

Meeting Notes	Date: 06/09/16 Time-From: 1:00 – 2:30 Location: Building 5 Room 602/604 Topic: HR User Group Operations, Transition & Initiatives
Organizer: BSC Transition Team	
Attendees: BSC HR Customer Agencies	
Notes	
<u>Operational Updates –</u>	
<u>Payroll</u>	
<ul style="list-style-type: none"> • If your agency submitted NS plans to the Division of Budget a corresponding HCM Pay Rate Change template must be submitted to the BSC in order to pay the employee the new rate. • PEF contract agreement is for a 2% raise retroactive to 4/1/2015. The BSC is waiting for guidance from OSC regarding the payments. Once received, the BSC will be issuing an announcement. 	
<u>Benefits</u>	
<ul style="list-style-type: none"> • No updates since the last HR Forum and there were no questions from the audience. 	
<u>Time and Attendance</u>	
<ul style="list-style-type: none"> • We welcome all ideas and suggestions for improvement. If agencies have any ideas please communicate them to the BSC Time & Attendance Unit. • Please be careful when completing timesheets containing holidays. Many of the Holiday Audits for the Memorial Day (5/30/16) holiday had to be returned to employees for corrections. There was approximately a 25% error rate in the completion of these timesheets. If any agency would like additional guidance on completing timesheets for holidays, please reach out to the BSC. • All employees are encouraged to complete and submit timesheets in a timely manner. 	
<u>Transition</u>	
<ul style="list-style-type: none"> • Effective 5/19/16 the BSC transitioned in the following four agencies AGM, OCFS, OMH and OTDA. • The total BSC customer agencies to come onboard is 59. To date we have transitioned 44 for HR services and have 15 agencies remaining to be on-boarded. • These remaining agencies are large with complex issues. We will need to expand security roles in LATS. • We will be taking a pause with transitioning on the next agencies effective 7/1/16-2/1/17. We will be using this period to take a look at what the remaining agencies need to come onboard and make sure everything is set for them to transition over. • We are pursuing work flow by thoroughly looking at data and the current system to see what needs to be designed for the agencies before they transition to the BSC. • The BSC is working on a plan for sending communication/data gathering. A shared mailbox is needed and until we have one established you should continue to send 	

communications to the Transition Mailbox at:
OGS.sm.BSCFinTransTeam@ogs.ny.gov.

Systems Support

- There are no updates since the last HR Customer Forum. The team is continuing to explore system modifications to increase efficiencies at the BSC and Customer Agency level.

Presentation

Guided Q & A for HCM Transactions – Templates in production

- If you are completing a template involving new hires, be aware the effective date defaults to current date. Please be sure to use the correct effective date. Also, at least one residence address is required by OSC. A PO Box cannot be used for a residence address, it must be a physical address.
- Rehire action cannot be used if an employee has never existed in HCM.
- The pay cycle must be complete using the correct Agency Payroll cycle.
- Once a pay period is closed you cannot go back to the pay period. Submit the template you are working on using current pay period.
- As of right now an employee's date of birth is not required on a template, but as of approximately August, 2016 it will be required by OSC.
- Gender is not required by OSC to be specified on a template, at this time.
- Many social security numbers are being entered on the templates incorrectly. Please double check these for accuracy. If the social security number is wrong in HCM, it will be transmitted to LATS where it will create a duplicate account for the same employee and cause an issue. If you need to do a Social Security number correction, please use the Personal Data Change Template.
- 211 or 212 Rehire would be used if the agency is rehiring a retiree.
- Position number with Division/Bureau/Section needs to be updated with the correct Division/Bureau/Section. If there is no Division/Bureau/Section value on the position that the employee is being appointed to, and there is no Division/Bureau/Section entered on the template, the BSC will deny the transaction back to the agency to complete this section and resubmit.
- The Employee LATS account can NOT be established without a Division/Bureau/Section. Agencies are encouraged to utilize the following queries to identify positions without a Division/Bureau/Section (NY_BLANK_DIV_BUR_SECTION).
- The HCM query to identify when the Division / Bureau / Section assignment of the employee job record does not match the budgeted attributes of the position is the NY_EMPL_DBS_NOTEQUAL_ITEM_DBS query.
- If employee is coming from another agency please indicate the agency code and put any additional information in the comments section
- There is not a sequence number for the effective dates on templates, however, you can reference the sequence numbers in comments. (i.e. transaction 1 of 4)
- Transfers require a Service Title Code, please be sure to enter this information on any template regarding the transfer

