First Tuesday Meeting
April 1, 2014
Notes from topics covered by Renee Gagnier

Temporary AP Employees – sick leave accrual

- Currently, EBS does not track this for temp employees, so there is no formal mechanism for time accrual.
- Departments need to track this internally and paid time off for sick time needs to be submitted as time worked.
- Accrued time can be figured retroactively back to October 2011 (beginning of AP contract) and will be in effect until at least 9-30-2015 (end of current AP contract).
- This will be addressed in negotiations for the next contract.
- Any retroactive days that need to be submitted that are more than 3 months ago, call payroll for assistance.

ACA Update

Seasonal employees will be exempt from measurement.

Definition of seasonal employee:

- Work less than six months
- Employed for the same period of time every year (i.e. holiday season in retail)

HR is working on exact definition and how to categorize/flag in system that someone is a seasonal employee.

Departmental charges for employees who qualify for ACA:

- At this point in time, the charge will NOT follow how the employee is paid.
- At this point in time, departments will be asked to provide an account number in fall 2014 that the $417 monthly fee will be charged to (reminder that $417 is an estimated amount that could change). ONE ACCOUNT # PER ORG UNIT, NOT per employee. If no account # is provided, the departmental salary account will be charged.
- If an employee is assigned to more than one unit, the $417 fee will be split EQUALLY between units (NOT proportional to employment % split between units). Exception: Departments with no-pay assignments will NOT be charged any of the $417 fee.

Roles/Workflow Review

At minimum, please review the roles in your unit (spreadsheet sent by Connor Hubbard on behalf of Kris Hynes). If there is someone listed in your unit that has left and no longer working, please submit an ARM form to remove them. If possible, please do a detailed review to see if anyone has a role they should not have (i.e. Manager Self Serve is still a role and they are no longer a manager).

Renee Gagnier is working on updating HR/SAP workflow for units. Impact from recent internal audit is that units should have two levels of approvals on employee groups that are not coming to the college for approval. This would include grad assistants, students, temp/on-calls, and undergrad employee groups. Renee is communicating with units on how their workflow could be set up with two approval levels, if there is only one at this time. If I have not been in contact with you yet, feel free to call me. If it is not feasible for a unit to have two levels of approvals due to staff size, internal audit requests that units implement mitigating controls to reduce the risk of changes being made without appropriate authority. CANR requests that if this is the option a unit chooses, please send the plan for mitigating controls to the dean’s office, where it will remain on file for reference with internal audit.

Ad Hoc Workflow update

On April 21, it will be possible to add an ad hoc approver in SAP.

- Any person that is added as an ad hoc approver must be given the HR/Payroll Approver role, via an ARM form.
- Up to two additional approvers can be added at each level of approval (will need NetID to add).
- Forms would then flow to those added, and will not move forward until ad hoc additions have approved the form.
- This option will only work on new SMART forms, pay changes, and cost distributions.
- This option will NOT work on the old static forms (PDF) or summer salary forms.
- Also on April 21, e-mail notifications for SAP approvals will begin. Approvers may receive individual e-mails every time they have an approval waiting, a daily summary of approvals, or may opt out of receiving the e-mails. E-mail preferences are easily modified for user preferences under the new tab called “Workflow Approver” in the portal.

**Units can start thinking about who potentially might need to be given ad hoc approval, and get ARM forms submitted for them now.

Maintain Reporting Relationships Tool Update

MRR tool is being updated.

- With the new tool, users will be able to see who supervises the employee, all employees that person supervises, if they are a substitute supervisor/delegate for another supervisor, and if they have someone assigned to them as a substitute supervisor/delegate. All four items will be available in one view.
- No mass updates will be possible with the new tool. All employees will still need to be updated one at a time is there is a change in supervisor. If a unit needs to make a mass update (i.e. a large number of employees changing from one supervisor to another supervisor), central HR can be contacted for assistance.

Criminal Background Checks for Youth Program Volunteer/Worker

- All individuals who will have direct contact with minors at an MSU sponsored youth program must complete a criminal background check (CBC) (including sex offender registry check) through MSU Human Resources every 12 months.
- Program Coordinators are to collect and submit completed authorization forms by batch to MSU HR ***at least 10 business days*** before the start of the youth program. (Coordinators are encouraged to submit more forms than needed in the event some volunteers/workers are ineligible.
- MSU HR will notify youth program coordinators via e-mail of the outcome of the CBC's within five business days of receiving the request.
- MSU HR will determine if a new background check is needed (required every 12 months).
- A new Volunteers and Event Workers Policy is coming soon from HR.

Miscellaneous

Due to emergency contact information issue, ALL employees need to have a supervisor of record, including all faculty members. Users cannot see emergency contact info. if there is no supervisor listed. At this time, HR also cannot see this information (only supervisors of record can see this info). Current solution is to get everyone in the system assigned a supervisor.

Also coming soon, college security administrators will be able to electronically submit the most common-used ARM forms.

In conjunction with the MRR tool update, the Master Data Application is being updated also (i.e. Display and Update Employee Information link). This will be a more comprehensive overview of an employee's basic information.

Portal Usability Project will hopefully go live on July 25, 2014.

COMING IN MAY at First Tuesday Meeting –

- Capital Asset Management
- AgBioResearch/Center for Global Connections Pre-Award presentation

COMING IN JUNE at First Tuesday Meeting –

- Travel Office
- P-cards presentation

No meetings in July or August???

Move meeting to second Tuesday in September?? (due to first Tuesday being day after Labor Day)