HR ADVISORY
AST LEADS MEETING
WAVE TWO
May 3, 2010

HR Advisory

WELCOME

Sam Wilkins, OHR

Unemployment Compensation Administration

- In 2005 pursuant to an RFP, the State awarded TALX a five-year contract to provide unemployment compensation administration and management for state agencies
- No RFP will be issued when the current contract expires on June 30, 2010
- TALX will continue to administer the process until June 30, 2010

Unemployment Compensation Administration

- Beginning July 1, 2010, all unemployment compensation communications from the Department of Workforce (formerly the Employment Security Commission) will be provided directly to your agency
- You must notify ESC of your agency’s current benefit address
- The State Budget Office will provide DOW with the information for a central tax address for all state agencies

Unemployment Compensation Administration

- You must submit to DOW's Employer Status unit your agency's current benefit address
- Please submit only one benefit address for your agency
- The link to the election form is

  http://www.sces.org/ui/employer/forms.

Unemployment Compensation Administration

SOUTH CAROLINA EMPLOYMENT SECURITY COMMISSION
EMPLOYERS REQUEST FOR
BENEFIT ADDRESS

*Account Number: ______________ *Employer Name: ______________

FEIN: ______________ Trade Name: ______________

C/O: ______________

*Address: ______________

____

*City: ______________ *State: ______________

*Zip Code: ______________

*Telephone Number: ______________

Fax Number: ______________

Email Address: ______________

Benefit Consultant Name (if applicable): ______________

Power of Attorney: ☐ Yes ☐ No
*If Yes attach copy of Power of Attorney

*Contact Name: ______________

*Contact Telephone Number: ______________

*Signature: ______________ Title: ______________

*Required Fields

Return To: SCESC
Attn: Employer Status
PO Box 995
Columbia, SC 29202

UCE-1D_BA
Rev. February 2007

Unemployment Compensation Administration

- Please send your agency's updated benefit address data to:

  Department of Workforce

  Employer Status Section

  Attn: Deborah Beall

  P.O. Box 995

  Columbia, SC 29202

Employment Transition Workshop

- **Employment Transition Workshop:** Using Technology & Other Resources for Job Searches

- June 16, 2010, beginning at 9:00 AM at the ETV Bank of America Room

Employment Transition Workshop

- This program is for employees who have been affected by a RIF
- The program will give attendees access to valuable support services and tools to assist with their employment search
- This workshop is a collaboration among the State Office of Human Resources, the State Library, the S.C. Society of Certified Public Managers, the S.C. State Government Improvement Network, and the S.C. Chapter of the International Public Manager's Association-Human Resources

Employment Transition Workshop

- Email invitations will be sent to all individuals in the RIF Applicant Pool
- Agencies will be asked to forward an email invitation to employees who have recently been affected by a RIF
- Attendees will be required to register

Proposed Agenda

9:00 am	Opening Comments & Welcome
9:15 – 9:45 am	Change Management
9:45 – 10:45 am	RIF Pool & NeoGov DISCUS Networking
10:45 – 11 am	Break
11 – 11:30 am	DISCUS continued
11:30 am – Noon	Q&A Session with EIP, SCRS, & One-Stop
Noon – 12:30 pm	Personal Financial Management
12:30 – 1 pm	Foreclosure Prevention
1 – 1:15 pm	Break
1:15 – 2:30 pm	Resume Critique

State OHR is Moving

- State OHR is moving to the Department of Archives & History Building.

- The new address will be:

  Office of Human Resources

  S.C. Budget and Control Board

  8301 Parklane Road, Suite A220

  Columbia, SC 29223

State OHR is Moving

- The move is expected to occur on Monday, June 28, 2010
- Staff from both the current Main Street and Senate Street locations will be moving
- Telephone numbers will not be changing

State OHR is Moving

- Grievance appeal hearings, mediations, and arbitrations will be held at the Archives building
- OHR’s training will be delivered at the Archives building
- TempO interviews will be conducted at the Archives Building

Questions

SOUTH CAROLINA ENTERPRISE INFORMATION SYSTEM

Agency Support Team Leads Meeting

AGENDA

Jennifer Lauer, SCEIS HR/Payroll Team Lead

STATE INFORMATION TECHNOLOGY

SC BUDGET AND CONTROL BOARD

Agenda

- Purpose and Objectives
- Pre-Go-Live Ready Room
- Cutover Activities
- Upcoming Activities
- Charge Objects Discussion

Purpose and Objectives

Purpose: To ensure that agencies are familiar with upcoming Ready Room and Cutover activities for the Wave Two HR/Payroll go-live.

