HR 2 HR

Department of Human Resource Management

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– Executive Director's Message

By Jeff Herring

Hi all,

I wish all of you a happy holiday season. As most of you know, the end of the year seems to be a natural time when I reflect upon where we have been and where we are going. This year is no different. I can honestly say that we are continuing to lead the way in public HR.

I look at what we have accomplished this last year. We have continued to develop as a department. We have maintained our customer service focus and at the same time we have greatly increased our efficiency. Your efforts were recently recognized by the Lieutenant Governor as an example of the great work that is being conducted in State government. I echo his accolades. You and your commitment to our mission and customers are the reason we are successful.

We have helped increase the capacity of managers to manage. We have made huge strides in UPM and our training and development opportunities for managers and supervisors. I just responded to a follow-up request from the Legislative Auditor's Office where they recommended that we increase managers' ability to manage and lead. I was able to let them know that we had UPM fully implemented and that we were expanding our training capacity every day with our ability to deliver training in person and with our new online tools.

We have implemented the monumental task of launching ERIC. This project impacted everyone department wide and even extended to our peers outside the department. Along the way we had a few bumps and hiccups, but we came together and successfully launched ERIC which will further help us achieve our vision.

Jeff Herring,
DHRM Executive Director

We completed a historic total compensation study that I am sure will be a source of a few projects in the future. I am certain that the data that was obtained in this study will be another tool that we can use to frame discussions with the key-decision makers using accurate data to make strategic policy regarding our current and future workforce.

I continually see indicators that Utah is positioned to lead the nation out of the tough economic times we have been experiencing. Our management of our state government has been recognized as being the best. Our great employees are the reason that we are able to achieve this type of recognition. The Lt. Governor recently made mention of your efforts in his blog (see entry here). We will continue to work to maintaining our place at the top.

Finally, I want to thank you all for the opportunity to associate with you. You are consummate professionals and I see on a regular basis how dedicated you are to what you do. I think one of the things that make us successful is the sense of family and friendship we have in this department. You are my family away from home. This holiday season, I wish nothing but the best upon you and your families.

Happy Holidays,

Jeff

2011 Leave Year End Processing

By Crisanta Gwilliam, State Payroll Trainer

State Payroll will process the 2011 leave year end annual 'use or lose' and sick leave conversion programs as soon as the final payroll processing run for pay period 26 is complete. The schedules and procedures for LYE Processing were sent to the Payroll Email Notification List in November. These schedules are also available on the Division of Finance web page: http://finance.utah.gov (in the Payroll, Payroll Leave Year End section)

Annual 'Use or Lose'

Employees have until January 6, 2012 (the end of pay period 26) to use annual leave over 320 hours before it is lost. The annual accrual for pay period 26 must also be used.

Department payroll representatives are responsible for providing notification to employees with access to ESS that they can view the 'Use or Lose Annual Leave Over 320 Hours' report by clicking on the link located in the Working Time Area - Leave Balances section. Department payroll representatives will need to run the SAP 'Annual/Converted Sick Over 320 Hours' report for employees that do not have access to ESS, and notify all employees listed on the report while there is still time for them to use the annual leave before it is lost. Employees are responsible for monitoring their leave balances and leave usage to minimize the loss of unused annual leave hours that exceed the 320 hour limit.

The Sick Leave Conversion process is automatic unless the employee elects to 'Opt Out'

This year, 40 hours is the maximum amount of sick leave an employee is eligible to convert. Sick leave balances as of January 6, 2012 (the end of pay period 26) are used for the sick conversion. All employees that are eligible to convert sick leave will be included in the sick conversion process UNLESS they opt out by the January 12, 2012 cut-off date.

Employees with leave benefits who terminate employment during pay periods 17 through 26 may be eligible to convert sick leave. The SAP 'Calculate Converted Sick Report' is available to payroll staff and should be used to determine an employee's eligibility to convert sick leave. The report displays the amount to be used when entering quota corrections to manually convert sick leave.

Employees may opt out of the sick conversion as follows:

1.) Employees with access to the Employee Self Service (ESS) internet portal can opt out by clicking on the 'Opt Out of Sick Conversion' link located in the Working Time Area (Leave Balances Section of ESS.).

2.) Employees that do not have access to ESS must notify their department's payroll representative of their intent to opt out no later than January 6, 2012. Once notified, the Department Payroll Coordinator is responsible for changing the Convert Sick Leave flag to 'Do Not Convert Sick Leave' using the 'Choose Optional Processes' transaction in SAP no later than January 12, 2012.

Why might an employee want to 'opt out' of the sick conversion?

