

HCM Users Group Spring Quarter Meeting 2024 Minutes

Big Bend Community College

Thursday, May 9, 2024

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

Participants: 120 community and technical college and state board employees.

Old Business

- The last meeting was February 8 – 9, 2024. Details are available on the [HCM Users Group SBCTC](#) web page.
- Treasurer Report - Kelly Opdyke reported balance of \$16,712.72.
- Winter Meeting Notes were reviewed and approved.

New Business

- **Advisory Representative Reports**
 - DRS Liaison – Lisa Espedal (SBCTC)
 - HCA Liaison – Pam Kelly (SBCTC)
 - BAR Liaison – Kara Spangler (Peninsula College)
 - HRMC Liaison – Joy Anglesey (Centralia College)
- **Fall Meeting** – Please share topics for the agenda with HCM User Group officers.
 - 2024-25 Meeting Locations – Fall is tentatively planned for Lake WA Institute of Technology on October 10 & 11, 2024. Winter will be online only. Spring is tentatively planned for Yakima on May 8 & 9, 2025. Meetings will be one day or a day-and-a-half as the agenda requires.
 - 2024-25 Officer Nominations
 - Chair – Annie Butler, Seattle Colleges
 - Co-Chair – Petrina Sims, Seattle Colleges
 - Secretary – Rachel Russell, Walla Walla Community College
 - Treasurer – Kelley Opdyke, Peninsula College

PFML Overview – Jason Barrett (ESD)

WA State's paid family and medical leave (PFML) allows employees to take paid leave from work to care for themselves or family members. Employees apply directly with the state, not the employer. To qualify you must have a serious health condition, birth, adoption or military event and 820 hours in the review period (about a year). Employers may allow employees to simultaneously use paid leave as a supplemental benefit which will not reduce the PFML payment. Shared leave is excluded from supplemental benefits. Contact the ESD or jason.barrett@esd.wa.gov for more information.

Out of State Employees – Natalie Horner & Lisa Espedal (SBCTC)

SBCTC is developing a resource guide of new hire and payroll requirements for each state. Income taxes may apply when a WA business has an employee working remotely. The guide includes state-by-state information on determining tax nexus, registering as a tax payer/employer, and state taxes.

TIAA Retirement – David Garrison & Matt Myers

- *Payroll Submission Best Practices* – Request refunds as soon as an overpayment has been identified. When sending a payment for a prior period, report the earnings for the correct period on the TIAA website.

- *PlanFocus Tips* –<https://www.tiaa.org/public/plansponsors> allows benefits and payroll employees to manage retirement benefits.
- *Open Conversation* - ctclink is designed to stop contributions at the IRS limit (with the IdentifyAge50 process). This has been successful, for the most part, when looking at contributions at one college. The process does not look at total contributions when employee is employed at multiple colleges.

Labor and Industries – Mindy Jackson and Laura Cousineau

The Early Return to Work Consultation (ERTWC) team provides assistance to employers and workers with the aim of getting the employee back to work as promptly. The team can help employers prepare for getting employees back to work before injuries occur by analyzing physical requirements of positions, drafting communication to notify employees that light-duty work is available, and creating light-duty job descriptions. To request a consultation, go to <https://www.lni.wa.gov/claims/for-employers/employer-incentives/build-return-work-plan-business/>.

Stay at Work – Tim Beery (LNI)

Employers may provide temporary, light-duty jobs so workers stay at work while healing. LNI reimburses 50% of the employee's base wages for up to 66 light-duty work days and will reimburse for tools, equipment, training and special clothing needs for the healing employee to perform the light duty job. For questions, email StayAtWork@Lni.wa.gov or call 866-406-2482 or 360-902-4411.

Part Time Non-Perm Open Discussion

Wenatchee does not employ their PT unscheduled classified more than 1 year, they term them at the end of the academic year (they do a re-hire if they return). One day not in active employment is considered a break in service. They are placed at Step B for budget purposes and do not have a step increase the following year. Holiday credit and vacation are cashed out at separation. They receive five days bereavement.

Q&A Session

Q: Does anyone use ctclink to manage training/education records? Do you have a query to pull the data?

A: QHC_HR_CURRENT_EE_DEGREE

Q: It would be nice to have written guidelines regarding NPEMs.

A: Wenatchee Valley College has shared theirs: <https://www.wvc.edu/ctclink/how-to-guides.html>

Q: Who uses "Q" for PTF in Standard Work Hours (Job Information tab in Job Data)?

A: Brian from SBCTC recommended that colleges not use Q. Other colleges report they use a W for weekly work period since the PTF hours from FWL override what's in job data.

Q: How can we see comments on timesheets?

A: QHC_TL_COMMENTS catches all comments made on timesheets including absences for the period it is ran. This will include comments when a supervisor pushes back or denies a request.

Q: Does anyone have a query to identify timesheets with missing days?

A: Use this query: QHC_TL_OVR_UNDR_40. Lower Columbia says they have a couple of queries and do a vlookup with the EMPL ID.

Q: Where can an employee see their leave accrual rate?

A: The amount of leave earned and taken shows up on my paychecks in ESS. Bottom left in the Summary Leave Balances section.

Meeting adjourned at 4:15 PM

Friday, May 10, 2024

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

VEBA – Kristen Dickman (Gallagher)

VEBA manages Health Retirement Accounts. For HRAs all members of a group must be handled in the same way for contributions and cash outs. There is no individual choice. Contributions are tax free and the account belongs to the employee after separation. When reporting a separation, the division code 001 or 002 is important as it limits how funds can be used. Answer the question regarding COBRA with no for retirees. If an exempt is separating, answer yes within 30 days of the last day of employment. Questions may be directed to kristen_dickman@ajg.com or tel 509-818-3099.

ctcLink Paysheets – Linda Mellott (SBCTC)

The order that paysheet are created is important. Upon running the Create Paysheets process, paysheets are created from job data – one paysheet per active job. Time and Labor adds to these paysheets, then PSHUPs. An example problem was shared where the payroll administrator had forgotten a column when loading a PSHUP template and had to update every paysheet. Knowing the PSHUP would be the last paysheet created made updating a quicker process.

Legislative Updates - Julie Huss, Director of Human Resources (SBCTC)

The SBRP is eliminating ten plans. A letter will be mailed to member soon. *Get Inclusive*, training software used for new hire orientation has been purchased by Vector. A review of adjunct hiring and employment practices will occur soon. House Bill 2216 removed education requirements if not necessary to the position or if other competencies can be demonstrated. HB 2112 adds Opioid

ctcLink Updates – Brian Lanier (SBCTC)

Missing ACA status codes should be added to ctcLink. The ACA codes are sent to Benefits 24/7 on a daily basis. Files were not picked up after March 11th have been reloaded to Benefits 24/7. Some employees had benefits end in error in Pay1. Pay1 updated ctcLink, so the 04B premiums were missed. Brian recommended that each benefit specialist audit enrollments.

Wellness Activity - Jamie Wise (HCA)

Jamie walked the participants through a mindfulness activity.

Meeting adjourned at 12:00 PM