



**Human Resources & Payroll Project  
Agency Data Cleansing and Conversion Requests**

**Last updated January 21, 2010**

## **Getting Ready for SCEIS HR/Payroll Implementation**

As the SCEIS HR/Payroll Project Team prepares your agency to go live, we will need your assistance to ensure that the data that is going into the new system is accurate and up-to-date. The project team will use the Comptroller General's Payroll System and HRIS as the legacy systems of record to load your agency's data into the system. The following is a list of the data cleansing and conversion efforts that we will need your help with in the coming months. Each functional area (Organizational Management, Personnel Administration, Time Management, and Payroll) has provided a list of activities with a description of each one, and these lists have been updated and revised as a result of lessons learned by the team in the Wave One go-live. Detailed instructions for each request are still available on the spreadsheet templates available on the SCEIS website, but this comprehensive guide provides an overview of the activities so your agency can plan ahead for the activities to come.

Your Agency Support Team is aware of these requests and understands that you may require additional resources to complete them. In addition, you may contact your Agency Advocate on the SCEIS Project Team if you have questions or require additional assistance. We appreciate your time and efforts to improve the accuracy of your agency's data in the new system and we look forward to continuing this collaboration as the project progresses.

## **General Readiness Recommendations for HR/Payroll Administration**

### **Activity 1 – Determine Agency Workflow and Impact on HR/Payroll Employees**

Each agency should review the workflow impact between HR, Time Management and Payroll to determine who will be responsible for validating information and ensuring the quality control measures required. Agencies should also document current workflow processes in preparation of determining HR and Payroll Employees' future roles and responsibilities.

### **Activity 2 – Policy Review**

Each agency should review its practices and policies to ensure compliance. This endeavor may require updates to existing policies which could require OHR approval.

### **Activity 3 – Accurate and Timely Processing of HR/Payroll Transactions**

With an integrated system, it will be important for HR data to be entered timely and accurately since this data will be the foundation for paying employees. Consideration should be given to agency payroll schedules and data entry, particularly for agencies that may have manual timesheet processing and payroll lags for temporary employees and the impact of this requirement financially and administratively.

### **Activity 4 – Document Imaging**

Agencies should consider strategies to prepare for required document imaging since most agencies are not accustomed to imaging HR or Payroll documents into HRIS or CG's Payroll System.

## Organizational Management

### **Overview of Organizational Management**

The State will implement the Organizational Management (OM) module. OM is a component within the HR module that is used as a tool to maintain a model of your agency's organizational structure in the new system. The OM module provides a clear picture of your agency at any point in time, past, present or future.

The organizational module captures information regarding your agency's Organizational Units (divisions, departments, regions, etc.), Jobs (state job titles), and Positions (FTEs, temporary-grant, time-limited, and temporary positions that employees hold) and the relationships that link these together to create hierarchies. The information stored in OM is used to propose defaults when processing Personnel Administration actions. When an employee has been assigned to a position and the attributes of the position are changed, an update to the employee's personnel records must take place in order for the position attribute changes to take effect.

## ORGANIZATIONAL MANAGEMENT DATA CLEANSING

### **Organizational Unit**

#### Activity 1 - Identification of Divisions/Departments/Regions and Codes

In SAP, each true manager/supervisor should have an organizational unit. Each agency should identify the divisions, departments, sections, regions, etc. that makes up the agency structure. For each of these organizational units, create an abbreviation or other identifier that uniquely identifies that particular organizational unit.

ACTION: Identify a seven character abbreviation or identifier for each organizational unit. Each true manager/supervisory position within your agency should have an organizational unit in SCEIS.

#### NOTES:

- A true manager/supervisory position has at least one other position that reports into it. The holder of this position typically would be responsible for the approval of hours worked and leave requests, completion of performance appraisals, etc.
- **The department code should not be greater than seven characters.** This can be an abbreviation of the name of the organizational unit or another meaningful identifier that is unique to the org. unit. See p. 11 of this guide for an example of the department code, in this case HR Dept., which aligns with the long org. unit description Human Resources Dept.
- Agencies already live on SCEIS with the Finance and Procurement functionality need to check to make sure the correct department field is assigned to each of your positions.
- In addition, you need to ensure that each manager/supervisor has an organizational unit assigned to his/her position.

Activity 2 – Update the agency contact information and address information on all positions. This information will be taken from the fields stored on the table side of HRIS (Menu Path = Table, Table Maintenance, TAMC).

