Smooth Sailing to Maximize SAM II
SAM II Screens and Fields
SAM II Screens and Fields

ADDR

- Match postal service addressing standards to eliminate mismatched address on reports from MOSERS.
  - Spell out the word Saint in all cities
  - Key “St” for street, Key “Rd” for road
  - Do not use punctuation
  - Key street address on top line, even if post office box is also given
SAM II Screens and Fields

ADDR

• Providers that pull address changes from SAM II:
  – Deferred Compensation

• Provider change forms are needed to update an address:
  – MOSERS
  – MCHCP
  – Cafeteria Plan
  – MOVLIC
  – Voluntary Plans
SAM II Screens and Fields
ADDR

- Release of home address – yes or no
  - If yes, employees may receive mailings at home, such as:
    - Voluntary vendor product information
    - Appreciation letters from the legislature
    - Etc.
  - If no, the State will NOT release an employee's home address for purposes other than State employment purposes.
SAM II Screens and Fields

TAX

• Effective date processing
  – Top screen – by check date
    • Exemptions with an effective date 10/01/13 begin on check dated 10/15/13.
  – Bottom screen (lines 1 to 6) – by pay period
    • Additional tax with effective date of 10/01/13 begins on check dated 10/31/13 - the pay period the wages were earned.
SAM II Screens and Fields
TAX

• Why is the asterisk required in Appointment ID?
  – To ensure taxes are the same on all appointments.
• Married, spouse working
  – Enter marital status ‘B’.
• Exempt Status
  – Enter marital status ‘M’.
  – Enter ‘99’ exemptions.
• Nonresident Alien
  – Expire any ADTAX.
SAM II Screens and Fields

TAX

• State exemptions over the below noted maximums, must be entered in the Tax Allowance – Additional State field.

<table>
<thead>
<tr>
<th>State Filing Status</th>
<th>Maximum Exemptions to List in Tax Allowance</th>
<th>State field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>One</td>
<td></td>
</tr>
<tr>
<td>Both Spouses Work</td>
<td>One</td>
<td></td>
</tr>
<tr>
<td>Married</td>
<td>Two</td>
<td></td>
</tr>
<tr>
<td>Head of Household</td>
<td>Four</td>
<td></td>
</tr>
</tbody>
</table>
SAM II Screens and Fields

EFT

• Why is the asterisk required in Appointment ID?
  – To ensure direct deposit is the same for all appointments.

• New Direct Deposit Accounts
  – Once the prenote date is populated, direct deposit takes effect the next payroll.

• Rehires
  – Review the EFT screen upon hire.
  – Verify if account is active.
    • If so, verify with employee that account is to be used.
    • Update account, if needed.
SAM II Screens and Fields
ESMT Processing

• Processing of final approvals
  – To prevent OA from processing an ESMT before the agency is ready, place it on HOLD (Process → Hold).
  – Remove Hold and apply agency approvals when ready for OA to process (Process → Take off Hold).

• How to correct incorrect SSN
  – Enter and process correct SSN on EIDC screen.
  – Send an e-mail to OA Accounting
    • Indicate both incorrect and correct SSN.
    • Attach copy of social security card.
SAM II Screens and Fields
ESMT Processing

• RESST vs. RESAG
  – If leaving state government, use RESST.
  – If transferring to another state agency, use RESAG.

• TRMAG
  – Only enter TRMAG, if leaving state government.
  – Do not enter TRMAG, if transferring to another state agency.
SAM II Screens and Fields
ESMT Processing

• RHIRE vs. NHIRE
  – Enter a NHIRE, if transferring into your agency from another agency.
    • Appointment ID must be entered as an ‘A’.
    • EEO full-time must be a ‘N/A’.
      – OA will remove the ‘A’ appointment and enter appropriate EEO full-time selection.
  – Enter RHIRE, if being reemployed with your agency.
SAM II Screens and Fields
ESMT Processing

• Nonresident Alien - Special tax withholding required
  – Expire any ADTAX on the employee’s tax window,
  – Change the Employment Status code to ‘N’,
  – Note ‘C19’ as the Reason Code, and
  – Provide an explanation for the change in the Remarks.

