



User Group Meeting Friday, May 27, 2011





Top Tickets



Team	Problem	Resolution
Finance - Funds Management	Budget Errors - User states they have budget but they are reviewing the wrong report.	For errors that start with "GM" look at the Grant Budget Report and for errors that start with "FM" look at the Budget Report. Also, users should contact their Internal Budget Office 1st when receiving budget errors.

Top Tickets

Team	Problem	Resolution
HR - Time	A Time Administrator needs to validate Leave Rollover - Annual and Sick Leave Rollover for 2010 was performed 1/31/2011 and/or Employees could carry over 45 days of AL and 180 days of SL; exceptions must have been flagged on IT2012	Time Administrators can use PT_BAL00 to check leave balances as of 12/31/2010 and/or Variant and time type information for the transaction was sent to agencies in a memo in early February

Team	Problem	Resolution
Imaging	User gets “No Document Found” error message when they try to view an image attachment in SAP.	Images have a security code that matches the agency that scanned them. If the “No Document Found” error occurs it means that the user trying to view the image does not have the image viewing role for the agency that scanned the document. Data owner should request that you be assigned the image viewing role for your agency.
MM - Bidding	Documents appear on the website that shouldn’t after a bid is published. These are usually documents that were attached to the shopping cart.	The buyer needs to access the solicitation, go to the item data tab, go into the documents screen of the item detail, hit change, mark the documents as internal, and re-publish the solicitation.

Top Tickets

Team	Problem	Resolution
MM - Purchasing	<p>Purchasing Units of Measure - Requisition is at the lowest unit of measure (ea) while the buyer is ordering at another unit of measure (cv, bx rather than ea). This will leave encumbered funds in the requisition as well as moving some of encumbrance to the purchase order causing the encumbrance to be inflated.</p>	<p>If purchasing unit of measure is different than the issuing unit of measure an alternate purchasing unit of measure needs to be established. This is requested by AMML to the CMMDT.</p>
MM - SRM	<p>Trying to run SRM and MySCEmployee at the same time</p>	<p>In many cases even though the user closes the session, the user has to wait before they can log in or completely log off and log back on.</p>



Reporting User Group Update / Demonstration of Standard Business Objects Reports



427 REPORT

Analysis of Expenditures by Minor General Ledger (Program Level)

5/26/11 11:07 AM

BUDGET AND CONTROL BOARD

Posting Period: 10

Fiscal Year: 2011

Page #: 1

	GENERAL FUND	EARMARKED FUNDS (BUDGET ONLY)	RESTRICTED FUNDS (BUDGET ONLY)	FEDERAL FUNDS (BUDGET ONLY)	TOTAL
5010140000 EXECUTIVE DIRECTOR	\$151,707.36	\$0.00			\$151,707.36
5010580000 CLASSIFIED POSITIONS	\$7,451,966.15	\$18,723,041.80	\$13,041,557.72	\$753,139.37	\$39,969,705.04
5010600000 UNCLASS POSITIONS	\$980,828.54	\$1,708,175.43	\$1,180,363.10	\$18,969.03	\$3,888,336.10
5010650000 GRANT EMPLOYEES	\$180,798.73	\$1,307,979.40		\$150,445.32	\$1,639,223.45
5010710000 TEMPORARY POSITIONS	\$472,731.34	\$1,562,083.33	\$221,359.83	\$66,861.46	\$2,323,035.96
5010720000 PER DIEM	\$350.00	\$210.00	\$350.00		\$910.00
5010730000 OT & SHIFT DIFFERENT	\$10,476.14	\$67,793.61	\$825.00		\$79,094.75
5010800000 INMATE EARNINGS		\$26,166.51			\$26,166.51
5010870000 DUAL EMPLOYMENT	\$300.00	\$700.00			\$1,000.00
5010890000 TERMINAL LEAVE	\$84,241.08	\$164,270.88	\$146,609.00	\$1,765.39	\$396,886.35
5010970000 OFFICIO ALLOW, LEG	\$10,000.00	\$0.00			\$10,000.00
5010990000 BONUS PAY	\$300.00	\$700.00			\$1,000.00
5020010000 OFFICE EQUIP SERVICE	\$956.00	\$410.51	\$360.50		\$1,727.01
5020020000 COPYING EQUIP SVC	\$2,070.08	\$666.52	\$418.76		\$3,155.36

