

SUBJECT: GeorgiaFIRST HRMS Project Release 3.19

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

TECHNICAL IMPACT:

DATABASE: Your PeopleSoft HRMS database has been upgraded with BOR Release 3.19, 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:

Accomplishment Table (ACCOMP_TBL) – The Accomplishment Table is updated to include additional licenses and one degree requested by the institutions. Users will see the additional licenses when entering information on the Licenses and Certifications page; additional degree will be available when entering information on the Education page.

BlueCross/BlueShield Interface (BORI021) – This program is modified to include the Medicare Level Indicator field in the interface file. The Medicare Level Indicator field, along with the Coverage Begin Date for Medicare Parts A and B, and the Health Insurance Claim (HIC) number, will allow a COB record to be created for any disabled employee who is currently in subgroup 001 (active) in the file. The BOR_HEALTH_DATA table is also modified to include this new field.

Continuous Audit Annual File (BORIF03N) – This program is modified to replace Social Security Number in the file with Emplid. The middle initial field in the file is increased in size to twenty-four characters to allow for display of the employee's entire middle name, if available. The program is also modified to correct issues with the display of last name in the file when the last name consists of two separate words. For example, before the modification, the last name of Del Torre would appear as Del in the last name field in the file. These changes were made to meet Department of Audit specifications.

Continuous Audit Annual Report (BORIF03M) – This program is modified to remove Social Security Number from the report.

Continuous Audit Quarterly Report (BORIF03F) – This program is modified to remove Social Security Number from the report.

Create TIAA-CREF 403(b) File (BORI036A) – This program is modified to create separate files for positive and negative amounts. The trace file is modified to show both the total of positive amounts and total of negative amounts. Negative files all have 'N' in the third position of the file name. Please refer to Business Process RPT350 - TIAA-CREF Electronic File Exchange Process for updated instructions concerning "Negative" file submission.

Create TIAA-CREF 457 File (BORI036B) – This program is modified to create separate files for positive and negative amounts. The trace file is modified to show both the total of positive amounts and total of negative amounts. Negative files all have 'N' in the third position of the file name. Please refer to Business Process RPT350 - TIAA-CREF Electronic File Exchange Process for updated instructions concerning "Negative" file submission.

Create TIAA-CREF ORP File (BORI036C) – This program is modified to create separate files for positive and negative amounts. The trace file is modified to show both the total of positive amounts and total of negative amounts. Negative files all have ‘N’ in the third position of the file name. Please refer to Business Process RPT350 - TIAA-CREF Electronic File Exchange Process for updated instructions concerning “Negative” file submission.

Create TRS/ORP Report (BORIF04F) – This program is modified to remove ORP adjustments from Line 9 of the Summarization page.

Employee Earnings Account Dist (BORRF129) – This program, along with its run page, is modified to allow users to run the report by Fiscal Year.

Fannie Mae Verification Report (BORR050) – This new report provides demographic and job information required for Fannie Mae. This report allows for search by Emplid or SSN. The navigation path to this new report is Board of Regents>BOR HR>Fannie Mae Verification Report. This report was created in response to Model Change #620.

General Ledger Interface (BORIF01) – This program is modified to:

- Correctly handle the employer portion of ORP when an employee is paid from multiple pay groups in a single payroll. Previously, the employer portion was not being split correctly, which resulted in an out of balance condition.
- Include the employee’s name and emplid on the trace file when the employee has a distribution that includes the account ‘999999’
- List the employees on the trace file that are causing the GL Interface to be out of balance. The employee’s name, emplid and out of balance amount will all be listed. This is in response to Model Change Request #636.

Leave Accrual Summary – Dept (BORR026A) – This program is modified to include a new “Hrs Taken Processed” field. The Hrs Taken Processed represents the difference between the current YTD Hours Taken and the previous month’s YTD Hours Taken. The new column is to the right of the Hrs Carried Over column. This modification is made in response to Model Change Request #616.

Medicare Information pages and records – The pages are modified to include two new fields: 1) Medicare Level Indicator dropdown box and 2) a Disabled checkbox. Both the MEDICARE_BOR and MEDICAREDEP_BOR tables are also modified to include those two new fields.

ORP Provider page – This page is modified to correct insertion of blank effective dated rows when a new effective dated row is inserted into the Retirement Plan Table. PeopleCode is added that will check to see if the record exists in the M004_PROVDOR_BOR table and then either insert or update accordingly.

Populate TRS/ORP Temp Table (BORIF04A) – This program is modified to populate the TRS/ORP Temp Table with TRS/ORP earnings and contribution data only if the check date of the Pay Calendar is within the Reporting Period. This corrects the issue of population of the TRS/ORP Temp Table with SUM earnings and contributions when the Pay End Date of the SUM Pay Calendar is in the Reporting Period, but the Check Date of the SUM Pay Calendar is in the subsequent month.

Tenure Data page – The Field Labels on Tenure Data page are modified to more clearly define the use of these fields:

- ‘Track Start Date’ is renamed ‘Tenure Status Date’
- ‘Original Track Date’ is renamed ‘Tenure Track Start Date’
- ‘Change Date’ is renamed ‘Rank Change Date’

Time Sheet Creation (BORR126) – This Crystal program is modified to add two Time In and two Time Out columns to the time sheet for B07 employees. This change is made to assist GAFirst institutions in

complying with the request from then Interim Chancellor Corlis Cummings. The request was in the form of a 1/27 memo addressed to the USG Presidents that asked that in/out times be recorded for ALL student employees. The time sheet for the employees in the B06 and B08 pay groups is unchanged.

