

**HCM User Group Meeting Webinar 11-05-19**  
**Questions and Answers**

#	Questions	Answers
1	<b>Will the powerpoint presentation be available?</b>	<b>Yes, the power point will be made available.</b>
2	<b>Could SAO freeze the primary email field so that ees can't change? This is critical in completing the Govs mandated trainings since they wont' go the employees personal email.</b>	Employee Self Service is implemented as delivered by Oracle and is designed to allow individual employees to update employee addresses, reducing the workload for administrators. Freezing this field would not be helpful to the purpose of ESS.
3	<b>You mention two request HR PI Data was one request, what was the other?</b>	There are two roles that provide access to PII Data, was is for HR and the other is for Payroll.
4	<b>How long can we leave a person on the LOA Code?</b>	This is typically determined by individual agency policy on this subject.
5	<b>If a person is on the LOA code, will the person be picked up for training when they are reactivated?</b>	At this time, this will not automatically be picked up. HRA is doing further research on this question and will respond on a future occasion. Upon return from leave the employee is required to complete the training. The manager is responsible for communicating to the employee the required/mandatory training and completion due date.
6	<b>Will you not send them training if they are LOA?</b>	If an employee is on LOA, they are not required to attend the mandatory training.
7	<b>Who can we contact to have the cyber training to personal emails since we can't lock it in in PS?</b>	Agencies should only send these e-mail to 'work' addresses. Each agency is responsible for identifying the e-mails for active employees and there are a variety of methods that can be used that do not rely on the use of the 'Preferred' e-mail. Each e-mail has a value for 'Type' and this can be used to identify the appropriate e-mail. If an employee has not entered (or does not have) a 'work' e-mail, the agency should contact them through what other means of communication they have to either enter in a work e-mail or attend the training.
8	<b>I know we talked about SHBP files, but what about GA Breeze file? We terminated an employee due to resignation and she is now getting dental retirement emails. When she calls in, she said she was told to contact HR.</b>	Specific situations like this can be researched by either SAO or HRA with the submission of a service request to our help desk.
9	<b>Would it be a lot of trouble to get one email locked in?</b>	As stated in question 2, the purpose of Employee Self Service is to allow individual employees to update their own information to take that work load off administrators.