

WELCOME

Brandon Smith

Program Manager

Business Transformation, DAS HRD

- **Payroll Updates**
- **How Position Management & Job Data Work Together**

Time	Topic	Location/Presenter
2:05-3:00 pm	Self Service Implementation	South B & C Melissa Walpole, Aaron White
	OPERS Recommended Benefit Changes	North Room Laura Norman and Shonda Bourquin
3:05-4:00 pm	Self Service Implementation	South B & C Melissa Walpole, Aaron White
	OPERS Recommended Benefit Changes	North Room Laura Norman and Shonda Bourquin

Janet Wampler

Payroll

W2s and Reprints

- **Self-Mailers**
- **Address in Production**
- **No Reprints until February 1**
- **Only 2007-2009**
- **All reprints through self service February 22**
- **2007-2010**
- **Form updated on payroll forms website**

Savings Bonds

- **All active employees refunded pay day 12/30**
- **Inactive employees refunded payday 1/14 & 1/28**
- **Direct Deposit to Treasury Direct pay day 1/28**
- **Same as any other direct deposit account-must have account verification information**
- **Split Direct Deposits will go live with Self-Service**

Payroll Enhancements

- **Tax Locality in Timesheets**
- **Does not have to be on update tax data page**
- **Country code of USA must be used and state code of OH must be entered**
- **Reduced Earnings Codes in Additional Pay**
- **Only codes that need to be paid**

Comp Time

- **Mainly Old problems to Clean Up**
- **Creating new Reports-employees with two plans, comp has been changed to zero on timesheet**
- **Current Reports-exceptions, negatives, expire**

Miscellaneous

- **Final Checks Run Tuesday Night, view on Wednesday**
- **Separation Report on Wednesday**
- **All Reports-use as tools, some agencies must run on own-list on our website**
- **Pay Confirm Fridays-no guarantee we can fix issue after 10 am**

How Position Management & Job Data Work Together

HCM Support – Position Management

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Position Defaults

- The following fields are filled in before entering information for a new Position:
 - Full/Part-time – **Full-Time**
 - FLSA Status – **OT Eligible**
 - Standard Hours - **0.00**
 - Status – **Active**
 - Position Status – **Proposed**

The screenshot displays a web-based HR system interface with the following fields and values:

- Position Information:**
 - Position Number: 00000000
 - Headcount Status: (empty)
 - Current Head Count: 0 out of 0
 - *Effective Date: 01/11/2011
 - *Status: Active
 - Reason: NEW
 - Action Date: 01/11/2011
 - *Position Status: Proposed
 - Status Date: 01/11/2011
 - Key Position: (unchecked)
- Job Information:**
 - *Business Unit: STATE (State of Ohio Shared)
 - Job Code: (empty)
 - Manager Level: (empty)
 - *Perm/Temp: (empty)
 - *Full/Part Time: Full-Time
 - *Regular Shift: N/A
 - Union Code: (empty)
 - Title: (empty)
 - Short Title: (empty)
- Work Location:**
 - *Reg Region: USA (United States)
 - Department: (empty)
 - *Company: (empty)
 - Location: (empty)
 - County: (empty)
 - Reports To: (empty)
 - Dot-Line: (empty)
 - Supervisor Lvl: (empty)
- Salary Plan Information:**
 - Salary Admin Plan: (empty)
 - Grade: (empty)
 - Step: (empty)
 - Standard Hours: 0.00
 - Work Period: (empty)
- USA:**
 - FLSA Status: Overtime Eligible
 - Bargaining Unit: 8888

Position Defaults

- Max Head Count = 1
- FTE = 0.000

The screenshot displays the 'Position Defaults' form in the OhioDAS system. The form is divided into several sections:

- Position Information:** Position Number: 00000000, Headcount Status: (blank), Current Head Count: 0 out of 0.
- Specific Information:** Effective Date: 01/11/2011, Status: Active. Includes search and navigation options (Find, View All, First, 1 of 1, Last).
- Job Profile ID:** (Searchable text field)
- Max Head Count:** 1
- Mail Drop ID:** (Text field)
- Work Phone:** (Text field)
- Health Certificate:** (Dropdown menu)
- Signature Authority:** (Dropdown menu)
- Incumbents:** Update Incumbents (checkbox), Include Salary Plan/Grade (checkbox), Budgeted Position (checked), Confidential Position (checkbox), Job Sharing Permitted (checkbox), Available for Telework (checkbox).
- Education and Government:** Position Pool ID: (Searchable text field), *Pre-Encumbrance Indicator: Immediate, *Encumber Salary Option: Salary Step, *Classified Indicator: (Dropdown menu), Calc Group (Flex Service): (Searchable text field), Academic Rank: (Searchable text field), FTE: 0.000000, Add to FTE Actual Count (checkbox).

Position Defaults

- Appointment Type and Bargaining Unit Flag will remain blank until the Appointment Type is changed

The screenshot shows a web application interface for managing position attributes. At the top, there are four tabs: "Position Information", "Specific Information", "Budget and Incumbents", and "Ohio Position Attributes". The "Ohio Position Attributes" tab is selected. Below the tabs, the following information is displayed:

- Position Number: 00000000
- Headcount Status: (blank)
- Current Head Count: 0 out of 0

The main section is titled "Ohio Position Attributes / Drug Testing Flags". It contains the following fields:

- Effective Date: 01/11/2011
- Status: Active
- *Appointment Type: A dropdown menu that is currently blank.
- *Bargaining Unit Flag: A dropdown menu that is currently blank.
- Drug Test Flags: A section with four checkboxes:
 - 1: Federal
 - 2: State
 - 3: Pre-Employment
 - 4: Safety Sensitive

Position Defaults

- Job Code Table – contains information on the following fields in Position Management
 - Full/Part-time defaults to **Full-time**
 - Permanent/Temporary defaults to **Permanent**
 - FLSA Status defaults to **OT Eligible**
 - Union Code
 - Standard Hours defaults to **40.00**

Position Information | Specific Information | Budget and Incumbents | Ohio Position Attributes

Position Number: 00000000
Headcount Status: Current Head Count: 0 out of 0
*Effective Date: 01/11/2011 *Status: Active
Reason: NEW Action Date: 01/11/2011
*Position Status: Proposed Status Date: 01/11/2011 Key Position

Job Information

*Business Unit: STATE State of Ohio Shared
Job Code: 63121 Administrative Assistant 1 Manager Level: All Other Positions
*Perm/Temp: Permanent *Full/Part Time: Full-Time
*Regular Shift: N/A Union Code: C14 AFSCME
Title: Administrative Assistant 1 Short Title: Adm Asst 1 [Detailed Position Description](#)

Work Location

*Reg Region: USA United States
Department: Company:
Location: County
Reports To: Dot-Line:
Supervisor Lvl:

Salary Plan Information

Salary Admin Plan: OCS7 Grade: 028 Step: 1
Standard Hours: 40.00 Work Period: Weekly
Mon 8.00 Tue 8.00 Wed 8.00 Thu 8.00 Fri 8.00 Sat Sun

