

Meeting Notes

Date: 07/14/16

Time-From: 1:00 – 2:30

Location: Building 5 Room 502/504

Topic: HR User Group Operations, Transition & Initiatives

Organizer: BSC Transition Team

Attendees: BSC HR Customer Agencies

BSC: Amanda Wheeler, Stefanina Nanci, Erin Ryan, Melissa Little, Andrea Funchion, Ying Burkitt, James Shea, Rebecca Castracane, Susan Agars, Susan Oligny, Linda Zink, Mary Sherman, William Donnelly, Daniel DeBerardinis, Deborah Wojda, Rosalind Yezzi, Bethany Nacco, Nadine Cary, Christine Helo, Diana Chiachiarretta, Genevieve Johnson, Ann MacGregor, Daniel Clark (OMH), Denise Greene (OMH), Jill Mann (DOS), Nicole Radler (DOS), Brenda Beardsley (OASAS), Tracy Chevalier (OASAS), Joseph Farleigh (DOT), Margaret Gaudet (OSIG), Lynn Heath (OMH), Patricia Kelly (OMH), Tara Riley (DOS), Danielle Sbuttoni (OSIG), Jamie Montena (CMA), Cheryl Prochera (OMH), Amy Rodak (OMH)

Notes

Operational Updates –

Payroll and T&A:

- Changes in Payroll – Processing of Lost Time (reporting lost time to OSC). Starting in August of 2016 the processing of lost time will be more of an automated process. These changes will take place 8/17 - PP10 institution and 8/24 – PP10 Administrative.
- OT with Lost Time – LATS automatically converts any OT to straight time when an employee recorded both OT and Lost Time within the same work week, and the Lost Time would be subtracted from the hours worked as OT.
- Time and Attendance continues to send out a lost time report to all HR Contacts. Employees' supervisors' information is included in this report and HR Contacts can contact the supervisors directly to ensure lost time accuracy. We can also add more contacts to the HR distribution list to ensure lost time reported is being reviewed by agencies.
- Date of birth will be requested on Health Insurance forms in the future. Starting on 9/19/16, PayServ will be requesting date of birth.

Personnel Admin –

- There will be an adjustment to the new PEF Contract in the future. No date has been provided at this time.
- To avoid issues when completing paperwork for appointments, please remember to put in the re-in leave date under comments.

- It is up to the agencies' discretion if they want to send a memo to their employees stating they received a promotion. The onboarding team at the BSC will send them a new employee packet. Union specific information will be included if necessary.
- New Employee Packets go through the liaisons to be delivered to the employee.
- If a new employee is taking a period of time to complete the new hire paperwork, the BSC will reach out to the employee for the documentation and if we need assistance we will reach out to our agency liaisons.
- The best practice for helping a new employee complete the BSC onboarding paperwork on time is to have their supervisor go through the packet with them on Day 1.

Benefits –

- Employees should be receiving information in the mail for the Dependent Eligibility Verification Project. Employees need to know they must call the number on the letter they receive in the mail from HMS. These mailings are scheduled to go out between July 5th, 2016 and August 19th, 2016. Please let employees know they should not ignore these letters from HMS. The number to call is 1-866-252-0635 8:00 AM-11:00 PM Monday through Friday.

Time and Attendance:

- Time and Attendance would like to remind employees to use the Tips for Holiday Pay on the Timesheet Homepage while they are completing a timesheet containing a holiday.
- Time and Attendance reminds the importance of having all timesheets submitted and approved on time, especially with hourlies, and suggested that agencies can assign a timekeeper for hourly employees in order to ensure timely payments.
- Agencies need to remind all employees that the **OT meals** should be done on the timesheet (as indicated in the LATS User handout) not on the payments tab. If the timesheets are not submitted correctly, they will need to be unprocessed and sent back to the employees for corrections which may cause delay in payments.

Transition –

- Effective June 30th, 2016 The Department of Housing and Community Renewal came onboard with the BSC for HR services. This brings the total to 45 agencies onboard with 14 agencies remaining.
- Per Agencies request, BSC has an active HCM Query Project taking place in which we are looking into all queries to see if they work correctly and making sure the description is clear for the agencies.
- Melissa Greenberg and Amy Feiden have finished the tour of the Executive Leadership Meetings with the 14 remaining agencies to come onboard with the BSC.
- The next wave will be late winter/early spring of 2017.

- We have meetings scheduled with the remaining 14 agencies to discuss the Future State of HCM-NY/LATS-NY and Business Processes. These meetings should be completed by mid to late August.

Q & A -

Q) Some agencies are receiving emails from DCS stating that transactions are not coming over correctly. Who can we talk to regarding this?

A) Send an email to bschcmops@ogs.ny.gov with specifics and we will look into this.

Q) Is the BSC communicating with DCS? DCS keeps contacting the agencies with questions.

A) You should let DCS know that they should be contacting the BSC with their questions.

Q) Will the BSC take ownership of Bulletin 1489, non-residence taxes?

A) BSC will take a look at this and let you know.

Q) DHCR has emails coming from DCS what should we do with these?

A) You can forward the email to us but also tell DCS to contact the BSC directly.

Q) Will BSC be adding the functionality to HCM where agencies can review the transactions they submitted?

A) There is nothing set up like that right now but we are looking into opening up security roles. For the time being, if an agency should need to review a submitted transaction BSC can send them a snip it of the transaction.

Q) Is OSC looking to move from paper to electronic checks?

A) Yes, OSC rolled this out internally a few weeks ago. You will eventually be able to Opt out of paper checks.

The next Forum is scheduled for Thursday, September 8th 2016. Agenda items should be received by August 31st COB.