

**SUBJECT:** GeorgiaFIRST HRMS Project Release 3.11

**PURPOSE:** BOR fixes and enhancements (see details below). There is no PeopleSoft Tax Update included in this release.

**TECHNICAL IMPACT:**

**DATABASE:** Your PeopleSoft HRMS database has been upgraded with BOR Release 3.11, 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).

<b>Functional Fixes and Enhancements</b>
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**Modifications to Existing BOR Functionality:**

Action/Reason Table - Four new Action/Reason codes are added to the PS\_ACTN\_REASON\_TBL to assist institutions in tracking job data rows inserted into the database as a result of the Rux vs. BOR settlement payroll. These new Action/Reason codes are:

DTA/SET (Data Change/Settlement)  
HIR/SET (Hire/Settlement)  
REH/SET (Rehire/Settlement)  
TER/SET (Termination/Settlement)

Benefits Encumbrance Projection (BORIF15) - The program is modified to correctly include earn code "HNB" in the earnings codes processed for earnings amounts. Before the modification, any earnings associated with earn code "HNB" were ignored in the encumbrance process resulting in an understatement of encumbrances for benefited staff employees for the period for which the process was run.

Create Direct Deposit Transmit (DDP001) - The program is modified to include the capability to create an unbalanced direct deposit transmit file(s) as required by Wachovia Bank. Wachovia Bank customers will begin processing an unbalanced file (s) in the next payroll process. The unbalanced file (s) is created by selecting the "Unbalanced File" radio button on the Run Parameters page. **Wachovia customers should contact File Transfer Services at 800-659-1715 should any problems be experienced when sending the file(s).** Please have your customer Universal ID available when making a call for assistance. Business Process **PAY 436 - Prenote Reporting and Direct Deposit Submission** has been developed to assist users with this process. Institutions that do not use Wachovia Bank will select the "Balanced File" radio button. The "Balanced File" selection produces a file(s) that is unchanged from the file(s) produced in the previous version of the program.

Degree Table - In response to CR#599, additional degrees are added to the Degree Table in PeopleSoft. The additional degrees are detailed in a separate spreadsheet located on the HRMS web site and titled "Degrees added to PS\_ACCOMP\_TBL in 3.11 release.xls".

Garnishment AP Vendor report (BORR123) - The program is modified to increase the font size from 10 to 12 for the fields in the Detail area. The positioning on the page is modified to accommodate the new field size. The Vendor ID is added back to the report.

General Ledger Interface (BORIF01) - The program is modified to correctly process the split ORP contributions for the SUM pay group. This resolves Known Issue, KI0036.

Professional Education and Training page - In response to CR #597, two checkboxes noting Graduate Level Degree and Official Transcripts Received along with a free-form Comments section are added to the Professional Education and Training page (Path: Workforce Development > Faculty Events > Track Events > Education). These fields are also accessible by querying the Accomplishments Table.

PT Bulk Reappointment Process (BORM016 and BORM017) - A Part-Time Bulk Reappointment Process has been created to aid in the reappointment of Part-Time faculty. This process consists of a three part process that allows users to extract their Part-Time faculty into a temporary table, choose which faculty members to reappoint and/or make changes to their records, and then run a process that creates a Board Transaction with the transaction type of "Bulk Reappointment". Business Process **HR 419** has been developed to assist users with this process.

School Table - A correction is made to the description of School Code of 00155200, Augusta State University in the School table. The description previously read "Augusta Stste University".

Security-related Queries – The following 3 queries are delivered to assist the IT Audit process:

Query Name	What it shows
BOR_PT_SEC_ROLE_USERS	A list of User ID and the user roles to which they are assigned
BOR_PT_SEC_USER_ROLES	A list of User Roles and the user id that is currently in that role
BOR_SEC_USER_ROLE_PLIST_PAGE	A list showing all user id and the user roles, permission lists for the user role, pages the user role can access, and the type of access to that page

Year End Forms Print (TAX960B, TAX960MO, TAX960MX, TAX960US) - The programs are modified by the insertion of additional logic into each set of sort criteria so that W2s for inactive employees will appear at the beginning of the file. The programs are also modified to output the Mail Drop ID on each employee line into the trace output file if Mail Drop is included as a sort option. These modifications are made in response to CR #545.

**Security Fixes and Enhancements**

**Modifications to Model Security:**

Fidelity Investments Deduction Interface (BORI025) - In response to CR#585, the Fidelity Investments Deduction Interface is no longer available for processing. An error message, "You are not authorized to access this component", will appear if the item is selected from the menu.

PT Bulk Reappointment Process - The PT Bulk Reappointment Process is added to the BOR Faculty Events menu.

TRS Employer Contribution Report (BORR068C) - In response to CR#586, the TRS Employer Contribution Report is no longer available for processing. An error message, "You are not authorized to access this component", will appear if the item is selected from the menu.

**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:

- BEN 152 - BCBS Data Transmit-Download
- HR 405 - Tenure Tracking in PS MFE
- HR 407 - Funding and Effort Reporting
- HR 415 - Create Faculty Transactions
- HR 417 - Entering a Case for a Rehired Retiree
- HR 419 - PT Bulk Reappointment Process
- HR 420 - Manage Faculty Events Reporting
- HR 425 - Running the Case Status Mass Update Process
- PAY 320 - Processing an Off-Cycle Calendar
- PAY 436 - Prenote Reporting and Direct Deposit Submission
- PAY 437 - Running the Positive Pay Process
- RPT 315 - Continuous Audit

The following other documentation has also been recently created or updated, and is available for viewing on our website:

- Job Aids: Documentation - Business Processes – V8
  - Board Agenda – Begin to End
  - Effective Dates for Benefits at Termination
  - Employee Description Codes and Status Change Procedures
  - Employee Type Matrix
  - Payroll Process Flow
  - Query
- Foundation Table Changes - Spreadsheet to Calculate Faculty Rates

A new section, titled “Manage Faculty Events (MFE) and HR Datamart (HRDM)” is now available on our website under the Documentation section. Currently this area contains a document that details how the fields in the Board Agenda report are populated.

**NEXT SCHEDULED RELEASE:** The next regularly scheduled release for Version 8 – 3.12 – is tentatively scheduled for July 14, 2005.