Institutions of Higher Education – Separation Project

December 2, 2015 Q & A Session #11 – Project Update and Other Info

Script Highlights

Opening (opening slide)

[Lisa Raihl] For the last session on November 23rd, we had about 90 attendees based on the roll call results. We are working on getting the recording and PowerPoint put out on the website and will let you know when they are available.

We have published everything through the November 10th webinar on the website this includes the PowerPoints and notes for the sessions. The FAQ's have been updated to include information through the October 14th session. We will continue to update the website and FAQs for the sessions and will send updates as they become available.

(Slide 1)

In this session, we will be giving you a project update with some user acceptance testing information and feedback along with a reminder of important dates. We will then get into the ACA dates and security. After that, we will have an open forum.

(Slides2-3)

At this time, I'm going to turn the session over to Ayana Wilkins, Project Manager; she will provide us with an update on the separation project. (Script for this section not available.)

[Lisa Raihl] The next several slides have important testing information and feedback. To begin with:

(Slide 4)

Agencies that have successfully submitted files through the system, <u>but have made programming changes</u> after the creation of the file should produce and submit another file to ensure changes made did not affect the final product.

> If you've tweaked anything on your end, you really should test again to ensure everything is still coming to us correctly.

(Slide 5)

Agencies that are storing banking data on the OST system and have submitted files not representative of all of their actual payment types (Direct Deposit; A & E, and Paper; P), should submit a file that does represent all payment types that will be processed to ensure all setup is complete and banking data properly pulls into the payment.

Remember, 'A' means it's an EFT item using the bank account information sent in the file to create the EFT and will add or update the OST system information for the participant. 'E' means it's an EFT item that uses the banking information from the OST system to create the EFT. And 'P' means it's a paper warrant item.

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If you submitted a payroll and expected 200 direct deposits and 25 paper checks, and did not get those actual results, you must determine why the differences occurred. If it was caused by a programming problem, you should submit another file after corrections are made.

Again, this goes back to making programming changes. If changes were made, you should test again to make sure you get the payment types you want and were expecting.

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On Thursday, December 3, OMES/DCAR will prepare and submit to Regents a project status for all institutions. This will be submitted to Regents as an update and to allow for additional follow-up.

We'll be letting them know for each institution, how the testing process is going. This will give them a good idea of where everybody is at that point in time. Most of you should be done by then.

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We noticed a couple of items a few institutions had for errors that we thought should be shared with the group, not to throw anybody under the bus but just to make others aware to hopefully prevent future errors. First, we have had some institutions submitting PFTs with invalid departments within the class funds. We verified t wasn't just because of the testing environment; the departments did not exist in Production either. Going forward, you will need to pay close attention to the Budget Deficit column of the Validate PFT Funding report, as you should be doing today.

Next are some items we discovered within the 500 Misc files. Diedra O'Neil will discuss these.

[Diedra O'Neil] We wanted to share some information regarding common data problems we have seen on 500 Misc test files submissions.

The first issue is $0.00 amounts. These records are not valid in the 500 Misc file and will cause your file to reject. Amounts must be greater than zero dollars. Please ensure you are not sending zero dollar amount transactions in productions files.

Another issue we have run across is invalid characters in name and address fields. Only alphanumeric values are valid in the OST file, please do not include characters that have accent marks or other symbols. These are invalid for all positions of the file. Inclusion of these characters will result in rejections.

Finally, if you store banking data in the OST system the participant id submitted in your participant load, beginning in position 12, must exactly match the value populated in the participant id field of the 500 Misc file, which is a left justified field that begins at position 217. If leading zeros are not submitted for the participant id in the participant load file, they should not be included in the 500 Misc file. If the participant id loaded in your participant load file does not match the id submitted in the 500 Misc file, a paper check will be printed.

Also, effective dates must be in the future, no more than 30 days out and must be valid business dates. We realize in some cases you are reprocessing previous month payrolls in your test systems, but please ensure you are submitting valid, **future**, effective dates in your test files, not dates in the past.

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[Lisa Raihl] We're going to go over dates now, some have passed and others are coming up fast. November 30th we needed the 301JE security form from everyone. If you haven't sent this in yet, you really need to get it to us just as soon as possible. Journal entry access will not be given without this form on file with us. This form is available on the designated area of the website.