Objectives:

1. Understanding of timelines and processes involved in Wave Two Ready Room and Cutover activities.
2. Understanding of functionality of Charge Objects at the timesheet level.

Agency Support Team Leads Meeting

PRE-GO-LIVE READY ROOM

Jennifer Lauer, SCEIS HR/Payroll Team Lead

Pre-Go-Live Ready Room

- The SCEIS Team has set up a pre-go-live Ready Room for agencies to complete some validation activities
- Agencies will receive a pre-go-live Ready Room Action Plan to assist in identification of key items that should be finalized prior to the freeze period
- Activities not completed will be rolled into post-go-live Ready Room Action Plans, if needed

Pre-Go-Live Ready Room

- Agencies may participate in pre-go-live Ready Room activities at the SCEIS Office on Browning Road from May 4, 2010 through May 14, 2010
- The Ready Room is closed on Monday, May 10 in observance of the Confederate Memorial Holiday
- Your agency has been assigned to attend either the morning or afternoon session
- The morning session begins at 9:00 a.m. and ends at noon
- The afternoon session begins at 1:30 p.m. and ends at 4:30 p.m.
- Participation is limited to two representatives per agency, per day

Pre-Go-Live Ready Room

- For Org structure validation, we will issue the same logon information to the same individuals who participated in the February workshop
- If you plan to send staff who did not attend the February workshop or were not given previous access to the system, please notify the SCEIS Team so that user identification information can be set up in advance
- For HRIS agencies, you may update changes directly into HRIS, in the Ready Room, if applicable
  - If OHR enters your agency information on your behalf, please take note of any changes and send them to the appropriate person at OHR
- Non-regulatory agencies should make changes directly to the data collection spreadsheet, if needed

Pre-Go-Live Ready Room

- We will provide you with some preliminary reports to review and validate in the Ready Room
- Examples of reports include (but are not limited to):
  - Workers' Compensation Hazard Codes
  - SHAC Census Codes
  - HRIS/CG Legacy Payroll/SCEIS Mismatch Reports
  - EIP/SCEIS Date of Birth Discrepancies
  - Enterprise Structure Employee Assignments
  - Other preliminary error reports for various Infotypes
- Please refer to the Pre-Go-Live Ready Room Activities List sent to you on April 21 for additional information on the reports you should bring with you to the Ready Room on May 4

Agency Support Team Leads Meeting

CUTOVER ACTIVITIES

Jennifer Lauer, SCEIS HR/Payroll Team Lead

What is Cutover?

- Cutover is the period of time just before the designated go-live date during which data is finalized, validated and loaded into the SCEIS system
- Wave Two Cutover will run from May 17 through June 1
- The Project Team will work collaboratively with the agencies to complete all Cutover activities

Agency Cutover Activities

- An Agency Cutover Guide was sent to you on April 2, 2010
- The Guide contains a calendar of cutover and go-live related activities including key dates for completion of agency activities
- The Guide contains detailed instructions for the completion of each activity together with the date in which the activity must be completed
- A series of data conversion spreadsheets and detailed instructions were provided the week of April 26

Importance of Cutover Deadlines

- It is critical that you complete these activities by the given deadlines
- Information not provided to the team by the set deadlines will have to be keyed by the agency directly into the SCEIS system in the Ready Room after go-live or it may be loaded by the SCEIS team after go-live

Cutover
Non-Regulatory Agencies

- If your agency does not use HRIS, you will be required to validate position information using your specific data collection spreadsheet
- New information and corrections must be provided to the SCEIS Team **by May 19** for actions up to and including May 16

Cutover
Data Spreadsheets

- Please review the spreadsheets sent to you last week and complete if applicable to your agency
- If one or more of these spreadsheets does not apply to your agency, **please send us a note to that effect**
- Instructions for each spreadsheet are included within the workbook
- These spreadsheets or notifications that they do not apply are due to the SCEIS Team **by May 21**
- Please make arrangements to send your data to the SCEIS Team securely to protect any sensitive data
- You may submit your information to us electronically using a CD-ROM

