

**System Enhancement SE 92: July 14, 2012 Release Summary**

**Issue Date: June 29, 2012**

**Audience: Human Resource Offices**

Release Item	Description
<p><b>W-4 Interface File Changes</b></p> <p><i>Restated Contract Work Item 20B</i></p>	<p>The W-4 interface file will be updated to include “Foreign Address” and “Address Line 2” fields. The interface file is also being modified to include an increased field size for “City” and “Last Name”.</p>
<p><b>Changes to Employee Address Screens</b></p> <p><i>Restated Contract Work Items 13 and 19</i></p>	<p>Significant enhancements will be made to the employee address screens. The major changes being made as part of this release include:</p> <ul style="list-style-type: none"> <li>• Creation of a new screen titled “Contact Information”;</li> <li>• Moving the Home Address and Mailing Address screens to the new Contact Information screen;</li> <li>• Removing the Temp Address screen;</li> <li>• Changes to the functionality of the address screens (e.g., ZIP Code determines city, state, and county selections); and</li> <li>• Creation of a new Notification E-mail Address</li> </ul> <p>Refer to Communication <a href="#">SE 93 Changes to Employee Address Screens</a> for detailed information regarding the enhancement.</p>
<p><b>Address Verification Process</b></p>	<p>Enhancements will be made that affect how employee contact information is managed in the People First system. As part of these enhancements, there will be a new <b>employee self-service</b> Address Verification process.</p> <p>Refer to Communication <a href="#">SE 94 New Address Verification Process</a> for detailed information regarding the enhancement.</p>
<p><b>My Quick Links - Benefits Confirmation Statement Link</b></p>	<p>A <i>Benefits Confirmation Statement</i> link is being added to the “My Quick Links” section on the People First <u>Home Page</u>. When selected, the user will be taken to the “Benefits Materials” screen, with “Confirmation Statement” selected. Once on this screen, the employee will have the option to view and/or print the employee’s <i>Benefits Confirmation Statement</i>.</p> <p>Note: The <i>Benefits Confirmation Statement</i> link will only display for employees who made a change during the</p>

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	2012 Open Enrollment period or had a Qualifying Status Change (QSC) since that time. For all other employees, the link will not be presented until the user completes an enrollment change (e.g., during the 2013 Open Enrollment period or through a QSC).
Employee Transaction Report  <b>A-10 #98</b>	<p>The report will provide a listing of employee transactions by effective date from People First and non-OPS transactions from the legacy system, COPES. This report can be used to help verify key service dates and employment tenure. It is designed for use by staff in the Human Resource office.</p> <p>Refer to Communication <a href="#">SE 96: New Employee Transaction Reports</a> and the <a href="#">Employee Transaction Instructional Guide</a> for detailed information on this report.</p>
Employee Transaction Condensed Report  <b>A-10 #98</b>	<p>The report will provide a listing of employee transactions by effective date from People First and non-OPS transactions from the legacy system, COPES. This report can be used to help verify key service dates and employment tenure. It does not contain as many data fields as the Employee Transaction Report and is designed for use by the manager.</p> <p>Refer to Communication <a href="#">SE 96: New Employee Transaction Reports</a> and the <a href="#">Employee Transaction Condensed Instructional Guide</a> for detailed information on this report.</p>