SCEIS HR/Payroll Project
Blueprint Summary

Overview

This document defines the Blueprint Phase and summarizes the subsequent Blueprint document, highlighting the functional and technical areas covered in the SCEIS HR/Payroll system. It identifies primary process changes associated with each functional area and lists system features. The document also explains how information derived from the Blueprint will be used in subsequent phases of the SCEIS HR/Payroll Project. Additionally, the team has sought to answer as many questions as possible regarding changes to daily tasks that different sectors of the State's employees may notice when their agencies go live with the HR/Payroll module.

The Business Blueprint step in the implementation methodology is used to review and define detailed business processes and to verify business requirements. The Blueprint defines how the organization operates and provides a foundation for the project team on how the solution will be used to manage the activities of the organization (to-be processes). The Business Blueprint research included a series of agency workshops and discussions with subject matter experts (SMEs) in the organizations. For the State of South Carolina, the SMEs represented a cross-section of individuals from agencies of varying sizes. The SMEs provided the project team with an understanding of how business is conducted in the current environment including business process flows. This input provided a basis for how the SCEIS solution will be used in the future.

Research incorporated into the Blueprint included 41 workshops covering 31 functional topics, as well as numerous discussions with more than 180 Subject Matter Experts (SMEs) from nearly 60 agencies, the Office of Human Resources, and representatives from the Central Payroll office at the Comptroller General's Office, the State Treasurer's Office, and the State Budget Office. Workshops began July 1, 2008, with a review of the high-level organizational structures within SCEIS. During the workshops, the individuals involved in the initial discussions began developing their knowledge on the future SCEIS solution. The SMEs provided the SCEIS HR/Payroll Project Team with an understanding of how business is conducted in the current environment. Based on discussions in these workshops, the SCEIS HR/Payroll Project Team validated existing business process flows previously developed by the team, and recommended revised and/or new business process flows as deemed necessary. The input from the agency SMEs provided the basis for how the SCEIS HR/Payroll system will be configured.

The SCEIS HR/Payroll team's approach to creating the Blueprint document used the Metastorm ProVision modeling tool to generate required documentation. The tool also serves as a dynamic repository for both the information gathered and any changes that may be generated during Realization. In addition, this approach enabled the State's business requirements to be mapped to business functions, which in turn were mapped to business processes. This mapping enabled the context of the State's requirements to be defined and analyzed within the business processes that system users will perform as part of their daily tasks.

Business Blueprint Defined

SAP is the software package being used by the State of South Carolina for the SCEIS Program implementation effort. The Business Blueprint Phase is the second phase of the SAP implementation methodology. Business Blueprint Phase activities included gathering detailed functional requirements and business processes that support the SCEIS HR/Payroll system.

ASAP Methodology Depicting the Continuum of Project Phases

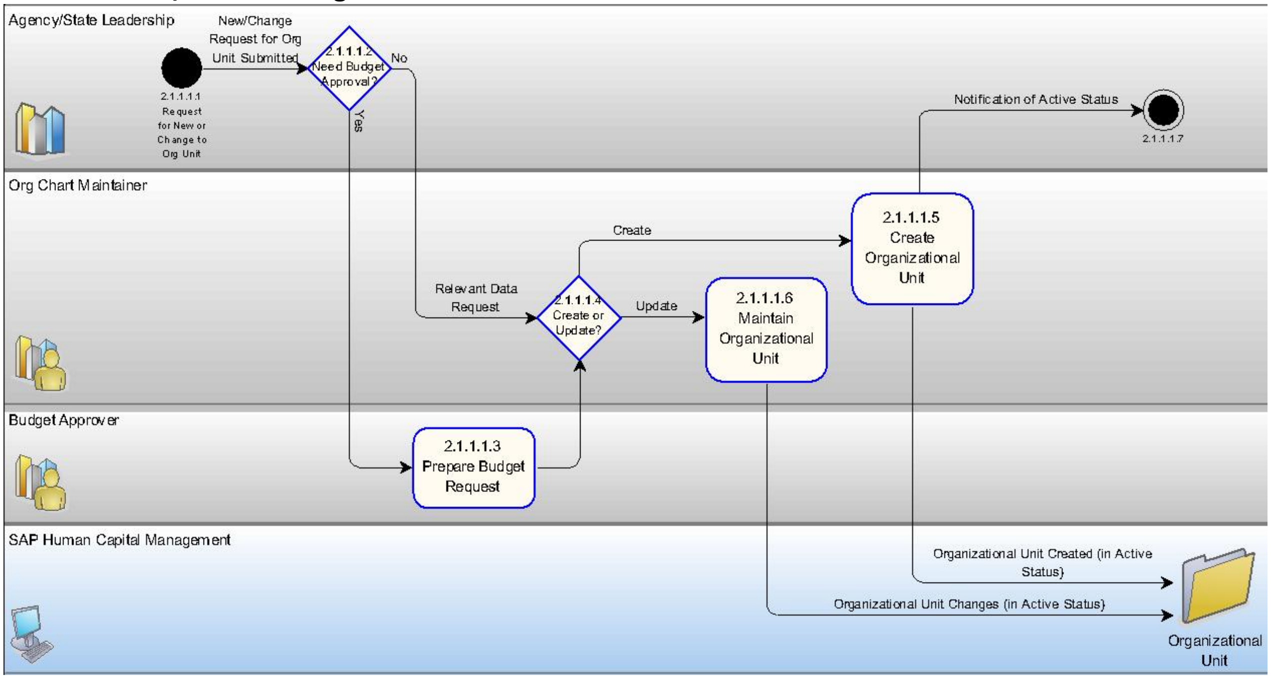
The elements incorporated into the Business Blueprint document include business scenarios, business processes and associated process steps/activities. The Business Blueprint document also includes baseline configuration definitions, interface requirements, data conversion requirements, training requirements, and user roles and authorizations.