• Employee completes Foreign National Data Request Form (FNDR)

http://samii.mo.gov/hr/bulletins/081910Nonresident.pdf
SAM II Screens and Fields
ESMT - Job Assignment Tab

• Appointment ID
  – Use ‘A’ appointment ID when hiring an employee that is transferring from another agency.
    • OA will remove the ‘A’ appointment.

• EEO Full-Time
  – Full-time, permanent position – select yes.
  – Temporary, hourly position – select no.
    • Populates data for affirmative action reporting.
  – Must enter ‘N/A’ if employee transferring from another agency.
    • OA will enter appropriate EEO full-time selection.
SAM II Screens and Fields
ESMT - Job Assignment Tab

• %FTE
  – Exception paid, table driven, and less than full-time
    • FTE percentage determines a part-time pay period amount and hours.
    • The percentage of hours then drives the appropriate accrual leave.
  – Exception paid, non-table driven, and less than full-time
    • FTE percentage is not used to calculate the pay period amount and hours.
    • The percentage still needs to be completed appropriately.
    • Pay class and a reduced pay period amount needs to be completed on the appropriate panels.
SAM II Screens and Fields
ESMT - Job Assignment Tab

• **Job Status Code**
  – MAIRS utilizes the Job Status Code to determine if an employee should be included on an agency’s promotional Certificate of Eligibles:
    • ‘P’ is used for initial probation period, do not use after employee has met regular status.
    • ‘R’ is used for regular status.
    • ‘E’ is used for exempt and unclassified appointments.
    • ‘M’ is used for reemployment and promotional appointments.
    • ‘S’ is used for employee placed on LOA and given a limited duration appointment, such as emergency, limited temporary or three-month unclassified salaried appointment.
    • ‘T’ is used for employee placed on LOA and given a salaried unclassified appointment.

• **Employment Status Code**
  – Enter ‘N’ for non-resident alien.
SAM II Screens and Fields

ESMT - Dates Panel Tab

- Probation Start and End Date
  - Probation dates required for all probationary periods.
- Pay Progression
- Time Limit Control
  - Merit - Time limit control required for all probationary appointments and appointments of limited duration.
  - Use to tickler the end date of extended leave without pay entered on an ESMT.
SAM II Screens and Fields
ESMT - Dates Panel Tab

• Benefits Progression
  – Determines eligibility for deferred compensation match.

• Leave Progression
  – Pay period end date minus the Leave Progression start date determines the level of annual leave accrual an employee is entitled each pay period.
    • 0 to 10 years of service – 5 hours
    • 10 to 15 years of service – 6 hours
    • Greater than 15 years of service – 7 hours
SAM II Screens and Fields
ESMT - Assignment Attributes Tab

• Leave blank if wanting to bring forward your position information from the PSMT.
  – If position is multi-allocated, it will bring in the highest level classification – review carefully.
SAM II Screens and Fields
ESMT - Assignment Attributes Tab

• Subtitle
  – *1 - Earns annual and sick leave
  – *2 - Not eligible for annual and sick leave
  – 1P - Used for temporary employees and will pay out all compensatory time as it is earned.
    • Leave policy must be overridden on the ESMT to earn annual and sick leave.
  – 1M - Used for employees with more than one job in SAM II.
    • Leave policy must be overridden on the ESMT to either earn or not earn annual and sick leave.
    • If title is non-exempt, the Override FLSA flag must be set to exempt.

* Enter agency designated letter, i.e. W1 = Revenue or X1 = Social Services.
SAM II Screens and Fields
ESMT - Assignment Attributes Tab

• Assignment Type
  – OA utilizes to select employees for certain statewide reports.

• Pay Class
  – Exception paid, non-table driven, and less than full-time.
    • Pay Class needs to be changed to PUS*
• Overrides
  – Grade
  • Enter pay range of unclassified employees (exception and hourly) to make table driven.
    – Every step on the pay grid has been set up as a pay period amount and an annualized hourly amount.
    – The pay class and step entered will tell the system which amount to use.
SAM II Screens and Fields
ESMT - Assignment Attributes Tab

• Overrides
  – Leave Policy
    • Used with sub-title 1P and 1M.
      – 1P - must be overridden on the ESMT to earn annual and sick leave.
      – 1M - must be overridden on the ESMT to either earn or not earn annual and sick leave.
SAM II Screens and Fields
ESMT - Assignment Attributes Tab

• Overrides
  – FLSA
    • Use to set employee’s FLSA indicator to the opposite of their classification.
      – For example, title 009811 is set as non-exempt when you hire your employee or set up your position, you may turn off the non-exempt status here.

