



HuRBit#1

Keying Performance or Disciplinary Demotions:

When an Agency needs to key a performance or disciplinary demotion for an employee who has already had a written notice issued (PSE290) and the employee's position number and role code will not be changing, the Agency needs to use Transaction PSE065 with a reason code of 604. This transaction will refer the agency back to the written notice already keyed.

HuRBit#2

STD transitioning into another leave type

An Agency needs to remember to bring back an employee from one leave type before putting them into another leave type. For example, if an employee was on STD and the STD has ended and the employee is transitioning to LWOP or LTD, the employee first needs to be brought back from STD before putting them out on LWOP or LTD. When an employee is on both leaves at the same time, only the data base administrator has the capability to fix the PMIS record.

HuRBit#3

Double Encumbering in PMIS

The employee **who** is transferring or separating needs to have their transaction keyed in suspense for the future date and then the employee that is entering the dual position will need to be keyed into the position. There is a limit to the duration to dual encumber employees approximately 90 days. A DHRM AHRM consultant will have to approve any extension beyond policy.

HuRBit#4

Keying a PMIS Separation when there is an Open Enrollment record blocking

When an employee is separating prior to the effective date for Open Enrollment and you are getting a Participant Has a Benefits Action Effective 07/01/2014 error, you can just delete the suspense record. Do a PSB117 to delete the suspense record and then key your PMIS transaction.

HuRBit#5

PSE200 Rollback Transaction

When an erroneous in-band adjustment is keyed into PMIS and then removed by use of an undo transaction, both transactions will process to the HuRMan eTrans query tool as well as other workforce data reports that rely on transaction data. If the undo is followed by a corrected in-band adjustment, all three actions will process to transaction reports. However, if the PSE200 Rollback is entered, the record produced by the erroneous transaction is flagged in the PMIS transaction log to be bypassed, and only the correct record, if a correction is keyed, is processed. Proper use of the PSE200 Rollback transaction will improve accuracy of transaction data in the eTrans query tool and other workforce data reports.

