

SUBJECT: GeorgiaFIRST HRMS Project Release 3.35

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

TECHNICAL IMPACT:

DATABASE: Your PeopleSoft HRMS database has been upgraded with BOR Release 3.35, 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
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BENEFITS

BlueCross/BlueShield Interface (BORI021) – This program is modified to allow only the medical enrollment data be picked up and transmitted to BCBSGA. The modification was delivered on December 1, 2008, via Interim Release 3.34b.

MetLife Dental Interface (BORI040) – This program is modified to include in the Trace File only the terminated employees who still have active non-COBRA Dental Coverage Election. Prior to this modification, employees who have left the institution or who never had any dental coverage were erroneously included in the Trace File.

US Bank HSA Interface (BORI041) – This program is modified in response to US Bank’s recent file layout changes for both the Contribution and the Enrollment files. It is also modified to include the contribution totals in both the Contributions Report and the Trace File to better assist user in reconciling payroll deductions.

PAYROLL

Modifications to Existing BOR Functionality:

BOR_VALIC_403B_QUERY – This is a new query delivered to allow users to generate a contribution data file for submission to AIG-VALIC for the months of December 2008, January 2009 and possibly February 2009.

A new business process, RPT 380 – AIG-VALIC 403(B) Electronic File Exchange Process, has been created to assist users in identifying the VALIC 403(b) deduction code, running the query and saving a .csv file for submission to AIG-VALIC.

Create Federal W-2 File (TAX960FD) – This program is modified to comply with the 2008 revision of SSA Publication EFW2, *Specifications for Filing Forms W-2 Electronically*. This publication is available on the Social Security Administration website.

<http://www.ssa.gov/employer/08EFW2.pdf>

For 2008, the Field Name previously identified as Personal Identification Number (PIN) is also changed to User Identification (User ID), reported in positions 12-19 of the RA Record. To accommodate this change, the label for this field on the Electronic Parameters page is changed from “Employee PIN” to “User ID”. (The Electronic Parameters page is located at: North American Payroll, Annual Processing, Define Annual Tax Reporting)

The program is also modified to remove all “MMREF” references other than in actual field names. The wording of the message in the log file generated with the audit report is changed as follows:

Previous wording: “Creating Federal W-2 File in MMREF Format.”

New wording: “Creating Federal W-2 File in EFW2 Format.”

Federal W-2 File Audit (TAX962FD) – This program is modified to remove all “MMREF” references other than in actual field names. The wording of the message in the log file generated with the audit report is changed as follows:

Previous wording: “MMREF Parameters must be setup in SETUP menu. Re-execute after establishing MMREF Parameters.”

New wording: “Electronic Parameters must be setup in SETUP menu. Re-execute after establishing Electronic Parameters.”

Print Checks program (PAY003) – This program is modified to resolve the signature card issue encountered by one of the GaFIRST institutions. The modification was delivered on November 17, 2008, via Interim Release 3.34a.

Year End Forms Print programs (TAX960B, TAX960MO, TAX960MX, and TAX960US) – These programs are modified to print employee addresses up to 55 characters for the pressure seal “self mailer” W-2 form (Form ID LPS4V). Prior to the modifications, the employee address on the flap was limited to 31 characters for the LPS4V form, and the employee address was truncated if it exceeded these character limits.

Tax Form Print Parameters are also modified to print up to \$99,999,999.99 for all W-2 Box 12 amounts. If the reportable amount exceeds \$99,999,999.99, asterisks will print in Box 12.

Modifications to Existing PeopleSoft Processes and Reports:

Bond Purchase Suspensions Report (PAY058) – This is a new report delivered by PeopleSoft Tax Update to assist user in identify those employees who have one or more bond purchases that have been suspended due to reaching the annual bond purchase limit.

This report is created to support the \$5,000 annual limit on U.S. Savings Bond purchases imposed by the U.S. Department of the Treasury effective beginning in 2008. The annual limitation on U.S. Savings Bond purchases is set at \$5,000 per Social Security Number, and applies separately to Series EE and Series I savings bonds. For details on the bond purchase limit, refer to the press release issued by the U.S. Department of the Treasury:

http://www.treasurydirect.gov/news/pressroom/pressroom_reducedpurchaselimit.htm

Another new functionality also delivered in this tax update is to suspend bond purchases for a Bond ID/Owner combination that has reached the annual \$5,000 purchase limit (or for a Bond ID/Owner combination that *would* exceed the limit if an additional bond were purchased).