The various activities undertaken during the Business Blueprint Phase leading to the compilation of the Business Blueprint document provided the foundation for future SCEIS HR/Payroll system development. The system will continue to evolve and change as requirements are refined and clarified during the development and testing process.

The knowledge gained by the SCEIS HR/Payroll Project Team during the Business Blueprint Phase of the project will aid in the development of training activities, user acceptance testing modules, security roles, and agency-specific role descriptions and internal policies that support the improved business practices. It will also help create a framework for tasks such as system configuration (design and development), coding, and testing.

Based on the functional information captured during the Business Blueprint workshops, approximately 40 business process flows were created. These process flows capture transactions associated with each of the functional areas. Below is one example of the general future business process flows that were developed by the SCEIS HR/Payroll Project Team after the Business Blueprint workshops. These business process flows are broken out into roles/ responsibilities, also referred to as "swim lanes," which illustrate the activities conducted and the security roles associated with them:

2.1.1.1 Create/Maintain Organizational Unit



*** Process flow generated using Metastorm's ProVision modeling tool**

These business process flows form the basis for the design and development of the SCEIS HR/Payroll system during the Realization Phase.

The Business Blueprint Phase focused on documenting business requirements and processes for the SCEIS HR/Payroll system that will be developed further during the Realization Phase. The Business Blueprint Phase did not focus on designing the system at a detailed level. The SCEIS HR/Payroll Project Team will finalize the detailed design of the system and create the system based on the design during the Realization Phase.

Ongoing Project Activities

Based on the general business process information documented during the Business Blueprint Phase, the final business requirements for the SCEIS HR/Payroll system's human resource and payroll processes will be completed during the Realization Phase. Core technical activities for the Realization Phase include configuration of the system, coding the system with the appropriate fields to track key business information, and testing to ensure that the system works and fully integrates with other modules in the system. During Realization, future business processes identified during the Blueprint Phase will be integrated into the SCEIS HR/Payroll system's final design. System training development and instructor training will occur during the Realization Phase as well.

During the Realization and Final Preparation Phases, end user training for the first group of agencies to go live with the HR/Payroll modules will be completed and end user training for subsequent groups of agencies begins. Data to be loaded into the SCEIS HR/Payroll system will be cleansed and validated, and cutover activities will be conducted. Finally, a strategy will be established in preparation for each wave of go-live activities. This will include a post-implementation support strategy that addresses the ongoing maintenance and support of the SCEIS HR/Payroll system.

SCEIS HR/Payroll System Functions

The Business Blueprint Phase covers the business process flows, changes, and features of the SCEIS HR/Payroll system as derived from each of the functional areas included within the scope of the project. The functional areas covered in the SCEIS HR/Payroll Project rollout include:

- Organizational Management
- Personnel Administration
- Benefits Support
- Time Management
- Payroll Administration
- Travel Management
- Employee Self-Service/Manager Self-Service (ESS/MSS)

A description of these functional areas is presented in this section. The primary process changes and associated features and benefits are also documented.

Organizational Management

Functional Scope

The Organizational Management (OM) module is a component within the HR module that is used as a tool to maintain a model of the organizational structure for the State of South Carolina in the system. The OM module provides a clear picture of the organization—past, present or future. This information allows an organization to be proactive in planning for its future human resources needs.

An organizational plan is composed of organizational units, jobs, positions, and the relationships that are linked together to create hierarchies. The hierarchies are used to represent the State of South Carolina's organizational structure and reporting relationships, to construct structural security authorizations, and to set up workflows for all functional areas. The information stored in Organizational Management is used to propose defaults when processing Personnel Administration actions. When an employee has been assigned to a position and the attributes of the position are changed, an update to the employee's personnel records must take place in order for the position attribute changes to take effect. The hierarchical structure provides inheritance from the superior object, which reduces the effort to create and maintain organizational units.

Organizational units represent functional units within each agency, and can be defined according to how tasks are divided up within each agency. An organizational unit can be established at the agency level, but it can also be set up at the division, section, branch, group, or unit level. An organization can be defined from the highest level, called the root organizational unit (State of South Carolina) to the smallest organizational unit within the State. Organizational reporting structures are created by assigning these organizational units to each other.

Positions are occupied by a person and assigned to an organizational unit. A position is based on the job (class) that describes it. This means that a position inherits the job (class) title and respective class code of a job (class).

Functionality Highlights

- Consistent Organizational Management hierarchies for reporting and security

- Structure for supporting workflow opportunities
- Cost center inheritance
- Costing/funding of positions

System Features and Changes

Below is a list of some of the features and impacts associated with implementation of the SCEIS HR/Payroll system's Organizational Management functional area. *It is important to note that some of these features may evolve as the project progresses and more information becomes available.*

Current Process/Practice (Legacy Systems)	Future Process/Practice (SCEIS HR/Payroll)
Currently OHR has granted some limited authority to Agencies to create and maintain organizational units and positions. Agency access to maintain certain organizational data may be limited due to the fact that the State's entire organizational structure is dependent upon the quality of master data.	Some of the organizational unit maintenance will be centralized due to the increased level of configuration and inheritance tied to the organizational structure in SCEIS.
At present, not all employees in State Government have an email account nor do they have regular access to a computer at work.	It is assumed that employees will have the ability to use and access the Internet for ESS/MSS in order to complete personal information, record working hours, maintain bank details, and review remuneration statements, etc.
Position Description process changes	A template for the position description form will be available on ESS/MSS for managers and the HR Administrator. It will be an automated form that can be initiated through workflow with completion and approval steps before entering into the system. The form will be stored on the "Description" for the position object. The user has the option to print a paper version of the position description.

