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MEMORANDUM #041-13HR

TO: Agency Administrators

FROM: Carolyn Horwich, J.D., Director of Human Resources

THROUGH: Rip Colvin, Executive Director

SUBJECT: People First Guidance on certain OPS information

DATE: December 10, 2013

Attached please find a People First system enhancement update. As each agency that JAC serves uses People First in its own way, those that are heavy People First users will find the information helpful while those agencies that do not use People First much are free to disregard this memo.

The request for People First training has not been forgotten. However, in keeping with JAC's Strategic Plan, other initiatives are currently taking priority.

As always, please do not hesitate to contact me if you have any questions.

Thank you.

Attachment

System Enhancement SE 116: Dec. 14, 2013, Release Summary

Issue Date: Dec. 10, 2013

Audience: human resource offices and benefits staff

Release Item	Description
<p>Benefits Reports - OPS New Hire Monitoring Report</p>	<p>Implement an OPS New Hire Monitoring Report. The report includes OPS employees in the new hire measurement period for the requested time period. This report will allow agencies to identify employees that were originally estimated as not being benefits eligible and should be updated to benefits eligible.</p> <p>The report can be accessed from the Management tab > Reports > Benefits Reports > OPS New Hire Monitoring Report. An instructional guide is being developed for the report and agencies will be notified when the guide is available on the People First website.</p>
<p>Benefits Reports – OPS Academic Break Report</p>	<p>Implement an OPS Academic Break Report. The report identifies OPS employees who are in an Academic Break Period (i.e., Leave Without Pay action, with an Academic Break reason code) for the requested time period. The report is only intended to be used by the state universities, the Florida School for the Deaf and the Blind and the Department of Health.</p> <p>The report can be accessed from the Management tab > Reports > Benefits Reports > OPS Academic Break Report. An instructional guide is being developed for the report and agencies will be notified when the guide is available on the People First website.</p>
<p>Benefits Reports - OPS Benefits Eligibility Report</p>	<p>Implement an OPS Benefits Eligibility Report. The report provides employment and benefits eligibility information for a requested employee. The report includes the employee’s full State of Florida employment history (OPS and salaried positions) for the past six months, current employment and any future dated appointments. The report is directed at allowing agencies to make informed decisions prior to hiring a current OPS employee. For example, the report will help the agency determine if the employee is already benefits eligible or if hiring the employee will make them benefits eligible.</p> <p>The report can be accessed from the Management tab > Reports > Benefits Reports > OPS Benefits Eligibility Report. An instructional guide is being developed for the report and agencies will be notified when the guide is available on the People First website.</p>

Release Item	Description
Benefits Reports – OPS Measurement Period Report	<p>Implement an OPS Measurement Period Report. The report will allow agencies to identify the employees that were measured during either the Open Enrollment measurement period or a new hire measurement period; (first new hire measurement occurs in May 2014). This report reflects the employees that were measured, whether they were determined eligible to participate in the insurance plans, etc.</p> <p>The report can be accessed from the Management tab > Reports > Benefits Reports > OPS Measurement Period Report. An instructional guide is being developed for the report and agencies will be notified when the guide is available on the People First website.</p>
Data Warehouse Benefits Reports – Update Existing Benefits Reports to Include OPS Employees	<p>The following Data Warehouse Benefits Reports will be updated to include OPS employees:</p> <ul style="list-style-type: none"> • Benefits Underpayment/Overpayment Report • Premium History Report • Benefits Cancellation Report
COBRA Letter	<p>Update the COBRA packet to generate for OPS employees who either terminate employment while enrolled in one or more COBRA eligible plans (e.g., health, dental, vision) or who lose eligibility (i.e., fails the measurement period) for participation in one or more COBRA eligible plans.</p>