



Peralta Community College District

Meeting Minutes

DATE OF MEETING	10/14/2010
TIME	10:00 A.M
PLACE	I.T Conference Room
ATTENDEES	Ruby Andrews, Nancy Pak, Julie Huang and Raghuvir Goradia.

Agenda:

DISCUSSION	01. Health care reform imposes new disclosures
	In the Calendar Year 2011, the Health data will be required to be shown on W-2 as per IRS regulations. Benefits Office would update HR and Payroll when and what data would be required for Retirees to be shown on W-2.

CONCLUSIONS	Information shared with the Group

ACTION ITEMS	ASSIGNED TO	DEADLINE
None		

DISCUSSION	02. PFT Seniority List – To use the mainframe and then manually add the hires?

CONCLUSIONS	
	01. At present, there is no way to enter and track the FSA (Faculty Subject Area) data. Data requirements are to be defined and I.T will work with users to find a way to complete an application.

ACTION ITEMS	ASSIGNED TO	DEADLINE

DISCUSSION	03. Let me know if the initial date of hire is what you wanted or the Date of Present Classification. If it's the latter, then the report that you want will need to be manually done as I don't know if IT has a way of extracting the Date of Present Classification. (Nancy – presenter)

CONCLUSION	Dates for present classification cannot be found because we don't track those dates within the same job.
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ACTION ITEMS	ASSIGNED TO	DEADLINE

DISCUSSION	04. Demo on use of New Status define on Job Data > Payroll Tab
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CONCLUSIONS	Run thru few scenarios of Employees.	
FICA Exempt Status defined as per new W-11 regulations. When Paychecks are run it does credit the employer portion of Social security.		
ACTION ITEMS	ASSIGNED TO	DEADLINE
01. HR will issue W-11 forms to all new Hires		
02. All employees who date and sign W-11 forms, HR will give a copy to Payroll which will be retained in their personnel file.		
DISCUSSION	We need to co-ordinate the event of any changes between Benefits groups which may result due to change in pay groups. For ex: Faculty who may become Administrator and vice-versa.	
CONCLUSIONS	Employees who change paygroup due to change in Job classifications. HR will inform Benefits so they can update their benefit enrollment like Medical, Dental, Life, Saving and Flex to their respective Employment instance #.	
ACTION ITEMS	ASSIGNED TO	DEADLINE
DISCUSSION	Benetrac – Employee updates	
CONCLUSION	To be discussed in next meeting.	
DISCUSSION	01. Discussed Fringe Benefits mapping with HR, Benefits and Payroll Users.	
02. Pension Benefits Doc.		
CONCLUSION	Handouts were distributed.	
MISC. ITEMS	RESPONSIBILITY	
01. Demonstrated to HR Users how to enroll employees to Workers Comp and OPEB as and when required.	I.T	Done
02. Attached the document for determining the classification which needs to be enrolled.	I.T	Done
03. Ruby requested a query to identify all retirees and which programs they were enrolled in.		
SPECIAL NOTES	Please use Footprint to log any issues.	