USA
FLSA Status: Overtime Eligible Bargaining Unit: 14 AFSCME

Position Defaults

- Department ID defaults
 - Location Code
 - County

Position Information	Specific Information	Budget and Incumbents	Ohio Position Attributes
Position Information			
Position Number:	00000000		
Headcount Status:	Current Head Count: 0 out of 0		
*Effective Date:	01/11/2011	*Status:	Active
Reason:	NEW	Action Date:	01/11/2011
*Position Status:	Proposed	Status Date:	01/11/2011
			<input type="checkbox"/> Key Position
Job Information			
*Business Unit:	STATE State of Ohio Shared		
Job Code:	83121 Administrative Assistant 1	Manager Level:	All Other Positions
*Perm/Temp:	Permanent	*Full/Part Time:	Full-Time
*Regular Shift:	N/A	Union Code:	C14 AFSCME
Title:	Administrative Assistant 1	Short Title:	Adm Asst 1 Detailed Position Description
Work Location			
*Reg Region:	USA United States		
Department:	DMR210000 Tiffin DC	Company:	OH State of Ohio
Location:	TIDC Tiffin Development Center	County:	Seneca
Reports To:		Dot-Line:	
Supervisor Lvl:			
Salary Plan Information			
Salary Admin Plan:	OCS7	Grade:	028
		Step:	1
Standard Hours:	40.00	Work Period:	W Weekly
	Mon	Tue	Wed
	8.00	8.00	8.00
	Thu	Fri	Sat
	8.00	8.00	
	Sun		
USA			
FLSA Status:	Overtime Eligible	Bargaining Unit:	14 AFSCME

Position Defaults

- Appointment Type defaults
 - Bargaining Unit Flag
 - Perm/Temp
 - Union Code

Position Information | Specific Information | Budget and Incumbents | **Ohio Position Attributes**

Position Number: 00000000
Headcount Status: Current Head Count: 0 out of 0

Ohio Position Attributes / Drug Testing Flags

Effective Date: 01/11/2011 Status: Active

*Appointment Type:

*Bargaining Unit Flag:

Drug Test Flags

- 1: Federal
- 2: State
- 3: Pre-Employment
- 4: Safety Sensitive

Job Information

*Business Unit: State of Ohio Shared

Job Code: Administrative Assistant 1

*Perm/Temp:

*Regular Shift:

Title:

Manager Level: All Other Positions

*Full/Part Time:

Union Code: Exempt

Short Title: [Detailed Position Description](#)

Most Job Data Fields Come from Position

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Ohio Job

Example One EMP ID: 10115575 Empl Rcd #: 0

Work Location Find First 1 of 1 Last

HR Status: Active Payroll Status: Active Calculate Status and Dates [+] [-]

*Effective Date: 01/11/2011 [31] Sequence: 0 *Job Indicator: Primary Job

Action / Reason: Hire Intermittent

Current

Last Start Date: 01/11/2011 Termination Date:

Expected Job End Date [31]

Position Number: 20075213 [Q] Attorney 2 Position Entry Date: 01/11/2011

Override Position Data Position Management Record

Regulatory Region: USA United States

Company: OH State of Ohio

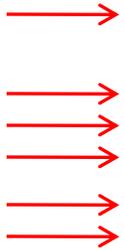
Business Unit: STATE State of Ohio Shared

Department: TAX340300 Tax Equal-Exempt & Remission Department Entry Date: 01/11/2011

Location: TAXTEQ Tax Equalization

Establishment ID: STATE [Q] State of Ohio

Date Created: 01/11/2011



Most Job Data Fields Come from Position

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation	Ohio Job
Example One	EMP	ID: 10115575	Empl Rcd #: 0			
Job Information Find First 1 of 1 Last						
Effective Date:	01/11/2011	Effective Sequence:	0	Job Indicator:	Primary Job	
Action / Reason:	Hire	Intermittent	Current			
Job Code:	63843	Attorney 2	Entry Date:	01/11/2011		
Supervisor Level:						
Supervisor ID:						
Reports To:	20072915	Attorney 4	10046906	MATTHEW HOLLIS		
Permanent/Temporary:	Temporary	Full/Part:	Part-Time			
*Empl Class:	PERS	*Officer Code:	Intermitt			
Regular Shift:	N/A					
Classified Indc:	Unclassfd					
Standard Hours						
Standard Hours:	40.00					
Work Period:	W Weekly					
FTE:	0.500000	<input type="checkbox"/>	Adds to FTE Actual Count?	<input type="checkbox"/>	Encumbrance Override	
Contract #						
Contract Number:				Contract Type:		
Next Contract Number						
USA						
FLSA Status:	OT Elig	*EEO Class:	None	Work Day Hours:		
Job Data Employment Data Earnings Distribution Benefits Program Participation						

