

Meeting Notes	Date: 11/15/16
	Time-From: 1:00 – 2:30
	Location: Building 5 Room 402/404
	Topic: HR User Group Operations, Transition & Initiatives

Organizer: BSC Transition Team

Attendees: BSC HR Customer Agencies, BSC HR Services Lines (Personnel Admin, Benefits, Payroll, Time & Attendance), and BSC Customer Care

Notes

Overview and Introductions

Payroll Service Line Update

- The announcement for Uniform Maintenance & Work-Related Clothing Allowance has been issued to agency liaisons. SSU will be processed in Pay Period 17. ISU and OSU will begin being processed in Pay Period 18.
- Guidance regarding SEFA will has also been issued. This year, many employees can e-pledge online. We ask that agencies encourage their staff to e-pledge.
- There are new instructions for the Miscellaneous Spread Sheet that will also be forthcoming.

Personnel Administration Service Line Update

- Reminder – please pay attention to the Administration cut off deadlines.
- Pay Period 19 and 20 will have early closures in December.

Benefits Administration Service Line Update

- The BSC provided each agency with a report of all dependents deleted for DEVA, in the event they wish to follow-up with the individual employees. The grace period for dependent reinstatement is 12/6/16.
- The following four announcements were sent out and are listed on the BSC website with the deadlines listed.
 - 2017 PEP Program
 - Pre-Tax Program
 - Option Transfer Period and 2017 Rates Opt- Out Program

Time and Attendance Service Line Update

- Both Christmas Day 2016 and New Year's Day 2017 fall on a Sunday and both holidays are observed on the following Monday. In order to ensure that all employees are paid accurately and timely for the coming Christmas holiday and New Year holiday, the BSC has created an instructional guide to specify how to record time worked on these two holidays. The job aide will be sent out to all agencies by the end of this week and it will be posted on BSC website for all employees to use as a reference.

- A reminder for all HR staff: Please make sure all HR administrators use the current “ Time and Attendance Transaction Form” (on OGS BSC website) to submit a change request such as schedule change, Leaves info(FMLA, W/C, Child Care, Military Leave, M/C IPP disability, Leave donation etc) or a request for a timekeeper. Also, please make sure the specific information is documented on the form itself, and not in the body of the email or in subject line of the email when submitting the form. We process the request based on the information on the form itself.

System Support Update

- Customer Care sent out a notification on 10/21/16 regarding a new Query that is available in HCM which will pull the N numbers quicker. The name of the query is NY_Agency_Empl_ID.

Transition Update

- We are working with all four service lines to create a 30 day training. This will ensure that all employees are trained appropriately and will also help new HR employees get up to speed quicker.
- HR looked into what finance has done in Filenet regarding signatures on paperwork.
- The agencies were asked if they had any specific training needs. It was suggested that there be a training to understand how the process flows.
- Next week concludes Transition Assistance Program for PARKS.
- Oracle Insight came to BSC and listened to what the agencies needs are.
- In early 2017 BSC will be discussing the writing requirements with the current and future agencies.
- BSC will not need to speak to the agencies that already discussed their specific needs.
- The December Forum will be cancelled due to the holiday season.
- There will be more information at the January BSC HR Customer Forum regarding HCM going forward.

Q & A –

- Q) We had 40% errors on our direct entered transactions.
A) Please send a few examples of these to the BSC so we can see the details and figure out what is going wrong.
- Q) Does BSC see a corrections report?
A) Yes, we receive them and review them.
- Q) There are some issues with locations codes that are placed in Payserv and the dollar amount is not correct in HCM.
A) Please reach out to BSC via email so we can correct them.
- Q) HCM requires you to add certain information that is already listed when rehiring. This is potential for mismatched information.
A) Put on a list for discussion at a future meeting.

Q) We have some issues were HCM is not releasing a hold item.

A) Holds don't automatically get released in HCM.

Next Forum

- **January 12, 2017**
- **Topic request due by January 5th.**