However, the user must take the necessary action to stop *future* bond deductions for a Bond ID/Owner combination for which bond purchases have been suspended, either by deleting the U.S. Savings Bond Specification record associated with the suspended bond purchase (for employees with multiple bond purchases), or by ending the General Deduction for bond purchases (for employees with only a single bond purchase).

Security Fixes and Enhancements

Modifications to Model Security:

BORRPI30 (Rpt Pay Info US - Rpt) – This permission is modified to turn on the access to the new Bond Purchase Suspensions Report.

BOR Query Access Group – This query access group is modified to include the MISC_CODE_BOR, TSA_CD_TBL_BOR, and TSA_CD1_TBL_BOR records so that payroll users can query against them.

Integration

This section lists the enhancements and fixes delivered in this release for the Integration with PeopleSoft Financials application:

Password Sync Between HRMS and Financials

PeopleCode is modified to update the LastPswdChange field in the PSOPRDEFN record to resolve a password sync issue between HRMS and Financials applications for any core functional users. Prior to the modification, if users received the Password About to Expire message in the HRMS application and then completed all steps to update their password in HRMS, they would still receive the Password About to Expire message in the Financials application. Vice versa, if users received the message in the Financials application and changed their password, the same message would still appear in the HRMS application.

- **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 105 – Elect and Maintain Benefits – Modified on Page 3 to add new information on the Health Savings Account (HSA) and the Coverage group box options to the FSA Benefits page information
- BEN 160 – MetLife Dental Interface – Modified to add the .txt file extension to the usgdental0XXXXXX file name in Step 2 on Page 3. Also added a new Known Issue and Workaround section.
- HR 255 – HR Task List – Modified to add the new HSA process to the task list
- PAY 230 – Payroll Task List – Modified to add the new HSA and VALIC 403(b) processes to the task list
- PAY 465 – Maintaining General Deductions – Modified to revise Step 1 on Page 4 on inactivate an existing General Deduction to include a step to add a new row in the Company General Deductions group box to add the appropriate Effective Date.
- PAY 530 – Calendar Year End Checklist – Modified to reflect the field label change in the Electronic Parameters Page as a result of PeopleSoft Tax Update 08-E
- RPT 320 – TAX810GA – Modified to reflect the menu wording changes under the Quarterly Processing menu as a result of PeopleSoft Tax Update 08-D
- RPT 375 – US Bank HSA Electronic File Exchange Process – This new business process details the steps needed to run the new VALIC Interfaces.
- RPT 380 – AIG 403b & 457 Electronic File Exchange Process – This new business process details the steps in setting up VALIC 403(b) deduction code, running the query, and generate the .csv 403(b) contribution file.

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)
 - FY09.02 – 2009 Premium Rate Listing
- Known Issues – (Documentation>Known Issues)
 - KI0099 – Incorrect Supplemental Life Deduction Calculation
 - KI0100 – Inserting 01/01/2008 row for Tax Form ID W-2 in the Tax Form Definition Table PRIOR to Release 3.35 scheduled for December 15, 2008
 - KI0101 – Foundation Table Changes/Additions to add the HSA Benefit Plan to the EXP, FTF and PAS Benefit Program Tables
 - KI0102 – 3rd Biweekly Payroll Should Not be Combined with Monthly Pay Groups
 - KI0103 – Changes to 403(b) and 457 Plans Effective January 1, 2009
- MFE and HRDM – (Documentation>MFE and HRDM)
 - Updated HRDM Data Dictionary document
 - Added the Updated Definition of Faculty document
- Releases – (Release Information)
 - Added Release Announcement for Interim Release 3.34a (11/17/08)
 - Added Release Announcement for Interim Release 3.34b (12/01/08)
- Training – (Documentation>Training)
 - Updated the Inventory of Interface/Process/Report in PeopleSoft HRMS Application document to reflect the new MetLife Dental Interface and US Bank HSA Interface processes.

NEXT SCHEDULED RELEASE: The next scheduled release for Version 8 – 3.36 – is tentatively scheduled for January 12, 2009.