



MINUTES

June 10, 2010

8:30 a.m. – 10:30 a.m.

Coca-Cola Community Room

605 Washington Street

The meeting was called to order at 8:30 a.m. by Carrie Haley.

MSHP Time Reporting System – Tony Flannigan

Tony demonstrated the time reporting system used by the Missouri Highway Patrol. A few of the features include:

- Automatic Interfaces with SAM II HR.
- Leave balances are current.
- Available via Internet.
- Proxy ability for supervisor.
- Sends email notices on delinquent items.
- Pulls leave balances from SAM II.
- No leave request option.
- Tracks hours for part time employees, so not to exceed 1000.

The contacts at the Highway Patrol's Information Technology to discuss the system are:

- Doris Fisher 751-9000, extension 2203
- Dennis Schulte 751-9000, extension 2261.

If you missed the presentation and would like to see what the Highway Patrol has to offer, you may contact Tony Flannigan for a demonstration. His contact information is:

Lieutenant D.A. Flannigan
Missouri State Highway Patrol
1510 East Elm
Jefferson City, MO 65101
Human Resources Division
Office 573-526-6336
Fax 573-751-9924

Round Table Discussion – Carrie Haley

- E-Verify has been redesigned.
 - The rollout on the new look is June 12.
 - Must first do the tutorial before using it.
 - Webinars are scheduled for June 16 at 9:00 and 12:00.
 - Cara will send out information about the webinars.
- TALX is used for employment verification. Someone asked how other agencies handled verifications. Some agencies use only TALX; other don't use it at all. The USER ID is the social security number. The PIN is the last four digits of the social security number.
- CASE (Committee to Aid State Employees) is looking for committee members. Funds distributed are grants to state employees affected by catastrophic illness. Currently, they meet monthly for about an hour. Contact mari-jo.wilkes@dnr.mo.gov for details.
- Employee problems with MCHCP and the UMR were discussed. Problems with UMR should be reported to MCHCP.

Office of Administration Personnel Update – Cara Edgar-Wells

- Allan Forbis of OA training announced two new one-day training programs for the certification program:
 - Contemporary Issues in Public Administration
 - History and Culture of Missouri Politics
- Personnel Advisory Board Pay Plan hearing held June 8 was brief. OA received four letters from agencies in support of the plan. Three unions attended and spoke.
- PAB hearings will be held before the AHC. Rule changes are in progress. One AHC commissioner will be added.

Office of Administration Accounting Update – Libbie Farrell

- Changes to the savings bonds came out last week. OA would like to have your thoughts on proceeding with the bonds, so please respond to the email requesting input. Currently, 160 state employees now participate. The last deduction would be to the December 15 pay.
- FYE changes are coming. OA would like any further changes in as soon as possible.
- Timelines for SAM II interface will be short with the end of the fiscal year activities.

Other Business

The next meeting will be July 15, 2010, at the Coca-Cola Community Room located at 605 Washington Street.

The meeting was adjourned.

mj