



# Smooth Sailing to Maximize SAM II

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# SAM II Screens and Fields

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# 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

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# 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**.

The screenshot shows the 'Employee Tax Parameters' window. The 'Effective Date' field is set to 10 / 01 / 13. The 'Expiration Date' is 99 / 99 / 99. The 'Marital Status' is M and 'State Tax' is B. The 'Tax Allowance' section shows Federal (1), State (1), and Additional State (0). Below this is a table of deductions:

	Deduction Type	Deduction Plan	Effective Date	Expiration Date	Deduction Amount	Deduction Rate
1	ADFTX	ADFTX	10 01 13	99 99 99	75.00	0.000000
2						

- 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.

Employee Tax Parameters

Name: [Redacted]

Employee ID: [Redacted] Appointment ID: [Redacted]\*

Effective Date: 10 / 01 / 13 Expiration Date: 99 / 99 / 99

Tax Class: 1

FICA Class: 1

Last W-4 File Date: 07 / 23 / 12

Marital Status: Federal Tax: M, State Tax: B

Tax Allowance: Federal: 1, State: 1, Additional State: 0

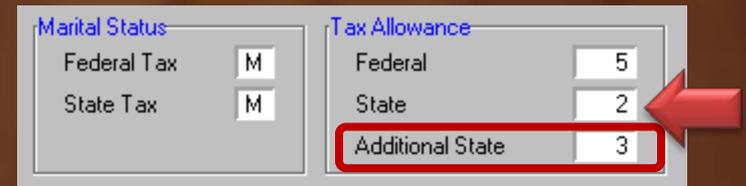
	Deduction Type	Deduction Plan	Effective Date	Expiration Date	Deduction Amount	Deduction Rate
1	ADFTX	ADFTX	10 01 13	99 99 99	75.00	0.000000
2						

# SAM II Screens and Fields

## TAX

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

<u>State</u> Filing Status	<u>Maximum</u> Exemptions to List in Tax Allowance <u>State</u> field
Single	One
Both Spouses Work	One
Married	Two
Head of Household	Four



Marital Status: Federal Tax [M], State Tax [M]

Tax Allowance: Federal [5], State [2], Additional State [3]

A red arrow points to the 'Additional State' field, which is highlighted with a red box.

# 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>

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# 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.

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# 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.

Employment Status Maintenance

Employee ID  Appointment ID  Alternate ID

Prefix First  Middle  Last  Suffix

Effective Date  Expiration Date  Original Appt Date

Job Assignment | Dates | **Assignment Attributes** | Pay Parameters | Certificate/Remark

**Position Attributes**

Payroll Number  Title  Sub-title

Pay Class  Time Class

Civil Service Status

Assignment Type

Permanent

Temporary

None

**Overrides**

Grade

Pay Policy  Leave Policy  Benefits Policy

FLSA  Exempt  Non-exempt  No Override

FLSA Profile

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# 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.*

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# 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\*

# SAM II Screens and Fields

## ESMT - Assignment Attributes Tab

- 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.

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# 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.

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# 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.

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# 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.

AGENCY POSITION INFORMATION					
Agency	860	Organization	5175	Position Number	1033002
Long Description					
Effective Date	07 / 16 / 11	Expiration Date	99 / 99 / 99		
PUD 3 FIELD 1 (30 AN)	DU0236				
PUD 3 FIELD 2 (30 AN)					
EXCLUDE AS UNION ELIGIBLE-WHY					
PUD 3 FIELD 4 (30 AN)					
PUD 3 FIELD 5 (30 AN)					
SUPERVISOR FLAG	Y				
PUD 3 FIELD 7 (30 AN)					
BENEFIT ELIGIBLE POSITION	Y				
SUPERVISOR AGENCY	860				
SUPERVISOR ORGANIZATION	5101				
SUPERVISOR POSITION NUMBER	1111001				
PUD 3 FIELD 12 (30 AN)					

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# SAM II Screens and Fields

## USR1 Screen

- Examples of usage
  - State service
  - Agency service
  - Division service
  - Most recent hire date
  - Calculated agency service date

AGENCY SERVICE DATES	
Name	
Employee ID	- -
Appointment ID	
Effective Date	11 / 01 / 09
Expiration Date	99 / 99 / 99
TOTAL STATE SERVICE (MMDDCCYY)	07/13/1990
AGENCY SERVICE (MMDDCCYY)	05/09/2005
USR1 FIELD 3 (MMDDCCYY)	05/09/2005
USR1 FIELD 4 (MMDDCCYY)	05/09/2005
USR1 FIELD 5 (MMDDCCYY)	

