
**Did you know the PeopleSoft Human Capital Management (HCM) platform is being upgraded?**

- PeopleSoft HCM is currently how state employees submit their time and participate in open enrollment.
- HCM 9.2 is the new, integrated platform that will enhance our current system.

**Why does the State of Indiana need to modernize this system?**

State employees' paychecks are currently being created using a 30-year-old system that will no longer be supported. In addition to implementing a new payroll system, the project will also upgrade the current PeopleSoft HCM structure to create one integrated system.

**Will the modernization impact everyone the same way?**

- All employees will be impacted by how they submit leave requests, enter time and navigate through PeopleSoft.
- Some aspects, such as workflows and functionalities, may not be utilized by all agencies or offices if you use a time collection or work management system.
- Managers and employees within Accounting, Payroll or Human Resources will receive additional training to learn new business processes.

**When will HCM 9.2 launch?**

The first phase is expected to launch in May of 2022.

**EMPLOYEE SELF-SERVICE**

Employee Self-Service or ESS will enhance current online capabilities for employees to update personal information.

Upcoming security enhancements will allow employees to:

- Update direct deposit banking changes
- Include up to four bank accounts for direct deposits
- Retrieve an electronic W-2 form
- Update federal and state W-4 forms

**MANAGER SELF-SERVICE**

Manager Self-Service or MSS will offer managers several new benefits, including:

- Reporting tools to assist staffing needs
- View data for direct reports
- Submit requests to Human Resources

**What will change in the hiring process?**
If your agency uses SuccessFactors to hire new employees, nothing changes for you. For non-SuccessFactors hiring, you will complete a Smart HR Form and then the form will automatically workflow to SPD's Data Division for a quick check before hitting the database.

**TIME & LABOR**
**How do employees access the new system to report time?**
You will log into PeopleSoft. The upgraded system uses app-like tiles rather than drop down menus, and you will use the appropriate tile to navigate to your timesheet.

**What are the primary advantages of HCM 9.2 regarding timesheets?**

- Nonexempt employees will enter all regular hours worked, which could be over 75 hours, and PeopleSoft will calculate straight and premium overtime payments to overtime eligible employees.
- Exempt employees will record all regular hours worked daily to allow managers to view all time worked beyond the 75 paid hours.
- Absences requested from Absence Management will appear automatically on the timesheet. Employees will not enter leave time directly on the timesheet.
- If your agency authorizes compensatory time, and you enter a "Comp Time Earned" code for overtime hours worked, the system will calculate the straight or premium rate for those hours.

**What are the advantages of saving entries on the timesheet throughout the pay period rather than waiting until the end of the pay period?**
Payments will be made only on reported hours, not scheduled hours; therefore, making entries during the pay period increases accuracy and ensures you will not forget to enter all your work hours.

**How does the upgrade accommodate agencies whose employees work different hours or who have different exempt and non-exempt rules?**

- The various rules specific to agencies will be built into the system for accruals, overtime and compensatory time.
- Exempt employees who are approved for overtime will be moved into a specific workgroup to allow OT instead of unpaid Professional Time for hours worked greater than their schedule.

**Can time approvals be delegated?**
The authority to approve time should be delegated in advance, if possible, but if the immediate supervisor is not available, then delegation should occur to the next available manager knowledgeable about the employee's time worked.

**What is the timeframe to submit and approve time after the pay period ends?**

- The time for submitting and approving timesheets remain the same.
- Employees can submit time through the Monday immediately following the end of the pay period.
- Managers will have through the Tuesday immediately following the end of the pay period to approve timesheets.
- Employees should enter and save time more regularly throughout the pay period and managers should also review their saved time throughout the pay period regularly to capture errors and provide time to correct them before the final day of submission and approvals are due.

**Will employees still be able to work an alternate work schedule (AWS)?**
Alternate Work Schedules (AWS) are supported by Time and Labor rules applied to a workgroup. The agency will need to assign and maintain employees' schedules if they change the AWS schedule.

**Will employees enter hours for holidays?**
Holiday hours will be pre-populated to the timesheet, and employees will have the ability to adjust accordingly.

## ABSENCE MANAGEMENT

Absence Management is a new module allowing employees and supervisors to electronically submit leave time within PeopleSoft, which will automatically update timesheets. Leave time will not be chosen from the timesheet going forward.

**What is changing in the future from how an employee currently REQUESTS an absence?**
After obtaining manager approval for an absence, employees must enter those absences in PeopleSoft. Record of the absence will appear on the timesheet and flow to payroll. Absence requests will eventually be submitted in PeopleSoft and route to the manager for approval; however, **this update is not happening at go-live in May but will be implemented in the second phase.**

**What are the key advantages to using Absence Management?**
Submitting absences electronically can save time and reduce errors in timekeeping records. Additional advantages of using this feature include:

- Automated, electronic workflow for absence requests
- Daily updates for leave balances (for vacation, sick and personal time)
- Delegating absence approvals when necessary
- System notification if requested leave is greater than available balance

**What is meant by daily updated leave balances?**
Overnight the system will update balances by adding accruals and subtracting any usage of leave taken that day. Using Employee Self Service, employees can view their current balance plus anticipated accruals to determine whether they will have sufficient leave available to take the requested leave on the future date.

**Can an employee make a request for time off if the time used won't be accrued until the time off?**
Yes, the request can be entered prior to the accrual date so long as the date for using the hours to be accrued is on or after the accrual date, and the accrual plus existing balance covers the full request.

**Can a manager request time off for an employee or does it have to originate with the employee?**
A manager will be able to submit a request for general absences (e.g., sick, vacation, personal, funeral) on behalf of an employee. However, requests for FML and NPL approval and subsequent usage must be submitted by employees.

**If an employee submits a leave request, then submits a revised request, does the new request replace the first?**
No, the employee will need to cancel the earlier request and submit a new request.

**If an employee requests a vacation day for a Friday, but then works 8 hours each day before that Friday, will the system automatically reduce the amount of vacation time used or will the vacation request have to be re-entered?**
The system will not automatically reduce the number of hours on an approved leave request if an employee has worked additional hours throughout the work week. The Manager or Employee would need to act in order to address the updated information.

**Will managers be able to view all employee approved absences in one area?**
Yes, managers will have a dashboard on their MSS homepage to monitor and track various employee information.

## FINANCIAL INTEGRATION

**What is Financial Integration?**
Financial Integration enhances and streamlines the current process of allocating labored hours.

**What are the benefits to Financial Integration?**
A fully integrated system enhances the flow between payroll, Time & Labor and financials. Employees will be able to charge their time to a specific project, department or activity. Financial departments will see a reduction in the number of allocations required after payroll runs.

**If employees currently enter project information on their timesheet, what will change in the future?**
Employees will no longer select a project, but instead choose the appropriate chartfields each week of each pay period.

**Can an employee charge an absence to a specific project, department or activity in Absence Management?**
No. Leave time submitted through Absence Management will not have project chartfields assigned in PeopleSoft and will need to be reallocated by an agency's financial department.

**TRAINING**

**When will training be available?**
It is currently scheduled for the first quarter of 2022.

**How long will training be for employees and managers?**
All training will be Computer Based Trainings (CBTs) accessed through SuccessFactors. Employee training will be approximately 4 hours and Manager training will be 2 additional hours. The training will be divided into segments and self-directed, so it need not be done all in one sitting.

**Where do I go for more information about the upgrade and what it means for me?**
If you are a member of the Change Network team, you can access the SOI HR/Payroll Modernization site for more information. If you are not, you can always visit the Auditor of State website for updates or contact your Change Network member within your agency or office.