# HCM Users Group Winter Quarter Meeting 2024 Minutes (Virtual)

## Thursday, February 8, 2024

The meeting was called to order by Chair Tish Evora at 8:15 AM.

Participants: 128 community and technical college and state board employees.

### Old Business

The last meeting was October 2023.

### New Business

- Treasurer Report- Kelly Opdyke reported balance of $16,712.72.
- Fall Meeting Notes were reviewed and approved.
- Motion to update Bylaws to replace "PPMS" with "HCM" was made and carried.
- Advisory Representative Reports:
    - DRS Liaison – Lisa Espedal (SBCTC) – DRS will form a committee to communicate with colleges soon. DCP Roth plan is now available as an option.
    - HCA Liaison – Pam Kelly (SBCTC) – Three HCA emergency rule adoptions have gone to the code advisors regarding retirees' access to PEBB coverage.
    - BAR Liaison – Kara Spangler (Peninsula College) – no updates at this time
    - HRMC Liaison – Joy Anglesey (Centralia College) – HRMC is developing standardized supervisor trainings and may offer clarification on procedures for inclement weather.
- **Big Bend will host the Spring in-person meeting on May 9 & 10.** Tish Evora asked that ideas and requests for the Spring meeting agenda be emailed to her.

### HCA Benefits 24/7 – Gretchen Bird and Tish Evora

HCA currently advises us to turn in tickets when issues are encountered. Regular audits are recommended as employee records may be missing in Benefits 24/7 due to the conversion and posting in ctcLink may be delayed or fail. Agnieszka Pederson (SBCTC) confirmed the file from Pay1 is still being posted to ctcLink daily.

### Open Discussion

Colleges discussed suspended operations procedures and recruiting programs NeoGov and TAM.

### ctcLink update - Brian Lanier (SBCTC)

There are 16 HCM enhancement tickets presently in process. For a complete list of approved and pending enhancement requests see https://ctclinkreferencecenter.ctclink.us/m/116163/l/1655339-enhancement-request-status. The tax update for 2024 is going live on 02/08/2024 after business hours.

### TIAA – David Garrison & Matt Myers

*PlanFocus*, https://www.tiaa.org/public/plansponsors, allows benefits and payroll employees to manage retirement benefits. College administrators provide users with access rights. The SB TIAA plan booklet and forms are available at https://www.sbctc.edu/colleges-staff/my-employment/benefits-forms-plan-documents.

Financial consultant visits are available in person or virtually.

### HealthEquity – Lana Pech & Lisa Espedal

Benefit Administrators (BAs) should ensure H.S.A. are only open for employees on a CDHP medical plan and that the employee pledge plus college payment won't exceed annual limits. HealthEquity does not accept negative rows on the transmittal. Instead, pay the full amount and request a refund. The limit to submit a refund request for 2023 is April 2024. Forms, available on the HE website, require an original ink signature.

**DRS Balancing – DuAnn Kenney, Centralia College**
DuAnn presented the steps used to reconcile HCM payroll deductions to the DRS transmittal and the AP voucher. Common causes of errors are (1) new employees not being entered in ERA before the transmittal is sent; (2) sending late retirement deductions; (3) overpayment recoveries. The DRS QRG is available at https://ctclinkreferencecenter.ctclink.us/m/79718/l/1011408-dates-on-retirement-plan-pages

**Open Discussions**
Colleges discussed the possible creation of an HCM dates guide, absence management, ACA codes and FTE% calculations, the use of shared leave before PFML, and the handling of additional pay. Participants requested a recommendation from SB on board of trustee set up and guidance on shift differentiation proration.

Meeting adjourned at 4:15 PM.

## Friday, February 9, 2024
The meeting was called to order by Chair Tish Evora at 8:15 AM.

**HCM Mentor List**
Rachel Russell (WWCC) asked participants to join the list of available mentors. Many colleges rely on the How-To Guides created by Wenatchee Valley https://www.wvc.edu/ctclink/how-to-guides.html

**ctcLink Q&A Session**
Lisa Espedal, Sharon Kinberg, Brian Lanier, Linda Merlott, Dhilip Muthusamy, AP Pederson.

Discussion on tracking 1050 hours, out of state taxes, CS query for cancelled classes, FWL negative rows, descriptions on pay stub, new Absence Management codes, and HCA average cost refunds on the B-payroll.

**Legislative Updates - Julie Huss (SBCTC)**
Julie provided information regarding pending House Bills and Senate Bills impacting colleges, gave notice that SB is moving to a new location, tuition will be raised for FY 24-25, a new budget allocation model is under development, and the ctcLink Improvement Process team is looking at unified approaches, streamlining, training, and increasing efficiently. Watch for updates and learning opportunities to arrive by email each Wednesday.

**Supplemental Benefits – Pam Kelly & Julie Huss (SBCTC)**
The State Board supplemental benefit assures eligible SBPR retirees of a minimum benefit. College staff complete the eligibility review form and retain it in the retiree's employment file. Colleges send Part I to Pam Kelly for eligible retirees. After employment ends, Part II with eligible wages and service years is sent to Pam. Once a determination is made, Pam will send a letter or email to the employee. For wages prior to ctcLink, use LegacyLink to access PS1030 & PS1032 and PS1706 wage reports.

Plan documents are available at https://www.sbctc.edu/colleges-staff/my-employment/benefits-forms-plan-documents.

**Garnishments and Q&A – Jessica Schenck (ATG)**
Jessica presented the guidelines for various garnishments. All creditor garnishments must be served on the AGO. Jessica will forward documents to the college within 24 hours. Refer employees with questions about a garnishment to the creditor for more information.

Complete guidelines and worksheets are available on the OFM website:
https://ofm.wa.gov/accounting/administrative-accounting-resources/payroll/garnishments-overpayments.

**Wellness - Mandy LeBlanc (HCA)**
Mandy walked the participants through a mindfulness activity.

Meeting adjourned at 11:45 AM