Cutover Data Spreadsheets

H63 Dept. of Education Adjunct Professors	IT1018 Cost Objects	Board Member Travel Conversion
Internal Titles Conversion*	IT1018 Vacant Position Funding	Position Conversion Template for Multiple Assignments
Recurring Payments, Furlough, and IT0185	IT2010 Academic Year Conversion	Charge Objects Conversion
IT0041 Academic Year Start and End Date Conversion	IT2012 Time Transfer Specifications	Charge Nurses Conversion*
IT0672 FMLA Balances Conversion	IT2013 Quota Balances	Inmates/Patients/Students Position Conversion
IT1008/IT1013 for Temp Grant and Time Limited Leave Eligibility and Hourly Paid Conv.	IT9005 Premium Rates Conversion	Non-Resident Alien Processing
IT1013 Special Schools	Leave Pool Balances	
		* - Spreadsheet forthcoming

Cutover
HRIS Shutdown

- HRIS will not be available for entering transactions beginning **6 p.m. on Sunday, May 16**
- Do not attempt to key actions with an effective date of 5/17-6/1 until you are notified that the system has been reopened
- Please do not key actions with an effective date of 6/2 or later into HRIS; these items will be keyed directly into SCEIS after go-live
- The SCEIS Team will notify you when HRIS is reopened after the extract of the system data is taken

Cutover
HRIS Shutdown

- Positions awaiting salary actions in “08 status” must be resolved no later than **May 16**
- If this information is not keyed into HRIS before the freeze period begins at 6:00 p.m. on May 16, agencies will be required to update this information in both HRIS and SCEIS when HRIS is reopened
- Resolve all pending “Meets by Default” EPMS ratings and any other outstanding EPMS issues in HRIS before the HRIS shut down on **May 16**

Cutover
HRIS Shutdown

- Transactions that must be completed during the 5/17/10 - 6/01/10 freeze period may be entered into HRIS after it is reopened
- Even though HRIS will be reopened before the SCEIS system goes live, you will be required to enter information for that period in HRIS, legacy payroll, and SCEIS upon go-live. This will mean some dual entry in order to ensure consistency across systems for that period

Cutover
Employee Requirement

- For HRIS agencies, employees in all position types (including temporaries) **must** be entered into HRIS in order to be converted into SCEIS
- If employees are not entered into HRIS and converted, they will be entered into SCEIS by the agency post go-live in order to be paid in SCEIS
- For non-regulatory agencies, this information should be included in the data collection spreadsheet sent to you last week. Employees not included on the spreadsheet will be entered into SCEIS by the agency post go-live

Cutover
Validate Additional Fields

- Validate, as indicated in the data cleansing guide, that the following fields are accurate for all types of positions:
  - FLSA
  - Insurance indicator
  - Part-time/Full-time indicator
  - Leave indicator

Cutover
Vacant Position Funding

- Funding information for vacant positions may not be available for conversion in some cases
- To capture this data, you will use a conversion template for IT1018
- Begin considering your vacant positions so you have that information ready for the template

Cutover
Temp, TG, TL Pos. Conv.

- Temporary, Temporary Grant, and Time-Limited positions will be converted to a “non-regulatory” Job with a code of UZ01
- The legacy classification (State Title) and Federal Category will be converted
- The State Title will be stored on the Internal Title field in SCEIS for your reference

Cutover
Multiple Assignments / Same Agency
Scenario #1

Employee in multiple assignments in same agency/employee holds multiple positions that are keyed in HRIS

Steps	Responsible Party	Responsibility Task
1	SCEIS	• Load all employee and position data for both assignments using the files provided by HRIS excluding IT1018 using the agency hire date to identify the primary assignment.
2	SCEIS	• Provide the agencies with the IT1018 conversion template including the primary and secondary position numbers.
3	Agencies	• Complete the IT1018 conversion template with the required data for both the primary and secondary assignments.
4	SCEIS	• Load the completed IT1018 spreadsheet in SAP for both the primary and secondary assignment.
5	Agencies	• Create IT0554 for the secondary assignment in SAP during Ready Room activities.
6	Agencies	• Validate IT1018 for both assignments in SAP. • Validate all position information for the secondary assignment in SAP. • Validate IT0554 for the secondary assignment in SAP.