- If agency staff generate multiple clearance control numbers for the same title/location/shift/appointment status, any previously generated clearance codes are voided, and only the most current one is listed with Civil Service. Transactions without the most current Clearance Control Number error out of NYSTEP and require manual efforts to fix.
- On any template that requires a List Numbers it will need to be a 7-digit number.
- Compensation rates need to be entered for hourly, as they are agency discretion. Please double check for accuracy.
- Please make sure hours per day are entered correctly.
- If an employee is in a traineeship please specify the start and end date indicated. The end date should be the end of the two years.
- For everyone's convenience we have attached a job aid for how to enter traineeship information within a template.
- On the HCM templates, there is roughly a 200 character use limit.
- Inconvenience Pay is automatically created on the Interface page on Payserv.
- Once a template is saved users will find the draft template under transactions in progress section.
- If a template is denied due to incorrect information you can make the changes and re-submit it. If it was an incorrect template then a new one must be created and the old one will show as a draft. You can delete the draft. If you submitted a template to the BSC, and is reflected within the Transaction Status Section, and you wish that it not be processed, the user will need to reach out to BSCHCMOPS@ogs.ny.gov for guidance.

Closing Q & A -

Q. For the last week we have been having issues with timing out of the templates. It times out within a minute or two?

A. Sue Agars will open a ticket for this. Also for OTDA who is also having problems. She will also be getting back to Agencies with any updates.

Q. OCFS – what is the normal time out period while working in templates?

A. HCM timeout is 20 minutes.

Q. What is the status with the agencies being able to see their own draft templates?

A. We are very close. We have additional test cases to run and we should wrap this up soon.

Q. Is there a query manager coming soon?

A. Not at this time. Requests for new queries should be sent to the BSCHCMOPS@ogs.ny.gov mailbox. ITS is working on a project related to data gathering.

Q. Will the data contain the TDS data as well?

A. Yes, the goal is that all system data will be in Analyze NY.

Q. OMH – The Time and Attendance request form when it applies to Workers' Compensation, what is the turnaround time for getting codes entered onto the LATS record?

A. Turnaround should be only a couple of days from the date the form is submitted.

Q. DMV – Is there a report or query the agencies can use for data in SLMS?

A. Yes, there are two queries ; the names are;

NY_SLMS_REPORT and NY_SLMS_REPORT_WITH_TITLE

Q. We have an hourly employee who got promoted and we were asked for the hourly rate. Shouldn't the BSC have calculated that?

A. Hourly rates are agency discretionary salaries and the agencies are required to supply the corresponding salary information.

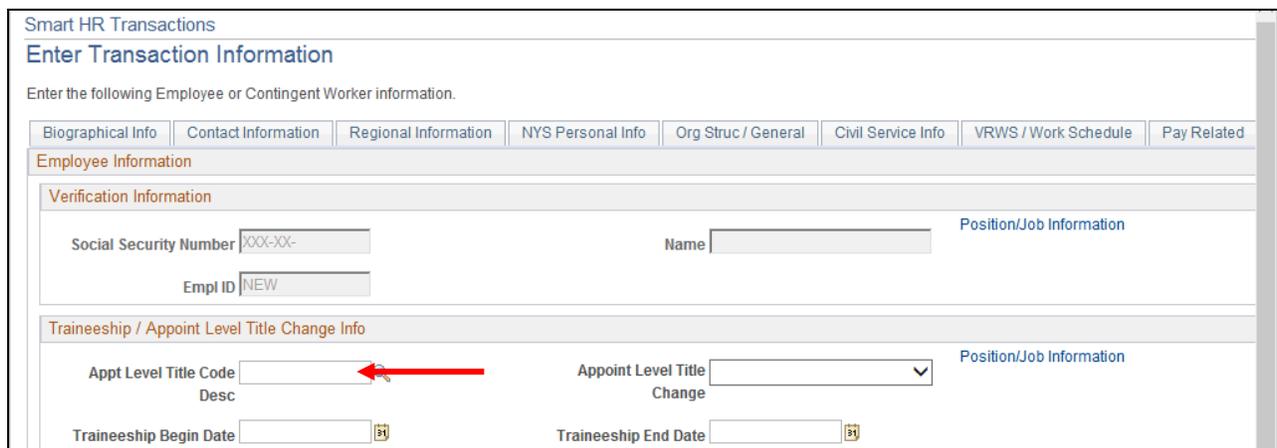
How to enter traineeship information within a template

The purpose of this job aid is to assist users in the correct entering of traineeship information within HCM Templates.

- 1) Navigate to the **Trainee / Probation** tab.

Trainee / Probation

- 2) Click the **Information** Magnifying glass.



Smart HR Transactions
Enter Transaction Information

Enter the following Employee or Contingent Worker information.

