

SUBJECT: GeorgiaFIRST HRMS Project Release 3.08

PURPOSE: Release of PeopleSoft Tax Update 04-F, and BOR fixes and enhancements (see details below).

TECHNICAL IMPACT:

DATABASE: Your PeopleSoft HRMS database has been upgraded with BOR Release 3.08, and is available. You can verify your release level by navigating to any page, hitting [CTRL][J], and verifying the last three digits of the Application Release field. Please note: during the release process, all server-side cache files are deleted; this may cause performance issues during initial page loads.

WORKSTATION: As with any release, we recommend clearing your internet browser cache files before logging in to your database.

SECURITY: Several security modifications were a part of this release (see details below).

Functional Fixes and Enhancements
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Modifications to Existing BOR Functionality:

Benefits Statement (BORR016) – The run-page and report have both been modified to allow the user to select sort options (by last name, department, or maildrop), and to be run for all employees or one selected employee. This is related to model change request #579.

Comprehensive Benefits Report (BORR025) and Refresh Benefits Snapshot (BEN100A) – Both the refresh process and the report are being released to correct the known issue KI0030 reported on 1/2/05, regarding new year open enrollment rows affecting the December report. Both processes have been modified to use Coverage Begin Date instead of Deduction Begin Date.

Continuous Audit Populate Annual Temp Table (BORIF03J) – This program has been modified to prevent dropping last names for employees with more than one word, e.g. “Pieter Van Den Hoogenband” was previously loaded into the table as “Pieter Van”.

General Deduction Comments – The General Deduction enrollment page has been modified to include a Comments field, where free-form comments can be added to the employee’s general deduction record. This is related to model change request #577.

MFE Case Review Pages – Several changes made to the Case Review pages: 1) Board Year must be entered as a 4-digit year, 2) Rank is now an optional field for case types of PT Retiree Appt and Major Fac Appt, and 3) the Funding section (Salary % group) on the Case Review 1 page is now optional for case types of PT Appt and PT Retiree Appt.

MFE Professional Education & Training Page: This page was modified to display the long description of the School Name underneath the School Name text field.

Pay Edit (BORM02ED) – The Pay Edit process was modified to correct Additional Straight Time “AST” calculations when Uncompensated “UNC” time was also entered.

Year End Forms Print (TAX960B/MO/MX/US) – This program was modified so that the courtesy message “Federal W-2 Data is Reported on Separate W-2 Form” will print only if space permits. Prior to the modification, the courtesy message may have printed instead of information that should have been given a higher priority.

Security Fixes and Enhancements

Modifications to Model Security:

Change/Reset Password – A fix is being delivered to eliminate the message “literal does not match format string” when changing a user’s password.

Employee SSN Verification (TAX109) - This is a new PeopleSoft delivered program that creates a report to assist employers in submitting employee name and Social Security Number information to the Social Security Administration for verification. Future enhancements to this program will include the ability to create a file that can be submitted to SSA either by diskette or electronically. The navigation path to this new report is North American Payroll>Payroll Processing>Reports>Employee SSN Verification.

Recruit Workforce APPLID Link – Security has been modified to allow Recruit Workforce users to click on an applicant ID link on the Requisition Status page, drilling-down to applicant-specific information. Previously, this link returned an error “you are not authorized to access this component.” The path to this page is Recruiting>Job Requisitions/Posting>Review Requisition Information>Requisition Status.

W-4 IRS Report (TAX106) – This report identifies employees whose W-4 data should be submitted to the IRS. Security was modified to open up the Electronic Parameters page, which allows users to create a flat-file so that this information can be submitted to IRS either by diskette or electronically. The navigation path to the report is North American Payroll>Employee Pay Data>Tax Information>W-4 IRS Report. To create an electronic file, check the “Create Electronic/Magnetic Media File” checkbox and populate the fields on the Electronic Params page with the appropriate values. A PDF report and a file named QWFTAX.001 will be created.

RELEASE DOCUMENTATION: Detailed Release documentation is available at the HRMS/GeorgiaFIRST website: <http://www.usg.edu/gafirst/hrms> - Release Information - Current Release. This includes any other documents related to this release, if applicable, as well as these release notes.

The following business processes have also been recently created or updated, and are available for viewing on our website:

- HR 225 – Placing an Employee on Leave of Absence
- PAY 235 – Payroll Form Print Process
- PAY 530 – Calendar Year End Checklist
- PAY 535 – Calendar Year Begin Checklist
- PAY 545 – W-2C Processing
- RPT 320 – TAX811GA: Employer’s Quarterly Tax and Wage Report

NEXT SCHEDULED RELEASE: The next regularly scheduled release for Version 8 – 3.09 – is tentatively scheduled for March 24, 2005.