

Get the Facts on HR Direct: An Overview of the Updated Benefits Module

Enhancing the HR Application

The HR Direct Project is working on a major University initiative to advance the Human Resource Management System (HRMS) to the most current application release. The following plans are underway:

- Introduction of Commitment Accounting and Employee Self Service
- Upgrade of Core HR functionality, Base Benefits, Payroll, Talent Acquisition Management, and Time & Labor.
- Planned pilots of Manager Self Service and Time & Labor Employee and Manager Self Service

During the HR Direct upgrade, the project will make minimal enhancements to the Benefits module. Key changes include:

- Conversion of some general deductions to benefit plans
- Consolidation of Leave Plans with FTE

Information on some of these changes is provided below. More details will be provided during training.



Selected General Deductions Converted to Benefits Plans

The University decided to convert selected general deductions to benefit plans during the upgrade:

- McKenzie Non Unit Dental - Single and Family
- Savings Plans – 403(b) and 457
- Flexible Spending Accounts (FSA) and the Healthcare Spending Fee

These general deductions are being updated so the employee's contribution is tracked as a benefit deduction in the benefits module rather

than just as a general payroll deduction. This will aid in improving the University's reporting capabilities on benefits information.

How does this impact Benefits Enrollment?

Once we have finished the upgrade, each campus will enroll employees in the appropriate benefit plan type(s) for Dental and Flexible Spending account(s), including Healthcare fee, in order to have the benefit deductions withheld.

- The Health Care and Dependent Care programs will now be configured as Benefit Plans - Plan Type 60 for Health Care and Plan Type 61 for Dependent Care
- The Health Care Fee will now be configured as a Benefit Plan - Plan Type 6Z

The Treasurer's office will continue to enroll and update employees into the 403(b) and 457 savings plans using the new Plan Type 40 series.

Personal Leave Plans Consolidation

The project provides new automation that calculates leave awards based on the full time accrual of hours/days; this has significantly reduced the number of personal leave plans. This change will:

- Reduce the number of entries to the run control panel done by UITs on a biweekly basis
- Eliminate manually adjusting leave accruals based on FTE percentages for New Hire/Rehire leave plan awards throughout the year

Tracking Your Base Benefits Data

Several Benefits reports will be available in the HR Direct application, including the BEN007 Leave Accruals Report. All Benefits reports will be reviewed during the Benefits training course.

Training: Courses, Online Tutorials, & More!

The HR Direct Training team has developed training courses, online tutorials, and training documentation (e.g. manuals, job aids). Details regarding the training courses and schedule are forthcoming.

For More Information

Please check the HR Direct website for more details on the project at <http://www.uml.edu/hrdirect> or contact [Richard Conley](#).