



System Enhancement Summary: 02/16/08 Release

Original Issue Date: 01/18/08 Updated: 02/11/08

Audience: HR Offices

Release Item	Description
BOSP Privacy Data File	Enhance the BOSP Privacy Data File to include employees with the <i>Exempt Record</i> indicator marked. Currently only employees with the <i>Sworn/Certified, Protected Identity or Confidential Employee</i> indicator are included on this file.
DROP/Retirement Screen Changes	<p>The DROP/Retirement screen is being modified as follows:</p> <ul style="list-style-type: none"> ▪ DROP/Retirement screen will now be open for editing during all PAR actions when the screen is presented. ▪ Retirement code will no longer be changed by the system during Appointment Actions. For example, currently the system changes DROP (e.g. DP) and PEORP (e.g. PA) retirement codes back to the defaults for the position (e.g. HA, HB, HM, etc.). Once this change is implemented, the system will maintain the employee's retirement code during these PARs. <ul style="list-style-type: none"> ○ Note that this also applies to agencies that pay their salaried and OPS employees on the same pay cycle (e.g. both are on the standard biweekly cycle, instead of 7 days back for OPS). For example, if one of these agencies hires an OPS employee from the standard biweekly cycle to an FTE position that is also on the standard biweekly cycle, the OPS retirement code will be presented during the PAR. In this case the agency must change the retirement code to the correct code (HA, HB, etc.). ▪ System will ONLY default the retirement code, using the current system logic during the following PAR types. Users will be able to change the retirement code if necessary during these actions: <ul style="list-style-type: none"> ○ Original Appointment CS/SES/SMS ○ Original Appointment OPS ○ Dual Hire CS/SES/SMS ○ Dual Hire OPS

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OT Election Screen	<ul style="list-style-type: none"> ▪ Modify the message within the OT Election screen to clearly state when the change is effective. Message will read “When you save your election, the change will be <u>effective immediately.</u>” ▪ Update access to allow “M” role code users to <u>VIEW</u> their employees’ OT screen.
Modify Address Screens to Ensure Proper End Dating of Records	<ul style="list-style-type: none"> ▪ Home Address Screen will be updated as follows: <ul style="list-style-type: none"> ○ Begin and End Dates will be disabled when “Editing” an existing record. ○ To create a new record, users will have to click the “New” button. ▪ Temporary and Mailing Address Screens will be updated as follows: <ul style="list-style-type: none"> ○ If users change the “End Date” of the address in either of these screens, the record will be end dated based on that date.
Separate Supplemental Hospital Plans	Modify the People First system to allow employees to enroll in more than one Supplemental Hospital Plan with a valid qualifying status change (QSC), during Open Enrollment, or during new hire period.
Adjust Alta Rate	Modify the premium rate for Alta’s 365+ \$300 per day hospitalization plan effective 01/01/08.
OPS Payments Upon Rehire	Modify the system to correctly compensate OPS employees upon rehire. Currently the People First system incorrectly calculates compensation for some OPS employees in the period they are rehired into the agency as an OPS employee.
Correct Miscellaneous Deductions When Multiple Payroll Splits Occur	Correct an existing defect when the File 1 (payroll input file) incorrectly doubles miscellaneous deductions for employees who have multiple payroll records, when one of the splits has zero hours to pay.
Prohibit Flex Schedule Modification if Time Has Been Saved	Incorporate an additional edit in the Flex Schedule screen to prohibit employees from changing their schedule in any period where the employee has time saved on their timesheet. This will help ensure that employees cannot submit timesheets with leave on non-scheduled work days.
Pay Plan 04 – Florida School for the Deaf and the Blind (FSDB) – Leave Accruals	Modify leave accruals for Pay Plan 04 to ensure proper accruals during the school year.
Pay Plan 01 – Florida School for the Deaf and the Blind – Leave Accruals	To ensure proper accruals during the school year, modify leave accruals for Pay Plan 01 for FSDB EMPLOYEES ONLY whose contract period is less than 12 months.
Florida School for the Deaf and the Blind – Holiday Pay During Summer Leave	Modify the payroll process for the FSDB to prevent payment for the Memorial Day holiday if the employee is on summer leave.
Florida School for the Deaf and the Blind – Negative Cash Gross Report	Provide FSDB with a report of employees whose hours worked for the period result in negative cash gross. This only applies to employees whose contract period is less than 12 months and are paid over 26 biweekly pay periods.
Employer Insurance Payalls for the Justice Administrative Commission (JAC)	Modify the People First system to reflect that certain class codes within Pay Plan 84 (JAC) are employer Payalls for Health and/or Life Insurance.

Release Item	Description
Description Change for Miscellaneous Deduction 0413	Modify the title of miscellaneous deduction 0413 to “Corrections Found. Inc.”
Update Benefits Premium History Detailed Reports	Currently, some of the Premium History is not included in the PDF reports available from the “View Details” button. This defect is being corrected to include all transactions posted to employees’ records.
SES/SMS Pro-Ration Fix Moved to 04/12/08 Release	Correct defect that occurs when the system does not give the employee credit for the last month worked, if the employee’s last day worked was the first day of the month. Moved to 04/12/08 Release
LAS/PBS Interface File Update—Rate Amount for Employees Below the Pay Grade Minimum	Correct the LAS/PBS interface file to capture the actual rate amount for employees who are below the minimum of the pay grade (example: trainees).
Flexible Spending Account (FSA) Interface File	Update the FSA interface file to ensure that employees’ names are presented in the same format as the W-4 and Direct Deposit interface files. This will assist to ensure that employees receive Direct Deposit of their FSA claims instead of manual warrants.
Qualified Status Change (QSC) – Work Event for FTE Change	Implement a QSC that allows employees to change their health insurance coverage when they go from being part-time (FTE less than 1.0) to being fulltime (FTE equal to 1.0).
Updated Minnesota Life Insurance Forms	Post updated Minnesota Life Insurance forms to the benefits materials tab.
Correct Optional Life Insurance Calculation in People First for Employees 70 and Older	Correct calculation for optional life insurance to reduce the premium due and the coverage level by 50% when the employee reaches age 70.