Frequently Asked Questions: Organizational Management

During the Blueprint workshops and subsequent discussions with agency personnel and subject matter experts, the project team gathered questions regarding some of the changes and functionalities associated with the implementation of the system. The following is a list of those questions related to Organizational Management and the answers the team has been able to compile to date. *It is important to note that some of these answers may evolve as the project progresses and more information becomes available.*

Question	Response
What is organizational management (OM)?	Organizational Management or OM is a component within the HR Module that is used as a tool to maintain a model of the organizational structure for the State of South Carolina in the system. The Organizational Management module provides a clear picture of the organization at any point in time: past, present or future.
What is Organizational Management (OM) used for in SCEIS?	OM is used to manage an agency's organizational structure including divisions and departments along with managing jobs and positions within an agency.

Question	Response
What are objects in Organizational Management (OM)?	The objects in OM that comprise an organizational structure are referred to using the acronym SPOCK to help the team and users remember how they are organized. SPOCK stands for : (S) Position (P) Person (O) Organizational Unit (C) Job (K) Cost Center SPOCK, or the organizational objects, allow management of divisions, departments, jobs, and positions within an agency.
What is an organizational unit?	An organizational unit can represent a division, department, section, bureau, county office, or any other unit within an agency's organizational chart. The hierarchical relationships that exist between the organizational units represent the organizational structure of your agency and the State within SCEIS.
What is a job?	A job in SCEIS represents the State's classification system including the class codes and class titles (i.e. AA75 (Administrative Assistant), etc.
Where will class codes and class titles be captured in SCEIS?	Class codes and class titles are captured with the job object.
What is a position?	Positions in SCEIS are the individual employee assignments. Positions may be occupied by employees or may be vacant. In SCEIS, the different types of positions that exist today such as FTE, temporary-grant, time-limited, and temporary will continue to be used. Position types are identified in the Enterprise Structure.
Will an agency's internal titles be captured in SCEIS?	The position long description field is a place for agencies to capture internal titles used for a position.
Will an agency be able to see all of the agency's positions in a particular county?	Yes. The county code is one of the fields that are captured for each position.
Will SCEIS allow an agency to see which positions are central office positions within that agency?	Yes. A field is available for the purpose of identifying positions that are in the central office within an agency.
Will SCEIS be able to indicate the positions that are exempt from the State Employee Grievance Act?	Yes. SCEIS provides a field to indicate whether a position is covered or not covered by the State Employee Grievance Act.
Will the current position number in HRIS be used in SCEIS to track positions?	The current position number will not be used to track positions in SCEIS; however, that number will be captured as a reference. SCEIS will assign a new position number for tracking within the new HR system.
Will the agency be able to track essential positions for hazardous weather purposes?	Yes. There is a field for indicating if a position is essential.
Will there be an indicator for positions that require a driver's license?	Yes. A field that denotes positions requiring a driver's license is included.
Will there be an electronic way to request and obtain approval for non-delegated reclassification actions?	Yes, requests for reclassification of non-delegated positions are handled through workflow in SCEIS. When a request is approved, the system automatically updates the position information.

Personnel Administration

<u>Functional Scope</u>

Personnel Administration (PA) is used to set up controls for basic pay, time-related data, and employee personal data. Employee data can be entered and maintained using personnel actions and transactions.

Personnel Administration gives HR employees, managers, and other verified users access to real-time employee data. This data is viewed in easy-to-access screens. Personnel Administration is integrated with the other components of SCEIS HR, so certain changes made in PA automatically make required changes in the other areas (Payroll, Time Management, Travel, and Organizational Management). The State of South Carolina intends to implement the Personnel Administration module to perform HR functions within State agencies and within the central Office of Human Resources. Generally, State agencies in scope will use PA to manage the core HR processes surrounding the employee life cycle. The Office of Human Resources will use PA centrally to oversee and manage the State's HR administration needs as required by federal and State regulations.

Recording employee data for administrative, time recording and payroll administration purposes is of primary importance for HR staff. In the SCEIS HR/Payroll system, the informational units used to enter and store employee data are called infotypes. Infotypes are used to group related data fields together for an employee. They provide information in a structured format, facilitate data entry, and enable employee data to be stored for specific periods. The functions for maintaining HR employee data contain all the tasks necessary to enter, update, and analyze it as needed. Transactions for processing personnel actions can be designed to require a combination of infotypes in a desired sequence, depending on the type of action.

Functional Highlights

- Combined repository for employee master data maintenance
- Standardized process for all employee-related HR actions (from initial hiring through retirement or separation)
- Streamlined process for validating HR/Payroll data elements

System Features and Changes

Below is a list of some of the features and impacts associated with implementation of the SCEIS HR/Payroll system's Personnel Administration functional area. *It is important to note that some of these features may evolve as the project progresses and more information becomes available.*

Current Process/Practice (Legacy Systems)	Future Process/Practice (SCEIS HR/Payroll)
Current Agency use of Miscellaneous fields in HRIS	The system does not have a miscellaneous field feature, but has text capabilities on various infotypes. Agencies may use the text fields to store information, but they cannot report on the data. Those items that can be configured and/or captured in the system have been identified. Otherwise, agencies will have to use the text fields as mentioned.
Currently, temporary positions are created for a period of time not to exceed one year. Agencies handle the administration of filled temporary positions differently. (Some agencies separate employees for a pay period, some for two consecutive weeks, and others not at all.)	In SCEIS, a notification will be generated from the system reminding appropriate agency personnel that the temporary term is about to expire. The system will then automatically delimit the validity of the temporary position upon expiration of the one year term. This requires all agencies to separate from employment temporary employees whose one year term has expired. In addition, the system will require a 15 day break in service for all returning temporary employees across State Government. This represents a statewide standardization. This standardization does not apply to agencies with any regulatory exceptions.
OHR required annual reports - Agencies currently have to submit legislatively required annual reports on paper or electronically to OHR at specific times throughout the year.	OHR will have immediate/on-going access to the required information and agencies will no longer have to submit specific annual reports.

