



**Office of  
General Services**

**Business  
Services Center**

# HR User Group

June 7, 2018

# Benefits Administration

- Hourly Employee and Benefits Eligibility

Dawn McNally

# Benefits Eligibility For Hourly Employees

- When an employee has a change in employment status, and they have satisfied NYSHIP eligibility, they may be eligible for NYSHIP benefits.
- An employee\* must meet all of the following requirements to be eligible for NYSHIP Benefits:
  - Be appointed or elected to a position in State service
  - Be expected to work at least six consecutive biweekly payroll periods
  - Be expected to work at least half-time (50% or more) on a regular schedule
  - Be on the payroll and receiving a paycheck at the time of enrollment
- The BSC Benefits Unit will be sending out a standard e-mail, along with a report to inform Agency Liaisons of employees that may be reaching eligibility for Benefits on a bi-weekly basis.

\*Exceptions: Some employees have additional or unique eligibility requirements, such as paid elected officials, paid members of the NYS Legislature, seasonal employees, UUP-represented employees.



# Benefits Eligibility For Hourly Employees - Continued

- If an agency determines that the employee has met eligibility, the agency is responsible for completing a job data incumbent template in HCM to change the benefit flag for that employee.
- The Onboarding Team will then send the employee a package with information that explains their options under NYSHIP and will include all applicable enrollment forms.
- As a reminder, when an agency is hiring a new employee, if the employee is expected to work more than 50% and at least six consecutive pay periods, the employee should be placed in a benefits-eligible position, and be offered Benefits at their time of hire.
- Coming Soon: A benefits eligibility job aid to explain this process and the required steps to take when submitting the template.



# Payroll Administration

- Reissuance of State Payroll Checks Ed Ryan
- Payroll Reversal & Exchange Checks Ed Ryan

# Payroll Administration

In March, OSC released Payroll Bulletin [#1639](#) regarding the new procedure for the stop payment / reissue process for NYS Payroll checks. Here is a reminder of the process:

- A request for paycheck reissuance must be submitted in writing to the BSC Payroll Admin mailbox at [BSCPAYROLLAdmin@ogs.ny.gov](mailto:BSCPAYROLLAdmin@ogs.ny.gov). The BSC Payroll Unit will complete the TD346 form and send it to the NYS Treasury Office for processing.
- Once the stop payment has been successfully processed by the Treasury Office, OSC reissues a payroll check.
- The reissued check is mailed to the your agency's address (the address shown in the "Location" panel in PayServ) and written to the attention of the employee in your agency.
- Requests to update the Agency address in PayServ and questions regarding paycheck reissuance should be directed to the OSC's Direct Deposit Returns and Reversals mailbox. **Please note:** Any updates to this address will also be applied to the return address for W-2's and Direct Deposit Advices at [DDRReturnsAndReversals@osc.state.ny.us](mailto:DDRReturnsAndReversals@osc.state.ny.us).



# Payroll Administration

In April, OSC released Payroll Bulletin [#1646](#) regarding the new procedure for the stop payment / reissue process for NYS Payroll checks. Here is a reminder of the process:

- All paychecks issued to employees for a paycheck reversal (AC230) or exchange (AC1476) will be issued through the Statewide Financial System (SFS). Checks will no longer be accompanied by a transmittal letter. They will automatically be addressed to the employee's attention and mailed to the address your agency has provided to the AC230 unit.
- **BSC**: continues to send Check Reversal (AC230) and Exchange(AC1476) forms to OSC.
- **Your agency**:
  - Receives and distributes checks to the employees or next-of-kin.
  - Maintains an up-to-date address list with the AC230 Unit.
  - Sends address update requests to the Payroll Reversal and Exchange mailbox.