# 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)

USR3 FIELD 1 (30AN)	BEV
USR3 FIELD 2 (30AN)	ROOM 380
USR3 FIELD 3 (30AN)	BOX 29
USR3 FIELD 4 (30AN)	
USR3 FIELD 5 (30AN)	(573) 680-0811
USR3 FIELD 6 (30AN)	N
USR3 FIELD 7 (30AN)	
USR3 FIELD 8 (30AN)	05/01/2010
USR3 FIELD 9 (30AN)	N
USR3 FIELD 10 (30AN)	
USR3 FIELD 11 (30AN)	CPA
USR3 FIELD 12 (30AN)	

# SAM II Screens and Fields

## USR2 Screen

- Examples of usage
  - Tickler dates

TICKLER DATE #1 (MMDDCCYY)	
TICKLER DATE REASON #1	
TICKLER DATE #2 (MMDDCCYY)	
TICKLER DATE REASON #2	
TICKLER DATE #3 (MMDDCCYY)	
TICKLER DATE REASON #3	
TICKLER DATE #4 (MMDDCCYY)	
TICKLER DATE REASON #4	
TICKLER DATE #5 (MMDDCCYY)	03/26/2005
TICKLER DATE REASON #5	3 MONTH INITIAL REVIEW
TICKLER DATE #6 (MMDDCCYY)	
TICKLER DATE REASON #6	

# SAM II Screens and Fields

## USR6 Screen

- Examples of usage
  - Domain
  - UserID
  - Work phone
  - Work phone extension
  - Work fax

DOMAIN	ADS
USER ID	ROBIND
WORK PHONE (###)###-####	5737513473
WORK PHONE EXTENSION #####	1234
WORK FAX (###)###-####	5737515294
USR6 FIELD 6 (30AN)	
USR6 FIELD 7 (30AN)	
USR6 FIELD 8 (30AN)	
USR6 FIELD 9 (30AN)	
USR6 FIELD 10 (30AN)	
USR6 FIELD 11 (30AN)	
USR6 FIELD 12 (30AN)	

# SAM II Screens and Fields

## USR8 and USR9 Screens

- Examples of usage
  - Zero based garnishments

GARNISHMENT TYPE	
CASE NUMBER	
ALTERNATE CASE #	
PERIOD	
SERVED DATE	
RETURN DATE	
VENDOR CODE	
INTERROGATORY? Y/N	
ZERO GARNISHMENT? Y/N	
ATTORNEY CODE	
COURT CODE	
REMARKS	

# 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.

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# 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.

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# 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

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# Data Viewer

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

TABLE NAME	BKG_ADDR			
TABLE DESCRIPTION	Address Background Table			
Field Name	Field Description	Field Datatype	Prim For Key	Foreign Key Parent Table
GHRIS_IN_EMPL_ID_NO	GHRIS Internal Employee ID Number	CHAR(10)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ADDR_EFF_DATE	Address Effective Date	CHAR(8)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ADDR_EXP_DATE	Address Expiration Date	CHAR(8)	<input type="checkbox"/>	<input type="checkbox"/>
RESD_CD	Residency Code	CHAR(1)	<input type="checkbox"/>	<input type="checkbox"/>
HOME_ST_CD	State Code	CHAR(3)	<input type="checkbox"/>	<input type="checkbox"/>

LOOK-UP/PRINT A SINGLE TABLE

REVIEW AND/OR PRINT ALL TABLES

VIEW CHANGE LOG

VIEW DATA DICTIONARY

LOOK-UP MFD BY TABLE NAME

LOOK-UP TABLE NAME BY MFD

REVIEW TABLE INDEXES

REVIEW WHERE CLAUSES FOR AGENCY VIEWS

LOOK-UP TABLES BY FIELD NAME

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# Data Warehouse

## Front-end Data Warehouse

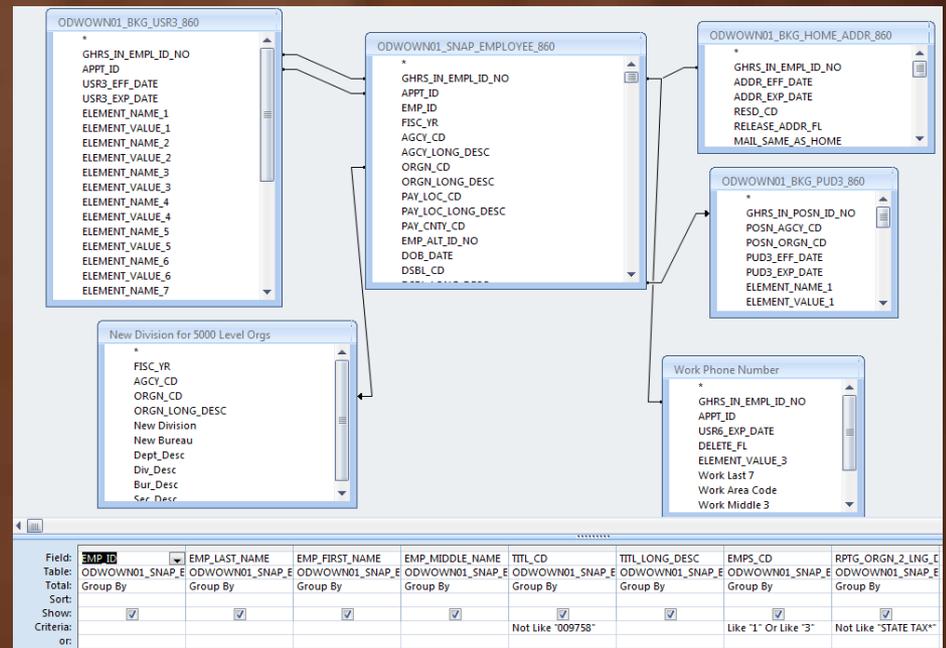
- Access from internet, using SAM II userID
  - <http://samii.mo.gov/hr/hrdw/>
- Web interface formats SAM II information
  - Standard Reports (pre-defined FOCUS reports)
  - Flexible Reports (flexible selection of data and output options)
  - Personal Reports (Flexible Reports saved under a User's ID)