Frequently Asked Questions: Personnel Administration

During the Blueprint workshops and subsequent discussions with agency personnel and subject matter experts, the project team gathered questions regarding some of the changes and functionalities associated with the implementation of the system. The following is a list of those questions related to Personnel Administration and the answers the team has been able to compile to date. *It is important to note that some of these answers may evolve as the project progresses and more information becomes available.*

Question	Response
Will agencies have the ability to track certification or licensure of employees?	Yes, SCEIS records and monitors the certificates and licenses attained by employees to fulfill the requirements of their profession, their workplace, or the law.
Agency internal pay structures with internal pay titles and levels within the state's broad pay bands vary. Will the system provide flexibility to reflect each agency's pay plan?	The State's classification and compensation plan is considered the item in scope for configuration. However, efforts have been made to provide agencies with the opportunity to store and capture information about their internal pay plans to the extent possible.
Is employee "headcount" data accessible?	Yes, this information can be generated through the reporting features.
An agency assigns employee numbers. Can these numbers be maintained in SCEIS?	SCEIS generates a Personnel Number for each employee. In addition, efforts have been made to provide space for maintenance of legacy employee numbers in SCEIS as a reference item.
Will an agency be able to identify temporary grant or time limited employees with benefits as opposed to those without benefits?	Yes, employees are assigned to Employee Group and Employee Subgroup categories. These assignments will allow agencies to distinguish these employees based on approved benefits.
Will SCEIS offer the ability to identify equipment or items loaned to employees?	The ability to capture "Objects on Loan" is available to store a variety of things such as laptops, assigned animals, vehicles, office equipment, ID badges, radios, boats, parking decals, etc.

Benefits Support

Functional Scope

The Benefits component of the SCEIS HR module will streamline payroll deductions between the vendor and Central Payroll processing.

The SCEIS system will not act as the plan administrator for employee insurance benefit options. Whether open enrollment or life events, employees and agency benefit administrators will continue to use Benefit Notice of Elections and update their information either in the Employee Insurance Program (EIP) portal or on mail enrollment/change forms. The major change will be the development of an inbound interface from the vendors, the Employee Insurance Program, and Money Plus to upload employee-benefit-relevant data. This will ensure that the data sent to the vendor will be a duplicate of information in SCEIS for the processing of benefit payroll deductions. The same procedure will be applied for employees who enroll in deferred compensation plans. The current vendor, ING, will submit inbound data for employee elections and/or changes.

For retirement, SCEIS will not act as plan administrator, but will serve as the source of enrollment. During hire/eligibility changes, the benefit administrator will select the plan option in SCEIS based on the employee's election on the standard SCRS form. A nightly audit will run against South Carolina's Retirement System information to ensure that each employee is enrolled in a correct Retirement Plan. If needed, a manual adjustment will be made by the benefits administrator. All other mandatory forms, such as Beneficiary forms, will need to be submitted to the Retirement system.

Employee Savings Plans, Dependent Care, HSA Plans, and Medical Savings Plan vendors will provide the information necessary to be considered in the payroll process via an interface from the plan providers.

Functional Highlights

- Streamlines payroll and benefits administration processes for statewide plans
- Supports online enrollment for retirement for those employees with computer and internet access
- Fully integrated with Personnel Administration to support proper administration of benefits throughout the life cycle of an employee

System Features and Changes

Below is a list of some of the features and impacts associated with implementation of the SCEIS HR/Payroll system's Benefits Support functional area. *It is important to note that some of these features may evolve as the project progresses and more information becomes available.*

Current Process/Practice (Legacy Systems)	Future Process/Practice (SCEIS HR/Payroll)
EIP/Health Insurance: Currently employee data is entered manually into EIP by either the Benefits Administrator at the agency or the employee. Data is then sent to the CG's office for processing. This process results in delays and errors.	The Benefits Administrator or employee will continue to input the data into EIP. There will be a daily interface to SCEIS.
Retirement Plans are currently handled by two systems. The employee completes a form 1100 which is then submitted to the CG who calculates the deduction amount and enters the data into SCEIS and the retirement system is then updated.	Retirement plan data will be entered directly into SCEIS. SCEIS will check to make sure that employees have enrolled in the retirement program that is appropriate for them and will then calculate the deductions. Then, SCEIS will also identify the type of employee retiree (e.g. service) and determine the accruals, payouts, etc.
For HSAs, Dependent Care, and Medical Savings Plans, the process is the same as for EIP/Health Insurance: employee data is manually entered by the Benefits Administrator at the agency or by the employee, and is then sent to the CG's office for processing, sometimes resulting in delays and/or errors	The Interface Plan Administrator will provide the information to ensure more timely and accurate delivery and processing of data.
For Savings Plans, the process is also the same as listed above for the EIP/Insurance Plans and for HSAs, Dependent Care, and Medical Savings Plans.	The Interface Plan Administrator will provide the information to ensure more timely and accurate delivery and processing of data.

Time Management

Functional Scope

Time Management provides the means to plan, record, and evaluate employees' attendance and absence times. This activity captures and edits employee time entries, documents leaves of absence, and prepares entries for the State's payroll and retirement systems based on employees' work schedules and time worked, time off, supporting collections, approvals, and distributions of time data.

