

System Enhancement SE 115: Nov. 23, 2013, Release Summary

Issue Date: Nov. 22, 2013

Audience: Human Resource Offices and Benefits Staff

Release Item	Description
<p>Other Personal Services (OPS) Employees – Qualified Status Changes (QSC)</p>	<p>Phase IV: OPS Health and Insurance Implementation</p> <ul style="list-style-type: none"> • Update systematic move program and QSC logic to move benefits from one employee ID to another employee ID and create the applicable QSC for the following situations: <ul style="list-style-type: none"> ○ Employee is hired from a terminated status (not employed and enrolled in any plans) into a benefits-eligible OPS position. <ul style="list-style-type: none"> ▪ New hire QSC will be available online for the employee to complete other plan elections. ○ Employee moves from a salaried position to a benefits-eligible OPS position with no break in service. <ul style="list-style-type: none"> ▪ All benefits except for medical reimbursement account and optional life insurance elections will be moved to the OPS position. If enrolled in either a medical reimbursement account or optional life insurance, the plans will be end dated. Benefits are moved to the OPS position effective the first day of the month a full payroll premium can be deducted. ○ Employee moves from a salaried position to a benefits-eligible OPS position with at least a break in service of one day or more. <ul style="list-style-type: none"> ▪ Benefits will not be moved. ▪ New hire QSC will be available online for the employee to complete other plan elections. ○ Employee was enrolled in benefits as an OPS employee and is hired into a salaried position with a break that is less than one full calendar month. <ul style="list-style-type: none"> ▪ Benefits are moved to the salaried position effective the first day of the month a full payroll premium can be deducted. ○ Employee is hired from a retiree status into a benefits eligible OPS position or employee is measured and determined eligible in his OPS position. <ul style="list-style-type: none"> ▪ Retiree health and life insurance elections will be moved to the OPS position. ▪ Employee will have to call the service center to complete elections for all other plans within their 60-day QSC window. ▪ Benefits are moved to the OPS position effective the first day of the month a full payroll premium can be deducted.

Release Item	Description
	<ul style="list-style-type: none"> ○ Employee is hired from a layoff status into a benefits-eligible OPS position. <ul style="list-style-type: none"> ▪ Layoff benefits will be moved to the OPS position. ▪ Employee will have to call the service center to complete elections within his/her 60-day QSC window. ▪ Benefits are moved to the OPS position effective the first day of the month a full payroll premium can be deducted. ○ Employee is hired from a COBRA status into a benefits-eligible OPS position. <ul style="list-style-type: none"> ▪ COBRA elections will NOT be moved to the OPS position. ▪ New hire QSC will be available online for the employee to process plan elections. ○ OPS employee is either terminated or is measured and determined to be no longer eligible for benefits as an OPS employee. If the employee previously carried health or life insurance as a retiree and has continuously carried the insurance (i.e., benefits were moved from retiree to OPS with no break in coverage), the enrollment will be moved back to the retiree record. • Make updates to the following system-generated benefit letters to capture the changes needed for OPS employees: <ul style="list-style-type: none"> ○ 30-Day Reminder New Hire ○ Status Change Benefits Statement ○ Status Change Confirmation
<p>Collective Bargaining Unit (CBU) – Add to Report</p>	<p>Add the CBU code and description to the Special Compensatory Leave Audit Report (SAP report).</p>
<p>Florida State Fire Service Association (FSFSA) - Union Deduction Amount Change</p>	<p>The FSFSA union deduction amount for deduction code 0696 is changing effective Oct. 1, 2013. The new deduction amount will be reflected in People First beginning with the 11/22/2013 – 12/05/2013 biweekly pay period and the December 2013 monthly pay period.</p>