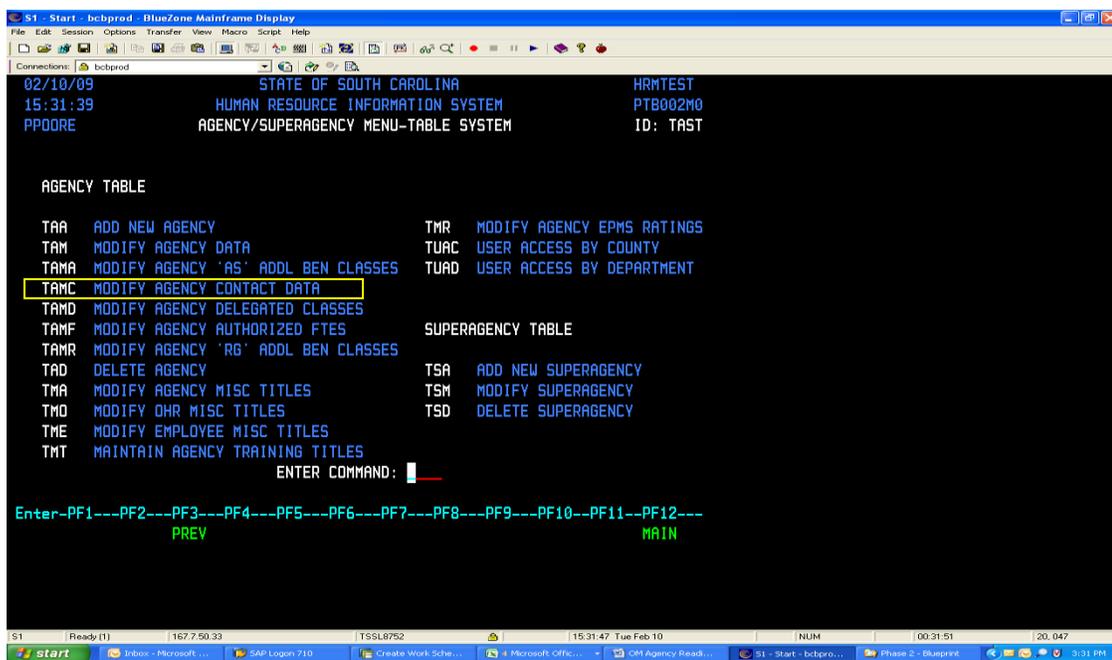
NOTE: In the “position no. field,” please enter the type of position as the first character (P = permanent, T= temporary, G= temp-grant, L=time-limited). Then enter the full nine-digit position number. The position no. field on the TAMC screen should have a total of ten characters.

#### ACTION:

- i. Agency Director = Enter the name of employee in this position and enter the type of position and the position number of that employee in the “Position No” field (total of ten characters). Example: P0001234567 or T0000012345
- ii. Benefits Administrator = Enter the name of employee in this position and enter the type of position and the position number of that employee in the “Position No” field (total of ten characters).

- iii. Personnel Director = Enter the name of employee in this position and enter the type of position and the position number of that employee in the “Position No” field (total of ten characters).
- iv. Affirmative Action Officer = Enter the name of employee in this position and enter the type of position and the position number of that employee in the “Position No” field (total of ten characters).
- v. Agency address = Enter main agency address
- vi. Agy mailing address = Enter agency’s main mailing address
- vii. Courier Address = Enter agency’s main courier address
- viii. CG/Payroll contact = Enter the name of employee in this position and enter the type of position and the position number of that employee in the “Position No” field (total of ten characters).
- ix. Chief Financial Officer = Enter the name of employee in this position and enter the type of position and the position number of that employee in the “Position No” field (total of ten characters).

See the series of screenshots below for step-by-step images to arrive at these fields.



S1 - Start - bcbprod - BlueZone Mainframe Display

03/06/09 08:21:47 PPOORE STATE OF SOUTH CAROLINA HUMAN RESOURCE INFORMATION SYSTEM HRMTEST PTB144M0  
 MODIFY AGENCY CONTACT DATA ID: TAMC

NUMBER 1 OF 3

AGENCY: F0	AGENCY CONTACT TYPES		More: +
AGENCY CONTACT TYPE: 2	SEL	TYPE	TYPE DESCRIPTION (SELECT WITH X)
TITLE: OF	-	D	AGENCY DIRECTOR
FIRST NAME: ST	-	B	BENEFITS ADMINISTRATOR
LAST NAME: EL	-	P	PERSONNEL DIRECTOR
STREET: 12	-	C	PERSONNEL CONTACT
CITY: CD	-	1	AGENCY ADDRESS
STATE: SC	-	2	AGY MAILING ADDRESS
ZIP: 29	-	3	COURIER ADDRESS
PHONE: 80	-	V	VACANCY CONTACT
E-MAIL: SE	-	F	CHIEF FINANCE OFFICER

TO DELETE CONTACT, SPACE OUT AGENCY CONTACT TYPE & PRESS PF9  
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

HELP CNCL UP DOWN UPDT MAIN

S1 | Ready (1) | 167.7.50.33 | TSSL8216 | 08:21:51 Fri Mar 06 | NUM | 00:02:48 | 09, 034

start | Inbox - Micros... | SCEIS 2.1 Org... | Data Clean up... | OM Agency Re... | OM Blueprint D... | HP-Payroll Tea... | SCEIS Blueprin... | S1 - Start - bc... | 9:21 AM

S1 - Start - bcbprod - BlueZone Mainframe Display

03/06/09 STATE OF SOUTH CAROLINA HRMTEST  
 08:21:47 HUMAN RESOURCE INFORMATION SYSTEM PTB144M0  
 PPOORE MODIFY AGENCY CONTACT DATA ID: TAMC

NUMBER 1 OF 3

AGENCY: F0	AGENCY CONTACT TYPES		More: +
AGENCY CONTACT TYPE: 2	SEL	TYPE	TYPE DESCRIPTION (SELECT WITH X)
TITLE: OF	X	D	AGENCY DIRECTOR
FIRST NAME: ST		B	BENEFITS ADMINISTRATOR
LAST NAME: EL		P	PERSONNEL DIRECTOR
STREET: 12		C	PERSONNEL CONTACT
CITY: CD		1	AGENCY ADDRESS
STATE: SC		2	AGY MAILING ADDRESS
ZIP: 29		3	COURIER ADDRESS
PHONE: 80		V	VACANCY CONTACT
E-MAIL: SE		F	CHIEF FINANCE OFFICER

