

System Enhancement 73: 08/27/2011 Release Summary

Issue Date: August 26, 2011

Audience: HR Offices

Release Item	Description
<p>Hours Type 1016 and 1017 – Update Hourly Rate of Pay for 1016 & 1017</p>	<p>This is to implement a system enhancement to include CJIP and FFIP in the hourly rate of pay calculation for Hours Type 1016 (CS Extraordinary Pay) and 1017 (SES Extraordinary Pay). This change will be effective with the Biweekly Period of August 18, 2011, through September 1, 2011, and the Monthly period of September 1, 2011, through September 30, 2011. This change will ensure compliance with the <i>Rate of Pay – Includible Payment Types</i> Program Guidelines issued by the DMS/Division of Human Resource Management.</p>
<p>Leave Transfer Availability – Using Leave at New Agency</p>	<p>This change will allow leave that is transferred from one agency to another (using the leave transfer screen) to be used on the first scheduled work day at the new agency.</p>
<p>SES/SMS Leave Proration When Transferring Agencies</p>	<p>This will correct the current defect where Annual Leave balances for SES/SMS employees is being prorated when using termination reason of “Move Within State of FL Gov”, and the employee’s last day worked is the last day of the month.</p>
<p>Key Service Dates – State Hire Date</p>	<p>This will correct the current defect where the State Hire Date is reverting to the earliest date saved, on the employee’s Key Service Date (KSD) record, when the KSD screen is saved when acting upon a PAR. With this release, when the KSD screen is saved during a PAR action, the State Hire Date will default to the date on the previous KSD record.</p>
<p>Benefit Letters</p>	<p>Update the system logic that generates participant underpayment letters for health and supplemental insurance plans (does not apply to life and optional life). These letters will ONLY be generated for employee contribution underpayments. Employers should use the Benefits Over/Underpayment Report to determine any employer underpayments.</p> <p>As part of this change a new underpayment letter is being implemented. This new letter will be generated on the second day of each coverage month and mailed through first-class mail. If the subscriber does not address the underpayment by the 15th of the month, a second letter will be generated and mailed to the subscriber through certified mail. To ensure eligibility for insurance the subscriber must remit all underpayments by the end of the coverage month.</p>