Biographical Info | Contact Information | Regional Information | NYS Personal Info | Org Struc / General | Civil Service Info | VRWS / Work Schedule | Pay Related

Employee Information

Verification Information

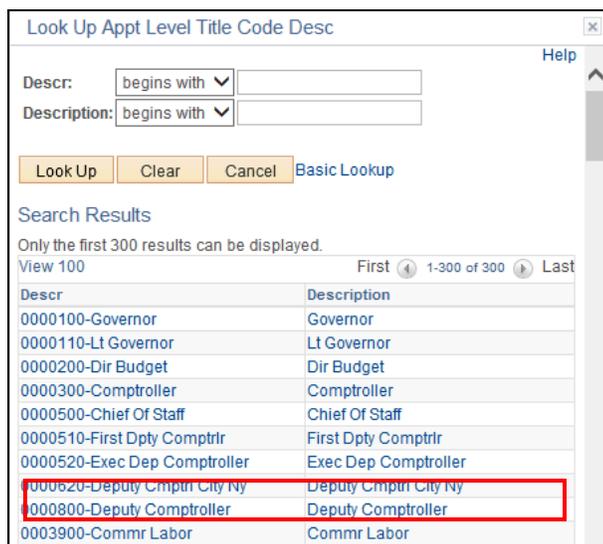
Social Security Number: XXX-XX-
Empl ID: NEW

Name:
Position/Job Information

Traineeship / Appoint Level Title Change Info

Appt Level Title Code:
Desc:
Traineeship Begin Date:
Appt Level Title Change:
Traineeship End Date:
Position/Job Information

- 3) Enter the appropriate title code for the traineeship title. Alternately, users may utilize the look up functionality to select the appropriate value.



Look Up Appt Level Title Code Desc

Descr: begins with
Description: begins with

Look Up Clear Cancel Basic Lookup

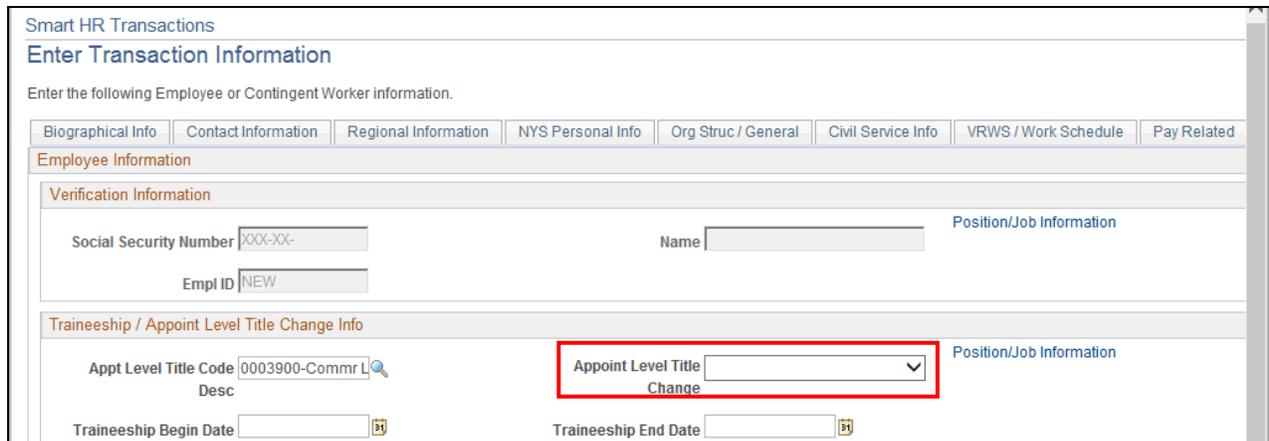
Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Descr	Description
0000100-Governor	Governor
0000110-Lt Governor	Lt Governor
0000200-Dir Budget	Dir Budget
0000300-Comptroller	Comptroller
0000500-Chief Of Staff	Chief Of Staff
0000510-First Dpty Comptrlr	First Dpty Comptrlr
0000520-Exec Dep Comptroller	Exec Dep Comptroller
0000620-Deputy Cmptr City Ny	Deputy Cmptr City Ny
000800-Deputy Comptroller	Deputy Comptroller
0003900-Commr Labor	Commr Labor

4) Click the **Appoint Level Title Change** dropdown.



