

**SUBJECT:** GeorgiaFIRST HRMS Project Release 3.24

**PURPOSE:** Release of PeopleSoft Tax Update 07-A, Daylight Saving Time changes, as well as BOR fixes and enhancements (see details below).

**TECHNICAL IMPACT:**

**DATABASE:** Your PeopleSoft HRMS database has been upgraded with BOR Release 3.24, 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 not part of this release.

<b>Functional Fixes and Enhancements</b>
--

**Modifications to Existing BOR Functionality:**

Create State File (MMREF) program (TAX960ST) – This program is modified to comply with the file layout changes for 2006 by Georgia Department of Revenue.

Create W-2c US (MMREF) (TAX922US) – This program is modified to correctly support the new fields added for ROTH contributions added to Form W-2 box 12 for tax year 2006.

Premium Reconciliation Report (BORR025A) – This program is modified to resolve the issue of process running to Error if the report was run for specific paygroups. Prior to the modifications, the process ran to Error if user ran the report for selected paygroups instead of all paygroups.

Print Advice Forms program (DDP003) – This program is modified to print YTD earnings amounts of up to 99,999,999.99. Prior to the modifications, YTD earnings amounts were limited to printing amounts only up to 9,999,999.99.

Print Checks program (PAY003) – This program is modified to print YTD earnings amounts of up to 99,999,999.99. Prior to the modifications, YTD earnings amounts were limited to printing amounts only up to 9,999,999.99.

W-2c Audit MMREF US (TAX923US) – This program is modified in respond to the modifications made to the Create W-2c US (MMREF) program, TAX922US.

**Modifications to Existing PeopleSoft Processes and Reports:**

1042s Process Parameters page – This page is modified in respond to the 2006 Form 1042-S processing requirements from IRS. Contact Information group box is now divided into Withholding Agent's Contact and Transmitter's Contact boxes as well.

Form 1042-S Print and Mag File program (TAX950) – This program is modified to print Form 1042-S data on the 2006 revision of IRS Form 1042-S. The run page is also modified to remove the disk type field and add a new "Process All Employees" checkbox.

**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 105 – Department Setup – References to the appropriate steps in the Business Process were added to three bulleted tasks to be completed by the Security Administrator on Page 2, Step 3.
- HR 250 – Deductions at Termination – Revised the second bullet item in Step 2 to read that an established deduction will not be taken if the Deduction Begin Date for the Terminate row of that deduction is less than the Pay Period End Date.
- PAY 230 – Payroll Task List – Removed all reference to the obsolete payroll lockout process.
- RPT 350 – TIAA-CREF Electronic File Exchange Process – Added new General Information section to the Submit Files to TIAA-CREF section on Page 5 and added two new steps regarding the Resource Center page to Step 6 on Page 6.

**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:

- HRMS Self-Service – (Project Information>HRMS Self-Service>eApps Project Phase 1
  - Added January 2007 newsletter
  - Updated FAQs document
- Known Issues – (Documentation>Known Issues)
  - KI0070 – Format Changes to TAX960ST

**NEXT SCHEDULED RELEASE:** The next regularly scheduled release for Version 8 – 3.25 – is tentatively scheduled for April 6, 2007.