

Office of Agency Human Resource Services

AHRIS Periodical



DHRM Career Center Partners with Rapid Response Team

DHRM is partnering with the Virginia Workforce Services Partners to provide services to state employees impacted by layoff. DHRM's role in this partnership is its Career Center, which is staffed with a Career Services Advisor and offers one-on-one career advising services, job search assistance, résumé development, and interview preparation. The center, located on the mezzanine level of the James Monroe Building, is open Monday through Friday from 9:00 a.m. to 4:00 p.m. To schedule an appointment with the Career Advisor, please call (804) 371-0277 or e-mail careercenter@dhrm.virginia.gov. For individuals outside the Richmond area, sessions are available by telephone.

Tie-breaker Rules for Layoff

The following was distributed to Human Resource Directors on October 15, 2008:

The layoff sequence outlined in DHRM Policy 1.30 - Layoff (http://www.dhrm.virginia.gov/hrpolicy/web/pol1_30.html) is normally sufficient, but when a significant number of layoffs occur in the same location, multiple employees can have the exact same state begin date. Many seniority-based government systems have tie-breaker provisions in policies to help determine layoff and recall sequencing. For that reason we are providing the following guidance, which will be incorporated into future policy revisions:

For layoff purposes, seniority is *first defined* as "total continuous salaried state service, computed from the last employment or re-employment date into a classified position, including approved leaves without pay and periods of Short Term Disability and Long-term Working Disability under the Virginia Sickness and Disability Program (VSDP)" in accordance with the Layoff Policy.

If faced with a tie after following the layoff sequence in policy, apply the following Tie-breaker Rules:

Define seniority as all periods of salaried state service in all branches of state government. (Consistent with definition under Annual Leave Policy 4.10)

If total salaried state service is still identical, apply the court-tested and widely accepted lottery approach.

Because employee Identification Numbers are generated and assigned randomly upon an employee's date of hire, and no two numbers can be alike. use the last four digits of the numbers, from lowest (first laid off, last recalled) to highest (last laid off, first recalled). If there is still a tie, proceed to the fifth digit and so on until the tie is broken.

Please let us know if you encounter this situation or have any questions.

Inside this issue:

DHRM Career Center Partners with Rapid Response Team	1
Tie-breaker Rules for Layoff	1
Statewide Pay Action Summary Report for July-September 2008	2
Telework Option "L"	3
Reporting & Verifying Name Changes for Payroll/Tax Purposes	4
Records Disclosure Reminder	5
System Broadcast Messages	5
Overtime Work by Exempt Employees	6

Statewide Pay Action Summary Report July–September 2008

Reason	Number	Number Increases	Average Per- cent
Additional Duties	16	16	8.46
Agency Special Rate	103	102	3.50
Change of Duties Salary	302	302	7.37
Competitive Salary Offer	28	28	13.23
Competitive Voluntary Transfer	624	418	10.34
Disciplinary Demotion	10	10	-16.21
Downward Role Change	26		
End Additional Duties	11	11	-8.87
End Temp Pay: Acting Status	72	72	-8.25
End Temp Pay: Additional Duties	46	46	-7.64
End Temp Pay: Special Assgnmnt	14	14	-3.77
Exceptional Promotion	13	13	18.07
Field Change	42	42	4.91
Internal Alignment Salary	539	538	6.94
Lateral Role Change	107	21	8.69
New Knowledge/Skills/Abilities	490	490	8.22
Non-Competitive Voluntry Trans	196	36	6.57
Non-Routine	108	98	8.03
Promotion	416	408	14.95
Reassignment	67	1	5.00
Retention Salary Increase	270	270	7.19
Return To Level	1	1	-18.64
Temp Pay: Additional Duties	72	63	7.75
Temp Pay: Special Assignment	15	15	3.40
Temporary Pay: Acting Status	97	80	9.51
Upward Role Change	196	141	10.33
Voluntary Demotion	64	31	-14.28
Change of Duties Bonus	8	8	3.96
Internal Alignment Bonus	1	1	2.47
New Knowledge/Skills/Abilities	20	20	4.52
Project Bonus Pay Out	23	23	2.17
Recognition Award Leave Hours	1195		
Recognition Award Monetary	770	770	0.71
Recognition Award Non-Monetary	63	61	0.12
Referral Bonus Pay Out	88	88	0.76
Retention Additional Leave	3		
Retention Bonus	173	173	1.88
Sign-On Additional Leave	21		
Sign-On Bonus Pay-Out	57	57	2.63
Overall Approximate Totals	6367	4468	6.11

There were 2984 pay increases at an average of 9.56% and 257 pay reductions at an average of -10.49% in this quarter.

Workforce Planning and the Periodical's Pay Action Summary data may vary within the same reporting period based on the timing of data runs, agency retraction requests, and the manual review and extraction of erroneous PMIS entries.