Time Recording and Leave Management will be supported in SCEIS. The Time Entry processes include the capture of time off and working time in accordance with agency policies. Leave Management includes the leave request process and the management of leave balances. In both Time Entry and Leave Management, management approvals are an integral part of the process. Supervisors and managers will have real-time access to their subordinates' time and leave records.

The Time Management processes will be closely integrated with payroll and will include the automated management of overtime, which will be calculated according to the Federal Fair Labor Standard Act (FLSA) and the State of South Carolina overtime policies. It will automate the accrual of annual leave and sick leave quotas based on State-regulated accrual rules.

The system will support the application of numerous business rules associated with the details of time-data processing, including advance leave, adverse weather, shift differentials, holiday pay, overtime definition, and overtime payouts.

Functional Highlights

- Cross Application Timesheets (CATS)
- Automated leave quota accruals
- Real-time access to employee time and leave records for managers

System Features and Changes

Below is a list of some of the features and impacts associated with implementation of the SCEIS HR/Payroll system's Time Management functional area. *It is important to note that some of these features may evolve as the project progresses and more information becomes available.*

Current Process/Practice (Legacy Systems)	Future Process/Practice (SCEIS HR/Payroll)
Many agencies track attendance and absence information using paper time sheets for non-exempt employees. Some agencies do not use timesheets at all.	In SCEIS, hard copy time sheets will be replaced with electronic time recording via ESS/MSS.
The state currently has an eLeave application utilized by some agencies for processing leave requests and tracking accruals. Some agencies are using other electronic absence tracking while still others use a paper/manual approval process.	In SCEIS, absences will be requested and approved electronically. The system will automatically record absences in the CATS timesheet.
The FMLA process for determining eligibility and tracking time away from work is performed differently throughout State Government.	In SCEIS, agencies will use the FMLA Workbench to determine eligibility and track qualifying FMLA time away from work. This results in statewide standardization. If an employee transfers during a period of FMLA leave, the system will continue to track that leave entitlement.
At present, most agencies are tracking Extended Leave of Absence via some type of manual process.	In SCEIS, Extended LOA will be handled through an Action and will enable HR Personnel to better track dates through Task Monitoring.
In many agencies, time-related calculations such as overtime, on-call, call back, and pay per visits are handled manually, including recording time worked and other calculations.	All time-related calculations will be configured based on the requirements of the FLSA and various state regulations. Therefore, most manual process interventions will be eliminated.
At present, not all agencies maintain written Work Schedules for their employees.	In SCEIS, all employees must be assigned a work schedule. Agencies will have access to drop down menu of established work schedules.

Current Process/Practice (Legacy Systems)	Future Process/Practice (SCEIS HR/Payroll)
When an employee in an FTE transfers to another agency in an FTE, many agencies process the transfer of leave through a manual process.	SCEIS is an integrated system. Performing a PA Action of a Transfer will automatically bring up IT0416, so any leaves to be paid (i.e. Non-exempt Comp Time) will be completed in a timely fashion; AL, SL, Holiday Comp Time, FMLA, and Family SL will follow employee with no intervention as part of the transfer procedure. However, the agency must know if the employee is transferring to another agency to avoid problems such as payment of annual leave.
Impact of State as one employer for FLSA - Although the State has been considered one employer under FLSA for some time, no system has existed that allowed a statewide view of the administration of FLSA in the agencies.	SCEIS will provide a comprehensive statewide view of overtime and how agencies administer the requirements of the FLSA. The system will standardize the payment processes tied to time evaluation.
Special Schools - Agencies who operate on a school calendar currently set and maintain their own calendars.	Each year agencies that operate on a school calendar will be required to submit the school calendar for payroll purposes.

Frequently Asked Questions: Time Management

During the Blueprint workshops and subsequent discussions with agency personnel and subject matter experts, the project team gathered questions regarding some of the changes and functionalities associated with the implementation of the system. The following is a list of those questions related to Time Management and the answers the team has been able to compile to date. *It is important to note that some of these answers may evolve as the project progresses and more information becomes available.*

Question	Response
When will an employee's monthly leave accruals be credited in SCEIS?	SCEIS automatically credits monthly leave accruals once an employee meets the requirement of being in paid status for at least half of the working days of the month.
Will SCEIS allow an employee to use more leave than he has accrued, resulting in a negative leave balance?	No, SCEIS does not allow an employee to use leave he has not earned, thereby avoiding negative leave balances.
What happens to an employee's leave balances when he transfers to another agency?	Since SCEIS is an integrated system, for FTE employees, annual and sick leave balances will automatically transfer with the employee to the new agency. However, compensatory time for non-exempt employees will not be transferred since this should be paid out upon transfer of the employee. (A transfer and/or termination action will initiate Infotype 0416 in SCEIS; this will enable HR personnel to make sure any quotas as appropriate are paid to employee.)
Will every State employee be required to have a work schedule in SCEIS?	Yes, approved work schedules are an integral part of the SCEIS Time Management component. Therefore, every employee will be required to have a defined work schedule.
In order to earn/ receive pay for a holiday in SCEIS, is an employee required to be in pay status the day before, the day after, or both the day before and after a holiday?	In SCEIS, employees must be in pay status the day before a holiday in order to earn/receive pay for that holiday.
When an employee takes a leave of absence, will his/her manager receive a reminder notice regarding the reason or length of time the employee is out on leave? Will HR receive a reminder so that they will be apprised of the employee's upcoming return?	Yes, reminders are sent to the HR representative before the maximum leave time allotment has been reached, prior to the employee's return. The representative will control this reminder feature and determine when he/she wishes to receive the notice.