  – FLSA Profile
    • If the classification title is exempt, enter FLSA profile to make the employee non-exempt.
SAM II Screens and Fields
ESMT - Pay Parameter Tab

• Use to enter non-table driven pay.
• Effective date must match the ESMT effective date.
• Differentials must start at the beginning of a pay period.
• Differentials must end at the end of a pay period.
SAM II Screens and Fields
ESMT - Certificate/Remark Tab

• Enter helpful information for OA – Personnel
• Suggestions
  – ESMT 1 of 2; ESMT 2 of 2
  – Reemploy and promote on same day.
  – Employee has reemployment rights in ‘title’ classification.
  – Resignation effective ‘date’.
• Unclassified and Exempt
  – Required to quote corresponding CSR rule.
SAM II Screens and Fields PUD3

- Drives PERforM reporting to structure.
- Supervisor flag can assist in tracking Management Training Rule compliance.
- Benefit eligible position is utilized by PERforM and SEBES.
SAM II Screens and Fields

USR1 Screen

• Examples of usage
  – State service
  – Agency service
  – Division service
  – Most recent hire date
  – Calculated agency service date
SAM II Screens and Fields
USR3, USR4, USR5, USR7 Screens

• Examples of usage
  – Nickname
  – Room number
  – Box number
  – Cell phone number
  – State retiree
  – Posting start date
  – Veteran
  – Certifications or specialties (CPA)
SAM II Screens and Fields
USR2 Screen

• Examples of usage
  – Tickler dates
SAM II Screens and Fields
USR6 Screen

• Examples of usage
  – Domain
  – UserID
  – Work phone
  – Work phone extension
  – Work fax
SAM II Screens and Fields
USR8 and USR9 Screens

• Examples of usage
  – Zero based garnishments
COMMON ERROR MESSAGES

• EMPLOYEE NAME NOT MATCHED
  – SSN & APPT ID already exists, but name entered does not match what is currently entered in SAM II HR.
  – Middle name is sometimes the issue.
    • Full name, initial with or without period.
  – Last name may be different than during previous appointment.
    • Call OA Personnel if difficulty matching name.
COMMON ERROR MESSAGES

• DUPS EXISTING APPOINTMENT
  – SSN & APPT ID already exists and NHIRE cannot be used as a personnel action for this appointment.
    • Person may work or has worked for another agency other than yours and requires you to utilize NHIRE in combination with Appointment ID of ‘A’. OA will help process.

• ACTION NOT AUTH FOR AGCY/SEC1
  – SSN & APPT ID already exists, but are not within your security area.
    • Usually indicates worked for another state agency and requires ‘A’ in Appointment ID.
COMMON ERROR MESSAGES

• EEO FULL TIME FL NOT ALLOWED
  – EEO FT FLAG of YES is only allowed on primary appointment of SSN and blank APPT ID combination.
    • Change to ‘N/A’ and OA Personnel will update when approving.

• INVALID EMPLOYEE ID
  – SSN does not exist in SAM II HR.
    • Verify you entered correct SSN or enter ESMT as NHIRE.
COMMON ERROR MESSAGES

• POSN INCUMB AUTH’N EXCEEDED
  – Position is already filled.
    • Sometimes timing issue that requires temporary increase in number of Incumbents.

