

System Enhancement 67: 01/29/11 Release Summary

Issue Date: January 26, 2011

Audience: HR Offices

Release Item	Description
Employee Timesheet Approval Screen – Overtime Hours for Part-time Employees	This will correct the current defect with the “Overtime Hours” column on the Timesheet Approval screen for part-time employees.
Timesheet Audit Report	<p>The Timesheet Audit Report has been updated to include a filter functionality which will allow the user to run the report by Employee ID, Timekeeper ID or Supervisor ID number. (This functionality is similar to what is presented with the Leave Summary Report.)</p> <p>If the report is run by Timekeeper ID, the employees within the assigned Org Code range will be returned. If the timekeeper is in that assigned Org Code range, they will be returned as well. If the report is run by Supervisor ID, a Direct Reports Level field will be presented. If a 1 is entered then only the direct reports will be returned. If a 2 is entered then the direct reports and their direct reports will be returned.</p>
Emergency Contact Records	The current defect with the Emergency Contact screen, where the system automatically creates a duplicate record (with an end date of 12/31/9999) when a previous record is end dated, is being corrected.
Eliminate the Retirement Reason Code for OPS Separations	The Retirement reason code will be removed as an option when processing OPS separations.
Leave & OT Approval Screen Details and Overview Section Display	When an employee’s record is selected on the Leave, OT and Other Approvals screen the Details from the request will be shown below the Overview section.

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<p>Timesheet Summary Report Changes</p>	<p>The current defect where the correct position number is not presented in some scenarios is being corrected. Additionally, the following enhancements are being implemented:</p> <ul style="list-style-type: none"> • Three additional fields are being added: Approver Name, Approval Date, FLAIR Org Code • PDF Report format changes: <ul style="list-style-type: none"> ○ Report Selection Criteria is being moved from the last page to the left header of the report. ○ The report will be sorted in ascending order by the “Date” and the “Hours Type” fields. ○ The Timesheet Comments box will only be presented if there are comments recorded on the employee’s timesheet. ○ A “Total” row will be presented in the Total Hours Section that will be the total of all hours types presented.
<p>Florida Nurses Association (FNA) Union Deduction Amount Changes</p>	<p>The union deduction amounts for FNA (Deduction Code 0685) were changed effective January 1, 2011. The new deduction amounts will be reflected in the People First system beginning with the 01/21/2011 – 02/03/2011 biweekly pay period and the February 2011 monthly pay period.</p> <p>The DMS People First Team processed a Recurring Deductions mass load to update the deduction amount for all employees that had an active FNA deduction as of 01/13/2011. Agencies were provided with a list of employees whose deductions were updated.</p>
<p>Direct Reports for Vacant Positions Not Showing on Timesheet Approval Screen</p>	<p>With this system release, the current defect with the Timesheet Approval screen, where the manager of a vacant position is not seeing the direct reports of that vacant position is being corrected to include these employees.</p>
<p>Pretax Benefits Deductions</p>	<p>The current issue with pretax benefits deductions not being taken when an employee changes agencies in the middle of a pay period is being corrected. With the implementation of this release, pretax deductions will be deducted from the agency, based on what benefits the employee the most. This means the system will determine which agency the deduction will be taken from based on the date the employee changed agencies within the pay period, or if the benefits changed because the employee changed Pay Plans. For this to work correctly, all relevant PARs must be completed prior to the respective payroll cutoff.</p>