🔄 Cash Status By Fund

- Best for export to PDF

🔄 Cash Status By Fund and Agency Funded Program

- Best for export to Excel

Cash Status Reports

Fund Cash Status Report

Fund Key	Fund	Beg Cash Bal	Revenue	Change in AR	FM Expenses	Change in AP/NP	Transfers	Other Transactions	Ending Cash Bal
10010000	GENERAL FUND	0.00	33,401,988.50	-13,000.00	-20,473,020.11	8,957.87	-216,585.87	12,937.00	12721277.39
10010021	GENERAL FD - C/F	0.00	0.00	0.00	-144,881.78	0.00	216,585.87	0.00	71894.09
28370000	GENERAL REVENUE	0.00	3,020,724.73	-4,560.00	0.00	0.00	5,477.92	0.00	3021642.65
30037000	DUAL EMPLOYMENT	3,880.81	0.00	0.00	0.00	0.00	0.00	0.00	3880.81
30240000	HR-PR DEFAULT	0.00	0.00	0.00	-589.12	0.00	0.00	0.00	-589.12
30267000	PR LIABILITIES - SAP	0.00	0.00	-113.83	0.00	0.00	0.00	0.00	-113.83
30350000	OPERATING REVENUE	2,810.35	0.00	0.00	0.00	-34.13	0.00	0.00	2776.22
30350001	OP REV- INT SERV FD	7,488,055.10	32,354,158.03	-5,516,798.43	-32,878,049.27	1,846,896.06	815,775.04	-48.10	4109790.43
30350999	OP REV - HR PR	0.00	0.00	0.00	0.00	1,147.42	0.00	0.00	1147.42
30370000	SPECIAL DEPOSITS	14,380,158.61	4,182,733.00	-1,585,895.50	-9,231,794.94	1,000,000.00	-5,047,435.03	0.00	3657766.14
30370036	WIRELESS TOWER	320,800.71	191,451.75	0.00	-128,710.63	0.00	0.00	0.00	383541.83
30370038	800 MHZ RE-BANDING	0.00	1,948,781.94	0.00	-17,170.00	935.00	0.00	0.00	1932546.94
30438000	CAP PROJ-CAP IMP	0.00	0.00	0.00	-55.00	55.00	0.00	0.00	0.00
30670000	GENERAL SERVICES	6,210,300.83	2,645,119.82	39,678.04	-20,752,288.15	143,633.95	16,167,922.42	0.00	4454366.91
30810000	DEPR RES DSIT	1,546,897.57	0.00	0.00	0.00	0.00	-1,300,000.00	0.00	246897.57
30980000	DONATIONS	108,169.12	39,274.91	0.00	-60,198.40	17.50	1,618.35	0.00	88881.48
30980002	DONATIONS-CRRMM MEMBERSHIP	0.00	5,058.52	0.00	-2,370.59	37.02	0.00	0.00	2724.95
31240000	RENT-ST OWN RL PROP	164,553.31	23,627,326.94	-2,801,309.74	0.00	0.00	-15,980,000.00	0.00	5010570.51
31460000	BARNWELL OP SHORT	5,000,000.94	0.00	0.00	-264,231.00	0.00	-865,000.00	0.00	4070769.94
31490000	MAINT REP REN-NONCAP	2,289,589.82	349,624.90	72,831.36	-1,671,075.64	325.00	1,260,115.74	0.00	2301411.18
31490002	MAINT REP OTHER ENTI	0.00	241,831.21	-39,950.00	-142,278.33	1,200.00	85,568.64	0.00	146169.52
31840000	EARNED FUND	807,041.29	400,406.98	120.08	-663,803.44	582.00	517,515.22	0.00	1061862.13
31850000	HEALTH SYS & PLANNING	1,844,820.11	1,161,035.36	811,365.96	-2,126,874.63	23,525.67	-306,315.80	0.00	1407556.67
31970000	MOTOR POOL - ENTR FD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31970001	MOTOR POOL - ISF	7,784,426.62	15,759,430.63	2,992,696.23	-10,695,168.17	15,347.27	-4,335,629.25	120.05	11521223.38
32120000	TRAINING SESSION FEE	111,774.68	123,326.52	-5,410.00	-212,439.81	0.00	0.00	-100.00	17151.39
32247000	AW COMP ADM FEE	271,864.91	382,624.00	0.00	0.00	0.00	0.00	0.00	654288.91
32270000	DIRM TELECOMM PROJ	151,837.91	15,982.58	0.00	0.00	0.00	0.00	0.00	167820.49
32340000	DEPR RES OGS	3,584,230.39	285,541.42	0.00	0.00	0.00	96,025.56	0.00	3965797.37
32650000	DEPR RES STATE PARK	85,990.55	0.00	0.00	0.00	0.00	-85,990.55	0.00	0.00