• POSN FTE AUTH’N EXCEEDED
  – Position is already filled.
    • Sometimes timing issue that requires temporary increase in FTE.
SAM II Reporting
Data Viewer

- HR Data Warehouse, Data Dictionary
  - Access from internet
  - [http://samii.mo.gov/hr/hrdw/dictionary.html](http://samii.mo.gov/hr/hrdw/dictionary.html)
  - Describes tables and gives full names
  - Lists all data fields in each table

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
<th>Field Datatype</th>
<th>Prim Key</th>
<th>For Key</th>
<th>Foreign Key Parent Table</th>
</tr>
</thead>
<tbody>
<tr>
<td>GHR5_IN_EMPL_ID_NO</td>
<td>GHR5 Internal Employee ID Number</td>
<td>CHAR(10)</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADDR_EFF_DATE</td>
<td>Address Effective Date</td>
<td>CHAR(8)</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADDR_EXP_DATE</td>
<td>Address Expiration Date</td>
<td>CHAR(8)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RESD_CD</td>
<td>Residency Code</td>
<td>CHAR(1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HOME_ST_CD</td>
<td>State Code</td>
<td>CHAR(3)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Data Warehouse

Front-end Data Warehouse

– Access from internet, using SAM II userID
  • [http://samii.mo.gov/hr/hrdw/](http://samii.mo.gov/hr/hrdw/)

– Web interface formats SAM II information
  • Standard Reports (pre-defined FOCUS reports)
  • Flexible Reports (flexible selection of data and output options)
  • Personal Reports (Flexible Reports saved under a User's ID)
Data Warehouse

Back-end Data Warehouse

- Link Microsoft Access to SAM II using an ODBC connection.
- Create customized reports.
- Link tables and select fields to query.
Inquiry Screens
Leave Inquiry

• QHRE – Hours by employee
  – Shows regular hours and additional hours worked.
• QLAU – Leave accrual and usage by month
• QLBL – Employee leave balance
  – To date balances minus any accruals for a pay period that has not yet been processed.
• QLDT – Employee leave activity
• QSVM – Monthly service hours
  – Verify hours worked – retirement, unemployment, FMLA, etc.
Inquiry Screens
Position Inquiry

• QPTL – Position by title
  – Displays current position data – authorized and encumbered FTE %.

• QPSR – Position roster
  – Lists employees that occupied a certain position.
Inquiry Screens
Employee Inquiry

- QISS – Issued checks and advices
  - Select row of details to view and open QCHK.

- QCHK – Payroll check status
  - View check details.
Inquiry Screens

Employee Inquiry

- QRTE – Employee pay rate history
- QEHS and QEHD – Employee service history
  - MO Employee Service History (MESH) information by agency.
  - Summary and detail screens.
  - Use ‘M’ Appointment ID to get PARS information.

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Appointment ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>M</td>
</tr>
</tbody>
</table>
Inquiry Screens
Employee Inquiry

• QESD – Employment status maintenance log detail
  – Includes ESMT comments.
  – Can see transactions completed for same day.
  – Verify that an ESMT was actually completed (shares table with AGYS).

• QNCX – Historical name change cross reference

• QVER – Employment verification inquiry
**Inquiry Screens**

**Employee Inquiry**

- QXRSF – Employee roster
- QXRF – Employee roster by name
- QXR5 – Employee roster by pay location
- QXR6 – Employee roster by agency and organization code
Inquiry Screens

Deduction Inquiry

- QDPM – Deduction parameter
- QDSM – Deduction summary

<table>
<thead>
<tr>
<th>Year</th>
<th>Deduction Category</th>
<th>Short Description</th>
<th>Annual Amount</th>
<th>First Quarter</th>
<th>Second Quarter</th>
<th>Third Quarter</th>
<th>Fourth Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>ADMFE</td>
<td>CP-ADMIN FEE</td>
<td>20.72</td>
<td>8.88</td>
<td>8.88</td>
<td>2.96</td>
<td>0.00</td>
</tr>
<tr>
<td>13</td>
<td>CP DC</td>
<td>CP-DEP CARE</td>
<td>800.00</td>
<td>400.00</td>
<td>400.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>13</td>
<td>CPFLX</td>
<td>CP-FLEX MED</td>
<td>1,458.24</td>
<td>624.96</td>
<td>624.96</td>
<td>208.32</td>
<td>0.00</td>
</tr>
</tbody>
</table>
Inquiry Screens
Miscellaneous Inquiry

• QCTY – County by name
Helpful Tips and Tools
Accounting Overrides

• Payroll processes overrides in this order:
  – CPER/PPER
  – AGYS
  – PSMT
Deductions

• Deductions in SAM II
  – May view deductions on QDPM the day prior to SAM II going down.
    • Leave Appt ID blank to view job specific deductions.
    • Enter an asterisk in the Appt ID to view tax information.
    • Assists with calculating annual leave payoffs being contributed into deferred compensation.
Deductions

• Group Term Life Insurance Deduction (GTLIF)
  – Basic life insurance coverage in excess of $50,000 is subject to federal and state taxes and is reported on the W-2.
  – MOSERS enters GTLIF deduction for all making over $50,000.