TO DELETE CONTACT, SPACE OUT AGENCY CONTACT TYPE & PRESS PF9  
 Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
 HELP CNCL UP DOWN UPDT MAIN

S1 | Ready (1) | 167.7.50.33 | TSSL8216 | 08:23:14 Fri Mar 06 | NUM | 00:04:11 | 10, 034

start | Inbox - Micros... | SCEIS 2.1 Org... | Data Clean up ... | OM Agency Re... | OM Blueprint D... | HR-Payroll Tea... | SCEIS Blueprin... | S1 - Start - bc... | 8:23 AM

S1 - Start - bcbprod - BlueZone Mainframe Display

File Edit Session Options Transfer View Macro Script Help

Connections: bcbprod

```

03/10/09          STATE OF SOUTH CAROLINA          HRMPROD
14:55:40          HUMAN RESOURCE INFORMATION SYSTEM          PTB144M0
PPOORE           MODIFY AGENCY CONTACT DATA          ID: TAMC

                                NUMBER 1 OF 3

          AGENCY: F03 BUDGET AND CONTROL BOARD
AGENCY CONTACT TYPE: 2 Agy MAILING ADDRESS
POSITION NO.: _____
FIRST NAME: _____
LAST NAME: _____
STREET: _____
CITY: _____
STATE: _____
ZIP: _____
PHONE: _____
E-MAIL: _____

TO DELETE CONTACT, SPACE OUT AGENCY CONTACT TYPE & PRESS PF9
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP      CNCL              UP  DOWN  UPDT              MAIN
  
```

S1 | Ready (1) | 167.7.50.33 | TSSL8562 | 14:56:07 Tue Mar 10 | NUM | 00:18:47 | 17, 028

start | Inbox - Mic... | Untitled - M... | 1 Reminder | 2 Internet... | OM State B... | HRPY\_Data... | 2 SAP Log... | Microsoft Ex... | S1 - Start - ... | 2:56 PM

## **POSITIONS**

Activity 1 – Complete required entries for Department Field, Supervisor Indicator, Supervisor Position Number, and DEPT DESCR. in HRIS

In the Manager Self-Service (MSS) functionality in the MySCEmployee portal, supervisors and managers will have responsibility for initiating and approving various actions such as approving working time, leave, etc. for their employees. In addition, managers will have the ability in MSS to view information regarding employees for whom they supervise. In order to route these approvals properly, positions that have supervisory responsibility for other positions have to be identified in SCEIS. For the workflow to function properly each true manager/supervisor must be assigned an organizational unit, be identified as a supervisor, be assigned a valid position number, and have the corresponding long name for the organizational unit filled in.

Each position (FTE, temporary, temporary-grant, and time-limited) must have a department field assigned to it in HRIS. The department field represents the department/division/region in which the position resides. The Department Field can be up to seven (7) characters in HRIS. Below is a screen shot of where to add or change the department field in HRIS. The data entered into the department field is referred to as the Short Description of the Org Unit, (e.g., HR Dept).

In order for the SCEIS system to recognize that an employee holds a manager/supervisor position, that position must be flagged as supervisory. This information will be converted into SCEIS from HRIS, so in order to ensure your agency's supervisory positions are identified, you need to put a "Y" in the supervisor indicator field on the position in HRIS.

Once the system identifies a supervisor, it will look for the employees that report into that position. If the supervisory position is marked as noted above, the system will recognize that the position denotes a supervisor, but you will still also need to denote which other positions report to that supervisory position. You will need to assign the supervising position number to each of its direct reports on the Supervisor Position No. field in HRIS.

Finally, Long Description of the Organizational Unit must be entered on each manager/supervisor position in the DEPT DESCR field in HRIS. In the screen shot below and the example referenced above for Short Description of the Org Unit (HR Dept), the corresponding Long Description might be Human Resources Dept. The Long Description field may be up to 20 characters long.

### **ACTION:**

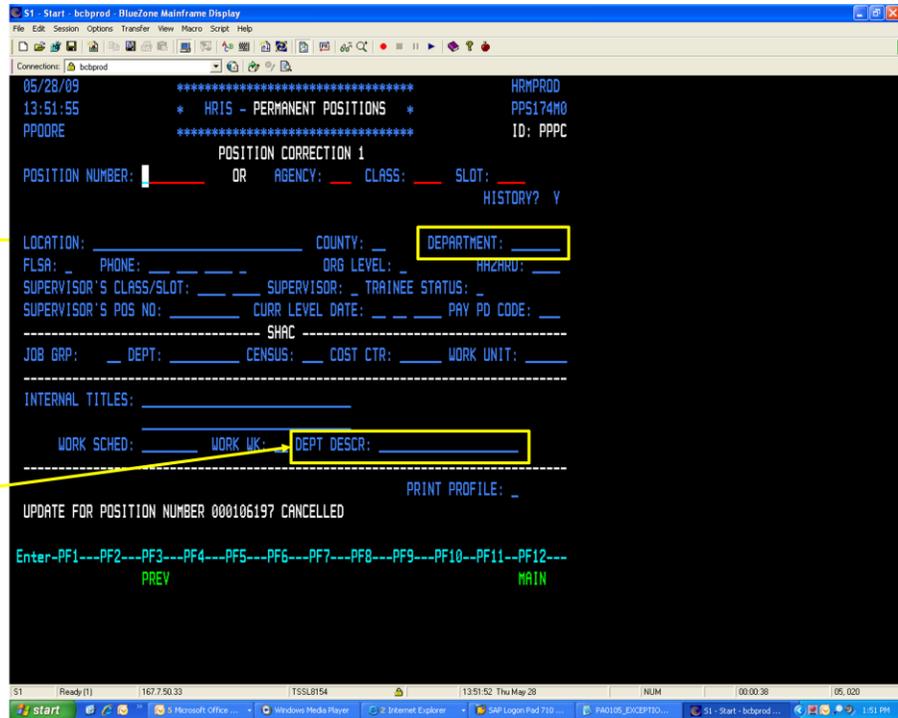
- On the PPC screen in HRIS, enter the corresponding department field (short description for org unit) for each position within your agency.
- For all true managers/supervisors, place a "Y" in the supervisor indicator field.
- For each position, enter supervisor's position number
- For each manager/supervisor position, enter the name of the organizational unit in the "DEPT DESCR" field.

