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# Quarterly HR Community Meeting

December 10, 2015

# AGENDA

FY2016 Strategic Plan Update	Candy Sarvis, DOAS	10:00
Performance Management Documents	Maria Pease, DOAS	10:15
JCCP Implementation	Nicole Long, DOAS	10:25
Partnership Opportunities: GSU-Andrew Young School of Policy Studies	Prof. Greg Lewis	10:45
<i>-----CSPA Announcement-----</i>		
ACA Reporting	Martha Varn, SAO	11:15
HB 551 Implementation Plan	Candy Sarvis	11:30
Temp Staffing Update	Candy Sarvis	11:40

# Opening & Plan Update

Candy Sarvis, DOAS

# Performance Management Process

Maria Pease, Manager, DOAS

# ePerformance Manager and Employee Off-boarding Process

## Document in process

- Determine status of doc
- Complete or Delete as appropriate

## Document Available for Review

- Meet with employee
- Complete process

## Document Ready to Acknowledge or Acknowledged

- Request Employee acknowledgement, or use Manager Override
- Complete

# ePerformance Document Status Definitions

(based on Query EP009 Document Status)



**In Process**

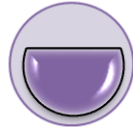
Not Started

**or**

Criteria entered

**or**

Ratings entered



**Available for Review**

Ratings approved  
by HR



**Ready to Acknowledge & Acknowledged**

Evaluation  
meeting held

**and**

Employee  
acknowledged  
meeting held

# Job Classification & Career Path Project Update

Nicole Long, Director, DOAS

# JCCP UPDATE

- Agency review of employee mapping reports
- Public comment period Nov 12 - Dec 11
- State Personnel Board (SPB) vote on structure changes Dec 15
- Target system implementation (Peoplesoft/TeamWorks) Jan 1, 2016
- Look for communications with further implementation details
- Customizable employee communication tools will be provided
- Stabilization period January – March with issue resolution instructions to follow



# JCCP: A Strategy to Improve Retention

- The importance of proper job classification
- 500+ new job titles
- 300+ career paths
- Visible market anchors for informed pay administration
- Administration efficiencies for HR professionals
- Progress, but more work to be done

# Partnership Opportunities

Greg Lewis, Chair

Department of Public Management & Policy

Andrew Young School of Policy Studies

Georgia State University

Affordable Healthcare Act  
Federal Reporting Implementation Update

Martha Varn, SAO

# Affordable Healthcare Act (ACA) Federal Reporting

**HR Community Meeting**

**December 10, 2015**

# ACA Federal Reporting Project

- Implement contracted services to meet ACA reporting requirements for reporting year 2015 (basic reporting only)
- Implement contracted services for reporting year 2016 and beyond (eligibility determination reporting)

# Project Participants

- SAO, HRA and DCH
- Ernst & Young (EY) - implementation partner and service provider
- ADP – provide offer of coverage and enrollment data
- SAO will administer the contract on an on-going basis

# In-scope Agencies/Populations

- Agencies that utilize both TeamWorks (PeopleSoft) for payroll and participate in the State Health Benefits Plan (SHBP)
- Includes TCSG (technical schools) and DFACS
- Pre-65 retirees, surviving spouses, and COBRA participants.

# Current Status

- Data for January thru October has been delivered to EY for processing
- Reports will be provided after EY has processed all data delivered to date
- Delivery of November data is in process
- December data will be delivered after payrolls have been completed
- Development of communications and training materials is in process



# Key Dates for 2015 Reporting Year

- Deliver last 2015 file for lag payrolls to EY no later than 1/7/2016.
- Communications and training (TBD)
- EY prints and distributes 1095-C employee forms by 1/31/2016
- EY completes electronic employer filing by 3/31/2016

# EY Services

- Reporting
- Eligibility determination
- Printing & distribution of employee forms (1095-C)
- Preparation of employer forms (1094-C)
- Electronic filing of employer/employee forms
- Marketplace support and inquiry
- Premium Tax Credit Notice processing
- Training and communication

