



Human Capital Management (HCM) Major Process Summary

❖ **Base Benefits & Benefits Administration**

- ❖ Base Benefits and Benefits Administration are utilized to setup, enroll and manage benefit plans, rates and programs. Benefits Administration, (HCM Release 2 – April 2007), automates many of the base benefits activities being implemented in HCM Release 1.

❖ **Benefits Billing**

- ❖ Benefits Billing is the ability to bill employees and/or dependents for benefit elections and receive payments when benefits cannot be deducted from an employee's paycheck.

❖ **Open Enrollment**

- ❖ Open Enrollment refers to a regularly scheduled period, during which the State's employees are provided with benefit elections information. Using this information, a person can change his or her benefit plans and coverage. (HCM Release 2 – April 2007)

❖ **COBRA**

- ❖ The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives workers and their families who lose their health benefits the right to choose to continue group health benefits provided by their group health plan for limited periods of time under certain circumstances such as voluntary or involuntary job loss, reduction in the hours worked, transition between jobs, death, divorce, and other life events.

❖ **FSA Dependent Care**

- ❖ The Dependent Care Flexible Spending Account (FSA) is a program offered to employees with work-related dependent care expenses. Through voluntary payroll deductions, participants can set aside up to \$5,000 of their income, pre-tax, to be reimbursed for dependent care expenses. Claims may be made through March of the following year from the previous year's savings account.

❖ **Position Setup**

- ❖ Positions in the State of Ohio are established to default common job attributes at the employee level. In the State of Ohio, budgets for positions must be established.

❖ **Drug Testing**

- ❖ The Drug-Free Workplace Services Program is charged with planning, coordinating, and evaluating Ohio's Drug-Free Workplace Policy including state and federal drug testing programs, and coordinating compliance with all provisions of the Federal Drug-Free Workplace Act of 1988 wherein compliance is required for receipt of federal funds. The State drug testing program consists of pre-employment drug and reasonable suspicion drug and alcohol testing. In pre-employment drug testing, the agency sends the employee to be tested. In random drug testing, Drug-Free Workplace sends the employee to be tested.

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❖ Time Entry

- ❖ Time Entry is the process of collecting and entering hours and other earnings information needed to accurately pay employees.

❖ Integration with Financial Information

- ❖ Activities completed by payroll, benefits and human resources may have financial impact.
 - ❖ The General Ledger receives financial information that allows the State to account for payroll costs.
 - ❖ The State uses Accounts Payable to remit payments generated from payroll deductions.

❖ Garnishments

- ❖ A garnishment or attachment is a court order to an employer to withhold all or part of an employee's wages and to remit the withholdings to the court or person in which the garnishment was originated. Garnishments include: tax levies, spousal support orders, child support orders, bankruptcies, writs of garnishment, student loans, etc.

❖ Payroll Processing

- ❖ The payroll process in the State of Ohio is a collaborative process between agencies and the Human Resources Division (HRD) of the Ohio Department of Administrative Services (DAS). Agencies submit time and exceptions while DAS HRD finalizes the payroll process. Some agencies have chosen to interface their time into the system via an electronic file, while others enter time directly into the system.