

# OhioDAS HRD OAKS Update

Tuesday, July 15, 2008

Volume 87

This bulletin contains written communications that are relevant to OAKS. Please read these communications carefully, as they contain valuable information that will direct and assist your agency as it performs the tasks necessary to operate effectively and efficiently in OAKS. These communications are archived at: <http://www.das.ohio.gov/hrd/OAKSWeeklyCommArchive.htm>.

## FROM HRD HCM OAKS SUPPORT UNIT:

### DAS HCM Support Unit is Moving

Pam Perry, HCM Benefits Manager  
[Pamela.Perry@das.state.oh.us](mailto:Pamela.Perry@das.state.oh.us)

During the week of July 14, 2008, the HCM Support Unit will be packing and moving from the 29th floor to the 28th floor in the Rhodes State Office Tower. In an effort to minimize any disruption to service and to lessen any inconvenience, please find below our schedule of services during this week of transition:

Wednesday, July 16	Open for Normal Business
Thursday, July 17	All phones and emails will be shut down at 4:00 p.m. We will have a line open for emergencies: 1-800-409-1205.
Friday, July 18	Closed for Normal Business. We will have a line open for emergencies: 1-800-409-1205.
Monday, July 21	Though all telephone lines and computers should be operational, we will have a line open for emergencies, should the need arise: 1-800-409-1205.

During our move, emails and telephone calls will still be answered. However, please allow additional time for assistance and to return calls during this move.

Please update your mailing list for this change: HCM Support Unit, 28th Floor, Rhodes State Office Tower. All email addresses and telephone numbers will remain the same.

Thank you for your understanding of this temporary inconvenience. We look forward to serving you in our new space on July 21.

### HCM Support Center Highlights

Pam Perry, HCM Benefits Manager  
[Pamela.Perry@das.state.oh.us](mailto:Pamela.Perry@das.state.oh.us)

- **Part Time Events:** Part Time calculations have been run for July, 2008, which are effective August 1, 2008. Letters have been mailed to employees and the reports have been mailed to the agencies along with a sample letter and job aid. Please have these events finalized by July 31, 2008.
- **\$50 Cap Removed for Make-Ups:** For those employees that will have an automatic make up taken for benefits, the \$50.00 cap has been removed and, unless notified by the agency, the entire amount due will be taken from the employee's pay if this was an employee error regarding their benefits. If this causes an undue hardship on the employee, the agency should contact HCM Benefits before payroll processing to work out a solution. It is imperative when an

employee comes to their agency representative to discuss changes in their benefits due to a life event that the employee is given all information in regards to their changes; such as the amount that will have to be made up if moving from single to family due to a marriage.

- **HCM User Group Meeting:** If you were unable to attend the June 30, 2008 HCM User Group Meeting, you can find the presentations on the DAS Website under DAS: HRD: What's New at HRD. The next HCM User Group Meeting will be held on August 25, 2008.
- **New Health Cards:** For all employees enrolled in Ohio Medical Mutual and The Health Plan, new ID cards will be mailed to all members. For all other plans, new ID cards will be mailed to new enrollees only.
- **Vacation Leave Not Showing on EPay:** For those employees that have been hired with prior service and vacation time, please keep in mind that the system does not look at prior service when putting leave on the checks. The system looks at the row listed as "hire" and it is one year from that point. The employee can still use their time. It just will not show on their Epay statement.

---

## Pay Rate Change for Employees Returning from Disability Leave

Anne Chernauskas, HCM HR/Position Manager  
[Anne.Chernauskas@das.state.oh.us](mailto:Anne.Chernauskas@das.state.oh.us)

Employees that were on disability leave during the pay period that the pay rate increases were processed should receive the pay rate increase when they return from leave. To process this, enter the employee's return from leave row, effective the day they return to work. After that, enter a second row with the same effective date, sequence 1. The action reason for the increase row is pay rate change and either collective bargaining change or House Bill 119, depending on whether the employee is bargaining unit or exempt. After you add the pay rate change row, click on the compensation tab and click on the 'default pay components' and 'calculate compensation' buttons, then click on save. These actions should update the employees' compensation effective on the day they return to work. If you have any questions about this process please contact the HCM HR team at DAS, Anne Chernauskas, [anne.chernauskas@das.state.oh.us](mailto:anne.chernauskas@das.state.oh.us), Mary Walker [mary.walker@das.state.oh.us](mailto:mary.walker@das.state.oh.us), or Cherish Berry [cherish.berry@das.state.oh.us](mailto:cherish.berry@das.state.oh.us).

---

## Release 6 Training Ends July 16

Mary Lynn Monge, OAKS Training Team  
[OAKS.Training@oaks.state.oh.us](mailto:OAKS.Training@oaks.state.oh.us)

Asset Management training for Release 6 of the Ohio Administrative Knowledge System (OAKS) ends July 16; open classes for Budget and Planning (BPM) ended July 10.

To register for classes held before July 17, please contact your agency's FIN training coordinator. After this date, please contact the Ohio Office of Budget and Management (OBM) or the Ohio Department of Administrative Services (DAS).

### New Asset Management job aid

- FINJA 146: Errored Status in the Asset Integration Process – While searching for asset load lines in the Pre-AM table or Interface table, you may notice a load line that has a load status of "errored". This job aid explains why a load line can have a load status of "errored" and what action you can take to correct this.

