SUBJECT: GeorgiaFIRST HRMS Project Release 3.28

PURPOSE: Release of BOR fixes and enhancements (see details below).

TECHNICAL IMPACT:

> **DATABASE:** Your PeopleSoft HRMS database has been upgraded with BOR Release 3.28, 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 by Module

BENEFITS

Benefits Statement (BORR016) – This program is modified to 1) include employees with an Employee Status of Leave of Absence (Empl_Status = L or P) and 2) pick up employee information based on the employee's Primary job rather than the Empl Record of 0. Prior to the modifications, the report only included employees with an Employee Status of Active and only contained information from the employee's job record 0 even if that job was not the employee's primary job.

BlueCross/BlueShield Interface (BORI021): This program was modified to change the product code for the Indemnity Plan to IDVG if the enrollment or the cancellation date is on or after 7/1/07. Prior to the modifications, this program had been modified via Interim Release 3.26a to change the product code for the Indemnity Plan from IDVX to IDVG regardless of the enrollment or the cancellation date, which caused problems when loading the file to QCare. In additions to that fix, the program was also modified to pick up the new High Deductible Health Plan. Both modifications were delivered on October 16, 2007, via Interim Release 3.27a.

Comprehensive Benefits Report (BORR025) – This report is modified to restore the sort order that was in effect prior to the PeopleTools 8.48 and Oracle 10g upgrades as Release 3.26. Benefit providers are now sorted in alphabetical order first. Then for each provider, data is further sorted by Plan Type, Benefit Plan, Coverage Code, and Employee Name.

Create ERS/DEFCON Reports (BORIF28F) – This report is modified to include the Monthly Salary and Contributions Summary Reports. The reports are now printed at the end of the employee detail reports to help streamline the monthly reporting process. The report is also modified to exclude the Grand Totals which included both ERS and DEFCON amounts. The total is now displayed for each Retirement Benefit Plan only.

Business process RPT 310 – ERS_DEFCON Retirement Reporting has been modified to reflect the changes to the program.

Create ERS/DEFCON Temp Table (BORIF28A) – This program is modified to resolve the issue of flagging GDCPA-enrolled employees for ERSCON errors.

ORP Provider Statement report (BORR009) – This report is modified to sort the Plan Providers alphabetically as follow: AMERCE, FIDELI, TIAORP, VALORP.

Populate TRS/ORP Temp Table (BORIF04A) – This program was modified to remove all references to the ORPLMT deduction code from the program. Prior to the modification, every employee was populated with TRS Plan even though they were enrolled in ORP. That also resulted in errors being listed in the trace file and excluding employees from TRS/ORP Report (BORIF04F) and the TRS/ORP File (BORIF04D). This modification was delivered on October 16, 2007, via Interim Release 3.27a.

Premium Reconciliation Report (BORR025A) – This report was modified to include the Employee Name. Prior to the modification, the employee name was blank. This modification was delivered on October 16, 2007, via Interim Release 3.27a.

Retirement Plan Table – The ORP rate and the IRS Limit for the following plans have been inserted into the Retirement Plan Table:

Plan Type	Benefit Plan	Effective Date	Retirement Plan page	IRS Limit page
			Employer Contribution Rate	IRS Limit
7W	ERS	7/1/08	n/a	230,000
7W	ERSOLD	7/1/08	n/a	230,000
7Y	ORP	1/1/08	8.15%	n/a
7Y	ORPLMT	1/1/08	8.15%	n/a
7Y	ORPLMT	7/1/08	n/a	230,000
7Z	TRSLMT	7/1/08	n/a	230,000

HUMAN RESOURCES

EEO-1 Job Analysis Report (PER017) – This program is modified to resolve the issue of program running to Error when there are active female employees with ethnicity of Native Hawaiian/Oth Pac Island or Multi-Racial present in the system at the time the report is run.

Fannie Mae Verification Report (BORR050) – This report is modified to increase the mask of the Compensation Rate, Total Gross YTD, and the Last Pay Increase Amount, to allow values up to $999,999.99 to be populated. Prior to the modification, the mask limit was $99,999.99, and any amount greater than that would be populated as ******** on the report.