**NOTES:**

- This must be done for **all** applicable positions, including FTE, temporary, temporary-grant, time-limited, **and vacant** positions.
- If you're already live on SCEIS Finance, you need to check to make sure the correct department field is assigned to each of your positions. In addition, you need to ensure that each manager/supervisor has an organizational unit assigned to his/her position.

"Department" field; enter seven-character Short Description of Org Unit here (e.g., HR Dept)

"Dept Descr" field; enter twenty-character Long Description of Org Unit here (e.g., Human Resources Dept)



**Activity 2 – Verify accuracy of data in HRIS**

**ACTION:** Verify accuracy of the following fields in HRIS on all positions in your agency. **This information is the data the SCEIS Team will convert directly into the SCEIS system to populate your agency's data in SCEIS.**

- Position Type (Perm, Temp, Temp Grant and Time Limited)
- Position Number
- Class Title
- FLSA Code
- Full-time/Part-time Indicator
- Central Office Indicator
- County Code for position
- Drive State Vehicle – does position require an employee to drive a state vehicle.

- Worker's Comp Code (hazard code)
- Exempt from Grievance Act
- Shift differential
- Power to arrest
- Leave indicator
- Benefits indicator

### Activity 3 – SHAC Information

**ACTION:** Verify that the following information is accurate for each position in HRIS (PF8 menu). This applies to all position types, including temporary, temporary-grant, and time-limited, as well as FTE. The Federal Category will be defaulted on temporary, temporary-grant, and time limited positions as they are for FTE positions, based upon State Classification. You will need to enter Census Codes for temporary, temporary-grant, and time-limited positions in HRIS.

- FedCat
- Census code
- Work unit
- Cost center
- Jobgrp
- Department

### Activity 4 – Managing Positions

Because data on positions in the SCEIS system will be converted from HRIS, it is important that *all* position information is maintained in HRIS. This includes temporary, temporary-grant, and time-limited positions, even if these positions are vacant. Similarly, vacant positions (temporary, temporary-grant, and time-limited) that will not be used or are dormant should be deleted from HRIS to prevent them from being converted into SCEIS unnecessarily.

**ACTION:**

- Make sure all temporary, temporary-grant, and time-limited positions are entered and maintained in HRIS.
- Make sure all vacant temporary, temporary-grant and time-limited positions that will no longer be used are deleted from HRIS.

**NOTE:** Position Descriptions – Position descriptions will be maintained electronically in SCEIS. Existing position descriptions will not be converted into SCEIS.

### Activity 5 – Maintaining FTE balances

**ACTION:** To the extent possible, keep FTEs balanced in HRIS and be certain that funding is set up correctly in the CG's Payroll system. Data on funding of positions will be converted from the CG's Payroll system.



**HRIS DATA CONVERSION:** The following HRIS fields have been identified for conversion into SCEIS to cover information needed for Organizational Management in the system. Data in these fields will be transferred into the SCEIS system on all positions, so please verify the accuracy of the information stored in each.

HRIS FIELD
Dept. Description (Dept. Desc.)
Department field
Supervisor Indicator
Supervisor Position Number
Position Type
Position Number
Class Code
Class Title
FLSA Code
Full-time/Part-time Indicator
Central Office Indicator
County Code for position
Drive State Vehicle
Worker's Comp Code (Hazard Code)
Exempt from Grievance Act
Shift differential Indicator
Power to arrest
FedCat
Census code
Work unit
Cost center
Jobgrp
Department
Agency contact information and addresses
Benefits Indicator
Leave Indicator
Total FTE

**AGENCY DATA ENTRY:** The following data will not be converted from HRIS, and may (since not all fields are mandatory) require manual entry by the agency or spreadsheet loads if available to ensure all relevant information reaches the system for Organizational Management functions. If a category of data is marked with “at agency discretion,” it means you may elect to use this field, but your agency will be responsible for populating that field in SCEIS after go-live.