Cutover
Dual Employment / Same Agency
Scenario #2

Employee engaged in Dual employment– only one assignment entered in HRIS (employee holds one position)

Steps	Responsible Party	Responsibility Task
1	Agencies	• Complete the position conversion template with the required data for the secondary assignment only.
2	SCEIS	• Using the files provided by HRIS load all employee and position data excluding IT1018 for the primary assignment. • Using the files provided by the agencies within step (1) load IT0554 and position data excluding IT1018 for the secondary assignment.
3	SCEIS	• Provide the agencies with the IT1018 conversion template including position numbers for primary and secondary assignment.
4	Agencies	• Complete the IT1018 conversion template with the required data for the primary and dual assignments.
5	SCEIS	• Load the completed IT1018 spreadsheet in SAP for both primary and secondary assignments.
6	Agencies	• Validate IT1018 for both assignments in SAP. • Validate all position information for the secondary assignment in SAP. • Validate IT0554 for the secondary assignment in SAP.

Cutover
Dual Employment / Multiple Assignments Across Agencies

- Establishment of IT0554 for employees engaged in dual employment or multiple assignments across agencies will be handled in the Ready Room post go-live

Cutover
Leave / Non-eLeave Agencies

- Agencies not using the eLeave system must keep records of leave requests effective 5/17/10-06/01/10 so that leave balances may be adjusted in SCEIS after go-live
- You will want to communicate to your employees that all leave requests effective June 2 or after will be keyed in SCEIS, not the legacy leave system

Cutover
Leave/ eLeave Shutdown

- eLeave will not be available for entering transactions beginning **6 p.m. on May 28**
- For agencies using the eLeave system, please be certain that **all leave activity is keyed and approved** through COB May 28 as we will load balances through the 28
- Any leave activities for May 29 – June 1 will need to be addressed in both systems after go-live

Cutover
Leave / eLeave Shutdown

- Leave records with an effective date of June 2 or later should not be keyed in eLeave they should be entered directly into SCEIS upon go-live
- Leave requests entered before May 28 for leave to be taken June 2 or later **will not** transfer to SCEIS. It will need to be entered in SCEIS upon go-live

Cutover
Charge Objects

- Be sure you have identified all individuals who will require access to Charge Objects for timekeeping
- This information will be recorded on one of the spreadsheets provided by the SCEIS Team
- If your agency will not be using this functionality, please contact your agency advocate to let us know
- If you have previously provided us with this information, we ask that you validate it to ensure we have the most accurate information

Cutover
Position Funding

- All position funding information will be converted based on one of the following methods:
  - Multipurpose Code field from the CG's Payroll System used to facilitate the translation of STARS data into SCEIS data and ensure the correct level of SCEIS financial postings
  - IT1018 Conversion Spreadsheet that contains the SAP values (Cost Center, Fund, Functional Area, etc.) for each position together with the percentages for the split funding, if applicable
  - Multipurpose Code Crosswalk Table (FI module)
- Agencies which do not provide this information prior to conversion will update this information on a position-by-position basis in SCEIS, upon go-live

Cutover
Retirement Deductions

- Validate that all retirement deductions on the payroll match the enrollment data submitted to the South Carolina Retirement System (SCRS)
- For employees in an Unelected retirement status whose 30-day election period ends on or before 6/1, consider assisting employees with making a timely election
- If an employee selects the Optional Retirement Plan (ORP), a vendor should be specified

Cutover
Banking Information

- Consider not making changes to an employee’s direct deposit information until after go-live
- If any direct deposit changes are made in the legacy system during the cutover period, you will have to key it in both systems and the employee will have to be pre-noted in both systems
- You will want to validate that the banking information converted from the final files extracted from the State Treasurer’s Office into SCEIS after go-live. Otherwise, the employee may experience a rejected or delayed direct deposit

Cutover
Payments to Separating Employees

- For any employee whose last day of work is June 1, 2010, you must be prepared to pay **all outstanding amounts** due to that employee on the June 16 payroll from the legacy payroll system
- Special attention should be given to the timeliness of submitting timesheets and leave records as this timeframe approaches

Cutover
Travel Management

- The Travel Management functionality in the SCEIS system will be activated on July 1, 2010
- Travel may only be used to process travel requests and reimbursement requests for travel beginning July 1 or after
- All travel requests for travel taking place June 30 or before should be processed using the current travel procedures

