display in the People First system, e.g. former spouses and children who are no longer eligible.

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Work County Display	The name of the work county will display in the View Address screen under the Health and Benefits tab for benefit ONLY entities using People First.
Benefit Screen Messages, Renamed Forms	Some health and insurance screens, booklets and forms are being renamed for clarity.
“A” Role Code Enhanced Views	HR staff assigned an “A” role code will now be able to see all HMO plans available to retirees during enrollment.
Data Warehouse Upgrade	The People First Data Warehouse will be upgraded to Oracle 10.2.02. Additional information about this change can be found in General Correspondence items 110 and 115 .
Management Reports	Two management reports will be removed from the Management Tab (Reports): the Pay Cycle Summary Report and Charge Object Assignment Report.
SES/SMS Pro-ration of Annual Leave	When an employee exits from SES/SMS employment, the People First system will prorate the employee’s annual leave accrual for the period since his/her anniversary date. The adjustment from these hours will now show in the employee’s annual leave amount in the Leave Balance Overview screen as “SES/SMS Pro-rated Hours.”
Name Changes Carrying to Position Holder	Employee name changes will be reflected on the position holder once processed. No new position holder record will be created as a result of the name change. Instead, the name on the position holder will simply be updated to reflect the employee’s new name.