

SUBJECT: GeorgiaFIRST HRMS Project Release 3.17

PURPOSE: Release of PeopleSoft Tax Update 06-A and BOR fixes and enhancements (see details below).

TECHNICAL IMPACT:

DATABASE: Your PeopleSoft HRMS database has been upgraded with BOR Release 3.17, 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: Security modifications are a part of this release. See details below.

Functional Fixes and Enhancements
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Modifications to Existing BOR Functionality:

403(b)/457 Deduction Code pages – A Vendor Code field and a Plan Number field are added to the Select 403(b) Plan Codes and the Select 457 Plan Codes pages. These new fields are used in the set up of the TIAA-CREF Electronic File Exchange Process. Please refer to the new Business Process RPT 350 – TIAA-CREF Electronic File Exchange Process for instructions on how to use these new fields.

Benefits Encumbrance Projection (BORIF15) – This program is modified to select records from PAY_ERN_DIST with earnings > 0. Before the modification, no FICA or FICA/MED projections were calculated when the employee had split earnings and the earnings on the first row = .00.

Benefits Enrollment Report (BORR148) – This program is modified to provide information on enrollments, terminations, plan changes, and coverage code changes for Medical, Dental, Life, Life/AD&D, Short Term Disability and Long Term Disability plans. Previously this report only provided information on benefits terminations because it was pulling enrollment and change information from a table that became obsolete during the PeopleSoft V8 upgrade.

BlueCross/BlueShield Interface (BORI021) – This program is modified to: 1) include Coverage Termination Date for Medicare Parts A and B in the .PDF report; and 2) remove the modifications made in the Release 3.16 version – to capture any retirees who are enrolled in a Medicare health plan and in long-term disability and assign them to subgroup 002/003(retirees under 65 or retirees over 65) instead of subgroup 001(active). After discussing with BCBSGA, a disabled employee who is also enrolled in a Medicare health plan should stay in subgroup 001(active).

BOR_INACTIVE_BUD_TBL_ROWS query – This public query is added to assist in budget prep validation of department budget table rows that are marked 'Inactive' in the current fiscal year. The positions attached to the inactive rows should be checked to see if the account code is correct in Budget Prep for the upcoming fiscal year budget. Users with BOR HR Administrator or BOR HR Manager role assigned will have access to this query. It is recommended that HR users run the query and provide the results to the Budget users to correct or create any account code as needed.

Comprehensive Benefits Report (BORR025) – The method for calculating the Grand Totals on the report is modified to eliminate a slight rounding error.

Continuous Audit Annual Temp Table (BORIF03J) – This process populates the Continuous Audit Annual Temp Table, which is used to produce the Annual Report. The process is modified to:

- 1) Correctly exclude Federal Work Study earnings for employees with multiple Emplids, and
- 2) List in the Trace File any employee included in the file who has a 999X00 Job code or multiple SSN's.

- 3) Print the '#' on the report when the condition exists that the Ret Grs, or Ret Ded, or Ret ER Ded equals \$0.00. Prior to the modification, the \$0.00 amounts printed on the report but the row was not identified by the '#'.
- 4) Remove Line 11 from the 'Summarization of Monthly Report' page. The description of this line was "Total Amount Remitted" and included the ORP Employer Contribution amount. This created confusion as the institution does not remit the ORP contributions to TRS.
- 5) Change the Trace File to include Emplid, employee name, calculated employee deduction, actual employee deduction, calculated employer deduction, and actual employer deduction. Prior to the modification, the Trace file displayed the Emplid only.

Edit FSA Temp Table – This page is modified to 1) allow any records added to have 'DP' default to the FSA_FILE_OPT_BOR field; and 2) pick up active MAIL address first, and if no active MAIL address is found within the pay period specified, active HOME address will then be used. These modifications are for the four pilot institutions who participate in FSA Administration with SHPS, Inc.

Edit TRS/ORP Temp Table page – This page is modified to display the error message, "Posting Month must be in format 'YYYYMM'" whenever the Posting Month field is populated with a number that begins with something other than '2'. Before the modification, the field could be populated in the format 'MMYYYY' instead of 'YYYYMM' resulting in an error when submitting the file to TRS.

Employee SSN Verification (TAX109) – This program is modified to run to success whenever the Type of Processing option is set to 'Diskette'. It is also modified to create a file when the Type of Processing option is set to 'Tape'. Before the modification, the process ran to a status of 'Error' whenever Type of Processing = 'Diskette'.

Faculty Profile Report (BORM015) – This program is modified to pull the field Position Title from the Position Description in Position Data.