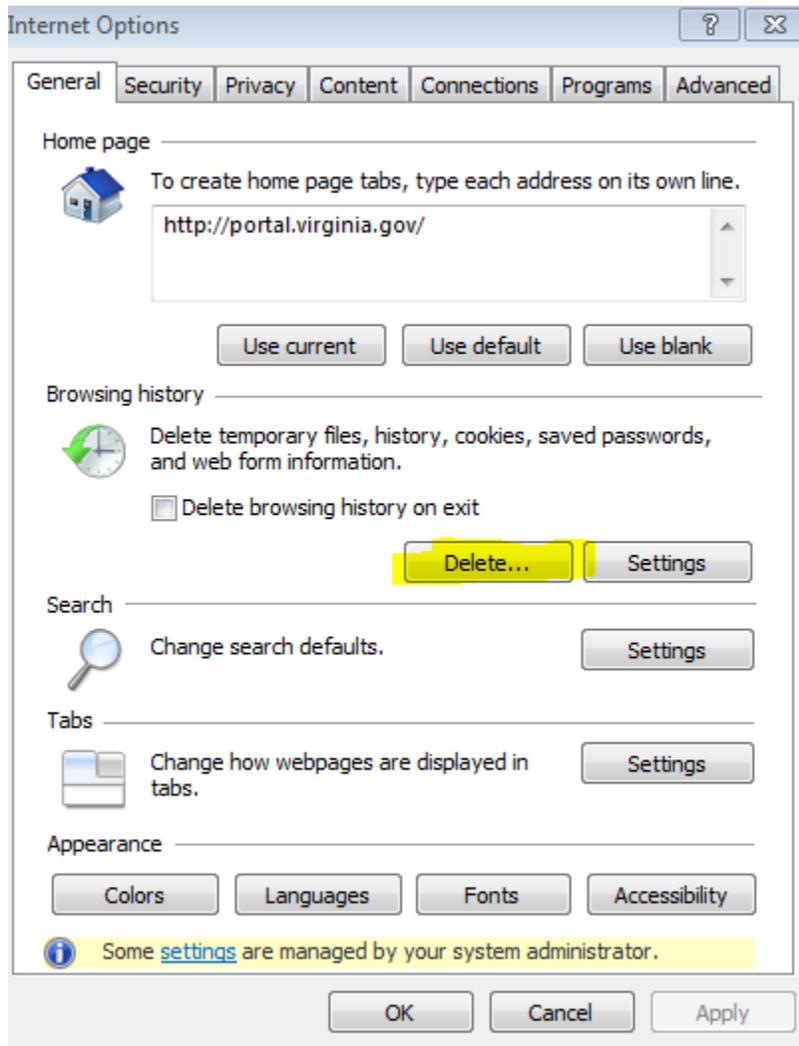


HuRBit#6

Error When Logging into TAL from Employee Direct

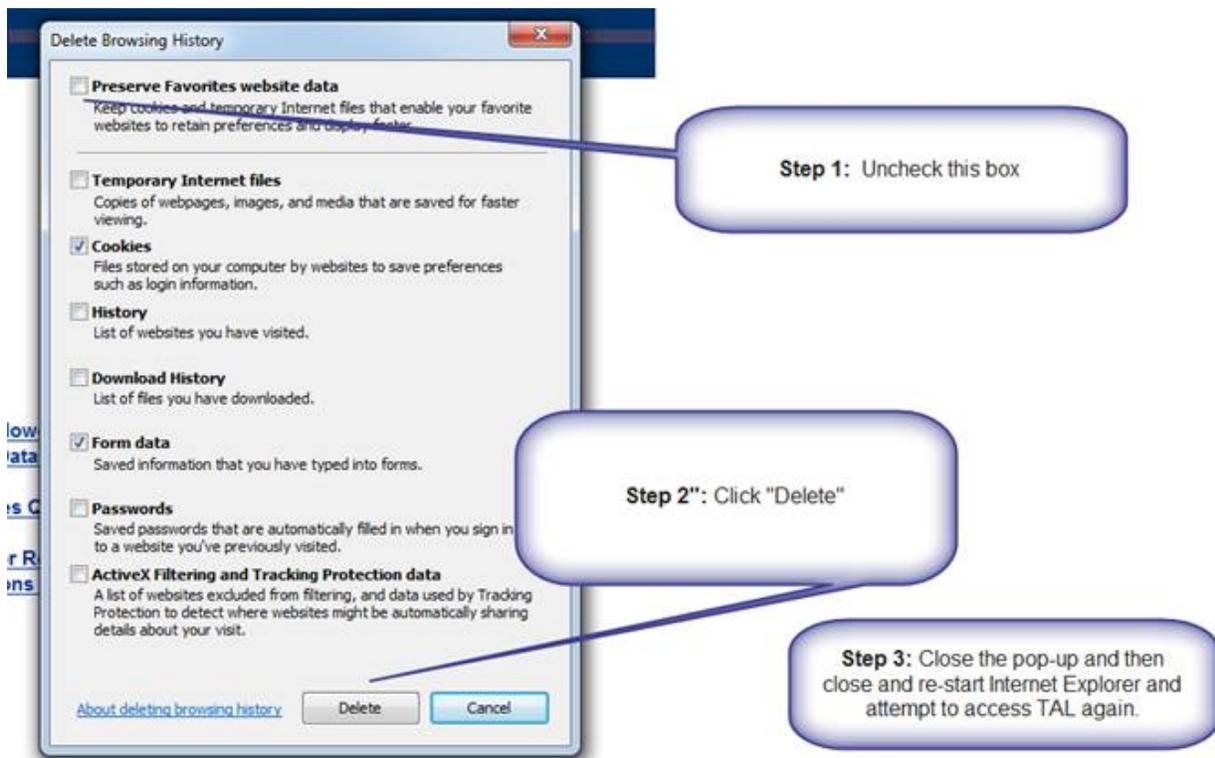
When a user logs into Employee Direct and clicks on Time, Attendance and Leave (TAL) and receives the following error message: "We're sorry, but an unexpected error has occurred. We apologize for the inconvenience." Please take the following steps to resolve this issue:

If using IE8, you can click on Tools, then select Internet Options from the dropdown. When the screen below appears, on the "General" tab, select "Delete" under Browsing history.



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When the next screen appears, uncheck “Preserve Favorites website data”, then click on “Delete”. Close the pop-up and re-start Internet Explorer and attempt to access TAL again.





HuRBit#7

Enhancement to the PMIS PSE300 Screen

The PMIS PSE300 transaction can only be used to establish a unique person identifier if this person is not otherwise known in one of DHRM's legacy systems (PMIS, BES or Wage 3). DHRM has recently enhanced the PMIS PSE300 screen. If you attempt to key a PSE300 transaction (PSE300 and enter) and you are unable to advance past the SSN screen, most likely this person is already established. The PSE300 fast access method (PSE300, SSN and enter) will display the established unique person number. Also, the PSE311 fast access method (PSE311, SSN and enter) will show if the unique person number has been established by another agency. With the enhanced PSE300 transaction, the only time you will have to key and re-enter an SSN is when it is new.