  *Example*
  Sharon’s annual salary is $60,000 and she is 45.
  $60,000 - $50,000 = $10,000
  $10,000 ÷ $1,000 = $10
  $10 x $0.15 premium = $1.50 GTLIF deduction
Deductions

• Coverage period vs. deduction
  – Medical
    • Deduction on September 15 paycheck
    • Coverage for September 16-30
  – Dental and Vision
    • Deduction on September 15 paycheck
    • Coverage for September 1-15
  – Life Insurance
    • Deduction on September 15 paycheck
    • Coverage for September 1-15
Employee Assistance Program

Continuation after Separation

• Retirement – keep medical insurance
  – EAP continues while retiree has medical insurance.

• Separation – no continuation of medical insurance
  – EAP ends on date of separation.

• Separation – takes COBRA
  – EAP continues while COBRA is active.

• Separation – has current authorization for EAP benefits in effect when leaves employment
  – EAP continues for duration of authorization that was already in place at the time of separation.
Holidays

• Eight-hour employee - scheduled to work holiday *(WDAY indicates holiday)*
  – Enter up to eight hours as HOLWK.
  – Hours over eight, enter as ADDHR.

• Eight-hour employee - NOT scheduled to work holiday - works on the holiday *(WDAY indicates an OFF day)*
  – Enter hours worked as 1HRDO.
  – Also, enter hours worked as ADDHR.
    • Accrues holiday comp on a regular day off.
    • Records actual hours worked for comp time calculations.
Leave Accruals

• Accrual rate changes are determined by the leave progression date.

• Temporary service is counted in leave progression date calculation when:
  – There is no break in service between ending a temporary appointment and starting a permanent position at the same agency.
  – A temporary employee reaches 1,040 hours in any 12-month period.

• Leave accruals begin from that date forward, for all pay periods that the employee works at least 40 hours.
Leave Accruals

• Leave rates are increased at the beginning of the pay period that the service date is reached. For example:
  – October 5 is an employee’s 10-year service date.
    • Accrual rate increases to 6 hours on October 1.
  – October 23 is an employee’s 15-year service date
    • Accrual rate increases to 7 hours on October 16.
Leave Payoffs

• PO vs. POP
  – ALPO, FCPO, HCPO, and SCPO
    • Used when terminating state employment.
    • Not included in calculating retirement contribution, automatically excluded by the system.
  – ALPOP, FCPOP, HCPOP, and SCPOP
    • Used when transferring to another agency.
    • Used when paying out leave balances.
    • Included in calculating retirement contributions.
  – FCPOP, HCPOP, and SCPOP
    • Used when paying out leave balances, while employed.
Leave Payoffs

• Transfers and balances over what agency accepts
  – Payoff balances over the amount allowed for the transfer.
    • Up to the maximum accrual.
    • Agency accepted limit.
  – All comp time balances must be paid when an employee transfers.
Compensatory Time

• General compensatory time guidelines
  – Code 0 does not earn comp time
  – Code 1 earns straight time (state comp time)
    • 42 hours physically worked = 2 hours state comp time
  – Code 2 earns time and one half (federal comp time)
    • 42 hours physically worked = 3 hours federal comp time

• Comp time is calculated within FLSA cycles.
  – Such as, Sunday through Saturday (agency specific)
Compensatory Time

- Physically worked 36 hours
- 4 hours of leave
- 6 additional hours worked

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 REGLR</td>
<td>4 REGLR</td>
<td>8 REGLR</td>
<td>8 REGLR</td>
<td>8 REGLR</td>
</tr>
<tr>
<td>4 AL</td>
<td></td>
<td></td>
<td>4 ADDHR</td>
<td>2 ADDHR</td>
</tr>
</tbody>
</table>