AGENCY DATA ENTRY
Blood Borne Pathogen – at agency discretion
Staff Indicator – Listing of positions that may not follow the normal reporting structure within your agency.
Position subject to drug testing – at agency discretion
Essential positions – those positions that are expected to report to work during emergencies or hazardous weather – at agency discretion
Budgeted Dollar Amount for a position – at agency discretion
Which positions receive On-Call Pay and the rate (this will be captured on a data collection spreadsheet)
The shift differential rate/amount for a position (this will be captured on a data collection spreadsheet)
Which positions receive geographic differential and the rate (this will be captured on a data collection spreadsheet)

## Personnel Administration

### **Overview of Personnel Administration**

Personnel Administration (PA) is used to set up controls for basic pay, time-related data, and employee personal data. Employee data can be entered and maintained using personnel actions and transactions.

Personnel Administration gives HR employees, managers, and other verified users access to real-time employee data. This data is viewed in easy-to-access screens. Personnel Administration is integrated with the other components of SCEIS HR, so certain changes made in PA automatically make required changes in the other areas (Payroll, Time Management, Travel, and Organizational Management). The State of South Carolina intends to implement the Personnel Administration module to perform HR functions within State agencies and within the central Office of Human Resources. Generally, your agency will use PA to manage the core HR processes surrounding the employee life cycle. The Office of Human Resources will use PA centrally to oversee and manage the State's HR administration needs as required by federal and State regulations.

Recording employee data for administrative, time recording and payroll administration purposes is of primary importance for HR staff. In the SCEIS HR/Payroll system, the informational units used to enter and store employee data are called infotypes. Infotypes are used to group related data fields together for an employee. They provide information in a structured format, facilitate data entry, and enable employee data to be stored for specific periods. The functions for maintaining HR employee data contain all the tasks necessary to enter, update, and analyze it as needed. Transactions for processing personnel actions can be designed to require a combination of infotypes in a desired sequence, depending on the type of action.

## PERSONNEL ADMINISTRATION DATA CLEANSING

Activity 1 – HRIS Data Conversion: The following HRIS fields have been identified for conversion to SCEIS for the Personnel Administration functionality. Data in these fields will be transferred into the SCEIS system on all employees, so please verify the accuracy of the information stored in each.

HRIS FIELD	HRIS FIELD
ADDITIONAL BENEFITS	EXEM GRIEV (Employee's Grievance Status)
AGENCY HIRE DATE	HOME COUNTY
CLASS DATE	HOME_PHONE (If used by agency)
CONTINUOUS STATE SERVICE DATE	HOURLY PAY
DATE OF BIRTH	LAST EPMS RATING
DEGREE TYPE (If used by agency)	LEAVE DATE
DEGREE_INSTITUTION (If used by agency)	LEVEL DATE (If used by agency)
DEGREE YEAR (If used by agency)	LONGEVITY PAY
EDUCATION LEVEL (If used by agency)	MARITAL STATUS
EMAIL ADDRESS (If used by agency)	NEXT_REVIEW DATE
EMERGENCY CITY (If used by agency)	PAYRATE
EMERGENCY NAME (If used by agency)	PHONE (Work Phone #) (If used by agency)
EMERGENCY PHONE (If used by agency)	RACE
EMERGENCY RELATIONSHIP (If used by agency)	SEX
EMERGENCY STATE (If used by agency)	STATE HIRE DATE
EMERGENCY STREET (If used by agency)	SUPPLEMENTAL PAY
EMERGENCY ZIP CODE (If used by agency)	VETERAN STATUS (If used by agency)
EMPLOYEE_NO (If used by agency)	

## Activity 2 – HRIS Miscellaneous Fields

Each agency should review usage of HRIS miscellaneous fields and any internal HR systems, since not all data fields may have been accommodated in the system. See below as a reference guide to HRIS miscellaneous items identified based on agency questionnaire responses.

HRIS Miscellaneous Field Data Based on Agency Questionnaire Responses	Available in SAP
Agency Location Codes	Yes
Additional Pay	Yes
Badge Numbers	Yes
Band and Level Code	Yes
Budget Code	Possibly
Call Numbers	Yes
CATT System (Primary system/HRIS secondary system and key into both) double entry	No double entry of basic employee data such as Name, SSN, address, etc.
Central Office Location	Yes
Drivers Vehicle Access	Yes
Dual Employment	Yes
EEO Data	Yes
EEOC Code Levels (ex:E2A)	Yes
Earned Income Credit	Yes
Federal Exemptions	Yes
Fire Academy Temporary Employees	Yes
Gas Card	Yes
Internal Career Path Levels	Yes
Internal Position Number	Yes
Internal Position Titles	Yes
Internal Titles	Yes
Level	Yes
Location Codes	No
Military Leave	Yes
Money Plus	Yes, plan type and deduction information. However, EIP will be the system of record with this information.
New Band/Level	Possibly
Old Grade	Yes. An infotype is available for agency usage to store as desired.
Old Title (capture merit system title)	Yes. Internal Titles may be stored by the agency.
Outside Employment	Yes
Pay/Transfer Leave	Yes
PD Dates	Yes
Program areas listed: "county director", particular programs, i.e. CPS, Foster Care, FI	Possibly part of cost center information.
Retirement (type)	Yes
State Exemptions	Yes
Temporary Pay Status	Yes
Training - (Vendor/Provider, Title of training, Staff Member receiving training, Date of Training, Times of Training, # of hours/days trained, and which budget the training came out of or if it was free of charge).	No. The training module is not being implemented.
United States Citizen	Yes

HRIS Miscellaneous Field Data Based on Agency Questionnaire Responses	Available in SAP
WC SIC (Workers' Comp Standard Industrial Class)	Yes (Current Workers' Comp Codes as stored in HRIS.)
TERI Begin and End Dates	Yes

Activity 3 – Temporary Employees

Agencies should ensure that temporary hourly employees are being separated in a timely fashion as required by State statutes.

