



Office of General Services Business Services Center

BSC HR Users Group Agenda	
Topic: Human Resources User Group	Location: Building #5, Rooms 602 & 604
Date: Thursday, June 14th, 2018	Call-in or WebEx Info: Phone Number: 1-844-633-8697 Access Code: 645 060 383
Time: 9 a.m. - 10:30 a.m.	Organizer Contact Info: BSCCustomerCare@ogs.ny.gov
Organizer: Customer Care	Scribe/Timekeeper: Kim Wallace
Facilitator: Customer Care	Meeting Invitees: BSC HR Staff and Customer Agencies

Agenda Items:	Presenter	Start	End
1. Welcome	• Customer Care		
2. Benefits Administration Service Line Updates <ul style="list-style-type: none"> Hourly Employee and Benefits Eligibility 	• Dawn McNally		
3. Payroll Administration Service Line Updates <ul style="list-style-type: none"> Reissuance of State Payroll Checks Payroll Reversal & Exchange Checks 	• Ed Ryan • Ed Ryan		
4. HCM Transactions and Salary Calculations <ul style="list-style-type: none"> HCM Transactions 	• Brian Parks		
5. Time & Attendance Administration Service Line Updates <ul style="list-style-type: none"> Accurate Payments Submitted by Customers Successful Management of Outstanding Timesheets Overtime Meal Eligibility Leaves Timekeeper Rollout Complete 	• Shay Brickel • Dan Rivet • Shay Brickel • Dan Rivet		
5. HRIT Administration Service Line Updates <ul style="list-style-type: none"> 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		
5. Wrap Up with Q&A's	• Customer Care		

Next HCM LATS-NY User Group: Thursday, August 9, 2018 9am – 10:30am
 Agenda items are due DATE and can be submitted to: BSCCustomerCare@ogs.ny.gov