Most Job Data Fields Come from Position

Work Location | Job Information | **Job Labor** | Payroll | Salary Plan | Compensation | Ohio Job

Example One EMP ID: 10115575 Empl Rcd #: 0

Labor Information Find First 1 of 1 Last

Effective Date: 01/11/2011 Effective Sequence: 0 Job Indicator: Primary Job
 Action / Reason: Hire Intermittent Current

→ Bargaining Unit: 14 AFSCME

Labor Agreement: 14 AFSCME Labor Agreement Entry Dt:

Stop Wage Progression

Position Management Record

→ Union Code: AFSCME

Works Council ID:

Assigned Seniority Dates Customize | Find | View All | First 1 of 1 Last

Seniority Date	Control Value	*Labor Seniority Date	Override	Override Reason
			<input type="checkbox"/>	

Job Data [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)

Most Job Data Fields Come from Position

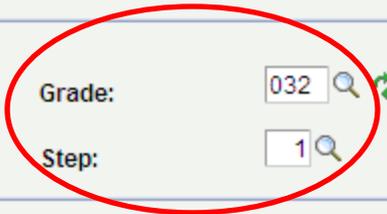
[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | **[Salary Plan](#)** | [Compensation](#) | [Ohio Job](#)

Example One EMP ID: 10115575 Empl Rcd #: 0

Salary Plan Find First ◀ 1 of 1 ▶ Last

Effective Date:	01/11/2011	Effective Sequence:	0	Job Indicator:	Primary Job
Action / Reason:	Hire		Intermittent		Current
Salary Administration	<input type="text" value="OCS9"/>	Grade:	<input type="text" value="032"/>	Grade Entry Date	<input type="text" value="01/11/2011"/>
Plan:		Step:	<input type="text" value="1"/>	Step Entry Date	<input type="text" value="01/11/2011"/>
Includes Wage Progression Rule	<input checked="" type="checkbox"/>				

[Job Data](#) [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)



Most Job Data Fields Come from Position

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#) | [Ohio Job](#)

Example One EMP ID: 10115575 Empl Rcd #: 0

Job Details Find | View All First ◀ 1 of 1 ▶ Last

Effective Date: 01/11/2011 Effective Sequence: 0  Job Indicator: Primary Job

Action / Reason: Hire Intermittent Current

Appt Type / Barg Unit Flag / Cert Status Find | View All First ◀ 1 of 1 ▶ Last

Appointment Type H: Intermittent

Bargaining Unit Flag 7: Seasonal/Temp/Intermittent

Certification Status

[Job Data](#) [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)



Position Exception Query



- Report looks at 9 fields that occur in Position and Job Data
 - Classified Indicator
 - Appointment Type
 - Bargaining Unit Flag
 - Perm/Temp
 - Full/Part
 - Union Code
 - FLSA Status
 - Reports To
 - Dept ID
- Results are for PNs and their corresponding EMPLIDs that have different information in at least 1 of those 9 fields

Why Wouldn't a Position row carry into Job Data?

Position Information | Specific Information | Budget and Incumbents | Ohio Position Attributes

Position Information Find | View All First 1 of 5 Last

Position Number: 20075213
 Headcount Status: Filled Current Head Count: 1 out of 1
 *Effective Date: 01/02/2011 *Status: Active
 Reason: DPC Department ID Change Action Date: 01/11/2011
 *Position Status: Approved Status Date: 03/02/2008 Key Position

Job Information

*Business Unit: STATE State of Ohio Shared
 Job Code: 63843 Attorney 2 Manager Level: All Other Positions
 *Perm/Temp: Temporary *Full/Part Time: Part-Time
 *Regular Shift: N/A Union Code: C14 AFSCME
 Title: Attorney 2 Short Title: Attorney 2 [Detailed Position Description](#)