Position Data search page – This search page is modified to include a new column of Status. This enhancement will allow users to easily distinguish active positions from the inactive ones. This modification is in response to Model Change Request # 680.

Termination Process Report (BORR055) - This is a new report created to provide a list of active part-time employees who have not received a check for a specified period of time and should be terminated from PeopleSoft. The report sorts the employees by Department. This report is in response to Model Change Request # 646 as the first phase of an Automated Termination Process requested.

Path: Board of Regents > BOR HR > Utilities > Termination Process > Termination Process Report

A new business process RPT 360 – Employee Termination Processing Report has been created to detail the steps required to run the report.

Update Phone #/Email (BORI038) – This is a new interface created to allow institutions to upload a flat file to mass update employees' business phone and email address. This interface is in response to Model Change Request # 670.

Path: Board of Regents > BOR HR > Update Phone #/Email

A new business process HR 515 – Update Business Phone and Emails Process has been created to detail the steps required to run the interface program.

PAYROLL

Modifications to Existing BOR Functionality:

Child Support – EFT (PAY040) – This program and its run page are modified to allow users to choose if an ACH offset record should be included in the PAY040.001 file. A checkbox of ACH Offset Record is added to the run page and it is checked by default. If selected, an offset entry will be included in the file PAY040.001 for a balanced file. Otherwise, an offset entry will not be included in the PAY040.001 file for an unbalanced file. User should contact their Financial Institution to determine which file type is appropriate.

A new business process PAY 411 – Child Support Garnishments has been created to detail the steps required to run the program.

Create Federal W-2 File (TAX960FD) – This process was formerly known as Create Federal File (MMREF). It is modified to comply with changes for tax year 2007 reporting as documented in SSA Publication EFW2 at http://www.ssa.gov/employer/R07efw2.pdf.

Business process PAY 530 – Calendar Year End Checklist has been modified to reflect the process name change.

Create Federal W-2c File US (TAX922US) – This process was formerly known as Create W-2c US (MMREF). It is modified to comply with changes for tax year 2007 reporting as documented in SSA Publication EFW2 at http://www.ssa.gov/employer/R07efw2.pdf.

Business process PAY 545 – W-2c Processing has been modified to reflect the process name change.

Create State W-2 File (TAX960ST) – This process was formerly known as Create State File (MMREF). It is modified to comply with changes for tax year 2007 reporting as documented in SSA Publication EFW2 at http://www.ssa.gov/employer/R07efw2.pdf.

Business process PAY 530 – Calendar Year End Checklist has been modified to reflect the process name change.

Direct Deposit Page – This page is modified so that a direct deposit record cannot be added or modified for an employee that does not have a Balance Row. This was previously the case in the Self Service portal, but was not required when direct deposit rows were added through the Employee portal. This change is being made to help facilitate the integration of direct deposit data between PS HRMS and the Expenses Module in PS Financials.

Business process PAY 435 – Setup and Maintain Direct Deposit has been modified to reflect the PeopleCode changes.

Direct Deposit Records – A script was developed and run to insert a balance row to any active Direct Deposit record which does not currently have a balance row. A balance row is a requirement for the Self Service Expenses module that will be released next year and this script is being run to facilitate that implementation.

Electronic Parameters Page – This page was formerly known as MMREF Parameters. It is modified to comply with changes for tax year 2007 reporting as documented in SSA Publication EFW2 at http://www.ssa.gov/employer/R07efw2.pdf.

Business process PAY 530 – Calendar Year End Checklist has been modified to reflect the page name change.

Employee SSN Verification Report (TAX109) – This program is modified to populate the User Control Field (columns 90-103) of the submission file record with EMPLID.