Find an Existing Value pages – The following Find an Existing Value pages are modified to default to the Include History mode:

Page	Path
Update Personal Information	Workforce Administration>Personal Information>Biographical>Update Personal Information
Job Data	Workforce Administration>Job Information>Job Data
Assign to Benefit Program	Benefits>Enroll in Benefits>Assign to Benefit Program
Health Benefits	Benefits>Enroll in Benefits>Health Benefits
Life and AD/D Benefits	Benefits>Enroll in Benefits>Life and AD/D Benefits
Disability Benefits	Benefits>Enroll in Benefits>Disability Benefits
Leave Plans	Benefits>Enroll in Benefits>Leave Plans
USA-FSA Benefits	Benefits>Enroll in Benefits>USA-FSA Benefits
Retirement Plans	Benefits>Enroll in Benefits>Retirement Plans
Create General Deduction	North American Payroll>Employee Pay Data>Deductions>Create General Deduction

Having these pages default to the Include History mode is part of the modifications requested in Model Change Request #632. The request to default to Empl Rcd #0 is still being researched.

Garnishment Rules Table – Values used to calculate the amounts exempt from U.S. Federal tax levies for calendar year 2006 are added to the Garnishment Rules Table. These values were already delivered on January 27, 2006, in PeopleSoft HRMS 8.8 Interim Release 3.16a.

Indented Position Reporting Chart (POS006) – Two columns, Department ID and Department Name, are added to this report in response to Model Change Request #637. Additionally, this report is modified to reflect the long Position Description.

ORP Provider page – A Plan Number field is added to the ORP Provider page for Benefit Plans ORP and ORPLMT. This new field is used in the set up of the TIAA-CREF Electronic File Exchange Process. Please refer to the new Business Process RPT 350 – TIAA-CREF Electronic File Exchange Process for instructions on how to use this new field.

Payroll Advice Print (DDP003) – This program is modified to correctly place the annual leave balance inside the Annual Leave box on the advice when ‘Regular Check Stock’ is selected on the BOR Check Printing Options page. Before the modification the annual leave balance printed outside of the box and into the ‘Message’ line, making the annual leave balance unreadable.

Personal History page – This page is modified to eliminate the automatic population of the marriage date and smoker date fields. These fields will remain blank upon saving the newly hired employee’s record unless the user populates them by inserting a future dated row or when in Correct History mode. This modification is the result of Model Change Request #635.

Populate TRS/ORP Temp Table (BORIF04A) – This program is modified to:

- 1) Include terminated employees with deductions in the current month. Prior to the modification, retirement data for an employee with a termination date in the prior month and TRS deductions in the current month did not load into the TRS/ORP Temp Table (TRS_BOR).
- 2) Identify faculty employees in the M03 pay group as Contract Type ‘08’ (8 month contract). Prior to the modification, the Contract Type field for faculty employees in the M03 pay group was populated with ‘10’ (10 month contract). Populating this field with ‘10’ did not meet TRS requirements for awarding service credit to faculty paid on a semester system vs. paid on a quarter system.
- 3) Leave the Service Credit Eligible box unchecked in the months of May and August for faculty in the M03 pay group who have no pay in the month from the SUM pay group. Prior to the modification, this box remained checked for all faculty payments. Service Credit is awarded to faculty employees in the M03 pay group at the rate of 1.25 for the months of September through April. Faculty employees paid only from the M03 pay group in the months of August and May are not awarded service credit.

Tenure Status Code changes – The following changes are made to Tenure Status codes based on a recommendation from University System Office:

NTK – the description *Non Tenure on Track* is changed to *Not Tenured on Track*

NA – the description for *Not Applicable* is changed to *Not in a Tenure Type Position*

DEF – *Tenure by DeFacto* is removed from the list of available Tenure Status Codes as Tenure by DeFacto is not recognized in the University System of Georgia.

Treaty/NR Alien Table – In order to flag an employee as Non-Resident Alien on the Federal Tax Data page, the tax treaty country and tax treaty fields must be populated, even if the country of residence does not have a tax treaty with the U.S. All countries that exist in the COUNTRY_TBL that do not already exist in the TREATY_NRA_TBL are added to the TREATY_NRA_TBL with Treaty = ‘No Treaty’. Please read the updated Business Process PAY 440 - Maintain Employee Tax Data for instructions on how to set up nonresident tax withholding to comply with the IRS regulations published in Internal Revenue Bulletin: 2005-46, Notice 2005-76.

In addition, PeopleSoft Tax Update 06-A inserts a 01/01/06 row in the TREATY_NRA_TBL for all treaties to update the Allowances Permitted field to ‘1’ for all countries other than Canada, Republic of Korea, and Mexico. This field is used for validation against the Employee Tax Data entered for a nonresident alien employee. The number of allowances on Employee Tax Data cannot exceed this limit value. Please read the updated Business Process PAY 440 - Maintain Employee Tax Data for instructions on how to set up nonresident tax withholding to comply with the IRS regulations published in Internal Revenue Bulletin: 2005-46, Notice 2005-76.

TRS_BOR Table – The translate values for the CONTRACT_TYPE_BOR field are modified to remove ‘10 month contract’ (field value ‘12’) as a valid value and to add ‘8 month contract’ (field value ‘08’). Changing these values is necessary to meet TRS requirements for reporting faculty employees.