Once the employee reaches the 320 hour maximum (for pre-2006 converted and converted sick combined), hours that are converted will be added to their annual leave. If the employee was in a use or lose situation prior to the sick conversion and lost annual leave during year end processing, then converts sick leave that is added to their annual balance, the employee runs the risk of losing the additional hours that were converted to annual during the next LYE processing cycle if they are not used.

Once leave year end processing has occurred, employees that did not 'opt out' have until February 29, 2012 to notify their department payroll representative that they would like all, or a portion of, the hours that were converted returned to their sick leave account. The deadline for employees to notify agency payroll representatives to move hours back into sick leave is February 29, 2012.

The DHRM Rule regarding Converted Sick Leave (R477-7-5) may be accessed from the following link:

http://www.dhrm.utah.gov/policy/hrrules/Rules_2011.pdf

(continued on page 3)

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FLSA Exempt Anniversary Comp Delete Period

FLSA Exempt employees with a comp delete period of 26 have until January 6, 2012 (the end of pay period 26) to use their comp time. Please be aware that any comp earned during pay period 01/2012 will be deleted, since the hours are not removed until pay period 01/2012 processing is complete. Department payroll staff shall run the "Comp Delete Report" in SAP after all time entries for pay period 01/2012 have been entered, approved and time evaluation has run to identify employees that earned and lost comp time hours in pay period 01/2012. Comp time hours that were earned and lost in pay period 01/2012 shall be restored with an effective date in pay period 02/2012 (an effective date on or after January 21, 2012 must be used.).

Questions may be directed to State Payroll at 801-538-3056, or via e-mail to: payroll@utah.gov.

W-2 Information and Deadlines

By Crisanta Gwilliam, State Payroll Trainer

2011 W-2 Forms, New 'Opt Out of Printed W-2' link available in ESS.

W-2 Forms and instructions will be available in ESS on January 3, 2012. Accessing the W-2 in ESS is a more secure and efficient way for employees to get their W-2, than through the mail. It can also save the State the cost of mailing the W-2's. Employees who elect to view their W-2 for 2011 in ESS will be required to 'opt out' of receiving a printed W-2. The 'Opt Out of Printed W-2' link is available in the Payments and Benefits area of ESS. January 12, 2012, is the last day for employees to opt out of receiving the printed W-2.

Please encourage employees to verify the address printed on their paychecks that are issued in December, and to notify their HR representative immediately if the address is not correct. The last day to make address changes in HRE to be included in the W-2 processing for 2011 is December 29, 2011. The W-2's will be mailed to the address that is in the payroll system as of that date.

The Division of Finance will print W-2's for all employees that did not 'opt out' of receiving the printed W-2 and all terminated employees. The W-2's will be delivered to State Mail the week of January 17, 2012. It may take State Mail employees a few days to get the W-2's folded, placed in the envelopes and mailed. State Mail will then mail the W-2's to employees including those who have terminated, no later than January 31, 2012.

How to Request a Duplicate W-2

W-2s will be mailed to employees (that did not 'opt out' of receiving the printed W-2) January 17-31, 2012, to the address listed in the payroll system as of December 29, 2011. Employees that do not receive their W-2 by the end of January may contact the State Payroll Help Desk at 801-538-3056.

Current employees with access to the ESSl can print their own duplicate W-2 forms back to 2003. The W-2 Forms are available in the 'Payments and Benefits' area of ESS. The links to access 'W-2 Forms' and 'W-2 Forms Instructions' are listed under the W-2 Forms section. Further instructions are available in the 'Payments and Benefits' section of the ESS Tutorial. Former employees that previously had access to ESS and were terminated within the last 18-months may contact state payroll to request temporary access to ESS.

For all others that do not have ESS access and misplace the W-2 or require a duplicate copy for another reason, a duplicate W-2 can be requested either in writing or in person **after January 31, 2012.** There is a $5 processing fee for each tax year requested from State Payroll. Checks or money orders should be made payable to the State of Utah. The employee can request a duplicate W-2 either in writing or in person. The request must include the following information: Employee's name, Social Security Number, the tax year being requested, employee's mailing address, a daytime telephone number for the employee, and the employee's authorizing signature.

Parking on Capitol Hill is very limited from January 23 through March 08, due to the Legislative Session. Visitors to Capitol Hill during this period are encouraged to use mass transit. Otherwise limited public parking is available on the east side of the Capitol Hill Complex.

Office hours for the Division of Finance are Monday through Friday, 8:00 am to 5:00 pm.

