

REPORT ID:	HRS100X
REPORT NAME:	HRMS News Report
PURPOSE:	This report lists News items for all HRMS functions that are viewable on line.
SORT BY:	Alphabetically by Category Date posted
CONTENTS:	Page Number Run Date Run Time Comment Number Date Description/News System News For xx System Description
FREQUENCY:	Upon Request
DISTRIBUTION/ RETENTION PERIOD:	Crystal Report/Window
RESPONSIBILITY:	Company
NAVIGATION:	Go/ News/ Report/ News Report
JOB/PROGRAM NAME:	N/A / HRS100X

STATE OF GEORGIA
HRMS News Report

Page No. 1
Run Date 7/31/01
Run Time 8:18:39AM

Number	Date	Description/News
System News for	BN	System Description Benefits News
37	09/21/2001	One-Time Payment/Bonus on PEP

The Pensionable Earnings Panel has been changed to accommodate the “Annualized One-Time Payment,” which is pension eligible.

For those employees who are awarded the payment, it is to be paid as a lump sum in their first check after October 1st. The Phoenix System will make the increased employee deductions and calculated the increased employer contributions on the same pay checks. To include the payment amount in the calculations, we have added a new field to the Pensionable Earnings Panel for the payment. It is called “Annualized One-Time Payment.” Because the calculations is all in one check and not spread out over an entire year, the “Monthly Contribution Amt” and the “Annual Salary for Pen Admin” on the October 1st row will be increased as if the payment were to be included for every pay period. Then, another PEP row must be built (effective for the beginning of the next pay period) to remove the payment amount from the new field, and from the monthly and annual calculated amounts.

For the vast majority of employees who receive the payment, the Phoenix batch process (which builds PEP rows associated with the October 1st increases) will build all rows for you. We will provide detailed instructions for all exceptions for October 1st processing. Those instruction will be sent out shortly before the increases are processed.

38	09/22/2001	PEP clean up before Sal Incr
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Every Friday night Phoenix runs a report (“COMPARE ANNUAL PENSIONABLE EARNINGS SALARY AND JOB COMP RATE” – BN__0571) which will show you which (if any) of your employees have had a salary change on Job Data and who have not had a corresponding entry on the Pensionable Earnings Panel.

Please check for this report in Document Direct every Monday. If there is a “version” dated on the previous Friday, the report found employees with this circumstance for your agency. If there is not a “version” dated on the previous Friday, the report found no employees with this circumstance.

If you do have employees on report BN__0571, you need to make the appropriate Pensionable Earnings Panel entry. If pension deductions and employer contributions have not been calculated on the employer’s checks for the correct amounts, those must be corrected.

It is particularly important that the Pensionable Earnings Panel be correct and up to date as we near the time to process the Salary Increases