Payroll Administration

Functional Scope

The implementation of the SAP Payroll module for the State of South Carolina is being performed by analyzing the State's payroll processing needs and the various SAP payroll submodules to ensure that the system will meet the State's business requirements and comply with federal and State regulations. The SCEIS implementation will replace the State of South Carolina's current payroll system (CG Payroll), which was implemented in 1969. This will involve transferring employee payroll data to support the timing of agency go-live waves in order to process payments to State employees.

With this in mind, each requirement and how it will be met by standard SAP functionality has been documented, as well as where the standard SAP system must be enhanced to meet requirements.

In payroll administration, the salary structure defines the salary ranges and the basic pay codes for different groups of employees. Exempt employees are paid a salary and will input absence information in the SCEIS system. Salaried non-exempt employees are paid an annual salary as well, but will be required to input both absence information (leave) and record work hours. Temporary employees will be paid an hourly rate based upon reported hours worked.

The payroll structure, on the other hand, defines the pay frequencies available in the organization (for example, semi-monthly and monthly). In preparation for implementing the new system, the State of South Carolina will convert to four pay cycles enterprise-wide: one semi-monthly payroll for SCEIS agencies, one for the House of Representatives, one for the Senate, and one payroll area for active non-employees. Two payroll areas will be defined for the General Assembly. This will streamline the payroll process and allow combined payroll processing for employees.

Functional Highlights

- Integration among human resources, time management, organizational management, and payroll data
- Support for multiple payroll cycles, and retroactive payroll accounting
- Streamlined pay cycles
- SCEIS will utilize BSI tax software to provide multi-state taxing for out-of-state employees, as well as Federal and South Carolina tax calculations

System Features and Changes

Below is a list of some of the features and impacts associated with implementation of the SCEIS HR/Payroll system's Payroll Administration functional area. *It is important to note that some of these features may evolve as the project progresses and more information becomes available.*

Current Process/Practice (Legacy Systems)	Future Process/Practice (SCEIS HR/Payroll)
Retroactivity is now done manually.	Retroactivity calculations will be done automatically in SCEIS.
Processing of non-resident aliens - There is currently no payroll-related process.	Hiring of non resident aliens will require the creation of 1042S forms and/or W2's.
Reporting requests are currently sent to various locations, such as OHR, for compilation and distribution. Reports are printed and delivered to the requestor.	Agencies will be responsible for printing and collecting their own reports.
Remuneration statements are currently printed and distributed.	Remuneration statements will no longer be printed but will be available for viewing online. Employees will have the ability to download their statements.

Current Process/Practice (Legacy Systems)	Future Process/Practice (SCEIS HR/Payroll)
Direct Deposit details are currently submitted to payroll for input into the system.	Direct deposit changes will be handled online by the employees and approved by the CG. Agencies will maintain payments and deductions in SCEIS. There will no longer be the necessity to go through CG Payroll.
Savings Bonds are currently managed manually via a spreadsheet.	Savings Bonds process will be streamlined and automated. The CG's office will manage this process online.
Taxes	Taxes will be calculated automatically. Work/reside taxation rules are being automated. Software is in place to check reciprocity agreements. Tax calculations in the future may be different as the system will enforce certain tax considerations
Off-cycle process - This is currently handled by the CG's office.	Payment file information will no longer be sent to the CG's office. Agencies will be able to make entries in SCEIS.
Overtime is currently calculated manually.	Overtime will be calculated automatically.

Frequently Asked Questions: Payroll Administration

During the Blueprint workshops and subsequent discussions with agency personnel and subject matter experts, the project team gathered questions regarding some of the changes and functionalities associated with the implementation of the system. The following is a list of those questions related to Payroll and the answers the team has been able to compile to date. *It is important to note that some of these answers may evolve as the project progresses and more information becomes available.*

Question	Response
What impact will the integrated system have on the current checks and balances between HR and payroll when processing actions?	SCEIS is "role based" which allows for the separation of duties and approvals. For example, there is an "HR Processor Role" and a "Payroll Processor Role". Each "role" has the authority to approve actions or enter certain information, and each agency determines assigned roles.
When employees transfer from one agency to another agency, what information will be transferred?	All employee information will transfer to the new agency, including any attached or imaged documents.

Travel Management

Functional Scope

The SAP Travel Management module will streamline the travel claim entry, approval, posting, and reporting processes and create an audit trail through the completion of the travel expense reimbursement, receipt submission posting, and payment. This streamlined process will provide the State of South Carolina and its agencies with significant efficiencies in processing reimbursement requests, thereby reducing the time associated with the overall process. The Travel Management module in SAP addresses the needs of accounting for employees' travel expenses incurred during their official duties.

As Travel Management is fully integrated with other key SAP modules such as Financials, Controlling, Funds Management, Grants Management, Human Resources, and Business Intelligence, the problems associated with validations of data at the point of entry in either traditional paper-based or other systems are eliminated. Only those travelers who are authorized through HR master data to travel on behalf of the State of South Carolina may enter expenses. Likewise, travelers or travel assistants/designees will be able to enter expenses only against those objects they are authorized to charge at the time of the travel and as long as the budget exists. Data is validated during entry, eliminating the need for many manual back-office checks. Integration with Business Intelligence facilitates additional reporting capabilities including standard reports and ad hoc reporting on travel expense data.

The system will be configured to incorporate the relevant policies and limits for the various types of travelers. Data entry fields delivered with the standard solution may be hidden, made optional, required, or given default values, where appropriate. This enables flexibility yet enforces policies and facilitates audits.

Workflow will automate many of the processes associated with the travel request and travel expense reimbursement process.

