Institutions of Higher Education – Separation Project

October 14, 2015 Q & A Session – Project Update and Other Info

Script Highlights

Opening (opening slide)

[Lisa Raihl] Good afternoon and thank you for joining us. This is Lisa Raihl.

(Slide 1)

In this session, we will be giving you a project update along with a reminder of important dates and follow up information from the previous session. We will then provide information relating to employee terminations for the separation and security. The discussion on security will be for accesses going forward in the HCM system, Financials, and OST systems. And then we'll talk about security maintenance going forward, adding or removing employees and changes to existing employees.

(Slides 2 & 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]

We will have a document with the navigations and procedures for running the processes in Financials before testing begins. This will be sent out through the notification system along with the url for accessing the test environment. For users doing the Financials testing, you will be contacted by a team member with the user id and password to be used.

(Slide 4)

This is just a reminder of upcoming dates. Again, the ACA/Child Support survey is due today. By October 26th, we should have your FEIN if we don't already have it.

On November 3rd, we will be providing training on tax payments through the OST ACES system, the journal entry in Financials along with AP information. We will again go through this whole procedure and should also have the email address where everything will be sent. The training will be at the Regent's conference room so you can attend in person or video in.

November 16th we need to have the ACES and Participant Maintenance OST security forms and by November 30th we need the 301JE security form. The 301 security form for Financials is being updated to include the new role for higher ed users that will be processing files in Financials. It's going through the approval process so I'm hoping it will be done by the end of this week. Once this has been updated, we will publish and post on our website and send out notification. At that time we will also let you know when the completed form is due.

Please send all information to: Ayana.Wilkins@omes.ok.gov

(Slide 5)

There are some follow-up items we'd like to address. First, the question came up during the last session about the security in the test folder on our secure server. Items placed in the testing folder can be seen by others with access to the directory. If you have a concern about this, you can put the files out there and test. When finished, you can delete the files from the directory. Another option is to browse and load the files directly from your desktop instead of Ftp'ing them to our server. Whatever works best for your institution should be how you go.

Second, for ACA files, whether they are test or production, I just want to clarify the names and descriptions of the files. The first file, HIED.ACALIST is the initial list from the institutions. This will be a list of all employees requiring a 1095-C form from your institution. This relates to the file layout 1095C Multiple List Data Layout posted on our website. The second file, HIED.ACAMULT is the list from the institution with employees we've identified as multiple agency employees being reporting on 1095-C forms. We will need your information to combine the reporting all on one form. The file can also include all other employees and their information if you'd like for us to print your forms. This relates to the file layout 1095C Data Layout on our website.

Additionally, the question was asked about the naming convention for the OpenBooks file. There is none, this file will be loaded directly from your desktop; it will not be Ftp'd to be loaded into our system. You can name this file any way you see fit for your institution.

Last, we have a couple of chat questions for you. To answer, please enter your agency number and your response.

First question: Some institutions FTP their files currently for processing while others do a browse and load from their desktop. Going forward, do you plan on Ftp'ing files to our secure server for processing or doing a browse and load from your desktop? To keep it simple, please answer FTP, browse and load, or not sure. And please, enter only one answer per institution. Our server group is asking to ensure adequate space is available to accommodate the files.

Second Question: We've been in contact with the OTC and they have asked if we could share with them your new FEINs. They don't have many yet and would like to get started on their side with the setup of accounts. We have not provided them the new FEIN numbers as this is not our place. Please let us know whether you'd like for us to forward them your new FEIN by entering in the chat window, your agency number and then "OTC yes" or "OTC no". We will only forward those that answer "OTC yes".

(Slide 6)

Within the HCM system when an employee terminates, you currently have to terminate the job record. This can be directly entered in the system or by providing the information in an H file to us. For the separation, we bounced around several ideas of how all the institutional employees would be terminated. One idea was to have the institutions provide H files and terminate all the employees because they are your employees and only you should terminate their job information. Once we looked closer at this, we saw how many of you have multiple Empl Records for one employee; some have as many as 10 Empl Records. You would have to provide us an H record to terminate each EmplRcd for each employee. We kept looking and have found a mass update process we can run that will terminate all Empl records and all employees. We thought this would be much more efficient and would guarantee they'd all get terminated and done timely. If anyone is opposed to this process and would rather terminate their employees themselves, please contact Ayana Wilkins to discuss. We will then have to work around and exclude you from this process.