- Send **written requests** to:
  Division of Finance – Payroll
  2110 State Office Building
  Salt Lake City, Utah 84114-1031
  Include $5 for each tax year requested

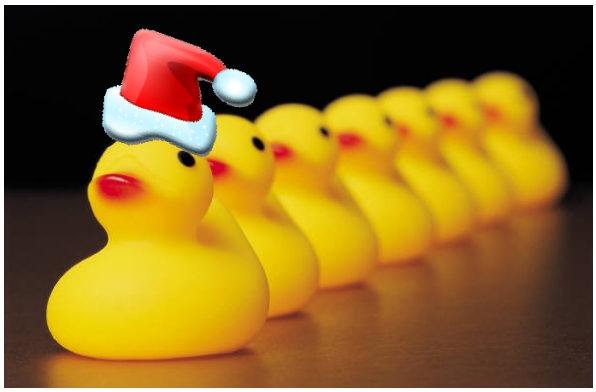
- To request a duplicate in person, go to the Division of Finance office located in 2110 State Office Building, which is the building directly north of the State Capitol. *Bring an ID (driver's license or state ID) and $5 for each tax year requested.*

- **Under no circumstance will W-2s be sent by FAX or email.**

Two Holidays, One Pay Period

By Paul Morley, HR Consultant, DHRM Administration

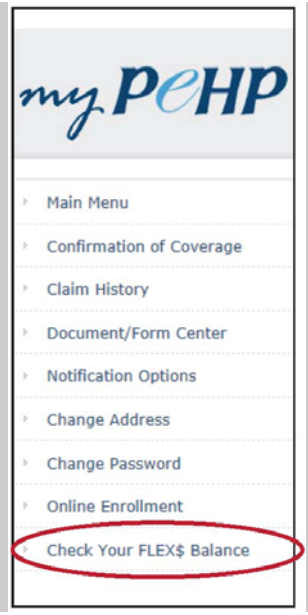
The holiday season is upon us and you probably won't forget about your cousin Charley or your sister Sue and hopefully you won't forget that there are two holidays that fall within the same pay period this year. Christmas Day (December 26th, 2011) and New Year's Day (January 2nd, 2012) both fall within pay period 26. It's been a long time since we have had a two holiday pay period situation so make sure you have all your ducks in a row so that you can accurately respond to questions from employees.



This will give you a perfect opportunity to use the newly redesigned holiday table for two holidays in one pay period found in DHRM rules Appendix A (See Table at right).

While using this table make sure that you follow the correct row across, which takes into account two holidays instead of one. First, identify the amount of hours the employee normally works in the pay period as shown in the "Total Hours Paid in the Pay Period" column. Next, follow that row across and then **double** the amount shown in the "Holiday Accrual" column to determine the total amount of holiday hours an employee will accrue in the pay period. I hope that everyone will have a fun and happy holiday season this year

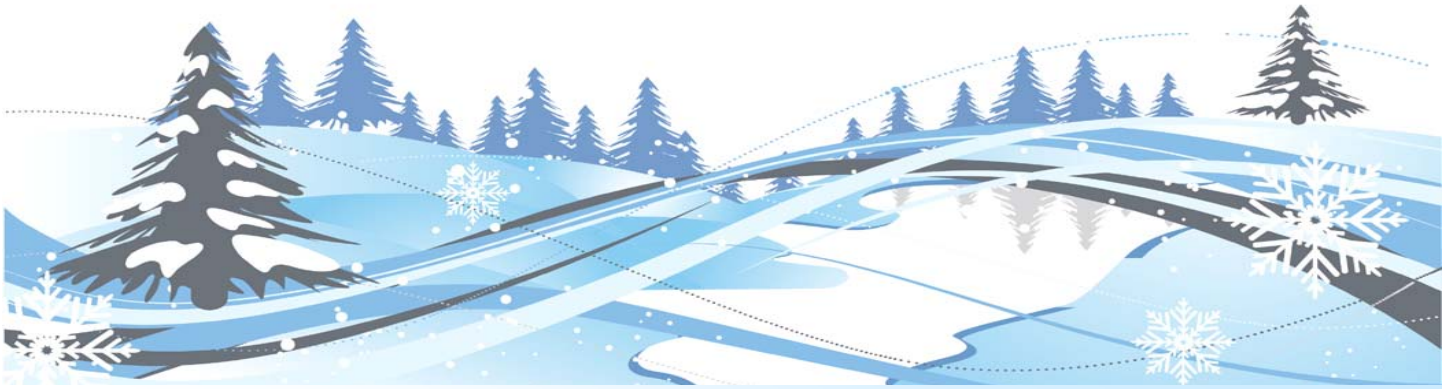
Holiday Accrual (2 Holidays Per Pay Period)		
Total Hours Paid in the Pay Period	**Hours Paid in the Pay Period (Excluding Holiday Hours)**	**Holiday Accrual**
4-9	4-7	0
10-13	8-11	1
14-19	12-15	1
20-23	16-19	2
24-29	20-23	2
30-33	24-27	3
34-39	28-31	3
40-43	32-35	4
44-49	36-39	4
50-53	40-43	5
54-59	44-47	5
60-63	48-51	6
64-69	52-55	6
70-73	56-59	7
74-79	60-63	7
80-83 (Full-Time)	64-67	8
84-87	68-71	8
88-91	72-75	8
92-95	76-79	8
96	80	8



