HR / Payroll Conference Call

January 17, 2017

Note: The webinar slides and recording will be posted on the *NEW* OSC website:

HTTP://OSC.NC.GOV/STATE-AGENCIES/CUSTOMER-SERVICE-HRPAYROLL/HR-PAYROLL-CONFERENCE-CALLS

AGENDA

- **OM/PA Updates**
  - **Hard Stop Moratorium LIFTED!**
  - **System Processing**
  - **January New Hire Effective Date Reminder**
  - **Employee Directory – Position Address Requirement**
- **Time Updates**
  - **Annual Rollover - Vacation to Sick**
  - **Adverse Weather update**
- **Payroll Updates**
  - **W-2 Status**
- **Benefits Updates**
  - **eEnroll SSO – Impact to Benefits**
  - **Exception Request Reminders**
  - **NC Flex Group Term Life – Pending EOI records**
  - **NC Flex Dental Cards**
  - **NC Flex Vision – Correction Enterprises**
  - **Agency HBR eEnroll Access Reminders**

OMPA –Processing Moratorium Lifted

- Per OSHR's 1/4/17 memo:

- The hard moratorium on reclassifications is canceled due to the Class/Comp Project being put on hold.

- Agencies will return to the 'soft' moratorium put in place as of 6/1/16.

OMPA – Processing Moratorium Lifted

- <u>OM Reallocations & Create New Positions</u> – BEST will only approve these actions as long as email approval from OSHR is attached to the PCR.

- <u>Comp Level Changes</u> – These changes also need to be approved by OSHR if they affect the Career Banded Classification.
  - Example C to J, or J to A

- <u>Temporary Positions Reminder</u> – Temporary positions can be processed without regard to the moratorium process.

- <u>**NOTE:**</u> BEST is aware that certain Agencies may have approval for exemption of certain classifications. When sending reallocation requests for these, be sure to include a statement in the comments that OSHR has given you this approval authority.

System Processing

- The 2/1/17 hard stop for processing actions was lifted due to the Class/Comp Project being put on hold.

- The removal of the hard stop was put into production on Friday, 1/13/17.

- The system is open for processing actions effective 2/1/17 and forward.

OMPA – January New Hire Reminder

- Per policy (State Human Resources Manual – Section 5 Page 71): "If a holiday falls at the first of a month and the employee begins work on the first available workday, pay is received for the holiday…"

- New Hires with a first day of work on 1/3/2017 should be hired effective 1/1/2017 to ensure they receive pay for the New Years' holiday on 1/2/2017. (Bi-weekly new hires would be hired effective 12/31/2016).

- For transfers and Non-Beacon to Beacons, remember to work with the releasing agency to determine who will be paying for the holiday.

OMPA – Employee Directory Position Address Requirement

- There is a new requirement from DIT that all ***positions*** must have a **mailing** address <u>and</u> a **main** address completed on the record.

- BEST is now sending both position address subtypes to DIT: 9001 & 9002

- Records will kick out as errors if missing either of the required addresses.

- Agencies will be sent these errors by BEST OMPA for correction.

- Going forward, any 'Create New Position' PCRs will be rejected if the address requirements are not completed.

- Report B0044 will provide both address types & can be run to identify missing addresses.

OMPA – Miscellaneous Reminders

- Please continue to keep PCRs cleaned up.

- This is especially important if the Class/Comp project that was put on hold is released for implementation.

- But this is simply a Good Housekeeping Practice to continue monitoring and cleaning up PCRs on a monthly basis!

Vacation to Sick Rollover – 1/1/2017

- Reminder….if an EE had over 240 hours of Vacation Leave (Q10) as of 1/1/2017, the amount over 240 was rolled to Sick Leave (Q15).

- Note: The rollover threshold is adjusted for part-time EEs based on the percentage on IT0007 as of 1/1/2017.

- Whenever time evaluation processes over the 1/1/2017 date, the rollover amount will be recalculated and adjusted accordingly.

Vacation to Sick Rollover – 1/1/2017 (cont'd)

- If an EE is on one of the following LOA-WC action / reasons, the rollover does not occur, and should NOT be manually processed.

- 13 – WC LOA w/supplement

- 14 – WC Leave of Absence

- 15 – WC Salary Continuation Pay

- 17 – WC Continuation Pay for Teachers Only

Adverse Weather - Updates

- The link to the job aid for recovering Adverse Weather has changed with the new OSC website.

- The updated link is below:

  http://osc.nc.gov/recovering-adverse-weather-owed

Payroll Update

- W-2's
  - Printed over the past weekend 1/14-1/15/2017

  - Will go to Mail Service center by 1/20/2017

  - Copies available in ESS after 1/24/2017

BENEFITS: eEnroll SSO – Impact to Benefits

- Effective January 4, 2017, the OSC Integrated HR-Payroll System (formerly known as BEACON) included direct access to the Benefitfocus/eEnroll system by means of single sign on (SSO). This means:

- <u>For Personnel Actions</u>
    - The PA personnel action (Hire action, Reinstatement action, etc.) must be completed in the HR/Payroll system (BEACON) before an employee will be able to access the eEnroll system.