Beginning August 25, 2007, once employers submit the verification file to the Social Security Administration, the return file will no longer contain the employee's full Social Security Number; only the last four digits will be displayed. This will make employee identification more difficult. Per the Social Security Administration's recommendation, the User Field on the submission file will now be populated with unique EMPLID value, which the employer can use to identify the employee on the return file when it is received back from the Social Security Administration. This identifier will be located in columns 84-97 in the return file from SSA. Refer to the SSA website for further information on these changes: http://www.ssa.gov/employer/SSNVSTechfactSheet07.pdf

Federal W-2 File Audit (TAX962FD) – This process was formerly known as Federal Audit Report (MMREF). It is modified to comply with changes for tax year 2007 reporting as documented in SSA Publication EFW2 at http://www.ssa.gov/employer/R07efw2.pdf.

Business process PAY 530 – Calendar Year End Checklist has been modified to reflect the process name change.

Federal W-2c File Audit US (TAX923US) – This process was formerly known as W-2c Audit MMREF US. It is modified to comply with changes for tax year 2007 reporting as documented in SSA Publication EFW2 at http://www.ssa.gov/employer/R07efw2.pdf.

Business process PAY 545 – W-2c Processing has been modified to reflect the process name change.

Hours Comparison Report (BORR065) – This report is modified to exclude Off-Cycle processing. Prior to the modification, the report included both On and Off Cycle checks.

Business process PAY 125 – Balance Payroll by Hours has been modified to reflect program change.

One -Time Deductions – The PeopleCode behind this page is modified to resolve the issue of warning message of "Benefit Plan need to be verified" showing up for both valid and invalid benefit plans. Via Release 3.27, the PeopleCode behind this page was modified to warn the users if an adjustment was made for a benefit plan which employee was NOT enrolled in. However, it was reported that even the benefit plan was valid, the warning message was still showing up.

Payline Pages – The PeopleCode behind the pages is modified to prevent users from changing information on their own payline. The following error message will appear "You may not update your own record" when a user attempts to make changes to their own payline and save the record. Prior to the modification, a user could still make changes to his/her own payline even though he/she could NOT make any changes to other pages like Job Data, Additional Pay, and other benefit enrollment pages.

Presheet Audit Report (PAY034) – This report is modified to generate the below indicated error messages when the following conditions are present:

Error Message	Conditions
FICA status is not valid for the paygroup	• Paygroups = B06, BFX, M01, M03 or RET, and • FICA status <> N (Subject) *OR* • Paygroup = B07, and • FICA status <> E (Exempt)
Employee Retirement Plan not valid for the Benefit Program	• Benefit Program = EXP, FTF, PAS or SUM, and • Not enrolled in any retirement benefit plan *OR* • Benefit Program <> EXP, FTF, PAS or SUM,

	and • Currently enrolled in a retirement benefit plan

These modifications are in response to Model Change Requests # 677 and # 688.

Print Advice Forms (DDP003) – This program is modified to correctly state the YTD ORP deduction amounts for the off-cycle advices when there is no ORP deduction. Prior to the modification, if an off-cycle advice was produced with the advice date in between two on-cycle advices, the ORP deduction from the off-cycle advice was inaccurately inflated as illustrated below:

Sequence of Event	Pay End Date	Off-Cycle?	Advice Date	ORP Deduction	YTD ORP Deduction
1	10/31	N	10/31	$50.00	$1,450.00
2	11/30	N	11/30	$50.00	$1,500.00
3	11/29	Y	11/29	0	$1,550.00

This modification now allows the advice to contain the balance as-of the advice date as illustrated below:

Sequence of Event	Pay End Date	Off-Cycle?	Advice Date	ORP Deduction	YTD ORP Deduction
1	10/31	N	10/31	$50.00	$1,450.00
2	11/30	N	11/30	$50.00	$1,500.00
3	11/29	Y	11/29	0	$1,450.00

Note: The Print Checks program (PAY003) is also modified correspondingly to resolve the issue.

