HR 2 HR

Department of Human Resource Management

VOLUME 6, ISSUE 6 JUNE/JULY 2012

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Our team – Leading the way in public HR – Executive Director's Message

By Jeff Herring

As I get out to all visit all of our staff with the framed picture and quote from the Lieutenant Governor, I am reminded of why we are able to continually "lead the way". It is because of our great team. I do not know a group of individuals that is so singularly committed to serving our customers and being professionals. All of the accolades and recognition goes directly to you.

Whether it is transforming our department with ERIC or planning our office winter party, I know that when you take on a task it will be done well and it will be done right. More than that, I know that as a department we pull together to achieve our outcomes whatever they may be.

In the quote from the Lieutenant Governor, he mentions our incredible fiscal savings. However, I focus on the next part of that quote that discusses the satisfied customers. When organizations can combine these two aspects of business, they really can "lead the way". Because of your work and efforts, I get excited to attend my annual summer meetings with my colleagues from around the country to share with them how we are "leading the way".

Jeff Herring,
DHRM Executive Director

I know that part of leading the way is continual improvement. Often times, I think continual improvement is just a code for change and we all know that change causes anxiety and discomfort. However, I believe that change and transformation is an important key to "leading the way". Change is constant, if for no other reason than the internal and external environment is always changing. When we become satisfied where we are, we lose focus on where we need to go. Therefore, I ask that we learn to accept change as a constant and learn to recognize it for what it is – a key element of growth. Thanks for all you do and what you have all helped us accomplish. If I haven't yet been to your field office for a visit and to present you with your framed picture, you will be seeing me soon. Take care.

Payroll Consolidation and ERIC

By Bart Olsen, HR Manager
Employee Resource Information Center (ERIC)

In accordance with the passage of HB 80 during this year's Legislative Session, all executive branch agencies that currently process their own payroll will transition payroll services to ERIC – with three exceptions: UDOT, DNR, and DTS.

The bill requires this transition to take place on or before September 19, 2012. In order to meet the requirements of the bill, ERIC leadership developed a plan for all of those agencies to transition over a period of several months beginning in June. Following is the timeline for this transition:

June 11: Workforce Services
June 25: Agriculture, Labor Commission, Public Service Commission, USTAR, Trust Lands, Financial Institutions, Veterans' Affairs
July 9: Corrections, Board of Pardons, Health
August 6: Governor's Office, GOED, Public Lands
September 4: Medical Education Council, USDB
September 17: Public Safety

Members of the ERIC Leadership Team and the DHRM Executive Management Team have been working closely with HR Managers and key stakeholder staff in the transitioning agencies to understand unique agency payroll needs and to communicate changes and timelines.

As a part of the payroll transition project, ERIC will be hiring five part-time, non-benefitted staff to process payroll during payroll week. ERIC leadership members are in the process of interviewing for those positions and the plan is to have them begin training early June. The DHRM Admin office recently completed yet ANOTHER remodel project to make space for these additional staff.

We are excited for these changes and look forward to continuing to provide the best possible customer service to our agency customers and to you, our DHRM customers. If you notice anything you believe we can improve, please don't hesitate to contact me or any member of the ERIC leadership team.

DHRM 2012 Summer Meeting

Date: Wednesday, August 15, 2012
Time: 10:00 a.m. - 2:30 p.m.
Place: Sugar House Park
2100 South 1383 East, SLC
Fabian Lakeside Pavilion

Department of Human Resource Management

EPAR How to...

Topic: Career Mobility Actions

When an employee is ending a career mobility assignment, what is the right way to process the action if the assignment becomes permanent during or at the conclusion of the specified time period?

There seems to be a common misconception in DHRM that employees can just stay in the title, this is incorrect. Assuming the employee was originally selected for the career mobility assignment through a competitive process or a competitive recruitment was used after the completion of the assignment to select the employee, a career mobility end ePAR must be submitted to officially end the assignment and return them to their original or similar position and salary plus an additional ePAR is required to assign the employee to the new title. This may seem unnecessary but career mobility assignments do have an expiration date and the HRE action should reflect accurate information.

If the employee's career mobility assignment does not become permanent by it's conclusion, the employee should then be returned to the previous or similar position at the salary rate described in R477-6-4(11). If you have questions when submitting your ePARS contact ERIC for further details.

Change to Application Period in Applying for Long Term Disability (LTD)

By Billie King, HR Consultant

Beginning July 1, 2012, employees will have SIX months from the last day worked in their regular job to apply for Long-Term Disability (LTD). This reduced application period is due to a legislative change in the Long Term Disability statute.

If an employee is working a Temporary Transitional Assignment (TTA), either modified or accommodated duty, they will still only have 6 months from the last day of work in their regular job to apply for LTD. The TTA does not start the clock over for the LTD application.

