



**Office of
General Services**

**Business
Services Center**

HCM LATS-NY User Group

February 20, 2018

Benefits Administration

- Retirement Webinar
- IPP Enrollment

Mary Sherman

Megan Browe

Retirement Webinar

The BSC Benefits Unit held a Benefits in Retirement Webinar on January 25, 2018.

- As a result of the number of employee's interested in attending this webinar, we have scheduled several more sessions.
- A communication was sent out by Customer Care to HR Liaisons to inform of the additional webinar dates and times. Registration is handled in SLMS.
- As a reminder, this webinar is intended for any BSC customer agency employee that may be planning for retirement in the next 6 months.



IPP Enrollment

- An e-mail was sent out to all onboarding Liaisons on 12/18/17 to inform that the NYS Department of Civil Service (Civil Service) has developed a process in NYBEAS for managing and tracking all Income Protection Plan (IPP) enrollments.
- Civil Service is using payroll information from the NYS Office of the State Comptroller to identify IPP eligible employees. This information allows Civil Service to identify and correspond with both mandatory and optional IPP enrollees and advise them of their rights. Additionally, Civil Service is able to enroll members into IPP. As a result of this change, Civil Service has advised us that employees are no longer required to complete or submit IPP enrollment forms to us.

IPP Enrollment continued

- We have removed the IPP enrollment form from our Onboarding Checklist that we send to new or transfer employees. Informational links regarding IPP can be found under the M/C Section 5 and DC-37 Section 7. The BSC will continue to determine IPP grant dates for time and attendance purposes.



Payroll Administration

- Paid Family Leave

Tim Eckhardt

- HR FileNet

Tim Eckhardt

Paid Family Leave (PFL)

- Began January 1, 2018 for NYS Management/Confidential (M/C) employees in Bargaining Units 06, 18, 46 and 66.
- BSC will complete “Part B” of the PFL-1 form for full HR Customers.
- Email form to BSCPersonnelAdmin@ogs.ny.gov, or fax to (518) 457-1879, or by regular mail to BSC Personnel Administration, 1220 Washington Ave, Building 5, Floor 4, Albany, NY 12226-1900.
- Civil Service Paid Family Leave Act Frequently Asked questions at: <https://www.cs.ny.gov/pfl/>



HR FileNet

- HR began "Piloting" HR FileNet with a subset of HR Forms on November 1, 2017.
- HR has processed almost 10,000 forms in HR FileNet for the period of November 1, 2017 to December 31, 2017.
- FileNet provides a HR wide solution for document workflow and storage.
- FileNet will provide better counts of form type and volumes; metrics on processing time; and acceptance and denial rates.

Time & Attendance Administration

- Leaves Timekeeper Roles

Dan Rivet

- Timesheet Submitter and Approver Restrictions

Roy Hoffman

Leaves Timekeeper Roles

Roles have been built in LATS-NY which allow:

- Ability to manage the leave and timesheet for employees on a LWOP
- Build and track Worker's Comp and FMLA cases through modules
- Run FMLA qualification reports
- Eliminates up to 75% of Time & Attendance transaction forms related to new and ongoing leaves
- BSC will provide training prior to transitioning the role

Timesheet Submitter and Approver Restrictions

- The BSC supports proper internal controls, one of those controls is that the same person is not submitting and approving the same timesheet.
- The BSC runs a report to identify and monitor instances in which this occurs; this data will be shared with agencies as necessary. Time and Attendance will be working with agencies to ensure that roles assigned to employees do not allow this to happen.
- A new control will be implemented in LATS-NY to ensure that clock user's supervisors cannot submit the timesheet on the employees behalf and then approve it.



HRIT

- LATS-NY January 2018 Update Becki Castracane
- LATS-NY Future Updates for 2018 Becki Castracane
- February Onboarding Amanda Wheeler



LATS-NY January 12, 2018

LATS-NY Workers' Comp Module Update was released on January 12, 2018

- This update provides functionality to incorporate the number of days of absence associated with an employees' workers' compensation claim that occurred before an agency onboarded with the BSC or, prior to the employee starting with a BSC-hosted agency.



Future LATS-NY Updates for 2018

- A new Leave Request Module where employees can request time off and supervisors can approve it within LATS-NY.
- LATS-NY mobile app

Q: Is the LATS-NY mobile app optional, as well as the leave request in LATS? Meaning, can an agency opt-out?

A: One of the goals of the BSC HR systems (LATS-NY and HCM) is to develop statewide solutions for processes and eliminate the need to support other systems and methods for doing the same thing.

The Leave Request functionality being built in LATS-NY is the statewide solution for employees to request and supervisors to approve time off.

The LATS App is being developed as a statewide solution for agencies with employees who do not have a job where they are at a desk with a computer each day or frequently travel for their job. The LATS App will be available to all LATS customers through the different App stores including the NYS App store so employees can't be prevented from downloading the LATS App if they chose to.



February Onboarding

- On schedule to onboard OPWDD/DDPC, and DMNA for all service lines on February 22, 2018.

Next HCM LATS-NY User Group

- Thursday, April 12, 2018 – 1pm – 2:30pm
- Agenda items are due March 09, 2018 and can be submitted at <https://bsc.ogs.ny.gov/content/hcmlats-ny-users-group> or emailed to BSCCustomerCare@ogs.ny.gov