Cutover
Technical Readiness

- Please review the SCEIS Technical Readiness requirements listed in the Organization Technical Infrastructure Readiness Guide on the SCEIS website at the following link:

  http://sceis.sc.gov/files/Organization_Technical_Infrastructure_Readiness.pdf

Cutover
General Readiness

- Ensure data cleansing activities have been completed as prescribed
- Validate assignment of roles in the system and alert SCEIS Team of changes as required
- Complete required HR/Payroll training courses and related courses for use of MySCEmployee self-service functionalities
- Communicate to employees where to go to get help with SCEIS-related questions, if needed
- Inform employees that leave requests for June 2 or after should be entered into SCEIS

Cutover
Calendar Overview

- **Sunday, May 16: Cutover begins at 6 p.m.**
  - Assign all employees to a Work Schedule Rule and FLSA Work Week/Work Period in HRIS (data collection spreadsheets for non-HRIS agencies)
  - Process outstanding pay actions w/effective date through 5/16
  - Delete dormant employees from legacy systems
  - For HRIS agencies, resolve positions awaiting salary actions “08 status
  - For HRIS agencies, complete EPMS reviews according to instructions
  - **Freeze HR legacy systems for daily processing (For HRIS agencies by 6:00 p.m.)**

Cutover
Calendar Overview

- Wednesday, May 19 - DUE: All Non-Regulatory Agencies' Data Cleanup Spreadsheets
- Friday, May 21 - DUE: All completed data collection spreadsheets or notifications for those spreadsheets that are not applicable to your agency
- Wednesday, June 2 - HR/Payroll System Go-Live
- Wednesday, June 2 – Post-Go-Live Ready Room activities begin

Agency Support Team Leads Meeting

READY ROOM ACTIVITIES

Jennifer Lauer, SCEIS HR/Payroll Team Lead

Post-Go-Live Ready Room

- The SCEIS Team is also making preparations for a post-go-live Ready Room
- Activities will begin June 2 at the SCEIS offices on Browning Road
- Members of the team will be on hand to assist you with these activities and answer questions
- A detailed schedule will be provided to you in the coming weeks

Ready Room Activities

- Some activities you will perform in the Ready Room include, but are not limited to:
  - Leave Without Pay actions
  - Adjusting leave balances and entries
  - Updating Leave Pool balances
  - Entering personnel actions taking place during the freeze period
  - Entering dual employment, where applicable
  - Completing items not resolved during data cleansing and conversion efforts
  - Updating cost distribution on positions

Questions

- Agency questions for the HR/Payroll Team?

MySCEmployee Go-Live Communications

Tracy Powers, SCEIS Communications Lead

MySCEmployee User Name and Password Distribution Overview

- Username and password distribution
  - To be distributed with June 1 payroll
  - Advance notice was sent to AST Leads and HR Directors on Monday, April 19; a copy was sent to Communications Agents as follow-up
- A follow-up email will be sent in mid-May which will include an example of the content employees will receive
- The SCEIS Team will deliver sealed user name and password notices to the State Treasurer's Office by May 24 so that you may distribute them to your agency's employees with their June 1 pay stubs.

MySCEmployee User Name and Password Printed Notice Details

- 8 ½ x 5 ½ sealed notices
- Outer front cover
  - white with black print
  - your agency return address information
  - the employee mailing address
  - agency code and location code
  - all data taken from the payroll sort file
- Outer back cover includes a security feature with fold and tear instructions similar to a pay statement
- Notices will be “batched” separately from the pay statements

MySCEmployee User Name and Password Printed Notice Details

- Inside text
  - User name
  - Initial password instructions (last 4 digits of SSN twice)
  - Reminder to change password upon initial log in
  - A note that user names and passwords remain the same for current FI/MM SCEIS users
  - Reminder to view and update personal information
  - Instructions on how to access help resources

***Note**: If your agency utilizes a courier to pick up your agency's pay stub, please provide that person with advanced notice the he or she will be picking up this second set of documents.*

MySCEmployee Additional June Notices

- Preparing for Go-live MySCEmployee Support
  - Email message will be sent near the end of May to AST Leads with a copy to HR Directors and Communications Agents
  - We encourage agencies to distribute this message to all employees in early June after the username and password notices are distributed
  - The message will remind employees to login to the system, test usernames and passwords, check personal information and enter time if appropriate
  - The message will also include links to MySCEmployee tools