Print Checks (PAY003) – This program is modified to resolve the issue of program running to Error when an employee is issued paychecks from different paygroups in the same pay run. This program is also modified to correctly state the YTD ORP deduction amounts for the off-cycle checks when there is no ORP deduction. Prior to the modification, if an off-cycle check was produced with the check date in between two on-cycle checks, the ORP deduction from the off-cycle check was inaccurately inflated as illustrated below:

Sequence of Event	Pay End Date	Off-Cycle?	Check Date	ORP Deduction	YTD ORP Deduction
1	10/31	N	10/31	$50.00	$1,450.00
2	11/30	N	11/30	$50.00	$1,500.00
3	11/29	Y	11/29	0	$1,550.00

This modification now allows the check to contain the balance as-of the check date as illustrated below:

Sequence of Event	Pay End Date	Off-Cycle?	Check Date	ORP Deduction	YTD ORP Deduction
1	10/31	N	10/31	$50.00	$1,450.00
2	11/30	N	11/30	$50.00	$1,500.00
3	11/29	Y	11/29	0	$1,450.00

Note: The Print Advice Forms program (DDP003) is also modified correspondingly to resolve the issue.

State W-2 File Audit (TAX962ST) – This process was formerly known as State Audit Report (MMREF). It is modified to comply with changes for tax year 2007 reporting as documented in SSA Publication EFW2 at http://www.ssa.gov/employer/R07efw2.pdf.

Business process PAY 530 – Calendar Year End Checklist has been modified to reflect the process name change.

Year End Forms Print programs (TAX960B, TAX960MO, TAX960MX, and TAX960US) – These programs are modified to reflect correct and accurate descriptive information in the Trace File. The new message “Creating W-2 print file” will be displayed instead of the previous message “Printing W-2”. An additional new message will also be displayed: “Upon successful conclusion of this program, one file will have been created”.

Modifications to Existing PeopleSoft Processes and Reports:

Update Year End Reporting Info (TAX504) – This program is modified to correctly reference PS_PERSON record instead of PS_PERSONAL_DATA. Prior to the modifications, the program aborted with the following error message:

ORA-00904: invalid column name. PERS.PER_STATUS: invalid identifier.

A new checkbox “Update Existing Tax Data” is also added to the run control page. When this checkbox is selected, for the employees selected for processing, the program will update the most current existing Employee Tax Data record with an Effective Date less than or equal to December 31 of the **Balances for Year** shown on the run control page. For example, if the Balances for Year is 2007 and an employee has existing Federal Tax Data records with Effective Dates of 01/01/1980, 12/31/2006, 01/15/2007, and 01/01/2008, then the Employee Tax Data record effective-dated 01/15/2007 will be updated. (Selecting this checkbox hides the **Effective Date for Inserts** field and the **Year End Process** checkbox.)

When this checkbox is *not* selected, for the employees selected for processing, the program will insert a *new* Employee Tax Data record using the date entered in the **Effective Date for Inserts** field as the Effective Date. If an Employee Tax Data record already exists with an Effective Date equal to the Effective Date for Inserts date, then the program will update the existing Employee Tax Data record instead of inserting new a new record when the content of the THIRDPARTY_SICKPAY or PENSION_PLAN fields represents a change from the previously existing value.

Prior to the addition of the new "Update Existing Tax Data" checkbox, there was no option for the user to indicate that existing employee tax data records should always be updated, and the program updated existing tax data records only if an employee tax data record already existed with the same Effective Date as the date specified in the "Effective Date for Updates" field on the run control page; otherwise the program always inserted a new tax data record.

This program is also modified to remove the update of the FED_TAX_DATA.DECEASED field, and the Deceased column is removed from the TAX504 report. This functionality is no longer needed because employers are no longer required to identify deceased employees on Form W-2.

Business process PAY 530 – Calendar Year End Checklist has been modified to reflect the changes to the program.

W-2c US Territories Print (TAX920US) – This program is modified to reflect correct and accurate descriptive information in the Trace File. The new message “Creating W-2c print file” will be displayed instead of the previous message “Printing W-2c”. An additional new message will also be displayed: “Upon successful conclusion of this program, one file will have been created”.

MISCELLANEOUS

Trace File – Changes are made to the system settings so that the name of the trace file of any process will be changed back to Trace File. Prior to the PeopleTools 8.48 upgrade and Oracle 10g Upgrade via Release 3.26, the name of the trace file was indeed Trace File. After the PeopleTools upgrade, the name of the trace file was changed to XXX0YYY.out where XXX is the sqr name and YYY is the instance number.

