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Mini HR Training: Common Issues

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Housekeeping Items

- This WebEx is being recorded and the archive/presentation will be distributed following today's meeting

- You will be muted upon entry, unmute if needed or chat your questions

- Do not place your call on hold

- Let us know if you have difficulty hearing or seeing the presentation

- We will keep a Parking Lot for items that require additional research or discussion

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Agenda

- Address Logic for HRID

- Address Data Issues

- Other Common Data Issues

- Questions

- Parking Lot Review

- Wrap-up

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Address Logic for HRID

- What addresses are included in the HRID?

  o Home Address is included in HRID

  o Mailing Address is included in HRID

  o No other address types are included in the HRID
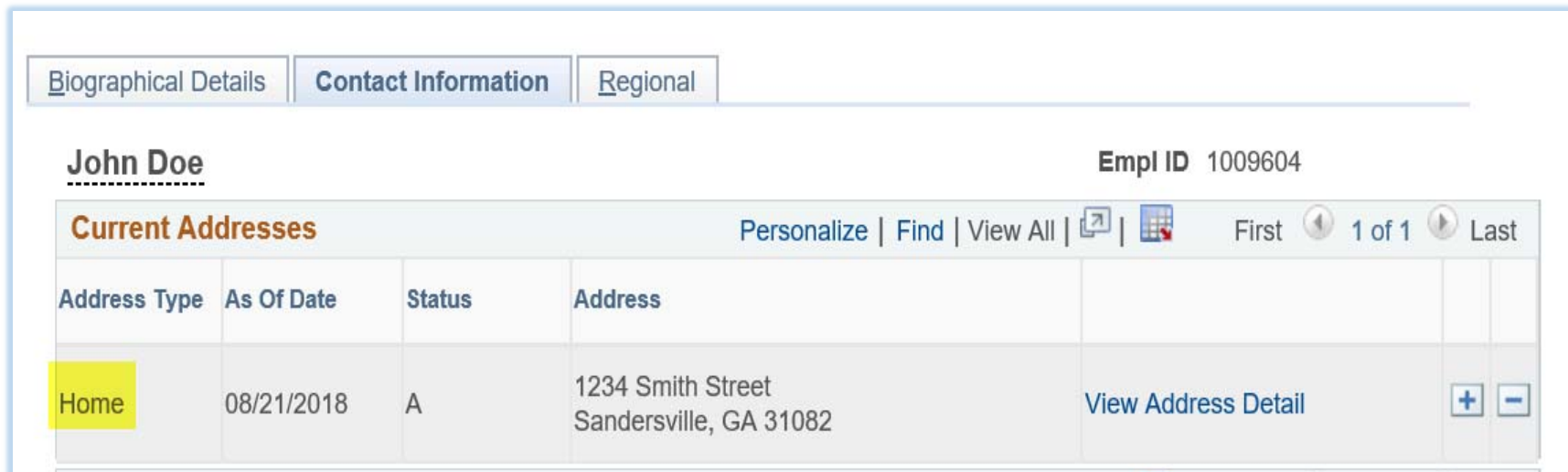
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Address Logic for HRID

- Address Updates

  - Address logic is max effective date.

  - If you Correct History and update an existing address record, the HRID file will pick up the change and send it to Alight with the old effective date but Alight will not update their records accordingly.

  - The best practice is to add a new row and enter the updated address with a new effective date. The HRID file will pick up the new date and will make the update to the address accordingly.

    - For example: An employee is hired 01/01/2000 and their address changes as of 11/01/2018. Be sure to insert a new row to enter the new address using a new effective date rather than using Correct History to update the existing row. If this update is made via Correct History, Alight will never update to reflect the new address.

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Address Data Issues

- Home Address
  - A Home address should be entered for all employees
  - This is the first address that is picked up on the HRID file
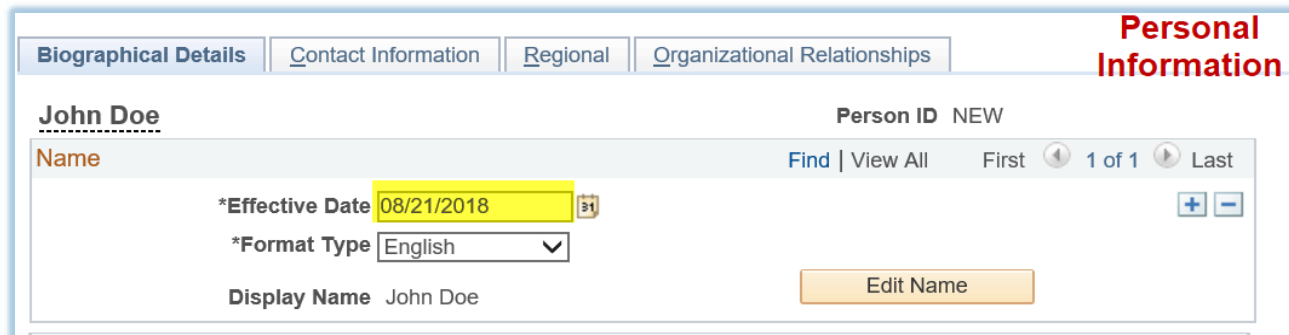
Biographical Details	**Contact Information**	Regional

John Doe   **Empl ID** 1009604

Current Addresses   Personalize | Find | View All | 🗗 | 📊   First ◀ 1 of 1 ▶ Last

