

Department of Management Services

People First Team



System Enhancement Summary: 04/12/08 Release

Issue Date: March 14, 2008

Audience: HR Offices

Release Item	Description
<p>Password Reset Modifications</p>	<p>The following modifications will be made to the password reset process:</p> <ul style="list-style-type: none"> ▪ Employees will select security questions so that they can reset their password without calling the service center ▪ Password will be changed from all numeric to: <ul style="list-style-type: none"> ○ Require alpha and numeric characters ○ Allow selected special characters <ul style="list-style-type: none"> ▪ ONLY the following special characters will be allowed: @ \$ % & () + ? ! ' ` * ~ # - _ . , ; : [] \ / > < ▪ When calling the IVR, users will no longer be required to enter their password. Instead, users will be required to enter: <ul style="list-style-type: none"> ○ Last 5 digits of Social Security Number ○ 6 digit Date of Birth (MMDDYY)
<p>IVR Routing & Front-End Default for Dual Hires and Reemployed Retirees</p>	<p>Both the IVR and the front-end People First system will be modified to default the user to their highest ranking active employee ID (based on HR role codes of A & H only). For example, if the employee is both a retiree and an active employee, then both systems will default the user to their active employee ID. If an employee is active in multiple positions and one of the positions has an HR role code of A or H, then the user will be defaulted to the employee ID that has the A or H role code. If the employee is in multiple positions and none of the positions has an HR role code of A or H, the system will default to the oldest active, non-retiree employee ID. If the employee is in multiple positions and has an A or H role code in two or more of the positions, the system will default the user to the oldest active, non-retiree employee ID that has an A or H assigned.</p>
<p>System Message Identifying Screens that Contain Sensitive Information</p>	<p>The following message will be posted within People First screens that contain information that is potentially confidential or sensitive: <i>"This screen may contain information that is confidential under state or federal law. Improper access or release of such information may be a violation of these laws."</i></p>

Release Item	Description
Presentation of Employee Name	Enhancements will be implemented to force presentation of employee names in all capital letters.
CJIP Correction	Correct CJIP interface file when employee is on extended leave without pay.
Overtime Rate of Pay	When On-Call hours are removed from an employee's timesheet, the employee's overtime rate of pay is recalculated without the On-Call hours.
Ability to Zero Out Health and Life Insurance Deductions	Provide agencies with the ability to stop an employee's health and/or life insurance deduction for a pay period.
Leave Balance View	Correct Leave Balance View to provide accurate balances on a weekly basis (will update on Saturday each week).
DOT Interface Changes	Implement new DOT interface to ensure accuracy of data provided.
Flexible Spending Account (FSA) Interface File Changes	<p>The following modifications will be made to the FSA interface files:</p> <ul style="list-style-type: none"> ▪ FSA claims file will be updated to send the employee's name in the same manner as the W-4 and direct deposit interface files. This will assist in ensuring that employees with a direct deposit authorization on file receive their FSA claims via direct deposit. ▪ FSA interface file to FBMC will be updated to include the date the employee actually enrolled in the FSA. Currently, the interface file contains the first day of the month following enrollment.
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.
SES/SMS Pro-Ration Fix	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.
Employer Health Insurance Rate Changes	Effective for payrolls processing in June 2008, for the July 2008 coverage period, an increase in the employer contributions for health insurance will be implemented. Fulltime employees will not see a premium increase because the change is only to the employer contribution. However, as part-time employees are responsible for a portion of the employer contribution, in addition to the employee contribution, these employees will experience an increase.
Correct Spelling of "Liaison"	Correct the spelling of "Liaison" within the PAR Menu for PAR liaisons.