

Minutes

Timekeeper Meeting

Date: October 8, 2009
Time: 9:00 a.m.
Place: Hearing Room Two, Courts & Administration Building

Purpose: **Timekeeper Meeting**
Chair: Alan Boisvert/Rebecca Norton/Heather Rhodes
Minutes: Sheri Haxton x8559

- **Introductions:** Alan Boisvert, Director of Accounting, introduced Rebecca (Becky) Norton, the new Payroll Manager, who spoke about her background. County staff around the room introduced themselves.
- **Audit Findings:** There was a finding in the Management Letter from the Auditors that was presented to the Board of County Commissioners (BCC). Timekeeping/Payroll documentation is missing in some departments. Supporting documentation must be retained by the timekeepers for audit purposes. I-9's need to be included in the HR file.
- **Employee Self-Service (ESS) – Paychecks:** On the 10/5/09 payroll, only half the dental and imputed income was deducted from employee checks. Effective with 10/20/09 payroll, the county portion will be split and charged on a semi-monthly basis. The county portion for all benefits will also now be shown on a semi-monthly basis as well. This will make both payrolls in the month approximately the same. ESS availability from computers outside the county is in the works, but will not happen this year.
- **New Personnel Rules:** The new personnel rules went into effect 10/1/09.
 - **Overtime** - the Overtime policy has changed. Sick, Vacation, Holidays, etc. no longer count as hours worked. Only actual hours worked over 40 hours should be paid as overtime. The Sheriff's Office Detentions uses the law enforcement exemption and works a 120 hours in 3 week overtime policy. Code 105 should be used for extra straight time that is not overtime.
 - **Time and Pay Registers** – it is imperative that these be reviewed. Resets have to be done due to errors in the payroll entry. Please ensure that the reports and entry have been reviewed for accuracy.
 - **Floating Holiday** – historically employees have always been paid for floating holidays upon separation from the county. This has been changed so that no one is automatically paid. It does have to be taken to be paid. Personal leave, which is paid out of sick leave, is also lost upon separation.
 - **Flex Time** – the county workweek has been established as 12am Sunday to 1159pm Saturday. If an employee is working a nine-hour schedule with an extra day off every other week, a separate workweek must be established for that employee and must be documented in writing. The timekeepers must have a copy of this documentation available for any employee working a different workweek.
 - **At Will Employees** – the Assessor's Office has been changed all their employees to 'At Will' status.
 - **Military Leave** – an employee is entitled to 15 days of military leave for training. If they are called to active duty, the County pays them military leave to compensate for any difference in their salary. In the new personnel rules it is

defined as 15 calendar days instead of 15 workdays. Heather will verify the change with Carole Buhlman.

- **FMLA (see attachment):** Heather Rhodes from HR distributed an FAQ sheet regarding FMLA and STD. The questions in the handout were discussed, and the following points were clarified:
 - Effective 10/1/09, it is required that employees use their old sick as well, due to requirements for Short Term Disability.
 - It is required to enter any FMLA hours used to track it in the system.
 - Code 2 and 3 will still show up on the Payroll Register.
 - If an employee is on FMLA leave, with or without pay, a PA needs to be done.
 - Heather works directly with CIGNA to ensure everything is being paid properly.
 - Only sick accruals need to be exhausted before going on STD.
 - Worker's Comp does not qualify for STD. Heather will verify if all worker's comp claims qualify for FMLA.
- **PA's:** Please be sure to update the form that is being used. Old forms are being submitted and the codes have changed. The most current version of the PA is available in Livelink.
- **Q&A:**
 - **Year-End Vacation Accruals:** Is there a point where vacation accruals are cut off? No. The benefits and IRS runs calendar year, but the payroll calendar runs 12/16 – 12/15 for budgetary purposes. If employees are over vacation allowances on 12/20 the overage will be deducted. To count for this year, vacation must be reported by the 12/1-12/15 payroll. There is a vacation excess hour report in the timekeeper menu that can be run. If the report is run in the middle of the pay period, it will be current as of the previous pay period.
 - **Logins:** Janet Garbrecht discussed system versus JDE logins. The 2010 internal service fund is already budgeted. If more logins are added, it will not cost extra in the 2010 budget to add logins. For the 2011 budget, IT is looking to change from budgeting by login to budgeting by FTE. If you have employees that do not have a network login, a login with a generic password can be set up that could be shared. However, this is not normally suggested by IT due to security issues. Janet will discuss the issue with Joe Palmer and express the concerns. It is recommended that kiosks be set up for employees in areas that do not have individual PC's. It is important that they have access to ESS, which will now be including W-4's, address changes and open enrollment, as well as providing access to the county intranet for information and updates.
 - **Manager Self-Service (MSS):** Customer Service support for MSS was discussed. HS frequently has to call IT help desk to reset passwords, etc. when training on MSS. Because this was new functionality, the passwords need to be reset by IT. IT is not charging for these customer service calls.
 - **ESS Home Access:** There are security risks involved with providing ESS home access. It will not be made available this year. If an employee has VPN access, they are able to access. VPN access is being switched to Juniper, which may resolve the issue.

Meeting adjourned at 10:30am.