

SUBJECT: GeorgiaFIRST HRMS Project Release 3.09

PURPOSE: Release of PeopleSoft Tax Update 05-A, and BOR fixes and enhancements (see details below).

TECHNICAL IMPACT:

DATABASE: Your PeopleSoft HRMS database has been upgraded with BOR Release 3.09, 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:

Balance Adjustment Report (PAY025) – This program is modified to print Employee Name on the report. This program change is the result of Model Change Request #609.

Bank District ID – The field Bank District ID is added to the Board of Regents > BOR Payroll > Utilities > BOR Check Printing Options > Check Print Option page. The field is stored in the table PS_CONTROL_BOR. The default value for this field is '64', which is the banking district for most banks in the State of Georgia. The value of this field prints on the payroll check. Adding this field gives the institution the ability to change the banking district as required by the institution's bank.

Benefits Statement (BORR016) - A footnote has been added to the Benefits Statement to clarify the meaning of the Monthly Salary shown on the statement. This program change is the result of Model Change Request #611.

Blue Cross/Blue Shield Interface (BORI021) – This interface is modified to correctly ignore mailing addresses that are flagged as inactive. If the mailing address is flagged as inactive, the address submitted to BCBS will revert to the most recent home address.

Check Printing Interface (BORI018) – This program is modified to include only the last 4 digits of the SSN. This program change is the result of Model Change Request #594. This program is also modified to include all earnings for the employee in the YTD Earnings total printed on the check. Before the modification, the YTD Earnings amount did not include the earnings from all Empl Rcd #s.

Comprehensive Benefits Report (BORR025) – This program is modified to 1) correct column headings for Employee +Child and Employee + Spouse to Empl+Child and Empl+Spouse and 2) replace Jobcode with Paygroup on the report. These program changes are the result of Model Change Request #580.

Create ERS/DEFCON Temp Table (BORIF28A) – This program is modified to sum the monthly rates for employees active in concurrent jobs in determining the Compensation field value on the ERS_BOR table. Before the modification, the monthly rate from the highest Empl Rcd # was selected.

Employee SSN Verification (TAX109) – This program is modified to include the file extension for the "Diskette" Type of Processing option. Before the modification, the "Report" Type of Processing was the only valid option for submitting SSNs for verification.

FLSA Status on Job Data – PeopleCode has been modified to populate the FLSA status from Position Data instead of the Job Code table.

FSA Participants Report (BORR060) – A fix is delivered to allow FSA participants to be included in the report based on the Coverage Begin Date regardless of when the deduction for FSA starts. Before the modification, biweekly CY2005 FSA participants were not picked up by the report because the program used Deduction Begin Date (12/18/04) as one of the selection criteria.

General Ledger Interface (BORIF01) – This program is modified to correctly handle the nontaxable contribution for the Optional Retirement Plan for an employee being paid from two pay groups in the same payroll. Before the modification, duplicate rows were created for the contributions resulting in an out of balance condition.

Institutional Advancement Report (BORR034) – This program is modified to 1) remove multiple records for a single employee. Only current job data from the primary job is included. 2) change column heading from Job Class to Job Code 3) change Empl EEO code to IPEDS-S Code 4) change Empl EEO code heading to IPEDS-S code, and 5) the report contains Rank, Tenure from the MFE module (EG_TENURE_DATA table). These program changes are the result of Model Change Request #581.

IPEDS-S Report (PER040) – This program is modified to 1) retrofit for V8.8 and 2) exclude employees on Leave of Absence. This program with both of these changes was released in 3.08a.

IPEDS-S Detail Report (BORR040) – This is a new report that provides the detail that is only summarized in the PeopleSoft delivered IPEDS-S report (PER040). The path to this new report is Board of Regents > BOR HR > IPEDS-S Detail Report.

MFE Case Review page – Two changes are made to the MFE Case Review page to allow the user to 1) save a PT Appt case without entering Academic Rank, and 2) save PT Appt and PT Retiree Appt cases without entering any EFT.

