



---

MINUTES  
September 9, 2010  
8:30 a.m. – 9:30 a.m.  
Coca-Cola Community Room  
605 Washington Street

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

**ESS (Employee Self-Service) Portal**

Vandee DeVore, Stephanie Brooks, and Guy Krause of the Office of Administration presented information about the new ESS system. The system is designed to improve statewide processes and advance technologies for improved communication with employees.

The first phase of the system will include access to:

- Pay and deduction information,
- Leave balances,
- Links to benefit providers, and
- Statewide announcements such as electronic payroll stuffers.

Other items of interest:

- A meeting is scheduled today at 2:30 in the Truman Building Room 492 with agency contacts. That presentation will be more detailed.
- The first phase of the system should be ready by the end of February 2011.
- It will be a web-access system available from the state home page.
- Only active employees as of the date of rollout will be able to access the system.
- H & I employees will also have information in the system.
- Five years of salary information will be available.
- Shelly Adams is working with agencies on the list of contacts.
- Does not replace SEBES. New employees will not be able to use the system until they are established in SAM II.

Training for all employees will be discussed closer to the system rollout. OA may train the agency trainers.

## Office of Administration Personnel Update – Guy Krause

- The AHC has posted information on their website about personnel appeals. The link to the appeal form is <http://oa.mo.gov/ahc/personnelappealform.pdf> and the link to the instructions is <http://oa.mo.gov/ahc/appealinstruct.pdf>.
- Below is the language for the discipline letters, which can also be found in the statute:

*Any employee with regular status who has been dismissed or involuntarily demoted for cause or suspended for more than five working days may appeal to the administrative hearing commission. To appeal, you must file an appeal with the administrative hearing commission (AHC) within thirty days after the effective date of the decision. If any such appeal is sent by registered mail or certified mail, it will be deemed filed on the date it is mailed; if it is sent by any method other than registered mail or certified mail, it will be deemed filed on the date that it is received by the commission. The address where appeals may be sent is: Administrative Hearing Commission, Room 640, Truman State Office Building, P.O. Box 1557, Jefferson City, Missouri 65102. The FAX number of the AHC is: (573) 751-5018.*

- E-verify requires new employee information be submitted within three days of employment. This is federal law. Some agencies need to be more aware of this requirement. Administrator reports are available to audit entries for timeliness.

## Office of Administration Accounting Update – Libbie Farrell

- In response to the retirement legislation, OA will move retirement codes to the ENRL window. This information will be fed to OA through MOSERS. Active employee information will also move to ENRL.
- Libbie suggested that additional W2 information be submitted soon.

## Additional Business

- Scot Scobe will present information at the October meeting concerning the Certified Public Manager program. The next series of classes being in January.
- A suggestion was made to have a presentation on E-verify and include maintenance and retention of the I-9 forms.
- The next meeting is October 14 at Coca Cola Building, 605 Washington.

The meeting was adjourned.

mj