Functional Highlights

- Streamlined processes for requesting and approving travel
- Streamlined process for requesting travel advances and reimbursement for travel expenses

System Features and Changes

Below is a list of some of the features and impacts associated with implementation of the SCEIS HR/Payroll system's Travel Management functional area. *It is important to note that some of these features may evolve as the project progresses and more information becomes available.*

Current Process/Practice (Legacy Systems)	Future Process/Practice (SCEIS HR/Payroll)
Travel reimbursement for non-state employee travel for state business is handled individually by the agency on a case-by-case basis.	Non-state employees will be entered into the system with a specific designation that notes them as non-state employees but also grants eligibility to request reimbursement for expenses incurred during state-related travel.
Travel requests and reimbursement requests are handled in hard copy and processed manually.	Travel requests and reimbursement requests will be submitted by the traveling employee online via Employee Self-Service (ESS). Employees without access to ESS will have to submit their requests and expense information to a designated individual to be entered into the system before the request can be processed and claims can be paid.
The method by which agencies request proof of expense is handled by the agency.	Receipts and other supporting documentation will be imaged and attached to travel requests or reimbursement requests. Each agency must determine the best process for accomplishing this function including the possibility of acquiring additional imaging equipment for remote locations.

Employee Self-Service/Manager Self-Service (ESS/MSS)

Functional Scope

The SAP Self-Service functionality for employees and managers will be implemented as a part of the SCEIS project for the State of South Carolina. These applications will replace the existing eLeave application and manual time-recording procedures currently in use in the State and will automate a number of paper-based HR and payroll processes. These self-service applications will relieve State resources from routine administrative tasks, allowing them to dedicate their time and resources to more strategic initiatives.

Through an employee-centric portal, SCEIS HR provides Employee Self-Service (ESS) capabilities that enable employees to create, view, and modify data anywhere and at any time, using multiple technologies. With direct access to personal information, employees need not contact their local HR office to view details such as salary statements, W4 forms, and time quota accruals. Managers will be able to use Manager Self-Service (MSS) to view information for their direct reports and approve leave requests and time entry, including overtime.

Functional Highlights: Employee Self-Service (ESS)

Personnel Data

- Change address
- Set up and maintain direct deposit information

Pay and Benefits

- View pay statements
- Fill out and view W-4 tax withholding forms
- Access statewide benefits vendors' portals

Time & Leave

- Submit leave requests
- Enter information on timesheets
- View leave balances

Travel

- Submit travel requests
- Submit travel reimbursement requests

Functional Highlights: Manager Self-Service (MSS)

- View employee attendance
- Approve timesheets
- Approve an employee's leave request
- Search for employee information (contact information, e-mail address)
- Monitor tasks

System Features and Changes

Below is a list of some of the features and impacts associated with implementation of the SCEIS HR/Payroll system's Employee Self-Service and Manager Self-Service functional areas. *It is important to note that some of these features may evolve as the project progresses and more information becomes available.*

Current Process/Practice (Legacy Systems)	Future Process/Practice (SCEIS HR/Payroll)
The current existing HR and Payroll activities related to managing master data (addresses, bank information, and personal data) are generally done in HR now.	These tasks will be performed by the employee in ESS/MSS in SCEIS. This represents a major process change.
Reports (Managers) - Managers currently receive printed or electronic reports and/or currently have to request copies of certain reports from IT, HR and/or other staff.	Through MSS, managers will have access to standard reports and the ability to generate ad-hoc reports from their desktop in SCEIS.
Work Overview (Managers) - Managers currently receive requests for approval through a paper form and have to access information such as absence days through a request to HR.	Managers will access MSS to view if they have any requests to be approved or to initiate a request for approval. In addition, managers will be able to access absence days via a calendar and receive reminders for dates.

Current Process/Practice (Legacy Systems)	Future Process/Practice (SCEIS HR/Payroll)
Team Viewer (Managers) - Managers currently go to HR to access employee related information.	Managers will access MSS to view information about their direct and indirect reports. This information includes general data, personal data, salary information, and absence days.
Pay Stub - Today, pay check stubs or remuneration statements are printed centrally by the State Treasurer.	The process of printing employee pay stubs will be eliminated from a central perspective in SCEIS. Employees will be able to view remuneration statements using ESS/MSS. Agencies will have the option of printing pay stubs for employees who may not have access to employee self-service.
Leave Requests - The state currently has an eLeave application utilized by some agencies for processing leave requests and tracking accruals. Some agencies are using other electronic absence tracking while still others use a paper/manual approval process.	In SCEIS, absences will be requested and approved electronically, and recorded in the self-service application time sheet as an absence type.
Access - At present, not all employees in State Government have an email account nor do they have regular access to a computer at work.	It is assumed that employees will have the ability to use and access the Internet for ESS/MSS in order to complete personal information, record working hours, maintain bank details, and review remuneration statements, etc. In addition, managers will have the ability to make some changes on behalf of the employee if the employee does not have access to a computer with an internet connection.
Signatures Agency acceptance of e-signature - Some agencies have accepted electronic signature (based on user id and password) for some time, while others have been more hesitant to replace the paper signature.	Employees will log into ESS and the employee's unique username and password will be considered as an electronic signature.
Addresses - Employees currently submit address changes to their human resources office by completing a paper form.	Employees will access ESS and maintain a permanent, mailing, or temporary address. This information will be sent via workflow to HR who will review the information and if correct approve the change.
Emergency Contacts - Employees currently complete a paper form at orientation or when a change is required for their emergency contacts.	Employees will access ESS and maintain their emergency contact information.
Hours Worked - Employees currently complete paper timesheets for documenting their hours worked.	Employees will have to use ESS to enter their working hours into the CATS timesheet. In some cases, a manager or time administrator may enter time on behalf of employees.
Leave Balances - Employees currently access their leave balances through E-leave or from a paper statement that is distributed by the HR staff.	Employees will use ESS to access their available leave balances such as annual, sick, holiday comp., etc.
W-4 State and Federal Withholding - Employees currently complete a form to change their withholding information in their agency's HR/Payroll office.	Employees will access ESS and change their Federal and/or State withholding information.
Bank Information - Employees currently complete a paper for the creation of a bank or changing a bank for the purpose of direct deposit. After the paperwork is processed, it goes through a pre-note process.	Employees will access ESS and maintain their bank information for the purpose of direct deposit and for reimbursement of travel expenses.
Employment & Salary Verification - Employees currently call HR/Payroll to request an employment and salary verification. In most cases, agencies require the completion of a paper form.	Employees will access ESS and complete the required information for an employment and salary verification. The information will be sent via workflow to HR/Payroll to complete and send to the requested company.
Employee Personal Data - Employees currently complete a form for a name change, marital status change, etc. and submit to HR.	Users will maintain their personal data, such as marital status, name change, and social security # through ESS. This functionality will be display only since additional documentation is required to be submitted to HR to make these changes effective.
HR Information (HR Administrator) - HR staff currently access employee information via HRIS or personnel files.	HR staff can access HR Administrator to view or edit employee master data, start processes for approvals, and search processes.