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Employee Information

Verification Information

Social Security Number XXX-XX-
Empl ID NEW

Name

Position/Job Information

Traineeship / Appoint Level Title Change Info

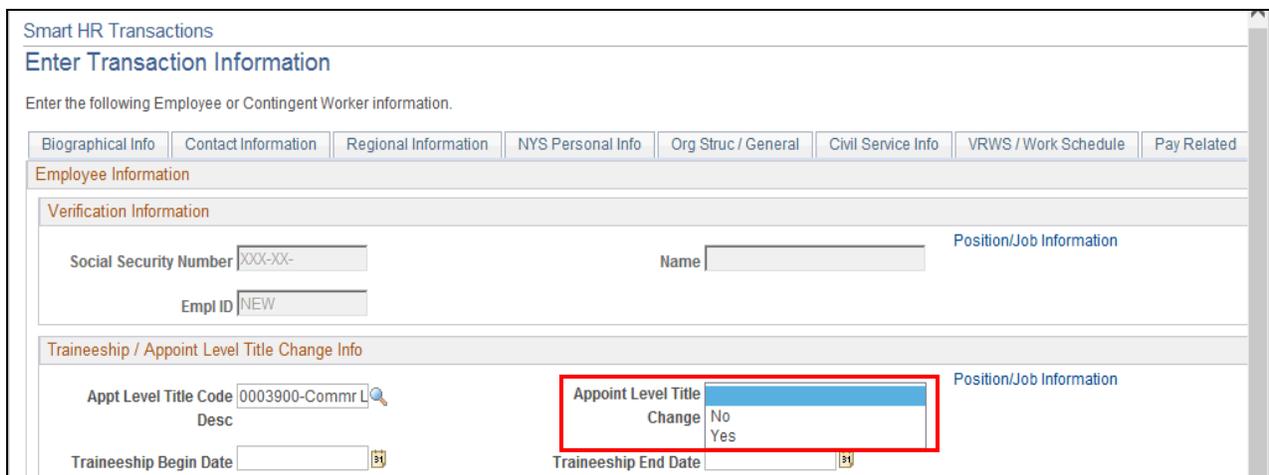
Appt Level Title Code 0003900-Commr L
Desc

Appoint Level Title Change

Position/Job Information

Traineeship Begin Date
Traineeship End Date

5) Click **Yes** in the appoint level title change.



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Employee Information

Verification Information

Social Security Number XXX-XX-
Empl ID NEW

Name

Position/Job Information

Traineeship / Appoint Level Title Change Info

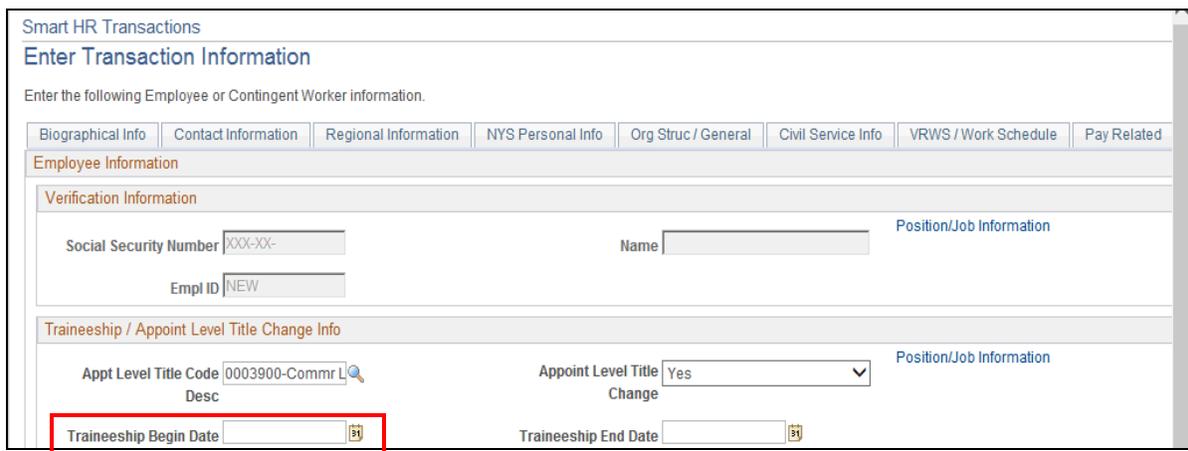
Appt Level Title Code 0003900-Commr L
Desc

Appoint Level Title Change
No
Yes

Position/Job Information

Traineeship Begin Date
Traineeship End Date

6) Enter the corresponding Traineeship Begin Date.



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Employee Information

Verification Information

Social Security Number XXX-XX-
Empl ID NEW

Name

Position/Job Information

Traineeship / Appoint Level Title Change Info

Appt Level Title Code 0003900-Commr L
Desc

Appoint Level Title Change
Yes

Position/Job Information

Traineeship Begin Date
Traineeship End Date

7) Enter the corresponding Traineeship End Date.

Smart HR Transactions

Enter Transaction Information

Enter the following Employee or Contingent Worker information.

Biographical Info | Contact Information | Regional Information | NYS Personal Info | Org Struc / General | Civil Service Info | VRWS / Work Schedule | Pay Related

Employee Information

Verification Information

Social Security Number

Empl ID

Name

Position/Job Information

Traineeship / Appoint Level Title Change Info

Appt Level Title Code

Desc

Appt Level Title Change

Position/Job Information

Traineeship Begin Date

Traineeship End Date

8) Enter in appropriate comments for the traineeship.

Comments

Comments