

HRMS User Group Meeting Minutes

HRMS User Group Meeting					
DATE/TIME:	Thursday, March 12, 2015 1:00-3:00pm				
CO-CHAIRS	Larry Hamilton and Kim Beers	NOTE TAKER:		UNR	
LOCATIONS/ ATTENDEES:	CSN WC Pres E322		Reno SCS 47		Las Vegas SCS 304
	Eghoian, Kathryn - CSN	x	Andrews, Donnie - UNR	x	Viton, Christopher-UNLV
	Hooper, Michelle - CSN	x	Beers, Kim - UNR	x	Johnson, Mike – SCS
	Melendez, Iris - CSN	x	Cavilia, Jill - BCN	x	Green, Mary - BCS
	Petrie, Tina—CSN	x	Doetch, John – BCN	x	Guinan, Anthony —UNLV
	Scarborough, John—CSN		Valunte, Migle - BCN	x	Hamilton, Larry –UNLV
	GBC MCML 125		Henry, Mary Ann-UNSOM	x	Hess, Jackie - UNLV
	Sibert, Sonja – GBC		Knight, Audra—BCN	x	Lowe, Jim —SCS
			Littlefield, Cindy –DRI	x	Nolan, Connie—UNLV
	NSC BW2-119		Madole, Denise – BCN/UNR	x	Paik, Elora—UNLV
	Canfield, Cheri - NSC	x	McFarling, Tim—UNR	x	
	Kim, Betty - NSC	x	Tully, John—SCS	x	
			Smith, Nyleen —UNR	x	TMCC Dandini RDMT 3150
			Tully, Joann – UNSOM North		Meador, Michelle —TMCC
	NSHE - North				Scollard, Nicole - TMCC
	Casey, Christine—NSHE	x			
	Dintiman, Grant —NSHE	x	UNSOM South 2040 Rm 506		WNC CED 307
	Olson, Sherry - NSHE	x	Gagliardo, Rosemarie - UNSOM	x	Tucker, Irene—WNC
					Kendall Buscay—WNC

I. Agenda

Topic	Facilitator	Notes
Transmission to PEBP for ACA Reporting	Kim Beers/ Christine Casey	<ul style="list-style-type: none"> Reviewed draft Discussed data fields R, S, and O listed on draft Data listed as R is the Hire/Work Begin Date- This item will be brought to a smaller sub-committee to decide which data field or fields can be best used to provide the appropriate information for the PEBP reporting file No one expressed major concerns about any other fields There was a concern about the February and September report to PEBP being off due to contracts still being in suspense. It was decided this is something that was not in our control and the information sent will be the best effort reporting that can be done at the time.
Data Cleanup	Mike Johnson	<ul style="list-style-type: none"> See attached document. With the new system implementation starting database cleanup will be an ongoing process for the next year or so. Xnet folders for your review and possible action will run nightly. Currently items to be reviewed are: <ul style="list-style-type: none"> Invalid SSNs Invalid Birthdates Invalid county codes on the residency status these include codes OC and UC Mike will be deleting records that were created but the individual was never an employee. These are the records that have blank employment statuses, last action date is zeros or over 60 days, and there is no data in suspense in the 3 screen. PIN number mailer notifications and verbiage-There was some confusion on why employees were no longer getting the PIN mailers except for UNR. It was