Telework Option “L”

Legislated mandate:

[Virginia Code § 2.2-2817.1](#) mandates that “By **January 1, 2010**, each state agency... shall have a goal of not less than **20 percent of its eligible** workforce telecommuting.” Any employee who teleworks 32 hours or more per month is counted toward this goal.

PMIS Field Changes:

In September, a new field was created in PMIS to designate those employees who are teleworking on a limited basis (less than 32 hours per month). This new code will allow us to capture data on all employees who telework and to distinguish those who meet the “32 hours or more per month” standard from those who do not.

The new designations are:

- Y = Yes, employee teleworks **32 hours or more per month (status counts toward telework goal)**
- L = Limited, employee teleworks **less than 32 hours per month (status does not count toward telework goal)**
- N = The employee **does not telework (status does not count toward telework goal)**

Please ensure that those employees who telework but do so less than 32 hours per month are recorded as “L.” This designation gives you credit for moving forward with your teleworking initiatives but helps us determine our progress toward meeting the legislated goals. Remember that the goals are set based on the percentage of your positions eligible for telecommuting, not on the percentage of your total number of positions. Based on this standard, many agencies have already surpassed the 20% goal.

Recording NEW Telework Status in PMIS:

To ensure reliable data and reporting of your agency’s progress toward meeting this goal, please:

- Determine if each position in your organization is eligible for teleworking arrangements. This eligibility must be keyed into the **position** records using the **PSP160** transaction.
- Record the appropriate designation for the employee in that position as “Y,” “L,” or “N.” This status must be keyed into the **employee** records using the **PSE091** transaction.
- Pro-rate the teleworking participation for part-time classified employees.
 - For example, a twenty-hour per week employee (50% f.t.e.) who teleworks one “day” a week (4 hours) should be recorded as a “Y” although (s)he’s teleworking 16 hours a month and not 32 hours a month.
 - A twenty-hour per week employee (50% f.t.e.) who teleworks one “day” a month (4 hours) should be recorded as “L”.
- Employees who permanently work from a home location should be recorded in PMIS as “Y” for telework status.
- If all of your agency’s teleworkers meet the new definition, you don’t need to do anything now; they should already be coded correctly. However, if any of your teleworkers do so less than one day per week (or less than 32 hours per month), please change those employees’ “Employee Telecommute” codes to “L” at your earliest opportunity.
- The three codes, “Y,” “L,” or “N,” should be used for any future employee status entries or changes.



The 2008 session of the General Assembly introduced this goal through HB 1021, enacted as Chapter 375, 2008 Acts of Assembly, which modified the cited code section.

Reporting and Verifying Name Changes for Payroll/Tax Purposes

The [January 2008 AHRS Periodical](#) addressed “no-match” letters issued by the Social Security Administration (SSA) to employers when it finds that the names and Social Security Numbers (SSNs) on IRS Forms W-2 do not match its records. We must continue to be vigilant in ensuring that employee identification recorded in our databases is consistent and accurate. Since PMIS now automatically updates CIPPS in many agencies, an issue related to SSNs and employee name changes has surfaced.

HR offices typically rely on legal documentation (marriage license, divorce decree, driver’s license, etc.) to effect employee name changes. Upon presentation of these documents, name changes are immediately entered into PMIS/BES to ensure continuation of benefits or to stop benefits. As deadlines for benefits changes are short and the issuance of new Social Security cards is often not timely, HR has not required employees to present new Social Security cards to effect these changes.

The name changes recorded in PMIS are now automatically uploaded into CIPPS. IRS and SSA regulations require Payroll to view documentation of name changes on Social Security cards in order to change the names for payroll and taxation purposes. Payroll is currently changing employees’ names to their former names in CIPPS until the employees present new Social Security cards. This practice presents potential audit issues but ensures that Payroll complies with the IRS and SSA regulations. However, if the name change is not made before W-2 forms are issued, the “no-match” letters and, potentially, fines for these errors may be assessed.

Recommended Practice:

When HR staff make name changes in PMIS/BES, they should advise the employee to present to the Payroll Office a new Social Security card showing the new name or documentation that (s)he has applied for a new Social Security card.

It would be helpful to alert the Payroll Office in these situations so that staff may follow up with the employee to ensure that a Social Security card reflecting current identification is presented. Your Payroll Office will appreciate the assistance, and we can reduce the potential liability for the agency by collaborating on this matter.



It is advisable that HR offices maintain a supply of name change forms or refer employees to these websites to initiate such changes:

[SS-5, Application for a Social Security Card](#)

[SS Local Office Locator](#)

[Documentation needed to obtain a new SS Card](#)

Records Disclosure Reminder

Recently, DHRM was informed of a situation in which an agency was asked to provide access to certain personnel records in support of an investigation being conducted by another Commonwealth agency. The information requested was protected under the provisions of [DHRM Policy 6.05, Personnel Records Disclosure](#).

