

Identify Current Hot Issues

(April 14, 2005 meeting)

Issue (forwarded to ERP Team)	Action
Accounts Payable issues – a)	
E-procurement issues – a) When will the circle of life include more information about POs—e.g., expected arrival date; negotiated price?	a) Addressed in March issues
General Ledger issues – a) For year end, will we be able to make adjustments in June for months OTHER than May?	a) Adjustments can be made for a reasonable time period. A memo explaining year-end procedures will be published soon.
Reports issues – a) b)	
General issues – a) When a work list is forwarded to another person, do only the new items that get put on the worklist go to the next person or do the current <u>and</u> new items get forwarded to the next person?	a) Everything in the queue is forwarded to the assigned approver.
HCM (payroll processing) issues – a) When a non-exempt employee gets a merit increase, there is usually a discrepancy in the distribution. We used to correct this via a template that generated a salary journal and was submitted on the standard error. How can this be fixed in HCM?	a) These types of adjustments are no longer needed. HCM will distribute the number of hours by the hourly rates for each day
HCM (time & attendance tracking) issues – a) Please explain the process for correcting an error to an employee's time sheet if the time & TRC code has already been approved. <ul style="list-style-type: none"> • Example, if REG was chosen and it should have been VAC. • Example, if OPT was chosen and it should have been REG. • Example: An employee reports 4 hours of SICK time, but forgets to add 4 hours of REG time—resulting in a net shortage of 4 hours for the day. • Please explain how the reports will be affected by these corrections (i.e., when the corrections will be posted and how they will be shown). 	<p>a) Users with Salary Distribution / Salary Adjustment access will be able to process the adjustments to correct the TRC used for a previous month through the HVA Adjustment Page. (AVAILABLE WITHIN A FEW WEEKS) Adjustments done through this page will correct the sick and vacation balances and also process the salary adjustments to the necessary HVA accounts.</p> <ul style="list-style-type: none"> • If OPT was chosen instead of REG, this results in the employee getting overpaid. If this happens, please send an email to the Payroll Department. We will process a reduction in pay to get this resolved. • If an employee under reports hours for one month. For example, on 3/15, 4 hours were reported as Sick, and the remaining 4 hours were not reported. The month is now closed, causing the employee to under distribute by 4 hours. The employee can insert a line in the current month, change the date to 3/15, and report the 4 hours of REG. This will cause the employee to over distribute for the current month by 4 hours.

<ul style="list-style-type: none"> b) There needs to be a way for an employee to indicate that he/she took no sick or vacation time that month. c) Part-time employees with standard hours should have them pre-populated. d) There needs to be a way to change the default speedtype for non-exempt employees. e) Some extra approval buttons would be helpful—e.g., approve up until today. f) Who should be contacted about incorrect sick and/or vacation balances? <ul style="list-style-type: none"> g) Will payroll cutoff dates be changed to twice a month, or will non-exempt staff still be required to enter their time at the 2 cutoff dates and again at the end of the month? h) Can payroll cutoffs be posted for more than one month at a time? 	<ul style="list-style-type: none"> b) On the “To Do” list...pending. c) On the “To Do” list...pending d) On the “To Do” list...pending e) Development completed. Waiting to move to Production after final testing. f) If vacation/sick balances need to be adjusted due to incorrect balances on the old HVA report for non-exempt employees or if time needs to be adjusted for November – December for exempt employees, an email can be sent to Michele Randa in the Payroll Department (mrk10). The email needs to include the emplID, employee’s name and what the balances should be (in hours) as of the 1st day of the current month. These adjustments are done once a month when the leave accrual process is run. g) Yes. The new, improved cutoff schedule will be posted to the ERP, Payroll, and HR websites the week of May 1 h) Yes. The new, improved cutoff schedule is complete through January, 2006.
<p>HCM (personal benefits) issues –</p> <ul style="list-style-type: none"> a) When will beneficiary information be added for Plans A,B, and C? 	<ul style="list-style-type: none"> a) Case does not keep the beneficiary information for Plan A and C – it is kept by the investment carriers. Employees can contact the carriers directly to make updates to their beneficiary information, so we have no record of changes. There are not plans to add beneficiary information for plans A and C. <p>Plan B beneficiary information is kept in a separate sub-system (BSTR). We are currently awaiting decisions on how this will be supported going forward. Until then, and pending the decision, we can not make the Plan B beneficiary information available within HCM.</p>
<p>HCM (salary distribution) issues –</p> <ul style="list-style-type: none"> a) We REALLY need to see a month on the salary distribution screen. On April 1, will we be looking at the March distribution or the April distribution? How can we know for sure? 	<ul style="list-style-type: none"> a) Please review the new, improved cutoff schedule. If a change is made before the cutoff, it will get in for the previous month’s distribution. If it’s made after you receive the “reports are ready” email, it won’t...but will take effect in the future. In this version of the Salary Distribution screens, we will NOT be adding a month. The more advanced screens will include an effective date or month

	option. This version will not be available until much later.
HCM (report issues) a) It would be nice to be able to do a salary distribution report for a single individual for more than one month. I have been having a problem with an MSASS account that keeps bouncing out. I would like to do a merge report—e.g., one person for a 4-month period.	a) On the “To Do” list...pending

Updates to previous issues:

- 1) Corporate Express descriptions now contain the E-way order number as requested.
- 2) A copy function will be added for the Accounts Payable Payment Request form in the coming days.
- 3) A change was made to the expense statements to address the missing PO / Requisition numbers. All available data should be displaying correctly now.