- Cash Entries to the 18 range GL accounts that do not hit the 506 Commitment Items
- Petty Cash Close out and Establishment
- **Change in Other Liability Balances**
- GL Range Beginning in 511 (Medicaid Payments)
- Inventory cash changes
- Differences between FM and FI expenses
 - Billings for reimbursements of expenditures. When billed, FI expenses are reduced and the AR account is debited. Since the change in AR and FM expenses are used in combination there is a difference amounting to the billing.

HR Reports

Vacancy Report - MAY 2011

R400 - DEPARTMENT OF MOTOR VEHICLES

MAY 25, 2011 3:26 PM

Position Number	Position Name	Job Class Code	Job Class Title	Reports to Org Unit Name	Vacancy Start Date	Hours per Week	Vacant FTE	Vacant State	Vacant Federal	Vacant Other	Pay Grade	Last Annual Salary	Months Vacant	Lag Time Savings
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STATEWIDE AVERAGE COMP AND JOB CLASS CODE REPORT*

STATE OF SOUTH CAROLINA

MAY 25, 2011 3:07 PM

Job Class Code	Number of Employees	Class Service Years	Agency Service Years	State Service Years	Average Salary	Lowest Salary	Highest Salary	Total Annual Salary
AA25	102	10.32	12.01	13.10	\$24,507.92	\$17,901.00	\$31,095.00	\$2,499,808.00
AA50	1,645	13.38	17.24	19.82	\$26,444.09	\$18,330.00	\$37,840.00	\$43,500,523.00
AA75	1,251	10.55	22.77	27.02	\$33,459.15	\$22,556.00	\$49,916.00	\$41,857,400.00
AB10	34	6.51	7.39	9.52	\$22,971.47	\$18,000.00	\$28,812.00	\$781,030.00
AB20	25	4.99	8.21	8.73	\$24,823.64	\$19,041.00	\$33,988.00	\$620,591.00
AB30	13	8.80	17.28	21.63	\$35,349.85	\$29,227.00	\$46,033.00	\$459,548.00
AB40	5	10.35	17.82	17.82	\$43,335.00	\$37,295.00	\$56,015.00	\$216,675.00
AC03	37	9.41	11.24	13.27	\$23,046.46	\$18,486.00	\$30,211.00	\$852,719.00
AC05	88	10.89	16.55	17.84	\$29,011.28	\$20,450.00	\$37,840.00	\$2,552,993.00
AC07	32	14.42	27.93	29.42	\$34,578.00	\$24,881.00	\$45,619.00	\$1,106,496.00
AC09	12	11.34	21.00	29.63	\$45,428.17	\$36,000.00	\$55,476.00	\$545,138.00
AC10	38	11.44	17.07	17.42	\$34,287.32	\$26,165.00	\$42,779.00	\$1,302,918.00
AC20	36	6.51	13.67	33.36	\$43,303.64	\$33,000.00	\$56,070.00	\$1,558,931.00
AC30	25	4.66	14.34	17.04	\$53,376.16	\$42,668.00	\$68,024.00	\$1,334,404.00
AC40	7	8.43	18.72	38.29	\$67,380.71	\$63,312.00	\$71,464.00	\$471,665.00