# HCM Transactions and Salary Calculations

- HCM Transactions

Brian Parks



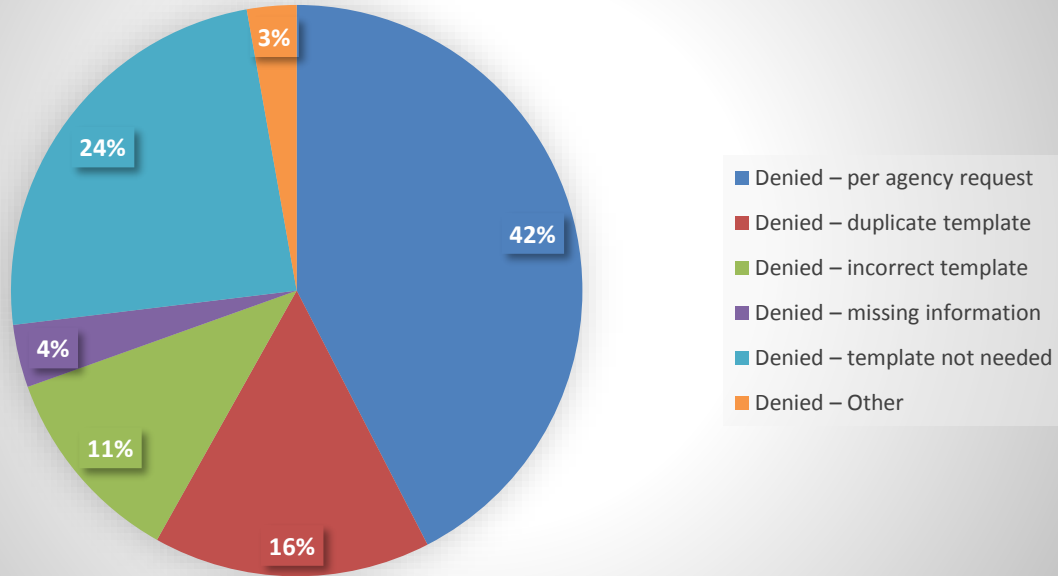
# HCM Transactions and Salary Calculations

- Quarter 4 Denied and Cancelled Template Metrics
- Top 3 Reasons:
  - Per Agency Request
  - Incorrect Template Type
  - Duplicate Template
- Suggested Solutions:
  - Save for Later function in HCM, for review prior to submit
  - Review of Job Data for previous transactions
  - Template Status query – NY\_Template\_Status
  - HCM-NY Smart HR Template Job Aid