Please inform employees about the new LTD application timeframe as soon as they stop working in their regular job so that the employee does not miss this reduced application period.

Additionally, the six month application period should not be confused with the three month elimination period. These are separate events. Employees will still be subject to the 3-month elimination period during which time PEHP/ LTD will process the LTD claim and do a thorough review of the case file in order to make a final determination of benefits. Employees may visit www.pehp.org for more information or call the LTD Program at 801-366-7583 or 800-365-7347.

Firework Safety Tips

The National Council on Fireworks offers these safety tips, to help keep you safe during the summer holiday season:

Use fireworks outdoors only.

Obey local laws. If fireworks are not legal where you live, do not use them.

Always have water handy. (A hose or bucket).

Only use fireworks as intended. Don't try to alter them or combine them.

Never relight a "dud" firework. Wait 20 minutes and then soak it in a bucket of water.

Use common sense. Spectators should keep a safe distance from the shooter and the shooter should wear safety glasses.

Alcohol and fireworks do not mix. Have a "designated shooter."

Only persons over the age of 12 should be allowed to handle sparklers of any type.

Do not ever use homemade fireworks or illegal explosives: They can kill you! Report illegal explosives to the fire or police department in your community.

The National Council on Fireworks Safety invites you to celebrate our nation's heritage on the Fourth of July, but celebrate safely.

For more information visit http://www.fireworksafety.com/

OPEN ENROLLMENT DEADLINE

By Barbara Smith, Human Resource Consultant

Open enrollment is coming to a close for another year. The deadline is June 15, 2012.

H.B. 437 established an affirmative enrollment period for employees to confirm their insurance or the option to choose another plan.

To make changes or verify medical plan enrollment during this time employees must log in to their myPEHP account at www.pehp.org .

Medical, Dental, Vision.....April 13 - June 15
FLEX$ .....April 13 - June 15
Hyatt Legal .....April 13 - June 15
Group Life .....Enroll any time
(During this enrollment there is a one-time bump without evidence of insurability)
AD&D .....Enroll any time
The Standard (STDI).....Enroll any time but with a Late Enrollment Penalty. New employees that sign up within 60 days of hire date will have no penalty.

All changes will take effect July 1, 2012.

PEHP Life Insurance

By Barbara Smith, HR Consultant

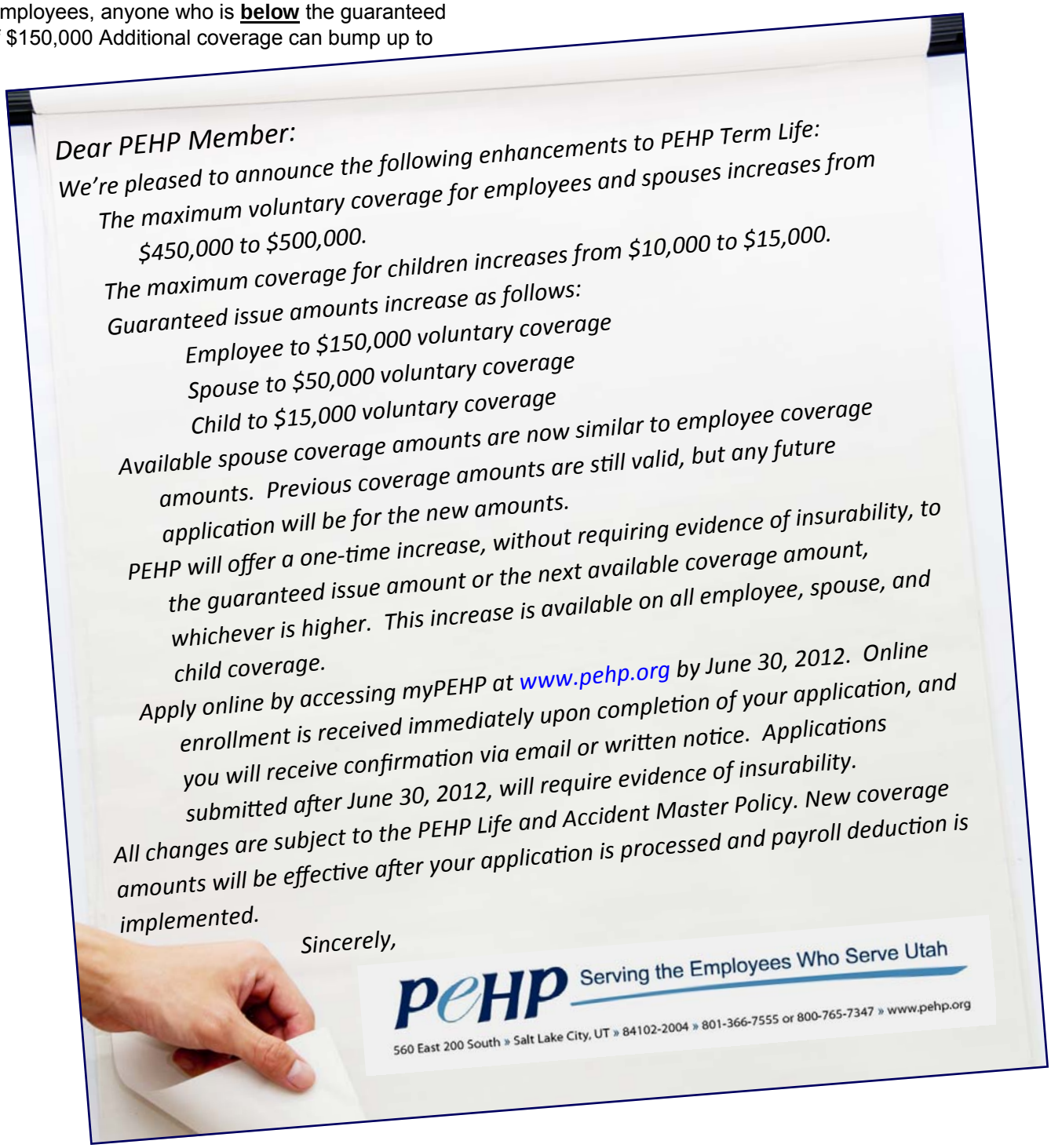
PEHP is increasing its guaranteed issue and maximum coverage amounts of life insurance and is now offering spouse amounts that are similar to employee amounts.

