



Employee Group Subgroup Changes

March 23, 2010



Employee Group/Subgroup Changes

- In system with upcoming release – April 19, 2010
- To be effective May 1, 2010
- Employee Group/Subgroup on both employee and position
- Usually the same for both employee and position
- Different MAYBE if a work against situation
- Most changes on SUBGROUP



Biggest Change – EPA Employees (K) Subgroup

- The position exempt type will no longer be repeated in the Employee Group/Subgroup.
- Only two choices now –
 - FT EPA indicating Full Time employee (1) OR
 - PT EPA indicating Part Time employee (2)
- Other subgroup choices have an N/A placed in front of description and should not be used in the future for anything.
- For Example:
 - N/A EPA Ex Managerial
 - N/A EPA Constitut Off
 - N/A EPA Chief Deputy



Authorities and Resources on Position

- Policy making exempt status will be kept only on the position using infotype Authorities and Resources
- Authorities and Resources can only be changed by BEST HR at the direction of OSP
- One of five choices:
 - Confidential Assistant
 - Confidential Secretary
 - Chief Deputy
 - Exempt – policy-making
 - Exempt – managerial



Review of Spreadsheet Example

- All changes will be made by BEST HR
- Fill each space that we know you have considered each employee and position
- If you see duplicate rows, don't worry.
- Because most were subgroup changes, you'll see a lot of "No change" in first column – look for the second column
- You might want to monitor all employee groups/subgroups a little more closely – there is already quite a bit of bad data out there.
- A couple of specific wage types instead of new subgroups
 - May be a column on spreadsheet or a separate tab



Spreadsheet is a CROSSWALK

- Based on current data in system spreadsheet was created for agency validation.
- Agency validates current and proposed data is correct and returns spreadsheet to BEST Shared Services prior to Monday, April 12.
- BEST HR will make changes based on validated spreadsheet effective May 1, 2010.
- New workflows necessary apart from the spreadsheet work can use a May 1, 2010 effective date.



Spreadsheets Due Prior to April 12

- Send it to BEST@OSC.NC.GOV
- Copy your BEST HR Specialist for tracking purposes; however, she may not be the one to complete this work....
- In the email subject put:
 - “Validation Spreadsheet” followed by your agency name
 - Example:
 - Validation Spreadsheet – HHS
- We will work on a first come first serve basis so the sooner we can begin the better.



Change Impacted almost all Agencies

- Almost all agencies had at least one change due to EPA changes
- Other agencies had more widespread impact:
 - Judicial
 - Science and Math
 - Crime Control
 - DOT
 - HHS
 - JJDP
 - Correction



QUESTIONS??????????