

System Enhancement SE 112: Sept. 18, 2013 Release Summary

Issue Date: Sept. 16, 2013 (Updated)

Audience: Human Resource Offices and Benefits Staff

Release Item	Description
<p>Other Personal Services (OPS) Employees – Benefits Eligibility Implementation</p>	<p>Phase II: OPS Health and Insurance Implementation (Phase I was only for benefit only entities.)</p> <ol style="list-style-type: none"> 1. Implement an Alternate Time Entry screen to record non-paying OPS hours <ul style="list-style-type: none"> • Retitle the JAC/SCS Time Entry screen to Alternate Time Entry. • Update security to allow all agencies to access the screen to record non-paying OPS hours. Access will be given to users with a human resource security role code (A, H, U, X and Y). Human resource staff outside of Justice Administrative Commission (JAC) and State Courts System (SCS) will only have access to record non-paying OPS hours. JAC and SCS will continue to have the current access, plus access to the new non-paying OPS wage type. • Create a new Non-Payable OPS wage type. <ul style="list-style-type: none"> ○ Code can only be used for OPS employees. ○ Code should only be used if the employee's timesheet was not completed in People First (i.e., was completed in a separate time keeping system and not loaded into People First). ○ Payment type is non-paying. Hours recorded under this code are only used to determine eligibility to participate in the health and insurance program and will not be sent to the Bureau of State Payrolls for payment. ○ Hours should not be recorded in this screen if the hours were recorded and approved on the employee's timesheet. This screen is only used to capture hours that were not approved on the employee's timesheet. • Add Comment field. <p>Refer to the Alternate Time Entry Screen instructional guide for detailed information on this report.</p> 2. Implement a new Time Data interface <ul style="list-style-type: none"> • A new Time Data interface file is being implemented to capture the timesheet hours for benefit only entities. • Hours are loaded to the non-paying OPS wage type and will not be processed in payroll.

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	<ul style="list-style-type: none"> Hours are included in the measurement to determine if the OPS employee is eligible to participate in the health and insurance plans. The interface file can be used by state agencies if the state agency has a large population of OPS employees whose time is not recorded in People First.
<p>User/Employee ID – Increase to Seven Digits</p>	<p>Increase the assignment of user/employee ID from six to seven digits:</p> <ul style="list-style-type: none"> This change only impacts employees who are assigned a new user/employee ID starting Sept. 19, 2013. The existing user/employee IDs are not impacted. IDs will be assigned starting with ID number 1000000. Agencies that receive files (e.g., interface file) from People First that contain the user/employee ID may start seeing a seven-digit ID number. If the user/employee ID is seven digits, it will have a single leading zero instead of two leading zeros (e.g., 01234567 instead of 00123456).