Committee Review page – A new field, “Years at Institution”, is added to the Committee Review Page (Board of Regents>BOR Faculty Events> Cases> Manage Employee Cases). This field is populated manually like the fields, “Years in Current Rank”, and “Total Number of Years of Teaching Experience” that are located on the same page.

Modifications to Existing PeopleSoft Processes and Reports:

Country Abbreviation change for Romania – A PeopleSoft application patch (UPD146720) is applied to change the country code for Romania. The resolution (659882000) includes an App Engine program which will rename all data (including NRA treaty table) from ‘ROM’ to ‘ROU’.

Employee Earnings Snapshot Rpt (PAY013) – This program is modified to print the correct Current Month, QTD Earnings, and YTD Earnings balances and totals for each Empl Rcd #. Prior to the modifications, if an employee had balances both for Empl Rcd #0 and Empl Rcd #1, instead of displaying the correct information for Empl Rcd #1, the report incorrectly displayed the same Current Month, QTD Earnings, and YTD Earnings for Empl Rcd #1 as it did for Empl Rcd #0.

Message Catalog – PeopleSoft Tax Update 06-A delivers a new error message that will display when the Tax Marital Status is set to ‘Married’ on the Federal Tax Data page for the nonresident alien employee. The message text is, “Nonresident Alien Federal withholding tax calculation is based on a single status”. Before the page will save, either “Single” marital status or the indicator “If married, but withholding at single rate, select Single status” must be selected. Please read the updated Business Process PAY 440 - Maintain Employee Tax Data for instructions on how to set up nonresident tax withholding to comply with the IRS regulations published in Internal Revenue Bulletin: 2005-46, Notice 2005-76.

State Tax Summary Report (TAX010ST) – This program is modified to produce the output report in landscape instead of portrait format when the ‘HP’ Format on the Process Scheduler Request is selected.

State Tax Table – PeopleSoft Tax Update 06-A inserts a row in the State Tax Table for \$U (Federal) effective dated 01/01/2006 and populates the Special Tax Amount 5 field with the amount (\$2650.00). This amount is the equivalent annualized amount that must be added to a nonresident alien employee’s wages solely for the purpose of calculating the income tax withholding for each payroll period. This additional amount is not income or wages to the employee, does not affect FICA or FICA/MED, and will not be reported as income or wages. Please read the updated Business Process PAY 440 - Maintain Employee Tax Data for instructions on how to set up nonresident tax withholding to comply with the IRS regulations published in Internal Revenue Bulletin: 2005-46, Notice 2005-76.

Security Fixes and Enhancements

Modifications to Model Security:

BORBPY40 (BOR Pay – Prc) – This permission list is modified to allow payroll users to access the new TIAA-CREF Reporting module.

RELEASE DOCUMENTATION: Detailed Release documentation is available at the HRMS/GeorgiaFIRST website: <http://www.usg.edu/gafirst/hrms> - Release Information - Current Release.

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

- HR 430 – Running the Populate Tenure Data Process – This is a new Business Process that describes how to run the Populate Tenure Data process. The Populate Tenure Data process is run to populate the Tenure Tracking and Funding and Effort Reporting pages with Board Approved and USO Approved transaction information.
- PAY 440 – Maintain Employee Tax Data - Information regarding federal tax withholding for nonresident aliens is added to this Business Process.
- RPT 305 – TRS/ORP Retirement Reporting - Added information regarding how faculty employees are identified for TRS purposes and how TRS processes faculty employees.
- RPT 350 – TIAA-CREF Electronic File Exchange Process – This is a new Business Process that describes the steps necessary to create the 403(b), 457, and ORP files for the vendor TIAA-CREF and to upload the files using an Electronic File Exchange process on the vendor’s web site.

Note: A summary of changes to the Business Processes may be viewed by clicking the ‘here’ link displayed at the top of the Business Process when opened directly from the HRMS web site. The changes may also be viewed by opening the Business Process and going to File>Properties>Summary>Comments.

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

- Job Aids - (Documentation>Business Processes>Business Processes – version 8>Job Aids)
 - V8 Query Job Aid
- Known Issues – (Release Information>Known Issues)
 - KI0050 – Identifying Changes to Business Processes
 - KI0051 – Unavailability of the Training Database HTRN01
 - KI0052 - TRS/ORP Report (BORIF04F) includes ORP ER Contribution Amount in Line 11 total
 - KI0053 – Effective 03/01/06 – Submission of Paper Application Form (2A) for New TRS/ORP Member No Longer Required by TRS
 - KI0054 – March 3rd Biweekly Should Not be Combined with Monthly Pay Groups
- MFE and HRDM – (Project Information>MFE and HRDM)
 - Added Promotion and Tenure FTU User’s Guide

NEXT SCHEDULED RELEASE: The next regularly scheduled release for Version 8 – 3.18 – is tentatively scheduled for June 15, 2006.