All AM and BPM job aids are available on the "FIN Job Aids" page of the OAKS Training Online Web site at [http://oakspmo.ohio.gov/oaks/training/FIN\\_Job\\_Aids/index.asp](http://oakspmo.ohio.gov/oaks/training/FIN_Job_Aids/index.asp).

## Web site is important resource

The OAKS training Web site, <http://oakstraining.ohio.gov>, is continually updated and contains important information about using OAKS.

---

## FROM TRAINING:

---

### DAS Training Update

Cindy Bridges, OAKS HCM Training Coordinator  
[cindy.bridges@das.state.oh.us](mailto:cindy.bridges@das.state.oh.us)



### Job Aids and Step-by-Step Processes

#### Self Service Time and Labor

Time & Labor Approving Payable Time: Manager - Timekeeper Specialist

[http://www.oaks.ohio.gov/oaks/training/HCM\\_Job\\_Aids/content/HCMJA212\\_Self\\_Service\\_Time\\_and\\_Labor\\_Approving\\_Payable\\_Time\\_Manager\\_Timekeeper\\_Specialist.doc](http://www.oaks.ohio.gov/oaks/training/HCM_Job_Aids/content/HCMJA212_Self_Service_Time_and_Labor_Approving_Payable_Time_Manager_Timekeeper_Specialist.doc)

Time & Labor Approving Request for Leave: Manager - Timekeeper Specialist

[http://www.oaks.ohio.gov/oaks/training/HCM\\_Job\\_Aids/content/HCMJA213\\_Self\\_Service\\_Time\\_and\\_Labor\\_Approving\\_Request\\_for\\_Leave\\_Manager\\_Timekeeper\\_Specialist.doc](http://www.oaks.ohio.gov/oaks/training/HCM_Job_Aids/content/HCMJA213_Self_Service_Time_and_Labor_Approving_Request_for_Leave_Manager_Timekeeper_Specialist.doc)

Time & Labor Entering Time Shift Differential: Employee

[http://www.oaks.ohio.gov/oaks/training/HCM\\_Job\\_Aids/content/HCMJA214\\_Self\\_Service\\_Time\\_and\\_Labor\\_Entering\\_Time\\_Shift\\_Differential\\_Employee.doc](http://www.oaks.ohio.gov/oaks/training/HCM_Job_Aids/content/HCMJA214_Self_Service_Time_and_Labor_Entering_Time_Shift_Differential_Employee.doc)

Time & Labor Entering Time Flex Time: Employee

[http://www.oaks.ohio.gov/oaks/training/HCM\\_Job\\_Aids/content/HCMJA215\\_Self\\_Service\\_Time\\_and\\_Labor\\_Entering\\_Time\\_Flex\\_Time\\_Employee.doc](http://www.oaks.ohio.gov/oaks/training/HCM_Job_Aids/content/HCMJA215_Self_Service_Time_and_Labor_Entering_Time_Flex_Time_Employee.doc)

### HRD Process Manual

#### Step-by-Step Processes

- Step-by-Step Processes are located in the HRD Process Manual at:  
<http://www.das.ohio.gov/HRD/Policy/HRDProcessManual.pdf>
- OAKS Job aids  
[http://oakspmo.ohio.gov/oaks/training/HCM\\_Job\\_Aids/index.asp](http://oakspmo.ohio.gov/oaks/training/HCM_Job_Aids/index.asp)

Thank you for using the HRD Process Manual and your willingness to provide valuable feedback to DAS Training & Development regarding areas of improvement and links that are not working. Your continued feedback is welcome.

### HCM User Group Upcoming June Session:

The next scheduled **HCM User Group Meeting** is:

Date: August 25, 2008  
Location: Lobby Hearing Room  
State Office Tower  
Time: 2:00 – 4:30 p.m.

Please register for this session following the instructions below.  
Registration is based on space availability.

## HOW TO REGISTER FOR AN OAKS MEETING

1. Open the Web site, <http://trainreg.das.ohio.gov/>, in your Web browser.
2. Click the "OAKS" link or enter the class name in the search field in the light blue toolbar.
3. Choose session date and time, and then click the "**Add Course**" button next to your choice.
4. Your choice will appear on the left side of the screen under "My Classes". Click the "**Register Now**" button.
5. At the next screen, enter your user name and password. **IMPORTANT: If you are a new user** click the link "**click here**" on the online registration system, fill-in the required fields then click the "**Submit**" button at the bottom of the page. If you are a new user, you may want to note your user name and password for future registrations.
6. If you have already registered and established an account, **do not** establish an additional record for your training. If you need assistance with your user name and password, please contact the Office of Training & Development at **(614) 387-6183**.
7. A registration confirmation will appear, if it is acceptable click the "**Submit**" button to complete the registration process. You will receive an e-mail confirmation shortly.

*You may cancel your registration by clicking on "**Click here to cancel a course**" in the gray area on the left of the screen and then following the screens.*

If you would like more detailed information on registration, paste the following link into your Web browser for a brochure in PDF format:

<http://das.ohio.gov/hrd//Training/pdf/GSMU%20registration%20brochure.pdf> .

If you need assistance with registration, call (614) 387-6183 or (614) 466-0169.

If you have questions about any OAKS training e.g. Benefits Sessions, User Groups or classes, please contact Fran Ryan, DAS, Human Resources Division, Office of Training & Development at [fran.ryan@das.state.oh.us](mailto:fran.ryan@das.state.oh.us) or call (614) 466-0169.