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		<p>decided that if the individual campuses have questions regarding their process or wanted to make a change they would submit a ticket for that</p> <ul style="list-style-type: none"> • Fiscal year end- the group did not discuss the fiscal year end
iNtegrate	Matt Garland	<p>Data cleanup</p> <p>With the new system it is important that campuses work to make the data in HRMS as clean as possible. There will be four uploads to a test environment before the system will go live and it is the goal that with each upload the data is cleaner and cleaner.</p> <p>The new system will rely on several things to make the processes flow. In order for the system to complete tasks like leave approvals and time keeping one major item is that supervisors are identified for each job an employee has. It is suggested that the best way to get this information is by entering the employee number of the supervisor in the SUPERVISOR field on the 4 screen. The group was also asked for other suggestions on how to pull this information. An official announcement on the process will be sent in the following weeks after campuses have voiced any concerns.</p> <ul style="list-style-type: none"> • The Full nine digit employee number will need to be used this will insure the correct employee is listed as the supervisor in the case of multiple people with the same name, like John Smith. • Supervisors will need to be entered for each job not just per employee • They are also deciding on how far back to upload inactive employees • On the inactive employees those will also need a supervisor listed, campuses can choose to list one person on these inactive employees or the actual supervisor that employee had • If an inactive employee or even a regular employee does not have a supervisor listed they won't be uploaded to the new system and will have to be entered as a new employee at implementation • Employees with no active account lines will need to have the supervisor number uploaded, the system office will help the smaller campuses without upload capability with this • Once the decision to use this field is finalized there will be an announcement • Kim asked if the supervisor field could be required in the web contract system for incoming contract changes. A ticket will be submitted to see if this is a possibility

II. Other							
HRMS Minute Takers	<p>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.</p> <p>Current rotation includes:</p> <table border="1"> <tr> <td>NSC</td> <td>April 2015</td> </tr> <tr> <td>BCS</td> <td>May 2015</td> </tr> <tr> <td>UNLV</td> <td>June 2015</td> </tr> </table>	NSC	April 2015	BCS	May 2015	UNLV	June 2015
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HRMS Database Cleanup

1. Background: Database cleanup will be an ongoing process for the next year or so. In order to facilitate this, a number of processes have already been developed with more to come in the future as requirements are made known. A new daily job will run to execute these processes every night. Output reports will flow to new Xnet folders for your review and possible action.
2. Process 1: Identify incorrect values in data elements
 - a. Currently
 - i. Invalid SSN's
 - ii. Invalid birth dates
 - iii. Invalid country codes (residency, citizenship, foreign address)
 1. Code OC, other country
 2. Code UC, unknown country
3. Process 2: Junk Employees
 - a. There are currently about 800 employees (not employees) that have no employment status. This causes them to be excluded from the normal termination/purge processes.
 - b. The process will delete subject employees from the active database.
 - c. Deletion criteria
 - i. Blank employment status
 - ii. Last action date is zeros or over 60 days old
 - iii. No screen 3 data is suspended
4. Output for these processes can be currently found on QA Xnet at: /HRS/BCNQA or BCSQA/PERSONL/INT2

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PEBP ACA Reporting File Format

PEBP will complete NSHE's DHHS/IRS reporting mandated by the Patient Protection and Affordable Care Act. This data will be used to substantiate that minimum essential coverage is being offered to employees. One of the reporting requirements is a count of full and part-time employees according to PEBP definition which is that full time is 80 or more hours in two consecutive months (subject to legislative changes).

Deadline: PEBP has requested that this data transmission process be fully tested by September 2015. With the iNtegrate project starting, the goal is to complete testing in April 2015.

- A. The file layout below has been provided to support that process.
- B. All paid employees must be included in the report (exclude employee type VO).
- C. Those employees that are not covered by PEBP insurance, should be noted as having access to alternate coverage.
- D. On a monthly basis PEBP will report the total number of employees eligible for benefits. The reporting date selected by PEBP is the last day of the month.
- E. The data must be submitted to PEBP by the 10th of the following month for the prior month. NOTE: This deadline is especially critical in December due to year-end reporting requirements.
- F. In order to report accurately, all campuses will need to promptly terminate LBC's and LBH's and other benefits eligible employees.
- G. Note: RA's will not be listed unless they are paid a wage.

