SUBJECT: GeorgiaFIRST HRMS Project Release 3.05

PURPOSE: Conversion of FIS faculty data into PeopleSoft HRMS, and the release of general BOR fixes and enhancements (see details below).

TECHNICAL IMPACT:

DATABASE: Your PeopleSoft HRMS database has been upgraded with BOR Release 3.05, 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: No modifications were made to security as part of this release.

FIS Conversion into PeopleSoft

FIS Conversion Information:

- For faculty members that are already in the PeopleSoft system, selected fields will be converted from FIS to PeopleSoft. A detailed list of the fields and where they will be converted in the PeopleSoft System can be found in the FIS-MFE Conversion document.
- Validation of the converted data was covered in the MFE classroom training and can be reviewed by going to the on-line MFE training through WebCT. This information is also detailed in the FIS-MFE Conversion document.
- Please note that this will be the only conversion of FIS data into PeopleSoft. Going forward, any changes to faculty data that need to be in PeopleSoft will have to be made in the PeopleSoft system directly. A schedule of tasks that will need to be done prior to the decommissioning of FIS is also included in the FIS-MFE Conversion document.
- To access the above-mentioned conversion document, navigate to http://www.usg.edu/gafirst/hrms - Release Information - Current Release.

Functional Fixes and Enhancements

Modifications to Existing BOR Functionality:

Access Logs in Security – A fix was pushed out in this release that allows a security administrator to view access logs under PeopleTools – Security – Review Security Information. Previously, these logs were not able to be run due to incomplete security access to the underlying queries. These logs provide an administrator with login/logout activity.

ANNUAL_RT field on PS_JOB - A script has been applied to populate the ANNUAL_RT field on PS_JOB for M03 employees with an EMP_STATUS = A or P and an effective date in PS_JOB between 08/01/2004 and 01/01/2005. This field for the M03 employees will now display the COMPRATE *10.

Benefits Billing Interface (BORIF26) – The interface was modified to pull an employee’s name based on the most recent effective-dated row in the names table, prior to the billing date.

Biweekly Time Entry Search Page – The search view behind this page was modified to eliminate extraneous rows returned for employees with name changes.

Continuous Audit Annual Temp Table (BORIF03J) – This process was modified to correctly pull the current jobcode for employees with concurrent jobs.
Continuous Audit Annual File (BORIF03N) – The file create program was modified to correctly display the total on the file.

Direct Deposit Prenote Report (DDP005) – This program has been modified so that all employees prenoted in the DDP001 file, and who appear on the DDP006 report, also appear in this report. It has also been modified to remove duplicate rows that appear for prenoted accounts.

EFFDT on PS_VISA_PMT_DTA table - A script has been applied to correct the effective date to the proper date format for the V8.8 upgrade row in the PS_VISA_PMT_DTA table. Before the script was applied, a correction to the upgrade row could not be saved.

Employee Paycheck Report (BORR003) – This report was modified to correctly pull all paychecks for an individual, regardless of employee status. Previously, this report was missing paychecks for an employee if their employee status did not match paycheck history.

ERS/DEFCON Temp Table - BORI028A, the sqd that populates the ERS/DEFCON temp table, has been modified to include employees enrolled in ERSOLD. This program was also modified to load employee data correctly when there is no value for TERMINATION_DT or HIRE_DT in PS_EMPLOYMENT but there is a value for TERMINATION_DT or HIRE_DT in PS_ERS_BOR. Now the ERS/DEFCON will allow data corrections for these employees to be saved without error.

FLSA status on PS_POSITION_DATA - A script has been applied to update the FLSA status on PS_POSITION_DATA for all active positions to equal the FLSA status on PS_JOBCODE_TBL based on the jobcode entered on the position. Before the script was applied, the FLSA status on all positions = Nonexempt.

GL Interface (BORIF01) – The GL Interface has been modified to correctly process general deductions with a Tax Class = Nontaxable.

Job Earnings Distribution Record – PeopleCode behind this record was modified to eliminate rows being inserted into this table, which in turn causes A17 or A19 Non-Resident Alien earnings to be inserted on an employee’s payline. A SQL script was also included in this release to delete any rows from this table, ps_job_earns_dist, so that existing historical data will be corrected.

Job Information Page in Job Data – This page is being re-released to correctly display two custom BOR fields: Manager Type and Campus/District.

Job Requisition Number Lookup – PeopleCode behind the Job Data page was modified so that correct values appear in the Job Requisition lookup box, when transferring an internal applicant handled via recruit workforce.

Maildrop IDs – The BOR_EMP_MAILDRP table has been added to the access group for BOR. This table will now be available through the query tool. Also, a fix has been applied that will allow a new employee to be added to the BOR_EMP_MAILDRP table, even if the maildrop id field on the Employment page is not populated. This change will enable a time sheet to be produced for an employee with no mail drop id.

Net Pay Greater Than Zero Report (BORR008) – This report was modified to correctly handle the “no employees selected” message, which was previously being printed in addition to legitimate errors.

Paychecks and Advices (PAY003/DDP003) – Paycheck Print and Advice Form Print were modified in this release to correctly handle YTD Gross amounts. Previously, in some rare circumstances, YTD Gross amounts were being incorrectly stated on the check or advice.

Payroll Deduction Register per FY (BORR022F) – This report has been modified to include deductions that may have been withheld for only a portion of the fiscal year but were inactive in June.
Pre-Sheet Audit Report (PAY034) – This report has been corrected to eliminate a bogus error message from being printed; previously, the report was printing a “health plan is not valid for benefit program” message, when it actually was valid.

Query Access Groups – In addition to adding the BOR_EMP_MAILDRP table to the query tool (as mentioned above under the Maildrop ID note), we have added two other records to the query tool: TRS_NBR_BOR which stores the TRS member numbers, and SIGN_ESC_CD_BOR which stores a custom signature card escape code. Both of these records are now queryable using the Query Manager tool.

Third-Party Check Interface (BORI018) – This interface was modified to pull employee addresses as defined on Payroll Data. If an employee has a HOME and MAILing address in PeopleSoft, the Check Address radio button on payroll data must point to one or the other to determine which to use for checks and advices. This program will now query this option and use the address corresponding to that option on Payroll Data. This resolves various issues, such as not being able to key in an employee’s out-of-state address as a mailing address, and have paychecks go to that address.

RELEASE DOCUMENTATION: Detailed Release documentation is available at the HRMS/GeorgiaFIRST website: [http://www.usg.edu/gafirst/hrms](http://www.usg.edu/gafirst/hrms) - Release Information - Current Release. This includes any other documents related to this release, if applicable, as well as these release notes.

NEXT SCHEDULED RELEASE: The next regularly scheduled release for Version 8 – 3.06 – is scheduled for December 2, 2004. This release will include PeopleSoft Tax Updates 04-A through 04-E (which includes the programs for W2 processing), as well as BOR fixes and enhancements.