HR Reports

STATEWIDE AVERAGE COMP AND JOB CLASS CODE REPORT*

STATE OF SOUTH CAROLINA

MAY 25, 2011 3:07 PM

Pay Grade	Number of Employees	Class Service Years	Agency Service Years	State Service Years	Average Salary	Lowest Salary	Highest Salary	Total Annual Salary
BAND 01	300	25.60	27.04	27.89	\$19,083.94	\$12,629.00	\$25,546.00	\$5,725,181.00
BAND 02	2,034	9.64	11.09	11.74	\$22,666.72	\$16,806.00	\$31,095.00	\$46,104,100.00
BAND 03	3,272	13.02	18.59	20.67	\$27,169.31	\$19,041.00	\$37,840.00	\$88,897,992.00
BAND 04	4,800	11.15	22.35	25.86	\$33,744.41	\$24,881.00	\$49,916.00	\$161,973,172.00
BAND 05	3,503	11.14	25.98	29.59	\$41,537.33	\$26,000.00	\$68,160.00	\$145,505,279.00
BAND 06	2,214	10.62	21.35	25.08	\$52,893.23	\$34,815.00	\$68,160.00	\$117,105,614.00
BAND 07	1,112	11.65	27.49	33.93	\$68,514.12	\$44,825.00	\$93,359.00	\$76,187,701.00
BAND 08	381	10.81	24.91	35.33	\$86,292.66	\$54,540.00	\$111,635.00	\$32,877,504.00
BAND 09	56	18.43	30.43	47.55	\$104,731.59	\$81,347.00	\$122,048.00	\$5,864,969.00
BAND 10	3	5.58	13.34	14.14	\$134,000.00	\$119,950.00	\$149,000.00	\$402,000.00
Total:	17,675						Total:	\$680,643,512.00

*Report only includes classified full-time FTE employees



HR/Payroll Update Leave Statement



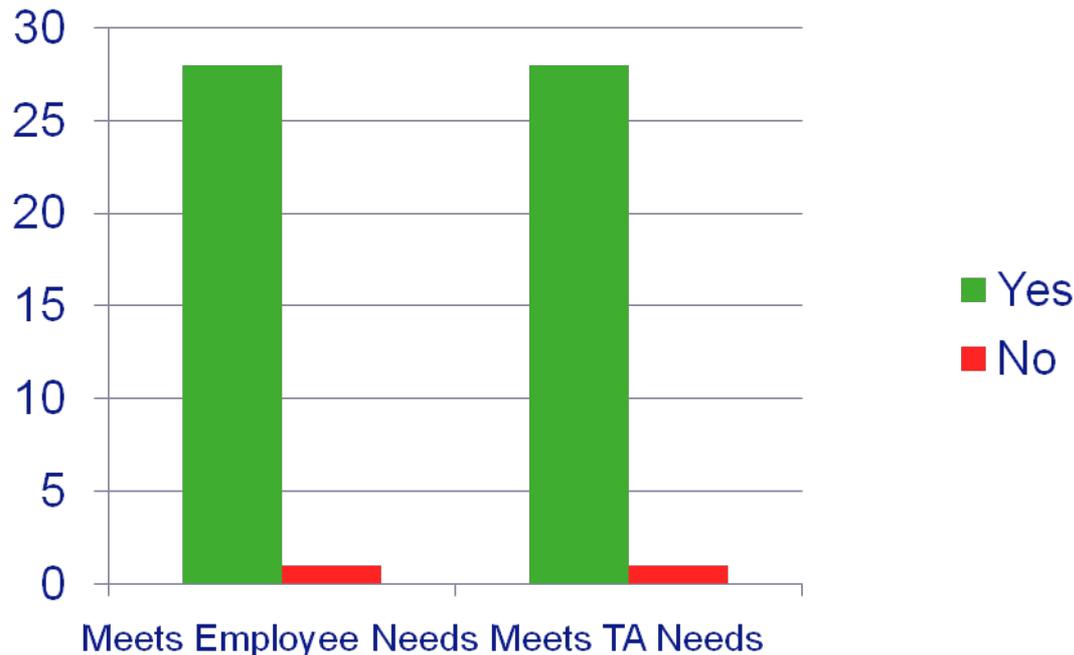
Provide Employees a Monthly Leave Statement beginning July 11, 2011

- Accurate
- Accessible
- Understandable
- Usable

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- Created and tested draft Leave Statement
 - Piloted Statement with HR Director roles
 - Conducted survey
 - Analyzed feedback
 - Implemented changes
 - Identified future enhancements

SURVEY RESULTS

- Overall Positive Results – 28 out of 29 agencies responded positively to meeting employee and staff needs



- ④ Limit information in Personal/Organizational Date Field
- ④ Highlight Personnel Number and Name
- ④ Simplify disclaimer language
- ④ Provide listing of Leave Used with details and comments
- ④ Convert Leave Hours to Days
- ④ Include additional leave types – i.e., Leave Pool, Advanced Sick Leave, Leave Pool Donations, Workers' Comp

🔄 Removed from Personal/Organizational Data:

- Cost Center
- Employee Group
- Employee Subgroup
- Personnel Subarea
- Work Schedule Rule
- Time Management Status