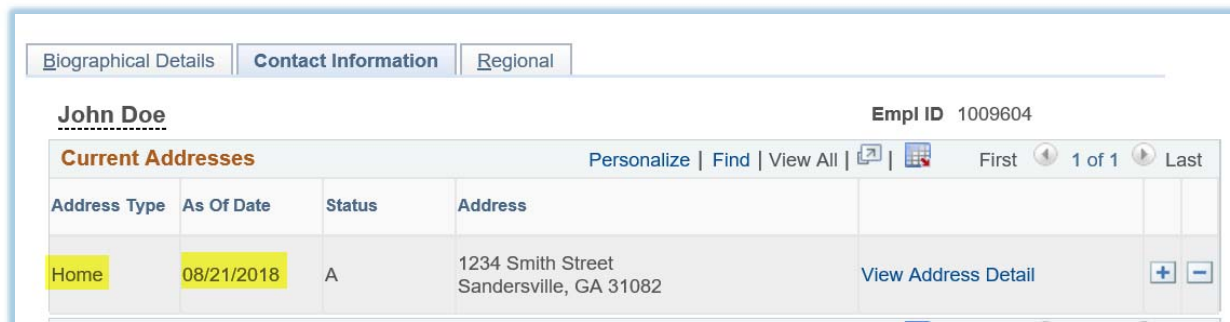| Address Type	As Of Date	Status	Address		
Home	08/21/2018	A	1234 Smith Street Sandersville, GA 31082	View Address Detail	➕ ➖

Address Data Issues

- Home Address
  - There should be a row for Home Address that matches the effective date of Personal Data
    - If the effective date of the Home Address is after the effective date of Personal Data, this will cause errors with Alight

Address Data Issues

- Rehires
    - For rehired employees, a new effective dated row should be inserted for the Home Address that correlates to the same effective date as the rehire date in Job Data
        - This is especially important if the original address effective date is prior to conversion

Benefits/Alight Impacts

- The following data fields are sent to Alight or have impacts on benefits and/or Alight

  o First Name

    − <= 20 Characters sent to Alight

  o SSN

  o Birthdate

  o Gender

    − Defaults to Male if left blank

  o Address Type, Address, ST & Zip

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Benefits/Alight Impacts

- The following data fields are sent to Alight or have impacts on benefits and/or Alight (Cont'd)

  o Citizenship Data

  o Organizational Relationship

    — Benefited employee data should be entered on an Employment Instance

    — If entered on USG Affiliate or Non-Paid Affiliate record, the information will not flow to Alight

  o Action Reason Codes

    — Certain codes are processed differently in Alight (UPB, Rehire, Term, etc.)

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Benefits/Alight Impacts

- The following data fields are sent to Alight or have impacts on benefits and/or Alight (Cont'd)

  o Primary Job Indicator

    — Secondary jobs are not sent to Alight

  o Job Codes (GRA & REH RET)

    — GRA 907

    — Rehired Retiree Z subcat

  o Reg/Temp Status

    — Must be Regular for benefited employees

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Benefits/Alight Impacts

- The following data fields are sent to Alight or have impacts on benefits and/or Alight (Cont'd)

    o Standard Hours / Combined FTE
    — Standard Hours must be >=30 for full benefits

    o Full/Part Time

    o Must be Full-time for benefited employee

    o Annual Benefits Base Rate (ABBR)
    — ABBR is needed for benefit premiums that are based on salary

    o Benefits Program
    — Should be USG
    — Effective date should align with the job effective date

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Benefits/Alight Impacts

- The following data fields are sent to Alight or have impacts on benefits and/or Alight (Cont'd)

  o Ret-Rehire Flag

    — Prevents Retirees from flowing to Alight for active benefits

  o Changes should not be made in Correction Mode

    — Contact SSC for assistance with making changes

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Inter-Institutional Transfers

- Reminders

  - Tax panels will default to single, 0 allowances
    - Be sure to have the employee complete new tax forms
    - Update the tax panels in OneUSG Connect
  - Transfer PAR specifically for transfers has been created
    - We've been receiving institution specific PARs and copies of MSS transactions
    - The PAR designated for transfers is required
  - Direct Deposit information follows employee
    - Recommended best practice is to have the employee complete a new Direct Deposit form at the new institution

Retro Hires/Terminations

- Reminders

  o Maintain Time Reporter Data Panel

  — For Retro hires, auto process does not run to activate/inactivate the Maintain Time Reporter Data panel so manual entry will be required

  — The panel should not be inactivated until after the last paycheck has been processed

  — You should always check to ensure this panel is correct after every change in Position Management or Job Data

  o Absence Management

  — If entering a retro hire, the Absence Management field should be manually updated to show 'Absence Management'

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OneUSG Connect HR Tips

- Name Changes
  - You should always add a row for name changes
    - Information does not flow to Alight unless it is new information
    - Correction mode changes are not picked up

- Dummy SSNs
  - Should only be created for international employees who do not currently have a SSN
  - Should NOT be used for employees who already have SSNs
  - SSN that consists of all X's should not be used
  - Directly impacts Quarterly Tax Reporting

- All Affiliate positions (USG and Non-Paid) should be set to 0 FTE and DO NOT Add to Gross.

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Primary Job Indicator

- Records without Primary Jobs
  - All employees should have a primary job indicator
  - Negatively impacts reporting, security, Alight and some HCM conversion activities
  - SSC is submitting tickets to institutions with instructions for making the necessary updates

- Multiple records with the primary job indicator
  - All employees should have only one primary job indicator
  - Negatively impacts reporting, security, Alight and some HCM conversion activities

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Questions

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Review Parking Lot

Wrap Up