

August 15, 2011

MEMORANDUM #068-11HR

TO: Agency Administrators

FROM: Bobbie Chappell, Director of Human Resources

VIA: Rip Colvin, Executive Director

RE: Human Resource and Budget Administrator People First Access

The Justice Administrative Commission (JAC) is pleased to announce that in the near future, Human Resource (HR) Administrators and Budget Administrators for all circuits and agencies will be granted access to the People First System. This access will allow you to assist your employees with benefits enrollments and confirmations, address changes, and W4 updates. Those with access to the People First System will also be able to run numerous reports that should prove beneficial.

We are planning for everything to be in place before the Open Enrollment period, which is set to begin on September 26, 2011. We will schedule training sessions during the last week of August and the first week of September. We will provide those dates in a future correspondence.

Please remember that anyone with access will be able to view and print salary and benefit information for your circuit only. If you would like access to the People First System, please send me the name of your designated employee **no later than August 22, 2011**. Once the name is received by the circuit, we will ask that the employee sign a confidentiality statement. We will also need a statement from the Administrative Director, Executive Director, or Regional Counsel indicating approval of the request(s).

Please contact me at BobbieC@justiceadmin.org if you have any questions.

**Access into People First
Security Role Code**

You will be given a "U" security role code that will allow you to do the following:

- Agency HR – Organization (Org) Code Range Allowance
 - Access is restricted by Org Code Range Allowance – **you will only be able to review information for your circuit.**
 - Generate reports for your Agency within Org Code Range Allowance
 - Process limited updates (e.g. address changes) for separated agency employee within 60 days of their last day employed at the agency, within the defined Org Code Range Allowance
 - View all employee information for former employees for 60 days from the last day employed with your circuit

- Update limited information (i.e. address), as long as the employee is not, or was not, employed in another position after employment with the defined Org Code Range Allowance.

Data Warehouse and SAP Reports

There are two type of reports available in the People First System: Data Warehouse Reports and SAP (Management) Reports. These reports are accessed through the “Management” tab, within the Data Warehouse Reports or Reports module.

You will have access to the following reports. We are also providing a brief purpose for each report:

DATE WAREHOUSE REPORTS	Unless noted below, data in the following reports are based on the previous day.
Report Name	Purpose
Average Salary by Class Code Report	To provide average salary by class code.
Average Salary by Pay Grade Report	To provide average salary by pay grade codes.
Benefit Cancellation Report	To identify employees enrolled in a benefit plan at risk of being cancelled by the benefit vendor for non-payment of premiums.
Benefit Changes Report	To identify employees who have made a change to a benefit plan in People First for the requested time period.
Benefits Underpayment/Overpayment Report	To identify employees whose employee or employer premium payments do not match the expected payment amounts for the requested time period.
Budgeted Positions Report	To provide a report of budgeted positions based on the selected report filter(s).
EEO Utilization – Adverse Impact Analysis Report	To determine whether a particular race/ethnic or gender group has been adversely impacted based on the selected calculation method and transaction type.
EEO Utilization – ALM Analysis Report	To provide the available labor market data based on the US Census data.
EEO Utilization – Incumbency to Availability Analysis/Goal Report	To determine if a particular gender and race/ethnic group is being underutilized for affirmative action planning or goal setting.
EEO Workforce Separations Detail Report	To provide agencies with detailed transaction and employee data for each separation within a user specified timeframe.
EEO Workforce Summary (Active) Report	To provide agencies the ability to see their workforce broken down by EEO 4 Job Category, race, gender, pay plan, class code and pay grade at any “point in

	time”.
EEO Workforce Transaction Detail Report	To provide agencies with detailed transaction and employee data for a selected transaction type (new hires, promotions, demotions, or reassignments) within a user specified timeframe.
EEO Workforce Transaction Summary Report	To provide agencies a report of summary counts of their new hires, promotions, demotions, reassignments, or separations within a specified timeframe, broken down by EEO 4 Job Category, race, gender, pay plan, class code and pay grade.
Employee Roster Report	To provide a listing of employee and related demographic information.
LAS/PBS Budget Entity/FLAIR Org Level Report	To monitor position and salary rate information by budget entity/FLAIR Org Code level in preparation for the Annual Fiscal Year End transfer of position and rate information into the LAS/PBS System.
Report Name	Purpose
LAS/PBS Budget Report	To monitor position and salary rate information in preparation for the Annual Fiscal Year End transfer of position and rate information into the LAS/PBS System.
New Hires Report	To monitor new hires for a selected range of dates.
OPS FYTD Report	To monitor the Fiscal Year-to-Date hours worked for OPS employees.
Overlap and Shared Positions Report	To identify positions that are marked as overlap or shared in People First or positions that needs corrective action taken in People First.
Payroll Changes Report	To monitor key changes to employee pay affecting data. It contains a comparison of the employee’s key payroll data for preceding and current F0001 (payroll input file sent to BOSP) payrolls.
Payroll Overpayment Report	To identify salary overpayments to employees.
Position FTE Totals by Pay Plan Report	To obtain FTE totals by pay plan.
Premium History Report	To provide premium history for the state sponsored (DSGI) plans for the requested time period.
Rate Report	To monitor position and salary rate information in preparation for the Annual Fiscal Year End transfer of position and rate information into the LAS/PBS System. A recap by budget entity is provided at the end of the report.
Separated Employees Report	To identify employees who have separated during a selected range of dates to ensure that applicable exit

	procedures (such as collection of ID badges, removal of access to internal agency networks or systems, etc.) are completed timely.
Service Awards Report	To provide a listing of employees eligible for agency service awards.
Turnover Report	To provide agency turnover data for pay analysis purposes.
Vacancy Report	To identify positions that are vacant for a selected range of dates or within any of the three “Days Vacant” categories (1-89 days, 90-179 days or 180 days or greater).

SAP REPORTS		Unless noted below, the following reports are real time.
Reports	Purpose	
Benefits Early Effective Date Report	To identify employees who have elected an early effective date for insurance for the requested time period.	
Dependent Documentation Report	To identify active employees who need to submit documentation for their dependents	
File 1 Payment History Report	To provide the F0001 payment history for an employee for the requested period.	
Miscellaneous Deductions Report	To identify miscellaneous deductions for agency employees.	
Payments Not Sent to BOSP Report	To provide agencies the ability to view all retro payments (for example, regular salary payments, overtime payments and on-call payments) that were NOT sent on the F0001 to Bureau of State Payrolls (BOSP). Report contains retro payments that are older than two pay period back.	
Retroactive Payments Sent to BOSP Report	The report provides agencies the ability to view all retro payments (for example, regular salary payments, overtime payments and on-call payments) that were sent to F0001 to Bureau of State Payrolls (BOSP) for processing.	