

System Enhancement SE 104: 02/23/2013 Release Summary

Issue Date: February 8, 2013

Audience: Human Resource Offices

Release Item	Description
<p>Benefits Cancellation – Underpayment Letter</p> <p><i>Restated Contract Work Item 16 Part B</i></p>	<p>Currently, if a participant has a benefits underpayment of more than \$4.00 during the month, they are sent an underpayment letter on the 2nd (regular mail) and 15th (certified mail) of the month notifying them of the underpayment. The letter also identifies the amount underpaid for the last 23 months.</p> <p>With this enhancement, there will be another underpayment letter sent on the 27th (certified mail) of the month if the participant is underpaid at a different amount (more than \$4.00) than they were on the 15th of the month. If the participant was sent a letter on the 15th and they are still underpaid for the same amount, then no letter will be sent on the 27th.</p>
<p>Health & Insurance Screens - Helpful Links and Important Information Sections</p> <p><i>Restated Contract Work Item 8</i></p>	<p>Access for Department of Management Services People First team members to make changes to helpful links and important information messages within the Health & Insurance screens in People First.</p>
<p>Leave Audit Report</p>	<p>The Leave Audit report is a real-time report which provides information on employee’s leave that has been used, accrued, paid out, etc. for a specified period of time based on approved timesheets. Through the use of parameters input by the user, the report is employee, time, and leave type specific. The report may be reviewed on screen or downloaded as a PDF document or an Excel spreadsheet. It is accessible from the Management tab, Reports, Time & Payroll reports section of People First or the Leave Audit Report link on the employee’s timesheet.</p> <p>Refer to the Leave Audit Report Instructional Guide for detailed information on this report.</p>