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# 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.



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# SAM II Inquiry Screens

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# 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.

Name										
Employee ID										
	Appointment ID	Check Date	HR Bank Account	Check Number	Type of Check	Gross Pay	Deductions	Net Pay Amount	Disposition	Disposition Date
1		07 31 13	20	0016621615	REG	1,879.50	531.41	1,348.09	C	07 24 13
2		07 15 13	20	0016566839	REG	1,879.50	531.40	1,348.10	C	07 08 13
3		06 28 13	20	0016511681	REG	1,879.50	531.40	1,348.10	C	06 21 13
4		06 14 13	20	0016457047	REG	1,879.50	531.40	1,348.10	C	06 07 13

- QCHK – Payroll check status
  - View check details.

Name		Employee ID					
Check Number	HR Bank Account						
Payroll Number	Check Date						
Status	as of	Combined Check					
Total Pay	Total Deductions	Fringe Benefits					
Net Pay	FICA Wage	Reimbursable					
860	07 / 24 / 13	N					
1,879.50	531.41	883.89					
1,348.09	1,845.00	0.00					
Appt ID	Pay Event / Deduction Type	Deduction Plan	Event Date	Input Amount	Dollar Amount	Document ID	Line / Sub-line #
1	REGLR		07 15 13	86.40	1,879.50	000474080658	
2	3AL		07 12 13	8.00	173.49	CPER 860 130716w/01087	0001 01
3	REGLR		07 12 13	-8.00	-173.49	CPER 860 130716w/01087	0001 02
4	3AL		07 15 13	8.00	173.49	CPER 860 130716w/01087	0002 01
5	REGLR		07 15 13	-8.00	-173.49	CPER 860 130716w/01087	0002 02
6	ADMFE	ADFE1	07 31 13	DEDUCTION	0.08	000474080684	0000 00
7	DEFCE	DEF 3	07 31 13	DEDUCTION	100.00	000474080671	0000 00

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# 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.

Employee ID  Appointment ID

Employee Name

	Effective Date	Home Agency	Home Org	Personnel Action	Personnel Reason	Title	Sub-Title	Description	Amount Basis	Pay Rate	Grade	Step	Dept	Div	Sec
1	07 01 00	860	5156		515	000153		CPIF TCIII		3,288.0000	A28	J	20	866	303
2	07 01 00	860	5156		520	000153		CPIF TCIII		3,219.0000	A28	I	20	866	303
3	07 01 99	860	5156		515	000153		CPIF TCIII		3,169.0000	A28	I	20	866	303
4	07 01 99	860	5156		532	000153		CPIF TCIII		3,039.0000	A28	G	20	866	303
5	07 01 99	860	5156		520	000153		CPIF TCIII		2,859.0000	A28	D	20	866	303
6	10 01 98	860	5156		450	000153		CPIF TCIII		2,831.0000	A28	D	20	866	303

