

Discussion Items:

- Revamp Presentation of PA 200, 210, 310, 313
 - Cheryl Manning presented a brief PowerPoint presentation explaining the current set up and the proposed changes. The presentation has been added to the web site for review and share with agency personnel.
- Time Worked – scheduled day change – sometimes an employees work week start day needs to be changed to reflect correctly in ESS when the employee is entering time to ensure that OT is looked at correctly.
 - This requires a ticket to be submitted to the BEST SSC Call Center for the change to be made in the system.
- Questions came up about some Infotypes getting changed through the process.
 - Recommended process – use PA20 to review before finalizing – some agencies are using PA 30 for review and this can cause changes “by mistake”.
- Transfers from DOT to a monthly agency – OT transfers – these are not being processed correctly on some occasions which causes the receiving agency to have OT to pay or account for that should have been cleared up prior to the transfer.
 - Would need to have specific examples so that we can coordinate and work with DOT concerning this issue on a case-by-case basis.
- Create a Tips and Tricks Cheat Sheet
 - Develop a task/check list that can be used to aid in making sure that all steps are followed and completed.
- Reviewed the spreadsheets submitted for inclusion into LMS for assignment by agency LMS coordinators for staff members.
 - As part of the security before training, everyone would like to have the ability to assign certain documents to users to be able to track via LMS for accountability.
 - See updated spreadsheet on Web site.
 - For our June meeting, we will prioritize and rank these so we can begin adding them to LMS.

Homework:

1. Requested that each participating member go out and review the PA210, PA310 and PA 313 student guides, along with the Job Aids, BPPs, Bulletins, etc. and be prepared to indicate which ones need to be updated, are they ok, or other suggestions.
2. Review the spreadsheet for adding docs to LMS. If you have not submitted your agency’s list, please send it in or bring it with you to our June 8th meeting.

Next Meeting:

Wednesday, June 8th 3:00pm in Banner Elk, 3514 Bush Street – OSC.