MySCEmployee Additional June Notices

- Imputed income letter to employees with more than $50,000 in life insurance with pre-tax premiums; tax owed on benefit deducted through payroll rather than through annual W2 form.
- Preparing for First Payday Reminders
  - Printed flyer to be distributed with June 16 payroll
  - Reminds employees that July 1 payroll statement, unless they are not on direct deposit, will be accessed via MySCEmployee
  - Encourages employees to review training material, use MySCEmployee reference guides, test usernames and passwords and review/edit personal information prior to July 1

Core HR/Payroll User Name and Password Distribution

- The SCEIS team will distribute SCEIS ECC user names and passwords to your agencies core HR/Payroll users via email one or two days before go-live
- The message will include
  - User name
  - Initial password structure (last 4 digits of SSN twice)
  - Quick Reference Card for logging into ECC
  - Instructions on how to access help resources
- AST Leads and HR Directors will receive an advanced sample of the core user notice

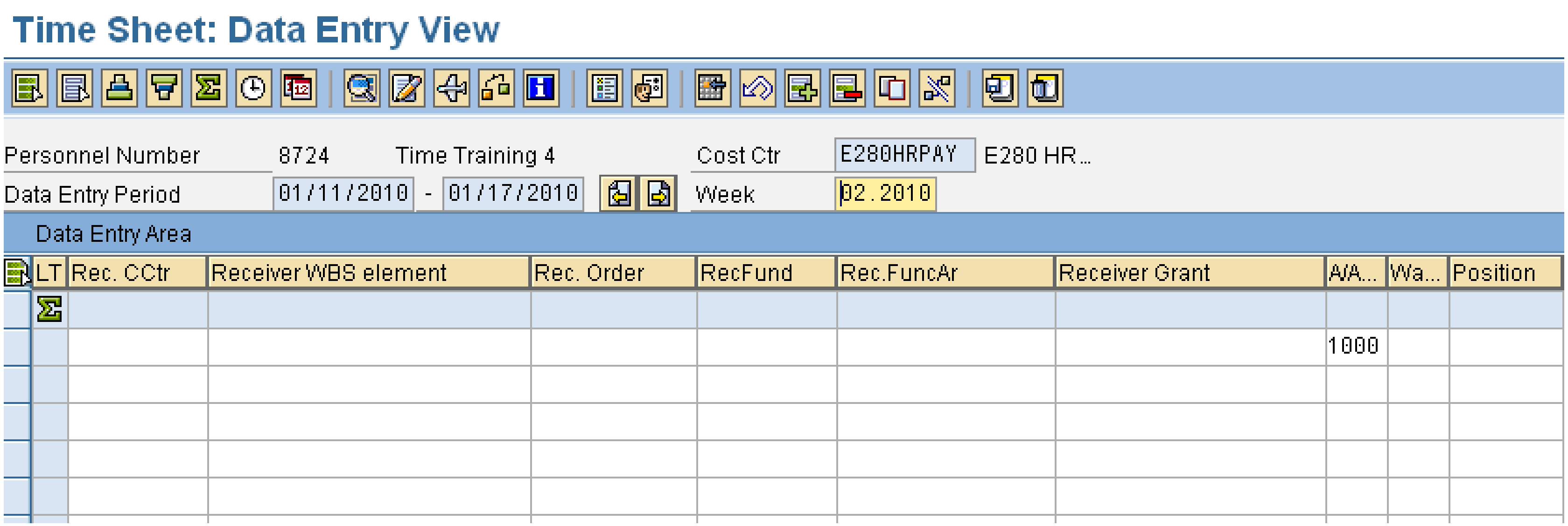
Thanks to Wave 2 Communications Agents

Agency Support Team Leads Meeting

CHARGE OBJECTS

Time Entry with Charge Objects

- If you have an employee who has more than one source of payroll funding (multiple cost centers, grants, etc.), select the Data Profile for **ADMIN.** This will give you the appropriate columns for Charge Objects.



Time Entry with Charge Objects

- The following fields are required when entering cost objects in CAT2:

Description	**Example**
Rec. Cost Ctr	P240A00030
Rec. Fund	3800000
Rec. Functional Area	P240_0034
Receiver Grant	NOT RELEVANT