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# Inquiry Screens

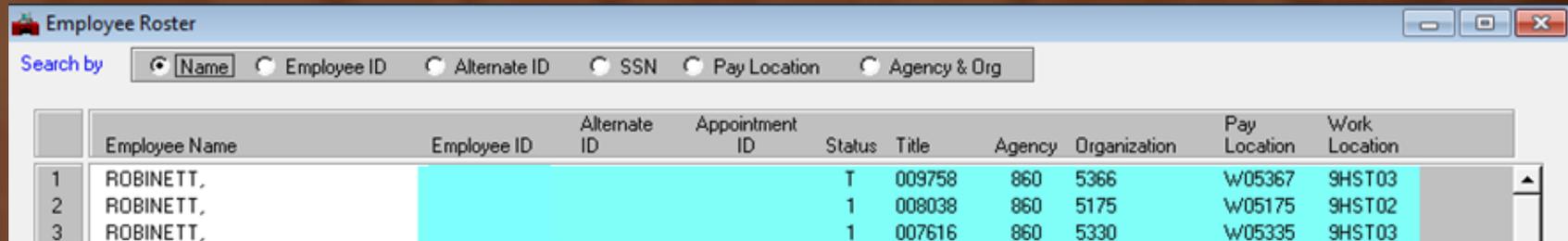
## Employee Inquiry

- 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



The screenshot shows a window titled "Employee Roster" with a search bar and a table of employee data. The search bar has radio buttons for "Name", "Employee ID", "Alternate ID", "SSN", "Pay Location", and "Agency & Org". The table has columns for Employee Name, Employee ID, Alternate ID, Appointment ID, Status, Title, Agency, Organization, Pay Location, and Work Location. The table contains three rows of data for employees named ROBINETT.

	Employee Name	Employee ID	Alternate ID	Appointment ID	Status	Title	Agency	Organization	Pay Location	Work Location
1	ROBINETT,				T	009758	860	5366	W05367	9HST03
2	ROBINETT,				1	008038	860	5175	W05175	9HST02
3	ROBINETT,				1	007616	860	5330	W05335	9HST03

- 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

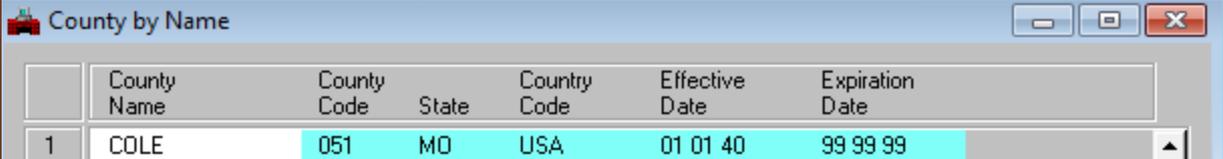
Year	Deduction Category	Short Description	Annual Amount	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
13	ADMFE	CP-ADMIN FEE	20.72	8.88	8.88	2.96	0.00
13	CP DC	CP-DEP CARE	800.00	400.00	400.00	0.00	0.00
13	CPFLX	CP-FLEX MED	1,458.24	624.96	624.96	208.32	0.00

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# Inquiry Screens

## Miscellaneous Inquiry

- QCTY – County by name



The screenshot shows a software window titled "County by Name" with a standard Windows-style title bar (minimize, maximize, close buttons). The window contains a table with the following columns: County Name, County Code, State, Country Code, Effective Date, and Expiration Date. A single row of data is displayed, highlighting the county "COLE".

	County Name	County Code	State	Country Code	Effective Date	Expiration Date
1	COLE	051	MO	USA	01 01 40	99 99 99

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# Helpful Tips and Tools

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# Accounting Overrides

- Payroll processes overrides in this order:
  - CPER/PPER
  - AGYS
  - PSMT

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# 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.

$$\$60,000 - \$50,000 = \$10,000$$

$$\$10,000 \div \$1,000 = \$10$$

$$\$10 \times \$0.15 \text{ premium} = \$1.50 \text{ GTLIF deduction}$$

# 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.

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# 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.

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# 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

Monday	Tuesday	Wednesday	Thursday	Friday
8 REGLR	4 REGLR	8 REGLR	8 REGLR	8 REGLR
	4 AL		4 ADDHR	2 ADDHR

- Physically worked 36 hours
- 4 hours of leave
- 6 additional hours worked
- 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
    - $3 \div 60 = .05$
    - Add hours to minutes in decimal format
    - 4.05 = 4 hours and 3 minutes

Perform needed calculations, such as  $4.05 \times$  hourly rate

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# 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 \* # 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  $\div$  days in pay period \* days in pay status at old pay rate  
*equals pay at old pay rate*
  - New pay rate  $\div$  days in pay period \* days in pay status at new pay rate  
*equals pay at new pay rate*
  - Add two calculated pay amounts together  
*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)  $\div$  working days in pay period \* number of days employee worked  
*equals hours worked*
  - Calculate prorated leave accruals
    - Hours worked  $\div$  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*

$$86.667 \div 11 * 6 = 47.2729 \text{ hours worked}$$

- *Hours worked ÷ maximum standard leave hours = % of accrual \* maximum accrual hours (5, 6 or 7) = prorated accrual*

$$47.2729 \div 80 = .59 * 5 = 2.95 \text{ (.95 * 60 = 57)}$$

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.

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# 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](https://my.mchcp.org/eMCHCPNet/Publications/eMCHCP_PWRequest.pdf)
  - MOSERS HR Update
    - <https://www.mosers.org/en/Employers/HR-Update.aspx>
  - 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/>

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# Available Resources

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

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

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