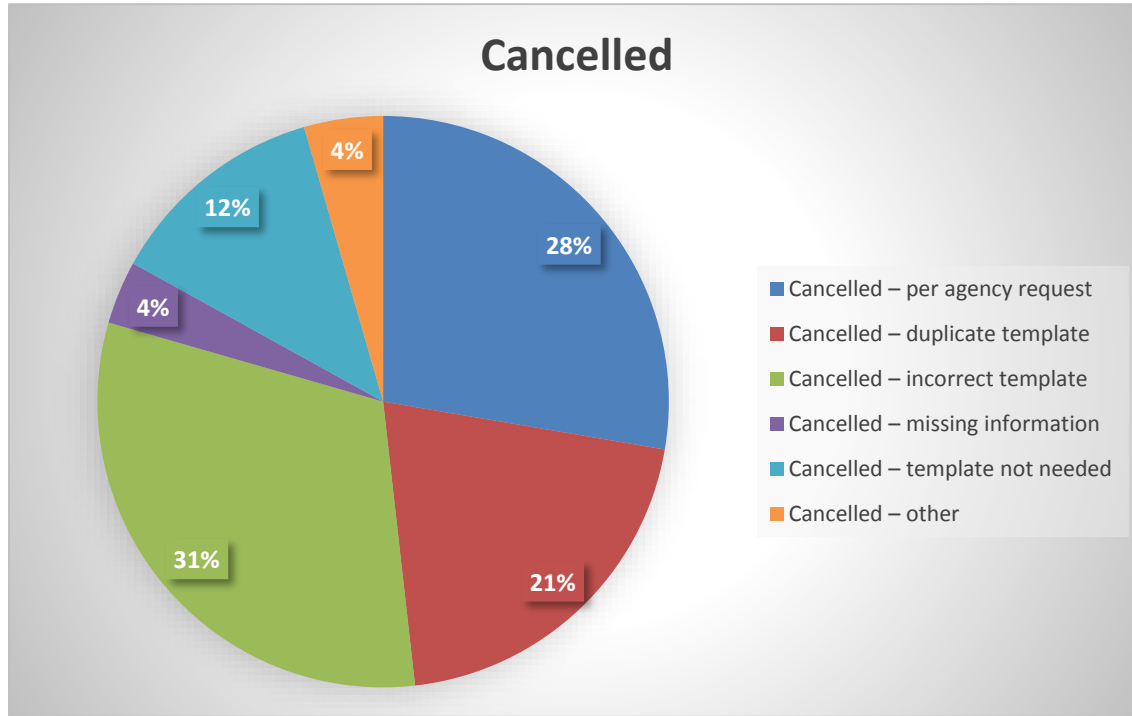


# Quarter 4 Denied Template Data

Denied



# Quarter 4 Cancelled Template Data



# HCM Access Request Form

We have updated the HCM Access Request Form. The new form is now accessible to Data Access Officers on the HCM portal.

If you have any questions please contact BSC HRIT Team at [BSCHRIT@ogs.ny.gov](mailto:BSCHRIT@ogs.ny.gov)

## Time & Attendance Administration\*

- Accurate Payments Submitted by Customers Shay Brickel
- Successful Management of Outstanding Timesheets Dan Rivet
- Overtime Meal Eligibility Shay Brickel
- Leaves Timekeeper Rollout Complete Dan Rivet



# Time & Attendance – Accurate Payments Submitted by Customers

## Audits of Employee Payments Find Fewer Errors

- Over the course of the last year error rates for all payments types with exception of holiday payments has been reduced by 75%.
- For some of our newer onboarded agencies, we have seen error rates reduced by as high as 40% on certain payment types in only a matter of months.
- The BSC will continue to work with our customer agencies to bring these rates down even further.
  - Training
  - Job Aids
  - Direct Outreach to Employees



## Time & Attendance - Successful Management of Outstanding Timesheets

### Agencies Have Significantly Decreased by 82 Percent the Number of Employees with Three or More Outstanding Timesheets

- At the request of the BSC Customer Advisory Council and GOER, we began providing agencies and GOER with monthly reports on the Number of Employees with Three or More Outstanding Timesheets at the end of August 2017.
- At one point there were 285 employees across the agencies the BSC serves with 3 or more outstanding timesheets.
- As of May 31, 2018, we are at our lowest – 51 employees with 3 or more outstanding timesheets.
- As a result, there is less risk that employees will be over or under paid and that inactive employees will be paid.



## Time & Attendance - Overtime Meal Eligibility (Update)

Based on a recent discussion with Civil Service and GOER the BSC has learned that an Overtime meal can be earned independent of overtime status

In order to qualify an employee must:

- Work 3 hours in addition to their regular shift
- Time worked must be contiguous with their shift
- Employee must work at least equivalent to that of a full time employee (7.5 or 8 hours)
  - If an employee works 10 hours days or a compressed week it must be 3 hours in addition to their regular schedule i.e 13 hours





## Time & Attendance - Leaves Timekeeper Rollout Complete

- Effective 5/29/18 all identified agencies who were managing their medical leaves are now also responsible for timesheets of their employees on leave.
- Time & Attendance will continue to perform quality assurance auditing of the role and provide feedback as needed.



# HRIT

- New functionality within the NYS\_ENCUM\_HIR (Appoint/Leave) template
- LATS-NY 10.2 Release scheduled for the end of June 2018

Nicole Millson

Amanda Taylor



# Next HR Users Group

- Thursday, August 9th, 2018 9:00 a.m. to 10:30 a.m.
- Agenda items are due Friday, July 13th, 2018 and can be submitted at <https://bsc.ogs.ny.gov/content/hr-users-group> or emailed to [BSCCustomerCare@ogs.ny.gov](mailto:BSCCustomerCare@ogs.ny.gov)