🔄 Added to Personal/Organizational Data:

- Average Weekly Working Hours
- Bold Personnel Number
- Bold Name

Sample Leave Statement



Leave Statement

10/01/2010 to 10/31/2010

Personal / Organizational Data

Personnel Number	10001355	Name	Lakesha Cecelia Allison
Position	CORRECTIONAL OFFICER I	Org. Unit	MEC LIEUTENANT_2
Personnel Area	N120-SC DEPT JUVENILE JUSTICE	Annual Leave Accrual Date	05/02/1997
Avg. Weekly Working Hrs	40.00		

Monthly and YTD Absence Hours

Absence Type	Monthly Hrs.	YTD. Hrs.	Absence Type	Monthly Hrs.	YTD. Hrs.	Absence Type	Monthly Hrs.	YTD. Hrs.
Annual Leave	0.00	161.38	Personal Sick Leave	0.00	146.00	Family Sick Leave	0.00	0.00
Adoption Leave	0.00	0.00	Comp. Time	0.00	0.00	Holiday Comp Time	0.00	8.00
Administrative Leave	0.00	0.00	Amer. Red Cross	0.00	0.00	Blood Drive	0.00	0.00
Bone Marrow Donor	0.00	0.00	Court Leave	0.00	0.00	Death Immd Family	0.00	0.00
Hazard Weather	0.00	0.00	Military Leave*	0.00	0.00	Organ Donor Leave	0.00	0.00
Voting Leave	0.00	0.00	Leave w/o Pay	0.00	108.00	Voluntary Furlough	0.00	0.00
Mandatory Furlough	0.00	0.00						

Absence Quotas

Description	Monthly Beginning Balance	Monthly Accrual (+)	Monthly Deduction (-)	Paid, Forfeited, Donated, & Transferred (-)	Adjustments (+/-)	Monthly Ending Balance	YTD Hours Used
Annual Leave	27.10	13.33	0.00	0.00	0.00	40.44	161.38
Sick Leave**	20.63	10.00	0.00	0.00	0.00	30.63	146.00
Holiday Comp.	0.00	0.00	0.00	0.00	0.00	0.00	8.00

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- ④ Leave Hours converted to Days
 - ④ Custom Leave Use Report/Statement
 - ④ FMLA usage to date appearing each month if used in calendar year
 - ④ Leave pools and advanced sick leave

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- All employees with the Time Display Role will have access to the leave statement in ECC
 - Time Administrators
 - Time Approvers
 - Leave Administrators
 - FMLA Event Maintainers
 - HR Directors

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- ④ Training available through Mini Guide:
ZHR_LEAVE_STMT (Leave Statement in ECC)
 - Tips for assisting employees in understanding disclaimers
 - Information about the leave statement and FMLA, Annual and Sick Leave Pool, Workers' Comp Option 3, Advanced Sick Leave
 - Includes how to create a variant

 - ④ SCEIS is also developing a QRC on how to print by organizational unit for agencies that may need that ability

LEAVE STATEMENT IN ESS/MSS

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- 🌀 ESS/MSS users will access leave statements in MySCEmployee
 - 🌀 Training available through:
 - User Guide: Viewing a Leave Statement in Manager Self Service(MSS)
 - User Guide: Viewing a Leave Statement in Employee Self Service(ESS)
 - Note additional training will be available after the implementation of the Leave Statement. Information regarding this training will be announced at a later date.

🌀 Overview Announcements

- Email message to AST Leads, HR Directors, Finance Directors
- OHR Podcast
- OHR blog
- Article in SCEIS Live Notes
- Article in DSIT Customer Newsletter

🌀 Agency tools for ESS users

- One page graphic of Leave Statement “map” and legend
- One page quick reference card on accessing Leave Statements
- Article for agencies to use in newsletters
- Short version article for agency intranet
- Announcement flyer
- All of the above will be posted on the MySCEmployee tools page at sceis.sc.gov

Note: A link to these items will also be emailed to AST Leads, HR Directors and Finance Directors

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- 🌀 Agency tools for MSS users
 - Instructional Mini Guide
 - uPerform documentation
 - All of the above will be posted on the HR/Payroll Tools and Publications page at sceis.sc.gov

Note: A link to these items will be also emailed to AST Leads, HR Directors and Finance Directors

QUESTIONS





Year-end Q & A