PEHP has made it easier for you and your employees to check FLEX$ balances and activity. Just log in to myPEHP and click "Check Your FLEX$ Balance" (bottom left on the menu). This link takes you to the FLEX$ portal where you can review your account history and current balance. Prior to this change you needed multiple passwords and user names. Now you can use your myPEHP user name and password to access FLEX$ information.

This change doesn't affect the security, your information is still protected and secure.

DHRM Winter Meeting



Mark your calendar; it is time for the DHRM Winter Meeting! Come and join us in a winter wonderland (State Office Building Auditorium, 1st Floor) Tuesday, December 6th from 10:30 a.m. to 2:00 p.m. As we bask in firelight (or in our case, fluorescent light) we will have our business meeting, lunch, and much more! We will also honor those co-workers who have hit great milestones (also known as service awards.) Don't miss the occasion to sit in the crisp, breathtaking air and hear about the accomplishments in our department.

Remember to bring copies of your Walk the Talk Certificates! Hope to see you there!

The Capitol Hill HR Team

Presented To:
Presented By:
Date:

Farewell From Turgel, the DHRM Gnome

Dear DHRM,

The adventures that you have taken me on have been very interesting to say the least. From swimming with an Orca to seeing the wilder side of fighting fires, there hasn't been any lack of adventure for me.

It's been over a year since I came to visit with you lovely DHRM folks. I am sure you are all wondering who really brought me into your group. There were many guesses of who it could have been; from Jeff Herring to Wendy Peterson to Bill Brandon. But none of those guesses are correct.

I really think that you will be surprised when you learn who the "real Turgel" is.

Have you thought any harder about it? Well I can honestly say that this person no longer works in DHRM. Give up yet? The person that brought our organization together a little bit more was.....

Mike "Mack" Mackrory!!!

Many of you may not know Mack. Mack supported DHRM with all of our IT needs on Mark Mitchell's staff. He worked closely with Kay Lofgreen and Bill Brandon on many HRE issues. Mack left the state to work in the private sector. For those of you that worked with Mack, I am sure you all miss his sense of humor and bright smile because I sure know that I do!!

~Turgel

Bits and Pieces

UTAH LEADERSHIP INSTITUTE

Please check the Employee Gateway or HREventure for a listing of upcoming Utah Leadership Institute workshops.

ASK AN EXPERT!

If you have a specific question for an HR Expert that you would like answered in the next newsletter, please send it to HRNewsletter@utah.gov

We'd love to hear from you. Please submit feedback, suggestions, or ideas for future articles to:

HRNewsletter@utah.gov

Leading the Way in Public HR

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Increasing Customer Service | Increasing Efficiency | Increasing Management Capacity

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How to Earn your Wellness Buck

You control your health more than you might realize. Experts say nearly half of all diseases can be prevented by lifestyle changes. Those choices affect your lifespan, your quality of life, how you look, and how you feel. They also impact your financial health.

PEHP health plans are self-funded. What you and your employer pay is based on how you utilize healthcare. Low disease and low utilization means lower premiums. Don't be a passive participant. Take responsibility for your health.

Healthy Utah

You and your spouse can earn $50.00 just for showing up and being tested. You can earn additional rebates depending on your health and reaching certain goals.

Healthy Utah is a free program that offers a variety of programs, services, and resources to help members get and stay well. Visit www.healthyutah.org to find a testing session near you.

www.healthyutah.org
HealthyUtah@utah.gov
801-538-6261 | 888-222-2542

PEHP Waist Aweigh

For PEHP members with a BMI of 30 or higher, we offer a program to provide education, support, financial assistance, and encouragement for weight management and health improvement. You may receive 100% of gym membership fees up to $100 per month for approved weight loss program.

If you are serious about making positive changes, the PEHP Waist Aweigh Obesity Intervention Program may be for you. Our knowledgeable and passionate coaches will guide you through the ins and outs of proper nutrition and fitness. We'll be there to get you started, to confidentially monitor your progress, and to celebrate your success.

PEHP Waist Aweigh