MFE Transaction Report (BORM014) – A fix is delivered to allow the report to run to success even if the faculty has future-dated hiring information. Before the modification, the report would error out if a new faculty was hired into the system using future-dated information.

National ID (SSN) was added to search records for the Employee Pay Data pages listed below. This change is a result of Model Change Request #591.

- Create Additional Pay
- Record Direct Deposit
- Adjust Tax Distribution
- Update Employee Tax Data
- Create General Deduction

Pay Check Print (PAY003) – This program is modified to only include the last 4 digits of the SSN. This program change is the result of Model Change Request #594. This program is also modified to pull the Bank District ID from the PS_CONTROL_BOR table. Before the modification, a Bank District ID value of '64' was hard-coded into the program.

Payroll Advice Print (DDP003) – This program is modified to 1) only include the last 4 digits of the SSN and 2) truncate bank acct # for DDP003. This program change is the result of Model Change Request #594.

PeachCare Eligibility File (BORI151) – A fix is delivered to allow the program to generate records for the DHACS file if the program is run on a date that is prior to the end date entered on the Run page.

Positive Pay Interface (BORI034) – This program is modified to allow for three different formats.

- 1) Universal Format – This format is generic and is the same as the former positive pay in production.

- 2) Wachovia Format –
 - Positions 1-13 Account #
 - Positions 14-23 Check #
 - Positions 24-33 Check Amount
 - Positions 34-41 Issue Date (YYYYMMDD)
 - Position 42 Void Indicator
 - Position 43-80 Optional Data and Filer
- 3) Bank of America format -
 - Positions 1-12 Account #
 - Position 13 Void Indicator
 - Positions 14-15 Filler
 - Positions 16-25 Check #
 - Positions 26-37 Check Amount
 - Positions 38-43 Issue Date
 - Positions 44-80 Optional Data

Presheet Audit Report (PAY034) – This program is modified to remove cobra event id as a criteria in creating the error messages below. The removal of the cobra event id criteria will eliminate bogus error messages as the program checks for the following Benefit Program/Plan Inconsistencies.

- ErrMsg48 (Check for LIFE/ADD Benefit Program/Plan Inconsistencies)
- ErrMsg49 (Checking for Disability Program/Plan Inconsistencies)
- ErrMsg51 (Checking for Leave Plan Benefit Program/Plan Inconsistencies)
- ErrMsg52 (Checking for Retirement Plan Benefit Program/Plan Inconsistencies)
- ErrMsg55 (Checking for FSA Benefit Program/Plan Inconsistencies)

Recruitment Letters (APP007) – This program is modified to 1) add Job Title to extract files 2) sort by Name and 3) omit prior printed letters from extract. Changes 1) and 2) were released in 3.08a. These program changes are a result of Model Change Request #590.

Time Sheet View – The criteria used to build this view is modified to select the current row in the Company Table. Before the modification, if the institution had a name change that required a new row to be inserted into the Company Table, the Time Sheet View would create a record for the employee for each company name. As a result, two time sheets were created for each employee.

W2-C MMREF US (TAX922US) – The program is modified to enable the file produced (TAX922US.001) by the program to be visible in the Process Monitor. The ability to create and download this file provides the option of submitting a W-2c to the Social Security Administration via diskette.

Security Fixes and Enhancements

Modifications to Model Security:

Badge Page – This is a PeopleSoft delivered page which allows the user to check and store an employee's badge information. Security is modified to allow HR users the ability to access to the Badge Page. The path to this page is Workforce Administration > Job Information > Badge.

IPEDS-S Detail Report (BORR040) – This is a new report which provides the detail of the PeopleSoft delivered IPEDS-S report. The path to this report is Board of Regents > BOR HR > IPEDS-S Detail Report.

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:

- PAY 230 – Payroll Task List
- PAY 410 – Handling Garnishments
- PAY 480 – Check Reprint Process
- PAY 505 – Quarter End Processing Checklist
- PAY 545 – W 2-c Processing
- RPT 335 – IPEDS-S Reporting

NEXT SCHEDULED RELEASE: The next regularly scheduled release for Version 8 – 3.10 – is tentatively scheduled for April 21, 2005.