Modifications to Existing PeopleSoft Processes and Reports:

Check Print (PAY003) – This program is modified to add the message ‘Void After 90 Days’ above the amount on the face of the check. This modification is made in response to Model Change Request #645.

Create Direct Deposit File (DDP001) – This program is modified by PeopleSoft to correctly update the prenote status for employees when there is an overflow of the total credit account on the offset record (‘627’). Prior to the modifications, the program incorrectly updated the employee’s prenote status to ‘C’ (Complete) when this overflow situation occurred. Now two batches will be generated to handle the overflow situation. The prenote records (‘623’) will be generated in the second batch after all of the detail records are processed.

Quarterly UI Wage Tape – Georgia (TAX810GA) – PeopleSoft replaced TAX811GA with TAX810GA in the PeopleSoft Tax Update 06-B. Prior to the modifications, TAX810GA supported the NASWA Y2K format for cartridge reporting, and a separate program, TAX811GA, supported the GDOL format (including the ‘N’ record) for diskette reporting. With the revised specifications from GDOL, Georgia now requires the ‘N’ record for both cartridge and diskette submissions, meaning the filing requirements are identical for the reporting mediums. A separate unique program for diskette reporting is no longer needed, and for this reason TAX811GA is de-activated and removed from the run selection options. TAX810GA can now use the GDOL reporting format, and this program can now be executed for both cartridge and diskette reporting. Please see revised Business Process RPT 320 – TAX810GA for additional information.

BOR modifications made to this program for this release are 1) to correct reporting of earnings for employees paid from multiple employee records and 2) to include online adjustments made to PS_BAL_ADJ_ERN for 403 earnings within the reporting period. Please refer to Business Process PAY455 – Online Payroll Balance Adjustments for updated instructions concerning Special Accumulator Balance Adjustments.

W2BOX.sqc – W2BOX.sqc is a module that consolidates the collection of dollar amounts for all W-2 reportable items for the U.S. The module is redelivered by PeopleSoft with the following modifications: 1) For Form W-2c reporting, both original and corrected amounts will be correctly reported for Dependent Care (W-2 box 10). Prior to the modifications, only the original amount was reported. 2) Corrections are made for items reported in W-2 box 14M and W-2 box 14P, both of which report user-defined data.

W-2c Print (TAX920US) – This program is modified by PeopleSoft to use the field PS_YE_W2C_INSTALL.WCD_DEF_CAL_YR to select the data parameters for printing W-2c forms. Prior to the modification, the program erred with the following message when processing W-2c corrections for year 2001: “Print Line not defined for G1 in Tax Form Print Parameters Table”.

Security Fixes and Enhancements

Modifications to Model Security:

BORBHR30 (BOR HR and Ben - Rpt) – This permission list is modified to allow HR users to access the new Fannie Mae Verification Report (BORR050).

BORMQT30 (Mng Qtr Tax Rpt US - Rpt) – This permission list is modified to allow payroll users to access the new four quarterly tax process menus, particularly the Create Magnetic Media for GA (TAX810GA).

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:

- BEN 125 – Survivor Benefits Process – Modified to include the Medicare Information page in Step 1 of the Hiring the Surviving Spouse procedure.
- HR 205 – Hiring a New Employee – Modified to reflect the changes on the Medicare Information page in Step 6.
- HR 405 – Tenure Tracking in PS MFE – Modified to include new filed labels on Tenure Date page.
- PAY 410 – Handle Garnishments – Added new Priority information to Step 5 for the Garnishment Spec Data 3 page.
- PAY 455 – Online Payroll Balance Adjustments – Added more detailed information to the General Information section for Special Accumulator balances.
- PAY 461 – Changing Banks – This is a new business process to describe the steps in changing banks for the institution’s payroll account.
- PAY 508 – Payroll Schedule May – August – Revised the entire business process to remove dates to minimize future updates.
- PAY 515 – Summer Faculty Checklist – Modified to include steps to assign a benefit program to an additional job.
- RPT 315 – Continuous Audit – Modified to reflect DOAA specifications.
- RPT 320 – TAX810GA Employer’s Quarter Tax and Wage Report – Modified to show PeopleSoft’s program change from TAX811GA to TAX810GA.
- RPT 350 – TIAA-CREF Electronic File Exchanges Process – Added information regarding creation of separate files for negative amounts

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:

- Foundation Table Changes/Additions – (Documentation>Foundation Table Changes/Additions)
 - FY06.04
- Known Issues – (Documentation>Known Issues)
 - KI0058 – Modification of time sheet for B07 pay group
- MFE and HRDM – (Documentation>MFE and HRDM)
 - Added the Required Fields on the Promotion and Tenure Report document
 - Updated the Definition of Faculty Document
- Model Change Review – (Documentation>Model Change Review)
 - Model Change Review Meeting/June 14, 2006/Minutes
 - Model Change Review Meeting/June 14, 2006/Agenda
 - Model Change Request form

NEXT SCHEDULED RELEASE: The next regularly scheduled release for Version 8 – 3.20 – is tentatively scheduled for August 25, 2006.