HuRBit#8

The Importance of Keying Agency EPR Counts Correctly in PMIS

Once the current month has "rolled over" and reported out, EPR counts cannot be changed. At that point the counts flow downstream as reports and data files and are blended into all higher level counts (e.g. Secretary and Statewide). You cannot "pull them back," correct and re-generate EPR once the month has rolled over. It is especially problematic for June report month, which is cited as the "base month" in a complete FY year (12 months) of subsequent EPR monthly reports. In addition, errors impact trend analyses that cover data over multiple years. We encourage agencies, after entering their monthly counts, to use the EPR400 transaction to print off and verify their data entry. The counts could be corrected/re-entered during the "current month" reporting window. For non-higher-ed agencies, this would be just one screen. For higher-ed agencies, it would be multiple screens. Alternatively, after data entry, agencies could re-call-up their data entry screens and do a print-screen of their entered counts.

HuRBit#9

PSE 200 Rollback Transaction for Incorrect In-Band Bonuses and Recognition Awards

In-band bonuses and recognition awards (Monetary, non-monetary, and leave) should be corrected using the PSE200 Rollback transaction. Please see HuRBit #5 for more information.



HuRBit#10

Keying Long Term Disability Transactions in PMIS

DHRM has removed the edit on LTD end dates so that, if you decide to hold positions open, you will be able to key the end date that is approved by UNUM, up to 12/31/2024. We hope that this action, combined with separating employees whose positions are not being held, will reduce the need for PMIS maintenance actions in the future. Agencies should continue to key LTD separations for employees who are no longer on LTD due to death or loss of benefits.

HuRBit#11

Transferring and Resigning-Impact on Continuous Service

Employees often don't realize that movement to another state agency is a transfer and that, if their departure and start dates are appropriately coordinated, their state service may continue without a break. DHRM has recently seen a number of situations in which employees have resigned from their positions but have not informed their human resource office that they were moving to another state agency. In some cases, these employees have experienced a break in service simply because they were unaware of the implications of such resignations. In some cases we've been able to retract the separations and process the transactions as transfers, making the employee whole. Such changes require tremendous effort on the part of managers, HR, and payroll and needless concern for the impacted employees.

All employees who submit resignations should be informed of the implications of breaking state service. Those who separate from one state agency and are rehired into another state agency must serve new probationary periods, may enter a different retirement program, and may have issues with benefits continuation. Layoff policies assess seniority based on continuous state service, so a break in service impacts seniority as well. Often agencies are willing to permit the employee to use leave time if needed for the transition from one job to the next. Advising employees when they submit their resignations, rather than after they move to the new agency, makes the transition easier for all.

Note: This information was originally published in the AHRS Periodical July 2012.



HuRBit#12

PMIS and Employee Time Status Changes

Beginning October 1, 2014, PMIS will automatically determine Employee Time Status (**F**ull time, **Q**uasi full time, or **P**art time) based on the employee's Months and Percent Time. Agencies will key Months and Percent Time as they have always done for transactions that require these data elements. PMIS will populate the Employee Time Status field based on the information keyed. This change is to ensure accuracy of the Employee Time Status field. Please consult [DHRM Policy 2.20, Types of Employment](#), amended June 25, 2014. A new PMIS keying guide is available at <http://web1.dhrm.virginia.gov/itech/files/PMISScreenChangesEmployeeTimeStatus.pdf>

HuRBit#13

PMIS Address Conversion Reminder

Because of the tremendous amount of returned mail to DHRM and the BES carriers due to an invalid or incomplete address, since 2010 DHRM has used the US Postal Service standard for our address fields. The ZIP+4 code is required on new hires and address changes.

1. Go to the USPS web site at <http://zip4.usps.com/zip4/welcome.jsp>
2. SHORT CUT! Only enter address line 1 and ZIP code on the USPS web screen
3. Cut/Paste the reformatted addr line 1 from the USPS web site to PMIS/BES
4. Do not attempt to "correct" a USPS reformatted and verified record
5. Do not use a "#", but enter APT, STE, LOT, TRLR, etc. instead
6. Be Careful! An invalid Addr/ZIP+4 may cause delayed or returned mail

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