Because of these changes, during open enrollment there is a one-time bump for life insurance without evidence of insurability. This bump will take employees, spouses and children up to the new guaranteed issue amounts, or up one level, whichever is greater.

For employees, anyone who is **below** the guaranteed issue of $150,000 Additional coverage can bump up to that amount. Anyone who has $150,000 or more in additional coverage can bump up one level.

For spouses, anyone who is **below** the guaranteed issue amount of $50,000 can bump up to that amount. Anyone who has $50,000 or more in additional coverage can bump up one level.

Dependent Children Coverage is also changing. You can bump up coverage for all of your eligible dependent children up to $15,000.



Dear PEHP Member:

We're pleased to announce the following enhancements to PEHP Term Life:

The maximum voluntary coverage for employees and spouses increases from $450,000 to $500,000.

The maximum coverage for children increases from $10,000 to $15,000.

Guaranteed issue amounts increase as follows:

Employee to $150,000 voluntary coverage

Spouse to $50,000 voluntary coverage

Child to $15,000 voluntary coverage

Available spouse coverage amounts are now similar to employee coverage amounts. Previous coverage amounts are still valid, but any future application will be for the new amounts.

PEHP will offer a one-time increase, without requiring evidence of insurability, to the guaranteed issue amount or the next available coverage amount, whichever is higher. This increase is available on all employee, spouse, and child coverage.

Apply online by accessing myPEHP at www.pehp.org by June 30, 2012. Online enrollment is received immediately upon completion of your application, and you will receive confirmation via email or written notice. Applications submitted after June 30, 2012, will require evidence of insurability.

All changes are subject to the PEHP Life and Accident Master Policy. New coverage amounts will be effective after your application is processed and payroll deduction is implemented.

Sincerely,

PEHP Serving the Employees Who Serve Utah

560 East 200 South » Salt Lake City, UT » 84102-2004 » 801-366-7555 or 800-765-7347 » www.pehp.org

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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Sarah Tice, Dan Chase
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HR 2 HR is published bi-monthly.

DHRM Staff Update 3/16/12 to 6/1/12

New Hire

Denice Graham - Hired as HR Analyst at DHRM's DHS field office.
Brenda May - Hired as HR Technician at ERIC.
Will Clark - Hired as HR Technician at ERIC.
Debra Valentine - Hired as HR Consultant at DHRM Administration.
Sarah Liufau - Hired as Payroll Technician at ERIC
Amelia Hill - Hired as Payroll Technician at ERIC
Janice Rhiddlehoover - Hired as Payroll Technician at ERIC
Judy Schroepfer - Hired as Payroll Technician at ERIC
Elisha Miranda - Hired as Payroll Technician at ERIC

Employee Movement

Natalie Gearheart - Accepted a position as HR Analyst at DHRM's DEQ field office.
Tami Hart - Accepted a position as HR Analyst at DHRM's Tax/Agriculture field office.
Marianne Schow - Accepted a position as Transactions Lead at ERIC.
Bryan Embley - Accepted a position as HR Specialist at DHRM's Corrections field office.
Dan Chadwick - Accepted a position as HR Recruiter at DHRM Administration.

Who Left DHRM

Colby Harmon - Left state employment
Cleo Bird - Retired