Scenario #1
- Employee did not work for the State and County of Hawai’i

Scenario #2
- Employee with prior service
- Worked full-time at DAGS
- For 7 years
- Started with DAGS in 2004 as a non-contributory member
- Switched over to Hybrid plan in 2006
- Left 2010

Scenario #3
- Employee with prior service
- Lecturer for 3 years
- 7 credits at Mānoa
- Started Fall of 2007
- Left May 2010

Scenario #4
- Employee had prior service
- Worked half-time (.50 FTE)
- For about an year
- Had medical coverage
- GA
Scenario #5
- Employee with prior service
- Worked full-time
- About 6 months
- No Benefits
- Had day off after 3 months

Scenario #6
- Employee with prior service
- Lecturers
- 6 credits at Mānoa
- Started Spring of this year

Scenario #7
- Employee with prior service
- About 10 years of non-contributory service with Department of Health
- ERS member
- Left in 2004
- Vested?
WHO?

- Current and former employees
- HGEA Units 2, 3, 4 and 8
- UHPA Unit 7
- Executive/Managerial employees
- Graduate Assistants
- Excluded counterparts

WHAT?

- Reimbursement of up to 4 months of premiums
- Period: July 1, 2011 – November 30, 2011
- Reimburse the highest 8 of 10 pay periods
- PCP
  - Taxes deducted
  - Included in 2012 W-2
- Non-PCP
  - No taxes deducted
  - Not included in 2012 W-2
- No refiling of 2011 tax returns

WHEN?

- Checks distributed November 5, 2012
- No deductions taken
- No direct deposit option
- Current employees – distribute checks as directly as possible
- Former employees – mail checks to last known address; include “RETURN SERVICE REQUESTED” at bottom of return address
- IMPORTANT - update employee records to reflect any address change
RETURNED/UNDELIVERABLE CHECKS

- Forward checks if provided with address correction
- Call last known phone number to obtain current address
- Send list of all undeliverable checks (i.e., name, last known address, telephone number) to OHR
- OHR will work with unions to obtain contact info
- Forward any unclaimed checks to State Budget and Finance (unclaimed property program)
Purpose of AP

- Recognize service time of employees
- UH program consistent with other State departments and jurisdictions
- Provide updated guidelines for implementation
- Guidance for adjusting creditable service

Important Points

- Definition of creditable service
  - Establish guidelines for BOR appointees
  - Inclusion of county, other jurisdiction and/or other state service
  - Provide guidance on adjusting creditable service date due to LWOP

Important Points cont.

- Creditable service
  - Definition applies only to service and retirement award
  - Adjustment of creditable service for LWOP is consistent with practice of other State Departments
    - 1 to 8 hours LWOP = no service credit for 1 day
    - DLWOP does not impact
Important Points cont.

- Creditable Service excludes:
  - Graduate Assistants
  - Non-compensated Appointments
  - Student Assistants
  - Casuals/89 day hires

- Creditable LWOPs
  - Sabbatical
  - Professional Improvement
  - DLWOP

Important Points cont.

- Creditable LWOPs
  - Worker’s Compensation
  - Military Service
  - Etc.

- Reminder:
  - Creditable Service for Service Awards only
  - Adjust for service prior to working at UH (may be prior to UH Hire Date)
On Line Leave

- Forfitude notifications
- Pending leave requests
- Mass approval of pending leave requests
- Set up back up approvers
- Questions

HRTDS
Human Resources Technology and Data Section

General Items

- Migration to PageCenter X in November, 2012
  - Uses Adobe/Acrobat
  - Consistent with oh username
- Correcting errors in a timely manner (email)
  - ERS Fica/Retirement Codes
  - IRAO HR datamart corrected values table
  - Child Support Enforcement Agency
  - Monthly Data Police of PeopleSoft errors

Hotline Reminders

- PeopleSoft Multiple Appt Inquiry Panel

  - Multiple Appointment Inquiry
    - Find an Existing Value
      - EmpID: begins with [ ]
      - Name: begins with [ ]
      - Last Name: begins with [ ]
    - Include History
    - Case Sensitive
    - Search
    - Clear
    - Basic Search
    - Save Search Criteria
Cannot find payment in TAPS

Find out what is printed on the staff id card
Contact hotline; indicate the staff id card checked and specify uh number printed
HRTDS makes changes in PeopleSoft
If no staff id card issued, ITS makes decision
Dept notified when pau

Duplicate UH Number

“Secret” UHIMC procedure

To change affiliation or assign uh username before effective date
PO has to be authorized with OHR

Star Advertiser

Late ads MAY be accepted
- Provide 5 line ad, all accounting information
Payment Methods
- Transfer between KFS acct codes (99.9% of the time)
- RCUH credit card (call HR hotline)
- Pcard (call HR hotline)
Transfer Records

- PNF appts
  - UH number, name, effective date, position number, EAC (if generic position), supervisor uh number
- CASUAL appts
  - UH number, name, effective date, EAC, supervisor uh number, BU, FICA, Retirement, FTE

No PeopleSoft Record Deletions

- Interdependency of data between P/S and Payroll Change Schedule (PCS)
- Contact HR hotline
  - UH number, name, record number
  - Dept HIRE 009
  - OHR Approve HIRE 009
  - OHR insert HIRE-VOID 009
  - OHR approve HIRE-VOID 009

Reusing P/S Record Numbers

- Keep number of record numbers to a minimum
- PNF prints only from first 5 active rows of data
- DO NOT automatically click “Assign additional job”
- Search existing terminated rows using “Multiple Appointment Inquiry” panel
- Call HR hotline if have more than 4 active BOR appts

General Notes

- CURE PeopleSoft transaction processes same as BOR transaction processes except:
  - CURE is Form 6
  - BOR is PNF
- Discoverer suspense file listing
  - HR-Suspense file listing