The process will change the HR status to inactive and we will use the action code TRM (termination – higher ed) along with a new reason code HMT (higher ed mass term). We will enter the effective date as 01/01/2016 with a last date worked of 12/31/2015. We are looking to complete this update over the New Year's weekend on Saturday January 2, 2016. We've looked at this weekend as having minimal impact on the users because we will have to lock everyone out of the system for a period of time. The process needs to be tested before we run it in Production but anticipate it to go smoothly. Earlier, I said that some employees have many EmplRcds and those EmplRcds are still all active. There are also employees who are still active that may have terminated employment quite some time ago or maybe were loaded in during the conversion but never received a payroll in this system. When we run the update to terminate all higher ed employees, these too will have the same termination date. It won't be correct but again, we aren't the system of record for HR data. I'm just letting you know this so you don't go to our system looking for termination dates because they may not be accurate based on whether or not you've provided them. If you'd prefer termination dates for those employees to be accurate, you will need to terminate those employees prior to us doing the mass update.

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From the processing survey results, we are identifying those users who will still need access to the HCM system to either load OpenBooks files or to view payroll data. These will be two separate roles. The roles will not change until January 1, 2016 (or there about). The OpenBooks role will allow the user to browse the desktop and load the file to our system for inclusion in the OpenBooks reporting. In Session 3 back on August 19th, we talked about the OpenBooks requirements, navigation, and due date. Please refer back to this session as needed. The payroll data role will have access to paycheck review, W2 review, and balances review. We haven't identified any other accesses needed to see prior year earnings information. If you believe there should be others, please send Ayana Wilkins an email identifying the access you believe is needed and why it is needed. Remember, we are only the system of record for payroll payments and reporting, not HR data.

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For PeopleSoft Financials, a new role is being created for users who will be loading and processing the 500 Misc and PFT files. Users will need to submit the OMES Form 301 after the revision is complete to request access to the “Higher Ed Payroll Load” role. This request may be an initial set up of access for a user or an additional access to an existing user.

For AP, since payroll will now be ‘miscellaneous’ and vouchers and will show as AP items, we are evaluating the current AP roles to see if there needs to be an additional role, due to this being payroll data, or if the current roles and security will allow for us to keep everything in the current roles. Once this has been reviewed, we will let you know if there will be a new AP role or if the current roles will include this information.

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OST roles and access is not changing. I have included it in the presentation though because it too is security. Those that will be using the ACES and OST banking systems will need to apply for access as needed. Session 3 on August 19th discussed the ACES federal tax payments and forms required for access along with the OST banking system and the forms required for access to this system too. Please refer back as needed.

(Slide 10)

Going forward, after the separation, the process of terminating an employee’s PeopleSoft access will change. Currently, access is terminated by one of four methods: a helpdesk case is created, an email is sent to security, the security access form is completed, or access is terminated after a nightly process is run and the results are reviewed and agencies contacted to verify termination. This last method will no longer be available to higher ed. The nightly process is run in the HCM system and is based on an employee’s job record being terminated. The process identifies all terminated employees with access to the system. Security then contacts agencies to make sure the employee is fully terminated and needs HCM or other system accesses terminated. Since payroll will now go through Financials, this method will no longer be available. Institutions must use one of the other three methods to terminate an employee’s access in PeopleSoft.

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For terminating access with OST, this has not changed but may be new to institutions. The Online User Access Form will need submitted and in the Action field, select “Delete User”. This will terminate all accesses with OST for that individual.

(Slide 12)

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

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As an additional reminder, we have included the website where all information is being posted. Copy this into your browser and you will be on the designated area of the website for this project. If you have not already saved as a favorite, we recommend you do so.

(Slide 14)

Previous slides recap

(Slide 15)

Our next session will be on October 28 from 3 to 5 pm. The agenda has not been fully developed yet. We will provide a project update. Another topic will be the vendor file interface for employee payments and direct deposit processing. We will also discuss the OTC requirement of providing an annual listing all current employees. Currently OMES does this but will have no information to do so in the future.

(Slide 15)

And lastly, we just want to say "thank you". We know you've got a lot on your plate, as we all do, but everyone seems to be moving right along. We've had a lot of good questions and conversations with institutions. If you aren't sure about something or just need to go back over a certain topic, please feel free to call. We are here to help you with this transition. There's so much to this, if you're not sure about something and can't find it in the prior sessions, please pick up the phone and call us or just shoot us an email. Again, thanks for all your work and enjoy your evening. For those of you going out for fall break, enjoy! We'll stay on for a few more minutes in case they are any additional questions.