

# HRMS User Group Minutes August 14, 2014

HRMS User Group Meeting					
<b>DATE/TIME:</b>	Thursday, August 14, 2014 1:00-3:00pm				
<b>CO-CHAIRS</b>	Larry Hamilton and Kim Beers	<b>NOTE TAKER:</b>		UNR	
<b>LOCATIONS/ ATTENDEES:</b>	<b>CSN WC Pres E322</b>		<b>Reno SCS 47</b>	<b>Las Vegas SCS 304</b>	
	Hooper, Michelle - CSN	x	Andrews, Donnie - UNR	Brodsky, Craig - UNLV	
	Guinan, Anthony —CSN		Beers, Kim - UNR	x	Johnson, Mike – SCS
	Petrie, Tina—CSN	x	Cavilia, Jill - BCN	x	Green, Mary - BCS
	Scarboro, John—CSN		Doetch, John – BCN		Hamilton, Larry –UNLV
			Valunte, Migle - BCN	x	Lowe, Jim —SCS
	<b>GBC HTC 137</b>		Henry, Mary Ann-UNSOM	x	Nolan, Connie—UNLV
	Sibert, Sonja – GBC		Knight, Audra—BCN		Paik, Elora—UNLV
			Littlefield, Cindy –DRI	x	Smith, Connie
	<b>NSC BW2-119</b>		Madole, Denise – BCN/UNR	x	Viton, Christopher-UNLV
	Canfield, Cheri - NSC	x	McFarling, Tim—UNR	x	LaPutt, Pat – BCS
	Garland, Matt—NSC	x	Smith, Nyleen —UNR	x	<b>TMCC Dandini RDMT 3150</b>
	Needham, Patti - NSC		Tully, Joann – UNSOM North		Meador, Michelle —TMCC
			Tully, John—SCS		Peel, Becky –TMCC
	<b>NSHE - North</b>				Scollard, Nicole - TMCC
	Casey, Christine—NSHE	x	<b>UNSOM South 2040 Rm 506</b>		
	Dintiman, Grant —NSHE	x	Gagliardo, Rosemarie - UNSOM		<b>WNC CED 307</b>
	Olson, Sherry – NSHE	x			Tucker, Irene—WNC
				Kendall Buscay—WNC	

## I. Agenda

Topic	Facilitator	Minutes
503 and VEVRAA system requirements	Kim	<p>Overall, participation has been about 40% through ESS. Information will be used to complete the Vets 100 reports in September. The survey information will also be embedded in the classified job announcements for Classified applicants. Campuses should have identified a similar approach for faculty applicants.</p> <p>If an employee wishes to make a change after they've completed the ESS survey, we are using a paper process (update Data Form).</p>
Adding New Job Assignments in HRMS	Mike	<p>New account lines for an existing job, same employee type and same position number, should be entered on the existing job line. Avoid writing over existing account lines. A new job screen should be used when the position number and/or employee type changes. Exception is if there are already five job screens. Ideally use a job screen with the same job type and do not write over existing account lines but rather add new account lines, so that the old lines pack to history.</p>
ACA Tracking	Migle	<ul style="list-style-type: none"> <li>We will need a field to track an end date for benefits for the small number of individuals that qualify for benefits under ACA rules based on their service during the measurement period</li> <li>You may recall that if an employee qualifies during the measurement period, they should receive benefits for a full year (regardless of FTE) as long as they are an employee</li> <li>Discussed using a field on the Benefits Status screen called "Cont Coverage" to be used to identify when eligibility ends for employees. Alternate field was identified if that doesn't work.</li> </ul>
ACA Reporting		<p>Decision made for Pat La Putt to develop requirements for system-wide report fields for workers in multiple organizations. Will provide information to Mike Johnson by the end of August so the report can become available by 10/1/14. We would like the report</p>

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available through XNET in a comma delimited format. Other Xnet reports can be requested in comma delimited format. However, the process to convert is the same as building a new report. Requests should flow through the HRMS User Group.

II. Other							
<b>HRMS Minute Takers</b>	Minute taking will continue to be rotated among campuses. It is the responsibility of each campus to ensure a representative is present to take the minutes. <b>Current rotation includes:</b> <table border="1" data-bbox="580 528 1390 633"><tbody><tr><td></td><td></td></tr><tr><td>NSHE/SCS</td><td>September 2014</td></tr><tr><td>UNSOM</td><td>October 2014</td></tr></tbody></table>			NSHE/SCS	September 2014	UNSOM	October 2014
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