

**SUBJECT:** GeorgiaFIRST HRMS Project Release 3.29

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

**TECHNICAL IMPACT:**

**DATABASE:** Your PeopleSoft HRMS database has been upgraded with BOR Release 3.29, 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:** There are no security modifications in this release.

<b>Functional Fixes and Enhancements by Module</b>
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**PAYROLL**

**Modifications to Existing BOR Functionality:**

Create Federal W-2c File US (TAX922US) – This program is modified to correctly populate the Location Address and Delivery Address fields in the RCW Record on the EFW2C file (formerly MMREF-2) to extract Personal Data Address1 and Address2 for correctly reporting the Location Address and Delivery Address fields on the RW Record of the EFW2 file.

1. If the employee has both Address1 and Address2 data populated on Personal Data:
  - a. Location Address (positions 122-143) = Address1 on Personal Data
  - b. Delivery Address (positions 144-165) = Address2 on Personal Data
2. If the employee has only Address1 data populated on Personal Data:
  - a. Location Address (position 122-143) = blank
  - b. Delivery Address (positions 144-165) = Address1 on Personal Data

Create State W-2 File (TAX960ST) – This program is modified to correctly populate the Location Address and Delivery Address fields in the RS Record on the EFW2 file (formerly MMREF-1) to extract Personal Data Address1 and Address2 for correctly reporting the Location Address and Delivery Address fields on the RW Record of the EFW2 file.

1. If the employee has both Address1 and Address2 data populated on Personal Data:
  - a. Location Address (positions 73-94) = Address1 on Personal Data
  - b. Delivery Address (positions 95-116) = Address2 on Personal Data
2. If the employee has only Address1 data populated on Personal Data:
  - a. Location Address (position 73-94) = blank
  - b. Delivery Address (positions 95-116) = Address1 on Personal Data

Direct Deposit Page – This page is modified so that a Balance row is only required on the newly inserted row or on the employee's most current row when making a direct deposit change. Prior to the modifications, if a direct deposit change is made, a Balance row must be inserted on all of the employee's prior effective dated rows.

Print Checks (PAY003) – This program is modified to resolve issues with the escape code sequence used at one of our GaFIRST institutions.

State W-2 File Audit (TAX962ST) – This program is modified in conjunction with the previously documented changes made to the Create State W-2 File program (TAX960ST).

Year End Forms Print programs (TAX960B, TAX960MO, TAX960MX, and TAX960US) – These programs are modified to significantly reduce the time required for the process to run to Success when sorting the W-2s by Department, Maildrop, or Paygroup. Prior to the modifications, it could take over an hour to run the process with the sort option of either Department, Maildrop, or Paygroup.

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

Garnishment Rules Table – Values used to calculate the amounts exempt from U.S. Federal tax levies in the year 2008 are added to the Garnishment Rules Table for Rule IDs: LEVY/B, LEVY/B/ADD, LEVY/H, LEVY/H/ADD, LEVY/M, LEVY/M/ADD, LEVY/S, and LEVY/S/ADD.

**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:

- PAY 490 – Reimbursing Moving Expenses – This new business process details the steps on how to reimburse employees for their moving expenses.
- PAY 530 – Calendar Year End Checklist – Revised the third bulleted item in the General Information section for Section II.A.
- PAY 535 – Calendar Year Begin Checklist – Modified to provide clarifications to a few sections.

**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)
  - FY08.02 – Earnings Program Table
- Known Issues – (Documentation>Known Issues)
  - KI0087 – Direct Deposit amounts doubling when running PSPCNFRM-Pay Confirm
  - KI0088 – BORR118 – Time Entry Exception Time report including multiple months
  - KI0089 – Availability of 2007 YTD Balances on Self Service Paycheck
- Releases – (Release Information)
  - Added 2008 Premium Rate Listing
  - Added Release Announcement for Interim Release 3.28a (12/19/07)
- Training – (Documentation>Training)
  - Added 3 documents: Instructions for Accessing Archived Manage Faculty Events Training, Questions from MFE Session 1, and Questions from MFE Session 2

**NEXT SCHEDULED RELEASE:** The next scheduled release for Version 8 – 3.30 – is tentatively scheduled for February, 2008.