Activity 4 – Discontinued HRIS Data Fields

Each agency should review the “trainee” and “merit system” fields in HRIS to determine if data in these fields is used for any agency HR administration functions and consider the impact since this data will not be converted to the new system.

Activity 5 – Retirement Data in HRIS

Retirement information will be maintained in Payroll on the employee going forward. There will be a field on positions to record the retirement plan that pertains to the position.

## Time Management

### **Overview of Time Management**

The State will implement the Time Management (TM) module. TM is a component within the HR module that houses timesheets (CATS - Cross Application Time Sheet) and leave. The TM module is the key provider to ensuring the employee's paycheck will be correct.

The time management module provides the means to plan, record, and evaluate employee's attendance and absence times. Time management captures and edits employee time entries, documents leaves of absence, and prepares entries for payroll based upon employee work schedule and time worked, time off, supporting collection, approval and distribution of time data.

## TIME MANAGEMENT DATA CLEANSING

### **Time Management**

#### Activity 1 - Identification of Work Schedules /Planned Working Times

Each agency will need to identify and provide Work Schedules/Planned Working Times for all of its employees. The Work Schedule is assigned to the position, not directly to the employee, so please be aware that if an employee changes positions, his or her Work Schedule Rule information may not remain the same if the position has different characteristics. This activity will enable the system to provide a drop down listing of applicable work schedules for each agency. Also, this information will be used to establish an employee's basic work schedule, FMLA eligibility, leave accruals, compensatory/overtime determination, etc. This information is essential in proper payroll processing. This information will be stored in and converted from HRIS.

For a complete list of the available Work Schedule Rules, visit the SCEIS website at [www.sceis.sc.gov](http://www.sceis.sc.gov) and navigate to the HR & Payroll section using the left navigation menu. Select the Publications and Tools link, and then click on the Naming Conventions for Work Schedules spreadsheet. If your agency has a Work Schedule that is not accounted for in the list, please contact the SCEIS Team. It is important to note that if there is a Work Schedule Rule your agency needs that is not on the list, the SCEIS Team will have to create it for you and test it before making it available for production. This is a time-intensive process, so if you are aware of Work Schedules not on this list, we request that you contact us about it as soon as possible to ensure your agency's Work Schedule Rule needs are met in plenty of time for go-live.

#### ACTION:

- Assign a Work Schedule Rule to each position in HRIS (this is for all position types, including FTE, temporary, temporary-grant, and time-limited). See the screen shot included on the next page to see where this information should be stored.

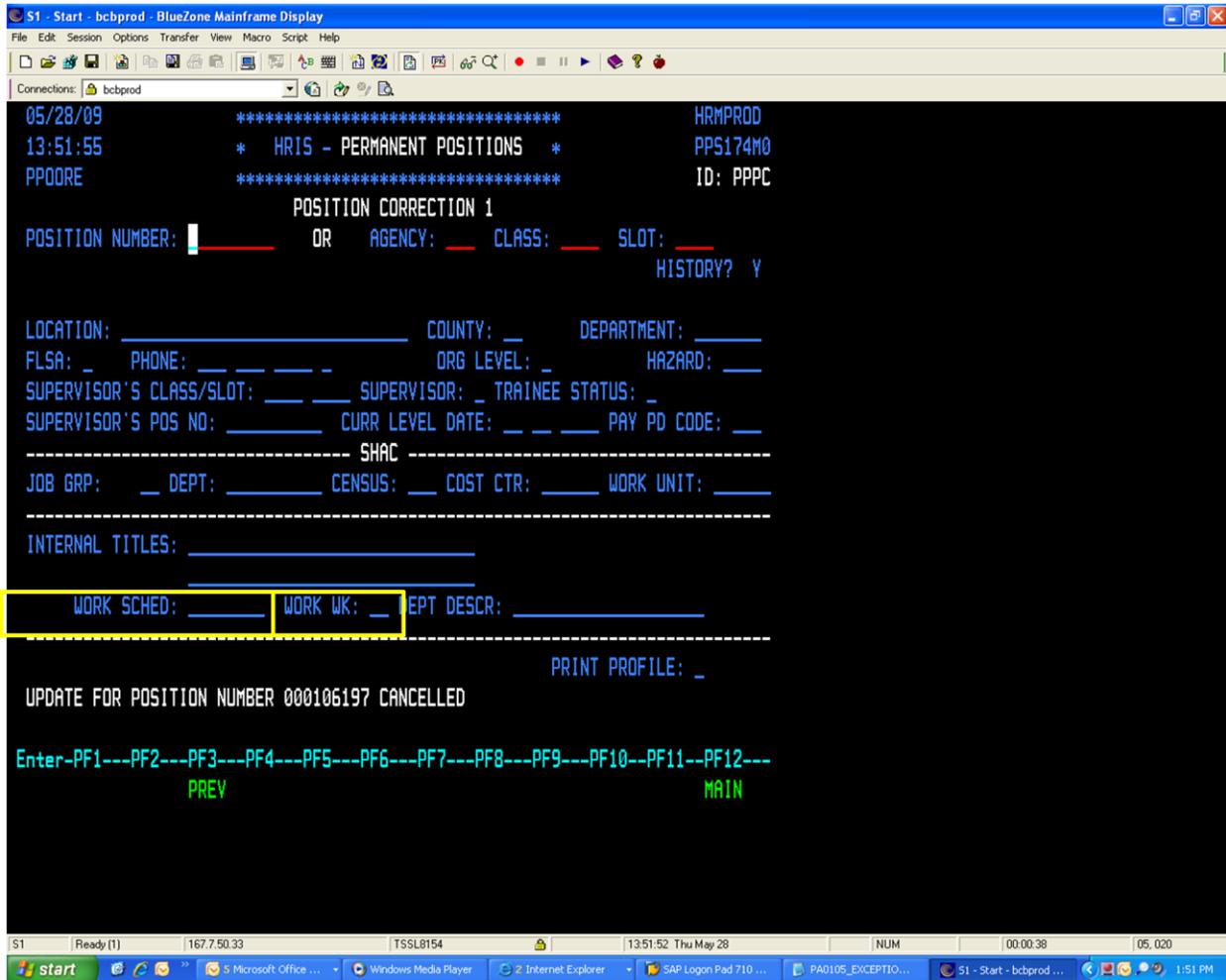
#### Activity 2 – Employee Work Period/Workweek

