**HCM Users Group Fall Quarter Meeting 2024**

Lake Washington Institute of Technology

## **Thursday, October 10th, 2024**

The meeting was called to order by the secretary at 8:15 AM.

Participants: Community and technical college and state board employees.

**Old Business**

* The last meeting was May 9 –10, 2024. Minutes are available on the SBCTC HCM Users Group website.
* Treasurer Report - Kelly Opdyke reported balance of $16,489.25

**New Business**

* Advisory Representative Reports
* DRS Liaison – Lisa Espedal (SBCTC) no updates.
* HCA Liaison – Pam Kelly (SBCTC) WAC changes effective 01/01/2025 for address changes, surcharges, program forms, retiree eligibility, continued enrollment for survivors and more.
* BAR Liaison – Kara Spangler (Peninsula College)
* HRMC Liaison – Joy Anglesey (Centralia College) HRMC’s next meeting is planned for November.

**From DRS to SCD - Jim Mendoza** (Seattle Colleges) has 20 years of benefits experience at DRS. He shared information regarding retirement options including Traditional vs. ROTH accounts, the importance of knowing your retirement plan benefits, criteria needed for full retirement, and that DRS and Social Security have online benefit estimators. DRS offers appointments with employees planning to retire. Refer employees to: DRS (plan 2) 800-547-6657, TIAA 800-842-2776, Voya (plan 3) 888-327-5596.

**Professional Development Courses - Corrine Taylor** (SBCTC) invited college employees to attend profession development workshops on topics such as time management, stress management, customer service and many others. Individual workshop badges are awarded for each submitted Completion Reflection via Canvas course and a suite badge is awarded once ALL workshop in the professional or personal pathway have been completed. Workshops are scheduled for two hours each. Register at <https://www.sbctc.edu/colleges-staff/it-support/erp-support/professional-development-training>.

**Open discussion -** HCM Job Data lockout dates, SBCTC calendar is available at <https://www.trumba.com/calendars/system-deadlines>, virtual I-9s, local practices for supervisor training.

**PEBB Outreach and Training - Larry Cade & Debbie Krumpols**(HCA)

Open enrollment 2025 is October 28 to November 25, 2024. OE reports will be available in Benefits 24/7 in December 2024. New for 2025, employees must select a vision plan. FSA, DCAP and HSAs also require new enrollment each year. New attestations must be done by December 31st. Contact: Benefits Administrators may contract 800-700-1555 or for retiree/ COBRA plans 800-200-1004. Employees can call 866-335-0043 for help logging in to Benefits 24/7. ctcLink does not send data to B24/7.

**Open Discussion** – Local preparation steps for OE, Benefits Election report in Benefits 24/7, BAs need a personal SAW and work SAW account.

**Global FSA Deduction Setup - Brian Lanier** (SBCTC, HCM Customer Support)

Navia FSA deductions are global. At present the deduction setup is pre-tax and will not go in arrears.

Employees have access to full pledged amount as of the beginning of the year and must pay the pledged amount in to the FSA by the end of the year. Benefits administrators should provide any employee going on leave with the PEBB Benefit Eligibility C-2 Worksheet. In ctcLink, if you do not use the override field the system will calculate the deduction amount based on the number of checks remaining in the year.

**Health Savings Account – Gretchen Bird** (Bellevue College)

A new H.S.A. form must be completed to authorize 2025 deductions. H.S.A. can be started, changed or ended at any time. Deductions do not go into arrears. The employee is not locked in to an annual pledge. Gretchen presented detailed instructions on how to complete the ctcLink screens and queries for auditing who is contributing, their health plan and DOB. Lana Pech at lpech@healthequity.com will help BAs with prorated or mid-year change calculations and over deferrals.

**Open Discussion** – Faculty balloon payment option letter, premium coverage methods for employees on leave, best practice for starting HCA average cost for new employees at the right time, NPEM hourly employees personal leave, TAM pros and cons, comp time use and value (1 hour overtime is 1.5 hours comp time), tracking of PFML hours, international student vs alien resident tax status, W-4 exemptions, enhancement requests, QHC\_TL\_PAYABLE\_TIME\_OVERLAP identifies when one employee reports on two timesheets for the same date

**Payroll validation** -- Methods which include tickler files per payday, review of Other Earnings and Deduction queries, verifying adjunct pay against contracts, comparison of master salary spreadsheet to paychecks and verification that each eligible person has a retirement deduction.

**Ask Your CtcLink System and/or Process Questions - Brian Lanier** (SBCTC)

To stop employees from requesting more leave than is available, SB can add a pop-up alert.

To stop employees from using TRCs not valid for their employee type, SB can limit the TRCs available for each Workgroup. Each college will need to submit a ticket to have configurations updated.

To update how rates of pay are displayed on the paycheck, enter an EDI change request support ticket.

When an employee removes hours from his timesheet, the supervisor must approve the negative hours to avoid the previously approved hours from being mistakenly paid. The best solution is to train the supervisor to approve the negative hours correctly and not use the deny button. Query QHC\_TL\_PAYABLE\_TIME\_STATUS shows denied and approved hours. Pushback can be used on leave requests that need correction. Additional Pay shows as a separate line on the paycheck stub if a unique earnings code is used. To share documents you’ve created that other colleges might find helpful, send them to Ann Sinnes or email them on the List Serve.

**Position Management for PTF: How to limit the number of Employee Records**

Most colleges report they use a shared document or forms that allow finance, payroll, FWL and HR to coordinate which record to use, when a record can be repurposed, and what updates are needed. Currently, colleges pay stipends through various methods – in Additional Pay, on the PSHUP, with salary on Job Data Compensation or on FWL contracts. In preparation for the state level initiatives to count all adjunct workload, some colleges have moved all adjunct pay to FWL including stipends. A helpful CS Pillar query, QCS\_FW\_CAL\_RSLT\_FTE\_PAY, pulls total FTE% for workload entered in FWL.

**Out-of-State Tax Setup** – **Natalie Horner, Lisa Espedal and Irena Marinova** (SBCTC)

HR and payroll staff should ask to be involved in deciding college hiring practices for remote employees. If your college decides to allow out-of-state workers, colleges must be in compliance with each state. Register with the remote workers state agencies, then log a ticket for ctcLink setup. The payroll section on the SB website has Individual state tax guides. If the state you need is not already on the list, log a support ticket.

**Closing reminders.**

Winter quarter’s meeting will be virtual meeting, Feb 6, 2025

Spring quarter’s meeting will be in Yakima, May 8 & 9, 2025.

Submit Winter quarter agenda ideas to the HCM User Group officers.