

**SUBJECT:** GeorgiaFIRST HRMS Project Release 3.31

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

**TECHNICAL IMPACT:**

**DATABASE:** Your PeopleSoft HRMS database has been upgraded with BOR Release 3.31, 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.

<b>Functional Fixes and Enhancements by Module</b>
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**HUMAN RESOURCES**

BOR HR Menu Folder - New folders are added to the BOR HR>Utilities folder to better categorize the processes. The new folders added are:

- B07/B08 Mass Rate Change, which contains
  - B07/B08 Mass Rate Chg Extract
  - B07/B08 Mass Rate Chg Review
  - B07/B08 Mass Rate Chg Update
  
- Banner PT Comp, which contains
  - Banner PT Comp (1) Dates Setup
  - Banner PT Comp (2) Crs Setup
  - Banner PT Comp (3) Build Trans
  - Banner PT Comp (4) Review
  - Banner PT Comp (5) Update

Job Function Codes – Four additional Job Function codes are added to the Job Function table. Job Functions can be chosen to correspond with any job codes on the Job Code Table. The additional Job Functions are:

- ADS – Administrative Support
- EXC – Executive
- MGT – Management
- OIT – Information Instructional Tech
- RE – Research

## **MANAGE FACULTY EVENTS**

Manage Employee Cases Pages – The Academic Rank and Tenure/Home Dept values on the Case Review and the Service History pages are modified to display correctly. Prior to the modification, the values displayed for Academic Rank and Tenure/Home Dept were transposed.

Populate Tenure Data Process (BORM018) – This process is modified to allow updates to the Tenure Status Date on the Create Tenure Data page only for case type of Tenure Review, Tenure Track Change, and Tenure on Appt. Prior to the modification, the Tenure Status Date would change to reflect the Begin Date entered for all Case Types.

Rank Table – The rank of Senior Lecturer (Rank code of 007) is added to the EG\_Rank\_Table. This value will be available on any page that uses the Rank Table, such as Case Review and Create Tenure Data pages.

## **PAYROLL**

Create State W-2 File (TAX960ST) – This process is modified to include Employer Identification on each line as specified by the State of Georgia, Department of Revenue. This modification was optional for Reporting Year 2007. But it will be mandatory for Reporting Year 2008.

Direct Deposit page – PeopleCode behind this page is modified to allow users to enter a future dated direct deposit row as the initial entry in PS. Prior to the modification, a future dated direct deposit row could only be entered into PS if the employee had a prior direct deposit row.

Employee Count by Paygroup (BORR074) – This report is modified to assign location and employee count as of the Max Effective Check Date to resolve the issue of inflating the employee counts. This report is also modified to exclude zero check numbers from the employee count. Prior to the modification, if an employee was paid from multiple locations within the same pay period, they were counted for each location and if an employee was not paid but was processed with a check number of zero, they were included in the employee count.

Garnishment AP Vendor Report (BORR123) – This report is modified to include vendor's address on the report.

## **RECRUITING**

Candidate Report (BORRW001) – This is a new report created to provide application details for all applicants by requisition.

Path: Recruiting > Reports > Candidate Report

Recruit Workforce Letter Codes – The following Letter Codes are added:

- LT4 Rejected, Not Interviewed
- LT5 Rejected, Interviewed
- LT6 Canceled Search

Recruit Workforce Disposition Codes – The following Disposition Codes are added:

- A1 Int, Better Can. Chosen
- A2 Int, Unaccept Work His.
- A3 Int, Appl Declined Off
- A4 Int, Found Unqualified
- A5 Qualified, Not Int
- A6 Applicant Withdrew
- A7 Late Application
- A8 Applicant Not Qual.

## Self-Service Functionalities

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

### My Leave Balance Home

- My Leave Balances – The Leave Balance and detail information pages are modified to show the max effective dated row even if this is a future dated row. Prior to the modifications, leave information showed the max effective dated row less than the current date, which resulted in a confusing representation for the user if the institution ran leave accrual in advance of the end of the month.

## Security Fixes and Enhancements

### Modifications to Model Security:

BORMPO20 (Mng Positions - Mnt) – This permission is modified to turn on the access to the component interface CI\_JOB\_DATA. Prior to the modifications, if a user only had the BOR Budget Administrator or the BOR Budget Manager role assigned to their user profile, he/she would not be able to insert a new effective-dated row in Position Data for a filled position

BORMPO21 (Mng Positions – Mnt co) – This permission is modified to turn on the access to the component interface CI\_JOB\_DATA. Prior to the modifications, if a user only had the BOR Budget Administrator or the BOR Budget Manager role assigned to their user profile, he/she would not be able to insert a new effective-dated row in Position Data for a filled position

BORRWF30 (Rec Menu - Global - Rpt) – This permission is modified to turn on the access to the new Candidate Report (BORRW001).

**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 141 – Unscheduled Holiday Leave Plan – This new business process details the steps to set up an Unscheduled Holiday Leave Plan so that employees can accrue and use unscheduled holiday leave time, if your institution allows employees to have a floating holiday
- HR 510 – Mass Rate Change for B07 or B08 Employees – Updated the paths in Steps 1-3 to reflect addition of new B07/B08 menu items.
- PAY 490 – Reimbursing Moving Expenses – Modified to delete "up to \$5,000.00" from the first sentence in the General Information section.
- PAY 505 – Quarter End Checklist – Modified to add a new Note in Step 12 on Page 4 on how to insert a row for the current calendar year.

**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:

- Audit Requirements – (Documentation>Audit Requirements)
  - Added Internal Audits Engagement document
- HRMS Self-Service – (Project Information>HRMS Self-Service (eApps) Phase I>Sample Training & Communication)
  - End User Manual and Employee Self-Service Help document – Updated to alert self service users that pre-notification might be required when changes are made to any existing direct deposit rows.
  - Employee Self Service Quick Reference Guide – Modified to alert self service users that the Balance row operates independently of all other rows and cannot be deleted.

**Note:** Please note that if you are using these two documents Self Service Training manuals on your school’s Self Service website, you will need to make any institution specific changes and re-post to your website.

- Known Issues – (Documentation>Known Issues)
  - KI0092 – Populate Tenure Data Process (BORM018)
  - KI0093 – Problems with the BlueCross/BlueShield GA Inbound FTP Site
- Metrics – (Documentation>Metrics)
  - Added Metrics Document for March 2008. This document contains the statistics for each school regarding self service usage and check prints process.
- MFE and HRDM – (Documentation>MFE and HRDM)
  - Updated the META Data Spreadsheet
- Training – (Documentation>Training)
  - Updated the Employee Self-Service Help document to alert self service users that pre-notification might be required when changes are made to any existing direct deposit rows.

**NEXT SCHEDULED RELEASE:** The next scheduled release for Version 8 – 3.32 – is tentatively scheduled for June 30, 2008.