BENEFITS: eEnroll SSO – Impact to Benefits

- **For File Transfers - eEnroll Authentication**
  - The Demographic data from the PA action needs to load into the eEnroll system before the employee is 'recognized' & able to enroll. If there is a delay in loading the demographic data, there could be a delay in the employee being able to access the system to enroll.
    - Demographic data transfers nightly from the BEACON PA action to Benefitfocus/eEnroll system.

- **For NCID Access Considerations**
  - Employees will need to have their NCID user id/password set up by their Agency in the HR/Payroll system (BEACON) before they can access the eEnroll link under My Data (ESS)/My Benefits.

BENEFITS – EXCEPTION REQUEST REMINDERS

- If an exception request is submitted and approved for processing, **BUT** the employee changes their mind -- A **NEW** exception request is required to revoke the original approved request.

- BEST will **NOT** just 'unprocess' the original approved request without an approval from either the SHP or OSHR NCFlex, **EVEN** if the approval has not transferred into BEACON for payroll processing.

BENEFITS – EXCEPTION REQUEST REMINDERS

- Remember, the SHP has a new exception request policy:
  - Requests are required to be submitted within 60 days of enrollment, termination or change in benefit election or within 30 days of paycheck deduction or premium payment due date reflecting enrollment, termination or change in benefit election, whichever is later.
- For OSHR, they will have a hard stop and will not accept annual enrollment exceptions after **3/15/17**.

Benefits – NCFlex Group Term Life EOIs

NCFLEX GROUP TERM LIFE

- Per policy:
  - Existing employees not currently enrolled in GTL could enroll for $20,000 on a guaranteed issue.
  - Employees currently enrolled in GTL could increase their coverage by $10-20,000 (up to $200k for employees & $50k for spouse), with no EOI required.
  - Elections up to these guaranteed amounts would process for payroll. But the additional election amounts over the guaranteed issue require EOI and would pend in the eEnroll system.

Benefits – NCFlex Group Term Life EOIs

- After BEACON loaded the annual enrollment data for GTL elections, it was discovered that Benefitfocus sent the fully requested GTL amount that included the pended amount requiring EOI. Benefitfocus has identified these records and it is hoped that BEACON will receive a new file prior to the Jan payroll deadline to correct the elections to match the guaranteed issue GTL amount.

- If BEACON is not provided this corrected file by the Jan payroll deadline, employees with elections that require an EOI for a pended amount, will have inaccurate payroll deductions. If this occurs, the GTL premiums will be updated as soon as the corrected file is received and processed on the next available payroll

Benefits – NC Flex Dental Cards

NCFLEX DENTAL

- Members do not need dental cards to receive services. Providers can call MetLife to verify coverage at 1-855-676-9441.

- Members can download a sample card from the www.ncflex.org website:

  - Click on the dental link:

    Dental
    BENEFITS

  - Click on the Plan Information tab:

    Plan Information, Claim Forms, Certificates, and More →

  - Click on the Dental ID card link:

    NCFlex-MetLife-Dental-Letter-ID-Card.pdf ☑
    Dental ID Card

Benefits – NC Flex Vision & Reminders

NCFLEX VISION

- Correction Enterprises is now part of the NCFlex Superior Vision network for glasses.

HBR ADMIN MANUAL

- The 2017 NCFlex HBR Manual is now available. Agency HBRs can email ncflex@nc.gov to request an electronic copy.

Please encourage your employees to verify/validate their 2017 Flex deductions in this January payroll!

Benefits – Agency HBR eEnroll Access

- BEST staff is the only staff that should have any administrator access to '**approve**' any tasks for 'Previous Benefits, 'Current Benefits' and/or 'ACA Information' within eEnroll.

- This administrative access helps us monitor and execute reporting such as the Qualifying Life Event (QLE) and other reports accurately.

- Agency HBRs should never approve tasks in eEnroll but should only be utilizing 'Review' access to help troubleshoot Agency discrepancies.

Questions

Until Next Time....

This presentation & recording will be posted on the *new* OSC website http://osc.nc.gov/

- Menu Path from OSC Home Page: State Agency Resources/Customer Service HR Payroll/BEST Forms Stats and Reports/HR Payroll Conference Calls, or
- Direct Conference Call Presentation Link: http://osc.nc.gov/state-agencies/customer-service-hrpayroll/hr-payroll-conference-calls

The next HR/Payroll Conference Call webinar is scheduled for 2/21/17 at 10:00 a.m.

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