Each agency will need to provide the FLSA work period/workweek for each of its employees. This activity will enable the system to calculate compensatory time/overtime properly, if applicable. This information is essential in proper payroll processing. This information will be stored in and converted from HRIS.

For a complete list of the available FLSA Work Periods, visit the SCEIS website at [www.sceis.sc.gov](http://www.sceis.sc.gov) and navigate to the HR & Payroll section using the left navigation menu. Select the Publications and Tools link, then click on the Naming Conventions for Work Schedules spreadsheet. Work weeks are listed on the second tab of the workbook.

**ACTION:**

- Assign a Work Period/Work Week to each position in HRIS (this is for all position types, including permanent, temporary, temporary-grant, and time-limited). See the screen shot included below to see where this information should be stored.



**Activity 3 – Employee Assignment to Work Schedule Validation**

Each agency will need to validate the Planned Working Times for all employees prior to go live. This activity may require multiple validations as we move forward toward go live.

**Activity 4 – Academic Schedules**

Each agency with employees whose Planned Working Times are based upon an Academic Calendar (i.e., teachers in the Special Schools) will need to provide an Academic Calendar. This will also have to be done on an Annual basis. This activity will ensure that academic employees' pay and leave accruals, etc. will be handled appropriately by the system. In addition, information as to holiday observance, number of scheduled workdays, and days in the calendar that are non-workdays will need to be included.

**ACTION:**

- If you have employees who follow an academic schedule (i.e., Special Schools), please send the SCEIS Team a copy of the current academic calendar.

**Activity 5** – Identify Positions Eligible to Receive Premium Rates

A spreadsheet has been created to identify all positions in the agency that may be eligible to receive premium rates. These rates may include shift differential, on-call pay, or market geographic differential. When time is evaluated in the system, the system will check each position for these indicators before applying premium rates to an employee's pay. Please identify all positions in your agency eligible for any of these premiums on the IT9005 – Premium Rates spreadsheet, as well as the rate that applies to that eligibility.

NOTE: If you have questions about how to align the appropriate Work Schedule Rule to a position that is also eligible for premium rates, please contact the SCEIS Team.

**ACTION:**

- Complete the IT9005 Premium Rates spreadsheet and return to the SCEIS Team.

**Leave Management**

**Activity 1** – Leave Accruals and Usage

Each agency will need to provide the leave records for each employee (including balances and usage) for the calendar year in which the agency will go live. Also, each agency will need to provide information on any employees who are exceptions under the State HR Regulations as it relates to maximum quota carryover. Data required for this activity includes Annual and Sick Leave balances, as well as Comp Time and Holiday Comp balances.

If your agency utilizes that State's e-Leave System for leave administration, this information will be converted directly by the SCEIS team.

You will also need to gather information on employees who are on an extended leave of absence; whether paid or unpaid for the purpose of identifying leave usage for those leave types with specific limits in an effort to comply with State regulations. Agencies will be responsible for ensuring the data is accurate and up to date at time of conversion.

**ACTION:**

- Agencies have received a spreadsheet to complete for IT2013 – Quota Balances. Please complete this spreadsheet for all employees in your agency. If you are on eLeave, this information will be converted for you, and you will not need to complete the spreadsheet.

### Activity 2 – FMLA (Family Medical Leave Act) Balance Data

Each agency will need to provide FMLA information on all employees that are currently on FMLA leave or who have taken leave under FMLA in the calendar year of the agency's go-live date. This activity will ensure that the records regarding an employee who is either on FMLA or who has had an FMLA qualifying event for the calendar year of go-live are maintained accurately. This activity will enable usage of the FMLA Workbench in SCEIS after go-live.

FMLA Balance information will be converted using the IT0672 - FMLA Balances spreadsheet. Specifically, each agency will be asked to provide the following information for any employee with a qualifying FMLA event in the calendar year in which your agency goes live on SCEIS HR/Payroll:

1. SSN
2. FMLA Qualifying Event Reason
3. Begin Date of Event
4. End Date of Event
5. Available balance remaining in weeks
6. Is the FMLA Leave continuous or intermittent
7. YTD hours on FMLA leave

### Activity 3 – FMLA (Family Medical Leave Act) Eligibility and Leave Taken

Each agency will need to provide the total number of hours worked by **all employees in the agency** in the preceding 12 months (from date of go live) for each employee. This information will be used to track eligibility to take leave under FMLA, which is partially determined by the total number of hours an employee has worked in a 12-month period.