File Name

The name of the files should be composed as follows:

Full file name: "Agency Number"_ACA_ccyymmdd.csv.PGP

Agency Number will be the PEBP department code assigned from the PEBP system

File Frequency shall be as follows:

Indicate the frequency with which the file will be sent:

Monthly Full File on last business day of the month

File Transmission

Files WILL be sent to PEBP using SFTP – secure-file-transfer-protocol. All Files will be transferred using SFTP to the PEBP FTP/SFTP server as a requirement. Each agency will be provided login/authentication information for the PEBP FTP/SFTP server. Files will be transferred into specific directories for each agency and only those specific agencies and PEBP will have access to designated folders.

ftp://ftp.pebp.state.nv/"agency_name" connection type will be SFTP and a system specific connection certificate will be downloaded during the initial connection/authentication.

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File Layout

ACA Reporting 1094-C 1095-C Eligibility Data File to PEBP – Monthly - Version 1.1 - 01-20-2015

Employee

Col	Field Name	Max Field Length	Field Type	Required	Notes
A	Agency Code ???	3	Character	Yes	Hardcode with agency dept. code provided by PEBP
B	Employee ID Number SSN	9	Character	Yes	Employee SSN SSN must be transmitted to IRS – confirmed with Celestena Glover
C	First Name	50	Character	Yes	
D	Last name	50	Character	Yes	
E	MI				
F	Date of Birth	8	Date	Yes	CCYYMMDD
G	Gender	1	Character	Yes	M or F
H	Address Line 1	250	Character	Yes	
I	Address Line 2	250	Character	No	
J	City	50	Character	Yes	
K	State	2	Character	Yes	State
L	Zip code	5	Character	Yes	NNNNN only 5 digits
M	phone number HOME PHONE	15	Character	Yes	Existing employee phone number on file
N	Work email address EMAIL ADDRESS 3	65	Character	No	Populate with member's work email address, if available otherwise blank fill “,”
O	Employer-custom field 1 Logic: If ST, GA or MR then code as ALT, also code 4 federal health plan employees manually by EMP NUM	25	Character	No	Reserved for later possible use – blank fill “,” This field needs to identify those that have alternate coverage (i.e. not PEBP) (ST, GA and MR) Federal health plan employees will need to be added manually.
P	Employer-custom field 2	25	Character	No	Reserved for later possible use – blank fill “,”
Q	Employer-custom field 3	25	Character	No	Reserved for later possible use – blank fill “,”
R	Hire/Work Begin Date STATUS DATE	8	Date	Yes	CCYYMMDD This field needs to identify employees moving from one employee type to another. Position Entry Date includes changes in position number.
S	Work End/Termination Date If EMPLMT STATUS = T, then show STATUS DATE	8	Date	Yes	CCYYMMDD We need to make sure we are promptly terminating LBC's, LBH's, TT's and CT's that have benefits.
T	Employee Status	1	Character	Yes	F=fulltime, P=part time, T=temp PEBP Definition of status 80 hours/month minimum = F

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Col	Field Name	Max Field Length	Field Type	Required	Notes
					HRMS P definition is less than 40 hours. Establish alternate coding by employee type/FTE (see below)
U	Benefits Eligible	1	Character	Yes	Y=yes N=no is this EE in a position that qualifies for State Benefits? Benefits eligibility is by employee type (see below)
V	Record Date	8	Date	Yes	CCYYMMDD – date/month record represents – should be last day of month

When employee is terminated that record should appear on the month of termination with hire and term date. The following month the previously terminated employee should not be included. This may be an issue – terminations will have to be released immediately after payroll runs to be caught on this report.

T – Employee Status

F= AC, AD, CL, MR, PD, PR, TC
 P = CL and TT with %FTE below 53%
 T = ST, GA, CT, LA

U – Benefits Eligible

Yes =
 AC
 AD
 PD

 No =
 GA
 MR
 ST

 Maybe =
 CL
 CT
 LA

The only comprehensive way to tell PEBP who is benefits eligible, short of asking them, is to using the PLAN, HEALTH COV WAIVER and END DATE fields.

If PLAN = PBP then Yes, If HEALTH COV WAIVER = 1 then Yes, If today’s date is less than END DATE then Yes, if greater then No, all else No.