Self-Service Functionalities

This section lists the enhancements and fixes delivered in this release for the Self-Service functionalities:

Personal Information Home

- Phone Numbers page – Additional verbiage is added next to the "Add a Phone Number" button to inform users of correct phone number format. In additions, an error message will display if the number entered is longer than 10 digits or contains certain special characters. This modification is in response to Model Change Request #706.

Worklist Related

- W-2 Reissue Request Worklist – The configuration of the W-2 Reissue Request is modified to generate an email notification to both the requester (employee) and the administrator (payroll user). This modification is in response to Model Change Request # 699.

Security Fixes and Enhancements

Modifications to Model Security:

BORBHR40 (BOR HR and Ben - Prc) – This permission is modified to turn on the Add and Update/Display access to the new Update Phone #/Email interface program (BORI038).

BORBHR90 (BOR HR and Ben - Msc) – This permission is modified to turn on the Add and Update/Display access to the new Termination Process Report (BORR055).

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 125 – Department Budget Table Setup – Modified to revise the information about Account Code.
- HR 415 – Create Faculty Transactions – Modified to add references to the new fields on the Case Review page: Date of Birth, Ethnicity, and Gender. Those three fields were added to the page via Release 3.27.
- HR 420 – Manage Faculty Events Reporting – Modified to include new option in the Case Status group box for running the Approved Agenda Report.
- HR 515 – Update Business Phone and Emails Process – This new business process details the steps required to run the new Update Phone #/Email process.
- PAY 107 – Load External Time Clock Data – This new business process details the steps required to load a file containing time entry data into the PS Time Entry pages. File format specifications are provided.
- PAY 125 – Balance Payroll by Hours – Modified to add new information to the General Information section regarding the Hours Comparison Report.
- PAY 230 – Payroll Task List
- PAY 315 – Online Check Processing – Modified to include additional information when using an off-cycle calendar.
- PAY 410 – Handle Garnishments – Modified to add information about processing fees setup.
- PAY 411 – Child Support Garnishments – This new business process details the setups required for the Child Support type of garnishments.
- PAY 435 – Setup and Maintain Direct Deposit – This business process was updated to reflect the requirement of a Balance Row when updating an employee's direct deposit information.
- PAY 465 – Maintaining General Deductions – Modified to include information on how to "inactivate" a general deduction.
- PAY 485 – US Savings Bonds – This new business process details the steps to set up a purchase record for US savings bonds.
- PAY 530 – Calendar Year End Checklist – Modified to reflect the menu label changes to some W-2 processes as a result of PeopleSoft Tax Updates 07-D and 07-E.
- PAY 545 – W-2c Processing – Modified to reflect the menu label changes to some W-2c processes as a result of PeopleSoft Tax Updates 07-D and 07-E.
- RPT 310 – ERS_DEFCON Retirement Reporting – Modified to reflect the changes made to the ERS reporting programs as a result of this release.
- RPT 360 – Employee Termination Processing Report – This new business process details the steps required to run the new Termination Process Report.

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)
  - FY08.01 - New High Deductible Health Plan

- Known Issues – (Documentation>Known Issues)

  - KI0085 - Inserting 01/01/2007 row for Tax Form ID W-2 in the Tax Form Definition Table PRIOR to Release 3.28 scheduled for December 3, 2007
  - KI0086 - Request for Year-End Processing Schedules

- Metrics – (Documentation>Metrics)
  - Added Metrics Document for August 2007. This document contains the statistics for each school regarding self service usage and check prints process.

- Releases – (Release Information)
  - Added Release Announcement for Interim Release 3.27a (10/16/07)

- Training – (Documentation>Training)
  - Updated the Employee Self-Service Help document to reflect Self Services changes from the 3.27 and 3.28 releases.

NEXT SCHEDULED RELEASE: The next scheduled release for Version 8 – 3.29 – is tentatively scheduled for January 11, 2008.