- Code 1 employee accrues
  - 6 hours state comp
- Code 2 employee accrues
  - 4 hours state comp
  - 3 hours federal comp

*General guidelines, does not take 128-day cycles into account.*
Leave Calculations

• Convert minutes to decimal (needed for calculations)
  15 minutes = .25
  30 minutes = .50
  45 minutes = .75

• Convert odd # of minutes
  Example: 4 hours and 3 minutes
  Divide 3 minutes by 60 minutes
  \[ \frac{3}{60} = .05 \]
  Add hours to minutes in decimal format
  \[ 4.05 = 4 \text{ hours and 3 minutes} \]

Perform needed calculations, such has 4.05 * hourly rate
Leave Calculations

• Calculate pay when LWOP entered on ESMT
  – Semi-monthly salary $ \div $ # of days in pay status for the pay period
    • Include holidays.
      equals daily rate
  – Daily rate $ \times $ # of days actually worked
    • Include holidays, if paid for holidays.
      equals amount of pay for the pay period
Leave Calculations

• Calculate pay when LNP entered on CPER
  – Hourly Rate * # of LNP Hours
    equals deductible pay
  – Semi-monthly salary – deductible pay
    equals amount of pay for the pay period
Leave Calculations

• Calculate prorated semi-monthly salary
  – Old pay rate ÷ days in pay period * days in pay status at old pay rate
  \[\text{equals pay at old pay rate}\]
  – New pay rate ÷ days in pay period * days in pay status at new pay rate
  \[\text{equals pay at new pay rate}\]
  – Add two calculated pay amounts together
  \[\text{equals prorated salary for pay period}\]
Leave Calculations

• Calculate prorated leave accruals
  – Must work minimum of 40 hours in a pay period.
  – Figure hours worked
    • Pay period hours (86.667) ÷ working days in pay period * number of days employee worked
     equals hours worked
  – Calculate prorated leave accruals
    • Hours worked ÷ maximum standard leave hours
     equals % of accrual
    • % of accrual * maximum accrual hours (5, 6 or 7)
     equals prorated accrual
Leave Calculations

• Calculate prorated leave accruals - Example
  – Pay period hours (86.667) ÷ working days in pay period * number of days employee worked = hours worked
    86.667 ÷ 11 * 6 = 47.2729 hours worked
  – Hours worked ÷ maximum standard leave hours = % of accrual * maximum accrual hours (5, 6 or 7) = prorated accrual
    47.2729 ÷ 80 = .59 * 5 = 2.95 (.95 * 60 = 57)

Prorated accrual = 2 hours and 57 minutes
Security

• General Inquiry
  – This security group includes most windows from SAM II HR (see exceptions on next slide).

• Restricted Inquiry
  – This security group includes the General Inquiry group windows, but excludes CHCK, ENRL, FAMC, GARN, LEVY, MISC, PDED, QBTC, QCHK, QDPM, QDSM, SAVB, USR8 and USR9.

• Timekeeper Inquiry
  – This security group contains windows related to timekeeping only.
Security

• The below windows are not in the General Inquiry group and can only be accessed through the individual function groups such as:
  – Establish & Refund Deductions
  – Establish & Maintain Benefits
  – Establish & Maintain Employee Assignment
  – Maintain Personnel Attributes
  • ADDR
  • ATTR
  • EFT
  • EMER
  • EPED
  • EPEV
  • QDNM
  • QDPR
  • QEHD
  • QESD
  • QEVS
  • QNCX
  • QVER
Available Resources

• Register with benefit providers for HR updates.
  – eMCHCP
    • https://my.mchcp.org/eMCHCPNet/Publications/eMCHCP_PWRequest.pdf
  – MOSERS HR Update
  – SAM II Distribution List
    • http://10.166.148.82/samii/lists.html
  – Deferred Compensation Update
    • http://www.modeferredcomp.org/Home/DC-Update.aspx
  – Employee Self Service Portal – View Employee Announcements
    • https://ess.mo.gov/
Available Resources

Visit [www.shrmc.mo.gov.resources](http://www.shrmc.mo.gov.resources) for links to available resources.

Checklists and helpful tools are posted that you may modify for your agency’s use.