Friday, December 4th is the deadline for submitting the final direct deposit load files if you will be loading employee banking information in the OST banking system. If you have any changes in banking information you need to provide an updated file. I imagine you will all have new files since employees may have been added or terminated or banking information changed since the test file was sent. When submitting the file to us, it will be the same FTP process as the test files. Once it's there, we will need to be notified so the file can be loaded to the OST banking system. When your file is ready to be loaded, please email Ayana Wilkins, and provide the file name and date transferred. We will load the final direct deposit files into the OST banking system production environment on Monday, December 7th. Reminder, please make sure the participant IDs in this file are exactly the same as the ones you'll be using in the 500 Misc file. Any difference will cause employees to get a paper warrant.

December 10th is the Go Live date. Programming will be in Production and institutions can begin processing any 2016 payrolls as needed.

January 2, 2016 we will be completing the mass termination of employees as discussed in the October 14th session.

As always, please send all information to: Ayana.Wilkins@omes.ok.gov

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The following dates relate to the ACA reporting.

December 4th is the extended due date for submitting test files for the ACA data. This is to just test the file formats you have created to make sure they are correct before submitting actual data.

By December 7th, we will need a file from each institution listing employees requiring a 1095-C form. The ACALIST file is the initial file we need. This file will have all employees that need a 1095-C issued from your institution. The file name is: Axxx00.HIED.<u>ACALIST</u>.E000001T.RECD and includes only the basic information, Name, SSN, ID and some Yes/No fields. This file does not have any reporting detail (no 1 codes, no 2 codes, no dependent info for those with self-insured plans). This is <u>extremely</u> important. We <u>must</u> have everyone's ACALIST file before we can do <u>any</u> processing in our system. We have to get <u>all</u> the files, load them in, and then run a process to identify those employees that need reported from multiple institutions or agencies. If we don't have the information from even one institution, we cannot move forward.

By December 11th, we will have determined those employees who have reporting obligations from multiple agencies or institutions. We will create a file for each institution that will list employees identified so you can begin identifying the reporting requirements to send back to us. The file name will be :Axxx_ACAmult_xxxxxxx.txt where Axxx(010) will be your agency number and the 'xxxxxx' will just be the process instance number the file was run under. Once the files are ready, you will be notified they will be placed on the secure server for you to pick up.

By December 18th, we need to have files from <u>all</u> the institutions for the multiple agency/institution employees. On that file, we will also need other employees if you'd like for us to complete your form 1095-C printing. The file name is: Axxx00.HIED.<u>ACAMULT</u>.E000001T.RECD. We must have everyone's ACAMULT file before we can do any processing of 1095-C forms in our system. Once we get the files, we have to load the data in and for those employees in multiple institutions/agencies; we have to combine the data onto one form, this is a manual process and will take some time to complete. Missing even one file will prevent us from moving forward. So again, extremely important.

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January 11th to the 18th of 2016 we expect to complete the printing of all the 1095-C forms we'll be doing. We'll hold them until all year end forms are ready to be distributed.

February 19th, 2016 is the deadline for getting us any corrections for forms we printed and for getting us the IRS file for reporting of 1095-C information if you did your own printing of the forms. We also need the employee counts for the authoritative 1094-C by this date from all institutions. We are working on how the employee counts will be sent to us and this will be provided at a later date.

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By November 16th, we needed to have the ACES and Participant Maintenance OST security forms. Every agency should have submitted an ACES form even if they already have ACES access as you will need access to the NEW 789 account.

We also needed by this date the OMES Form 301. The 301 security form for Financials is required for access to the higher education payroll load role.

For required training, the 11/3 session was training for Federal Tax Payments, General Ledger, and Accounts Payable. In-house training can be completed for others as needed and the security form signed and submitted by the institution's security representative once they have validated the training was completed.

For the payroll load role, those that have tested and submitted their OMES Form 301 will be given access to the Financials system. In-house training can be completed for others as needed and the security form signed and submitted by the institution's security representative once they have validated the training was completed.

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Open Forum

(Slide 14)

If you have any questions after the session today, please email to: Ayana.Wilkins@omes.ok.gov

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Our next gathering will be on December 9th from 2 – 5 pm. This is the day before Go Live so we'll give you an update and discuss once again the ACA reporting. We'll also provide an update on the vendor file and other employee payments.