Work Location

*Reg Region: USA United States
 Department: TAX210100 Audit-Administration Company: OH State of Ohio
 Location: JRST22 James A Rhodes Office Tower 22 County: Franklin
 Reports To: 20072915 Attorney 4 Dot-Line:
 Supervisor Lvl:

Message from webpage

No changes made for incumbent number 10115575 because position changes predate their current Job record. (1000,177)
 The changes you have made would result in an insertion or a change to a historical Job record for this incumbent. Only current and future records may be automatically updated or inserted by the system. Go to Job Data pages and correct this incumbent's Job history as appropriate.

OK

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Ohio Job

Example One EMP ID: 10115575 Empl Rcd #: 0

Work Location Find First 1 of 1 Last

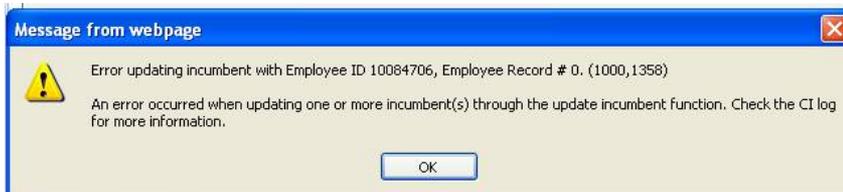
HR Status: Active Payroll Status: Active [Calculate Status and Dates](#)
 *Effective Date: 01/11/2011 Sequence: 0 *Job Indicator: Primary Job
 Action / Reason: Hire Intermittent Current

Last Start Date: 01/11/2011 Termination Date:
 Expected Job End Date:
 Position Number: 20075213 Attorney 2 Position Entry Date: 01/11/2011
[Override Position Data](#) Position Management Record

Regulatory Region: USA United States
 Company: OH State of Ohio
 Business Unit: STATE State of Ohio Shared
 Department: TAX340300 Tax Equal-Exempt & Remission Department Entry Date: 01/11/2011
 Location: TAXTEQ Tax Equalization
 Establishment ID: STATE State of Ohio
 Date Created: 01/11/2011

Job Data [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)

Why Wouldn't a Position row carry into Job Data?



- CI Log error
 - Caused by an error in Job Data when Position attempts to update the information in Job Data
 - Will need to come to the Position Management team for resolution

Soft errors/ White screen Messages

Warning -- You have linked a regular jobcode to a temporary position. (1000,701)

A regular jobcode should only be linked to a regular position, and a temporary jobcode should only be linked to a temporary position.



- Each Job Code defaults to Permanent
- This is telling you that you have tied a Job Code with a default of Permanent to a Position that has been designated as Temporary
- This message will appear once for each row that this is true

Soft errors/ White screen Messages

Warning -- This position uses distribution percentages as part of its budget. (1500,50)

This position uses distribution percentages as part of its budget.



- Each Position could be set up with distribution percentages as part of its budget (split-funded)
- This message is telling you that the position may be split-funded.

Soft errors/ White screen Messages

Warning -- Status will be inactivated but Payable Time exists as of the Effective date: 2009-02-02. (20002,27143)

Status will be inactivated but Payable Time exists as of the Effective date.

OK

Cancel

- For more detail on this error message, please contact your Payroll Analyst
- This means that there is payable time out there for this particular employee after the date shown in the message (02/02/2009)

Position Reason Codes & Job Aids

- HCMJA237 lists the Position Reason Codes and when they should be used
- Vacant Positions
 - RCL: Position Reclassification – HCMJA138
- Filled Positions
 - JRC: Job Reclassification – HCMJA164
 - RTC: Reports To Change – HCMJA018
 - DPC: Department ID Change – HCMJA145
 - PLC: Position Location Change – HCMJA171
 - FSA: FLSA Status Change – HCMJA243

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	OPERS Recommended Benefit Changes	North Room Laura Norman and Shonda Bourquin

THANK YOU