# Services By Reporting Year

Service/Feature	Reporting Year 2015	Reporting Year 2016 – 20xx
Reports	X	X
Printing and Distribution of Employee 1095-C Forms	X	X
Preparation of Employer 1094-C forms	X	X
1094/1095-C forms submission to the IRS	X	X
Marketplace Support and Inquiry	X	X
Premium Tax Credit Notice Processing	X	X
Communications and Training	X	X
Electronic Distribution of Employee 1095-C Forms		X
Determination		X
Legislative Updates	X	X

# Optional Services

- ACA consultative, educational, or research services are available to each agency on an hourly fee basis

# Marketplace Support and Inquiry Services

- Marketplace toll free number for employee inquiries
- Premium Tax Credit (PTC) Notices
  - Notices issued by the Exchange should come to EY for processing and tracking
  - Dedicated email box for transmission of PTC Notices
  - Dedicated Fax number for transmission of PTC Notices
  - Mailing address for PTC Notices

# Communication and Training

- 1095-C FAQ for Employees
- 1095-C Quick Reference Card for Employers
- Marketplace training for Employers
- Communications (employees and employers)



# Questions?

# HB 551 Implementation Temp Staffing Contract Changes

Candy Sarvis, DOAS



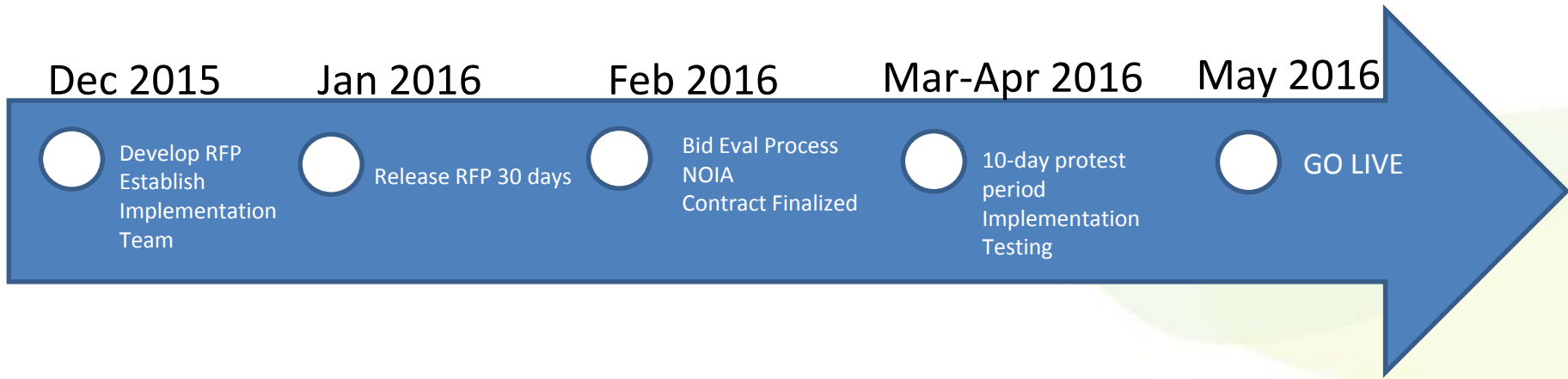
# HB551

Amended O.C.G.A. § 45-7-56 to authorize payroll deductions for “employee purchases of consumer offerings through a program administered by the Department of Administrative Services.”

## Program management:

- DOAS: Procurement, Process, Policy, Vendor Mgmt
- SAO: Payroll Deduction Process & System Mgmt

# Implementation Plan



# Temp Staffing Status Update

- State staffing managed as a program by HRA Division of DOAS
- Admin temp staffing & IT temp staffing managed differently
- Business Goals:
  - Quality talent
  - Fast, easy access
  - Transparency & improved reporting
  - Flexibility to choose/pay based on level of experience
  - Administrative relief
  - Risk Management Assistance
  - Managing Costs

# Temp Staffing Status Update

## Next Steps

- Statewide Contract Amendments
  - Eagle ●Abacus ●Focus ●Dover ●Happy Faces ●Shaga
- Statewide Communication of changes
- Update ACA Guidance Document
- Admin Temp Staffing Rebid
  - Target Release February 2016
  - Target Implementation FY2017
- IT Temp Staffing Rebid
  - Target Release January 2016
  - Target Implementation FY2017 (phased implementation)



Human Resources Administration

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