This situation should serve as a reminder that limitations on the disclosure of personnel records do exist. While information must be provided to the fullest extent allowed by the Virginia Freedom of Information Act and the Government Data Collections and Dissemination Practices Act, it is important to remember that agencies cannot be directed to disclose personnel information when the request for the information exceeds the parameters of these laws.

Please contact your assigned AHRS consultant if you have questions.

Please refer to [The Virginia Freedom of Information Act](#) and [The Government Data Collection and Dissemination Practices Act](#) for additional information.

System Broadcast Messages

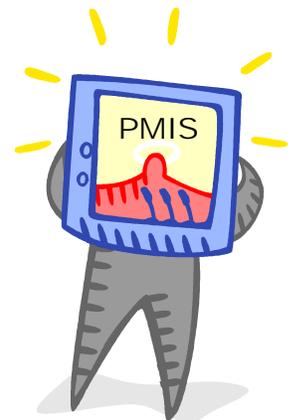
DHRM encourages agency HR staff to frequently visit the DHRM Office of Information Technology Web site located at <http://web1.dhrm.virginia.gov/itech/> for HR & Benefits information system broadcast messages. The following messages requesting agency attention were recently posted:

Request Nationality Code Review

Please verify the nationality codes in PMIS and change them if they are incorrect. For example, there are about 20 employees designated as citizens of the DEMOCRATIC PEOPLE'S REPUBLIC OF KOREA—North Korea (KP)—which likely should be the REPUBLIC OF KOREA—South Korea (KR). Also, we seem to have a large number of state employees with citizenship in Svalbard & Jan Mayen (SJ). Further information, including availability of files for each agency with one or more employees having a non-US country of citizenship, is provided in the broadcast message “Request Nationality Code Review” at the DHRM Office of Information Web site located at <http://web1.dhrm.virginia.gov/itech/>.

Country Code Changes

Effective July 1, 2008, PMIS and BES began using the International Organization for Standardization (ISO 3166-1-alpha-2) code as the country code value for use in all employee nationality and addresses. On July 1, DHRM automatically changed existing records, as applicable. A country conversion table is provided in the broadcast message “Country Code Changes” at the DHRM Office of Information Web site located at <http://web1.dhrm.virginia.gov/itech/>.



Overtime Work by Exempt Employees

In times when resources are scarce, agencies are dependent on experienced and dedicated workers to accomplish their goals. For FLSA non-exempt employees, agencies are constrained by the cost of overtime payments to manage their employees carefully. Managing FLSA exempt workers is more subjective because overtime payments are not required for them. Therefore, agencies should exercise care to manage exempt workers, upon whom their success also depends, with realistic goals and reasonable expectations based on business necessities.

Agencies have considerable flexibility in managing their FLSA exempt employees. For example, exempt employees often determine, themselves, that it is necessary to work extra hours to accomplish their assigned responsibilities. When they do, agencies are under no obligation to compensate them for the overtime work, either under the FLSA or under DHRM policies.

According to [DHRM policy 3.10, Compensatory Leave](#), an exempt employee will earn compensatory leave when required by the agency head or his/her designee to work on a holiday or, if he or she is designated as an essential employee, on an official office closing day.

In other situations, an exempt employee may be awarded compensatory leave when the employee is required by the agency head or his/her designee to work more hours in a workweek than the agency head or his/her designee believes are reasonably expected for the accomplishment of the position's duties. This decision is at the discretion of agency management.

Overtime pay may also be granted to FLSA exempt employees with approval from DHRM and the agency's management. Decisions to provide overtime pay to exempt employees should be guided by business and market necessity. DHRM pre-approves some Roles for time and one-half overtime payments (Overtime Eligibility Code = Y), some for straight-time overtime (Overtime Eligibility Code = C), and others are not pre-approved for overtime pay. The DHRM pre-approval codes apply to exempt as well as non-exempt employees. When an agency wishes to pay overtime at a level that is not pre-approved, it should send a form P-14 to DHRM for approval.

Overtime may be paid hour for hour to exempt employees without affecting their exempt status. To support such payments, or for other business needs, state agencies may require exempt employees to complete time sheets or even use time clocks. However, use of these tools should not imply that exempt employees will be paid or granted compensatory leave whenever their work hours exceed forty during a week.

Pursuant to principles of public accountability, time sheets or time clocks may also be used to track exempt employees' absences for the purpose of charging leave balances. Exempt employees' pay may be docked for time when they are absent from work and accrued leave is not used because (1) permission for its use has not been sought or has been sought and denied; (2) accrued leave has been exhausted; or (3) the employee chooses to use leave without pay.

Department of Human Resource Management
Office of Agency Human Resource Services
101 N. 14th Street
Richmond, VA 23219

Phone: 804-225-2131
Fax: 804-371-7401
E-mail: compensation@dhrm.virginia.gov or
policy@dhrm.virginia.gov

Our goal is to provide practical information that supports human resource objectives across the Commonwealth and to encourage innovative strategies in the management and delivery of agency services.

To tell us what you would like to see featured in upcoming issues, contact us using the information on the left-hand side of this page.