The agency will also need to provide the number of hours of Annual Leave taken and the number of hours of Family Sick Leave taken **by each employee in the agency**. If your agency is on eLeave, the SCEIS Team can pull this information directly from the system, but you will still need to provide the information on the number of hours worked as detailed above.

This information will be tracked on the IT2012 – Time Transfer Specifications spreadsheet which you will need to complete and return to the SCEIS Team.

### Activity 4 – Leave Transfer Pool

Each agency will need to provide information for the calendar year in which you go live leave sick leave and annual leave pool balances as follows:

1. Balance of Sick Leave pool hours as of date to be provided
2. Balance of Annual Leave pool hours as of date to be provided
3. Sick Leave pool dollar value as of date to be provided
4. Annual Leave pool dollar value as of date to be provided

## **PAYROLL**

### **Overview of Payroll Administration**

The implementation of the SAP Payroll module for the State of South Carolina is being performed by analyzing the State's payroll processing needs and the various SAP payroll submodules to ensure that the system will meet the State's business requirements and comply with federal and State regulations. The SCEIS implementation will replace the State of South Carolina's current payroll system (CG Payroll), which was implemented in 1969. This will involve transferring employee payroll data to support the timing of agency go-live waves in order to process payments to State employees.

With this in mind, each requirement and how it will be met by standard SAP functionality has been documented, as well as where the standard SAP system must be enhanced to meet requirements.

In payroll administration, the salary structure defines the salary ranges and the basic pay codes for different groups of employees. Exempt employees are paid a salary and will input absence information in the SCEIS system. Salaried non-exempt employees are paid an annual salary as well, but will be required to input both absence information (leave) and record work hours. Temporary employees will be paid an hourly rate based upon reported hours worked.

The payroll structure, on the other hand, defines the pay frequencies available in the organization (for example, semi-monthly and monthly). In preparation for implementing the new system, the State of South Carolina will convert to four pay cycles enterprise-wide: one semi-monthly payroll for SCEIS agencies, one for the House of Representatives, one for the Senate, and one payroll area for active non-employees. Two payroll areas will be defined for the General Assembly. This will streamline the payroll process and allow combined payroll processing for employees.

## **PAYROLL ADMINISTRATION DATA CLEANSING**

Activity 1 – Ensure that all employees in your agency are loaded in both HRIS and the CG’s Payroll system. In addition, make certain the Social Security numbers are the same in both systems. The SCEIS Team will continually run reports to check for employees in one system and not the other, as well as to check for discrepancies between the Social Security numbers stored for an employee in each system. As you receive these reports, it is critical that you follow up to ensure the errors are accounted for and fixed so the employee is correctly loaded into SCEIS.

Activity 2 - For any employee whose last day of work is June 1, 2010, be prepared to pay all outstanding amounts due on the June 16 payroll check from the legacy system. Special attention will be necessary to the timeliness of time sheets and leave records at this time. These employees’ data will not be converted into the SCEIS system if they have been terminated in HRIS before the date that the SCEIS Team transports the data. Because SCEIS is an integrated system, if no HR data is converted from HRIS, the system will not generate any further pay to that employee. As such, it is imperative the employee receives any outstanding payments due in the payroll run before your agency transitions to SCEIS.

Activity 3 – Recurring Payments: Complete IT0014/IT0185 – Recurring Additional Payments/Furlough spreadsheet. This spreadsheet captures additional recurring payments, including: Temporary Pay Adjustment, Longevity, Special Assignment Pay, Clothing Allowance, Administrative Salary Adjustment, Research Grant, Market/Geographic Pay, National Board Certification (for teachers), Housing and Riot Squad. It also tracks Furlough Deduction Spread.

Activity 4 - Delete all old/dormant employee records in your legacy payroll systems prior to conversion. This may include temporary employees that have never been terminated on payroll, dual employment records that are no longer used, records for employee recognition that were used one time but are still active, etc.

Activity 5 - All of the costing data on employees based on the current funding in the legacy payroll system will be converted. The “Multipurpose” field on all records in the legacy system will be used prior to “go live” to facilitate the translation of STARS data into SCEIS data and ensure the correct financial postings. Any issues with this field must be addressed prior to conversion.

Activity 6 - Validate that all retirement deductions on the payroll match the enrollment data submitted to the Retirement System. In addition, make certain that anyone in the unelected status whose 30-day election period ends on May 1 has made an election. If ORP is the election, a vendor must be specified.

Activity 7 - All deductions related to EIP from the EIP system will be converted. The July 1 check will reflect everything from their open enrollment.

Activity 8 – All deductions related to FBMC from the FBMC system will be converted. The July 1 check will also reflect everything from open enrollment.

Activity 9 – Validate employee data from the legacy payroll system to ensure accuracy. The data on the legacy payroll system that will be converted include the following:

- SSN
- Name
- Address
- Marital Status (for tax purposes) and Withholding Exemptions
- EIC and FICA exempt status
- All Retirement System information
- All deductions
- Department Location (check sort code)
- Multipurpose Code Field – Assigns cost distribution on the position on IT1018