Current Process/Practice (Legacy Systems)	Future Process/Practice (SCEIS HR/Payroll)
HR Information (HR Administrator) - HR staff currently access reports through HRIS or submitting request to OHR.	HR staff can access HR Administrator to view or print reports available through standard reports or through Business Intelligence (BI) links.
Position Description process changes - Currently managers write/edit position descriptions for their employees and submit to the employee, the immediate supervisor, and human resources for approval. Human resources files copies of the position description.	The position description will be an electronic process along with the approvals for the position descriptions. Position descriptions will be stored in SCEIS.

Frequently Asked Questions: Employee Self-Service/Manager Self-Service

During the Blueprint workshops and subsequent discussions with agency personnel and subject matter experts, the project team gathered questions regarding some of the changes and functionalities associated with the implementation of the system. The following is a list of those questions related to ESS/MSS and the answers the team has been able to compile to date. It is important to note that some of these answers may evolve as the project progresses and more information becomes available.

Question	Response
How will an employee log into Employee Self Service (ESS)?	Each active employee will be given a unique username and password to access ESS. When the employee accesses the portal (website), he/she will be asked to enter his or her unique username and password. Upon successfully entering the valid information, he/she will be directed to the ESS main menu where he/she will be able to create, view, and edit personal information.
Will the employee be able to change his address using ESS?	An employee will be able to maintain an address for his permanent residence as well as a mailing address if the employee has a separate mailing address. The employee will be able to make changes to his/her permanent residence and a separate mailing address in ESS.
Will the employee be able to change his/her direct deposit information using ESS?	The employee will be able to change the bank information that he/she uses for direct deposit. ESS provides the option of depositing an employee's pay into multiple bank accounts.
Will an employee be able to change his State and Federal Tax Withholdings using ESS?	Yes. An employee will be able to change his withholding information such as filing status, number of exemptions, and any additional withholdings.
How will a non-exempt employee report his working hours each day?	A non-exempt employee will be able to enter his/her daily working hours into a timesheet using ESS. If an employee does not have access to a computer, his/her manager or an individual assigned by the agency to serve as a time administrator will have access to enter the employee's working hours based on the hours that the employee provides. An employee’s manager will then approve the employee's working hours.
Will an employee be able to see his leave balances, such as the amount of annual and sick leave available?	Yes. An employee will be able to view his available leave balances such as annual and sick leave, as well as any comp-time the employee may have available. Available leave balances will be reflected as of the day before the date the employee accesses the information.
Can an employee continue to receive employment and/or salary verifications for applying for loans and other valid reasons from his human resources/payroll office?	Yes. An employee will have the capability of requesting employment and salary verifications through ESS. The employee will have the ability to request that employment and salary verifications be sent by his/her agency's human resources/payroll office via fax or mail.

Question	Response
What other information will the employee be able to view through ESS?	The employee will also be able to search for other State employees in ESS. If an employee needs to find the contact information for another State employee, he will be able to use ESS to find this information.
How can an employee who does not have a computer in his work area access ESS??	There are several options if an employee does not have computer access at work. ESS is accessible from any computer that has an internet connection. Therefore, if the employee has a computer and internet access at home, he/she can assess ESS from home and make any necessary changes. In addition, managers and human resources will have the capability to make changes on behalf of employees. Agencies may also set up computer kiosks to allow employees the opportunity to access their information in a designated location using dedicated computers at their worksite.
Will the employee continue to receive a pre-printed pay statement each pay day?	A printed pay statement will no longer be distributed to employees each pay day. Instead, through ESS, the employee will now have online access to his/her current and past pay statements. Past pay statements will only be available from the date of go-live for the employee's agency.
How will an employee submit requests for travel reimbursements in SCEIS?	ESS, through the travel management module, has the capability for an employee to enter travel requests and reimbursements online. Once an employee enters his travel information, this information is forwarded for approval.
What information will a manager/supervisor be able to access through MSS?	All managers/supervisors will have access to view information and print available reports related to their direct subordinates and indirect subordinates. In MSS, managers/supervisors will be able to view their employee's general data, personal information, salary data, working times, and absence days to name just a few. In addition, managers/supervisors will have the ability to initiate certain requests through the use of automated forms. Finally, managers/supervisors will use an inbox, similar to their e-mail inbox, to review and approve certain requests (i.e., leave requests from their employees), monitor tasks, and review notifications.