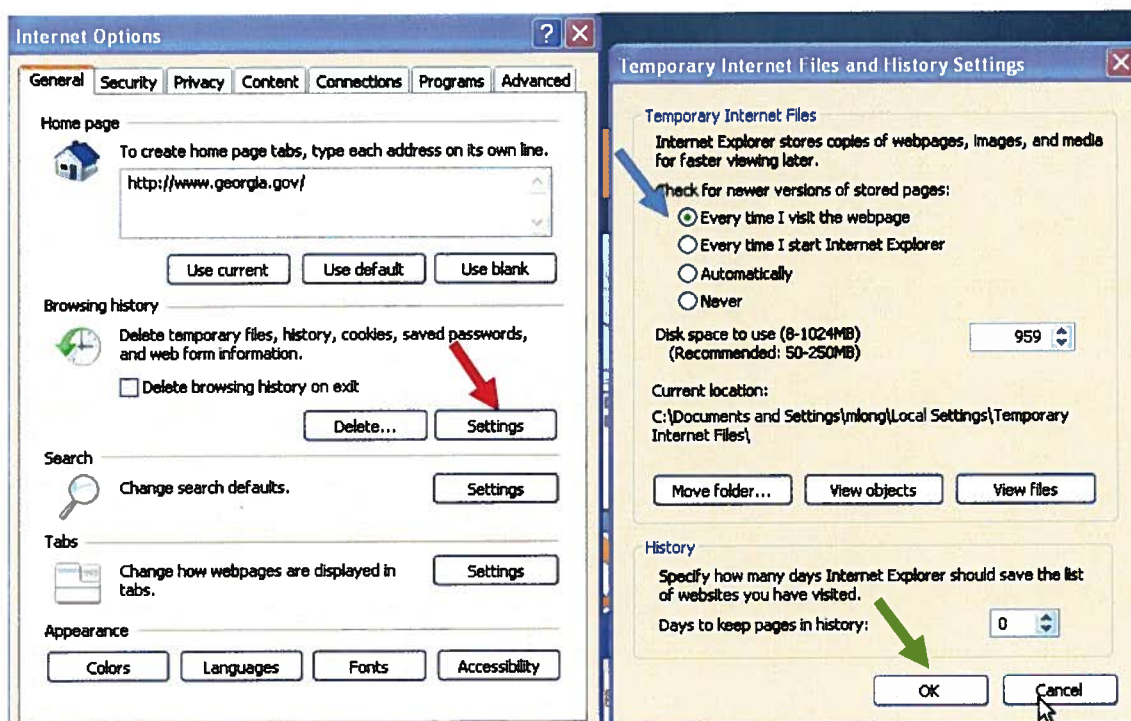




Viewing updated pages on the intranet:

Occasionally, the Office of Human Resources will update a document on the intranet and will notify HR Representatives that a document has been updated. Sometimes when the HR Representatives access the intranet to view the revised document the old version of the document appears to remain. This is a result of individual computer settings. Therefore, to ensure that you will be able to view the most updated version of the documents on the intranet click on the internet explorer icon on your desk top. At the top right hand side of the page click on tools, then click on internet options. On the Internet options page click on settings (see the red arrow below) and then click the radio button (see the blue arrow below) which indicates to Internet Explorer that you want it to check for updated pages every time you visit the webpage. Click ok (see the green arrow below) to make the change. Now you will see the most updated version of a webpage every time you visit the page.



Workplace Safety

The Department of Administrative Services publishes the DOAS Loss Control Bulletin, and other information, on a monthly basis in an effort to assist agencies to increase the awareness of Loss Control topics to their employees. The DOAS Loss Control Bulletins can be found on the DNR Intranet at the following link: http://dnrnet.dnr.state.ga.us/loss_control(DNR Intranet> What's New> Workplace Safety).

Information is available on a variety of topics to include Safety, Fire Prevention, Falls/Slips/Trips, etc. There are also PowerPoint Presentations on topics associated with the monthly DOAS Loss Control Bulletin.

HR Representatives should review this information and ensure that employees are aware of it.

Payroll Tax changes:

Be aware that on 1/8/2013 all DNR employees received an email stating that recent action by the United States Congress did not include an extension of the 2 % payroll tax cut of the Social Security (FICA) employee tax that was implemented in January of 2011.

As a result, this month all wage earners will return to paying a 6.2% FICA tax on wages instead of 4.2% rate that was used during 2011 and 2012. This tax increase will first be seen by state employees in their 1/15/2013 pay. The deduction appears on individual payroll and compensation statements as FED "OASDI/EE".

Mid-Year Performance Evaluations:

Managers are currently writing mid-year performance evaluations. Managers must submit the evaluations to their manager and their manager must approve the evaluations by January 25th. After January 25th performance evaluations will be mass approved by the Office of Human Resources and managers can meet with employees and complete the mid-year evaluation. The mid-year evaluation memo and instructions are accessible at <http://dnrnet.dnr.state.ga.us/hr/pm>

Leave Program Guide:

The Leave entry cutoff date calendar in the Leave Program guide on the intranet has been modified to reflect the entry cutoff dates for 2013. The Leave program guide is accessible at <http://dnrnet.dnr.state.ga.us/leave>



HR Update for HR Administrators

February 2013

New hire package processing:**Full Time Hire packages:**

Once Full-time new hires are approved, and the new employee starts work, the new hire package must be submitted to the Office of Human Resources (OHR) within three days of hire. This is for compliance reasons and for the benefit of the new employee. The timeliness of the paperwork is essential for the following reasons:

1. The 1986 Immigration Reform and Control Act, requires that the E-verify check be completed within 3 days of hire.
2. If employees have completed a form to opt out of the Georgia State Employees' Pension and Savings Plan (GESEPS) 401(k) savings plan, they will be automatically enrolled unless the form is received by OHR within 3 days of hire.
3. Payroll cutoff dates for the pay period occur soon after employee start date and the new hire paperwork must be entered in order for a check to be generated.

Example: An employee starts working effective Monday 2/18/13. All paperwork should be in OHR by Wednesday 2/20/13 because Friday 2/22/13 is the day checks are processed.

This example allows only four days for entry of new hire paperwork. If paperwork was to be mailed to HR and did not arrive prior to 2/22/13 a check would not be generated by the system and the employee's pay check would be delayed.

If all new hire paperwork cannot be submitted within the requested time frame, due to delays experienced at the Division level, forwarding the following six sheets to OHR as email attachments ahead of the complete new hire package will ensure that the employee's pay check is not delayed:

- 1) I-9 form along with submitted documentation;
- 2) Employee Information Sheet;
- 3) Both tax forms (W-4 and G-4)
- 4) GSEPS Opt-Out form (if applicable)
- 5) Loyalty Oath

W-4 Form updated:

The fulltime and hourly new hire packages have been updated to include the 2013 W-4 Employees Withholding Allowance Certificate.

Mid-Year Performance Evaluations:

Friday, February 15th is the deadline for completion of mid-year performance evaluations. Personnel Representatives should remind managers that they should complete the process by clicking the *complete* button in each employee's mid-year performance document.

Beneficiary Flyer:

On 2/6/13 a beneficiary flyer was distributed to all employees via email urging them to update their beneficiaries. HR representatives should post the flyer in a prominent location at the work site.

Office of Human Resources

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HR Update for HR Administrators March 2013

New FMLA poster:



A new FMLA poster has been placed on the intranet in the Official Bulletin Board section (Notice #5). Each Division HR Representative was provided with this notice on February 27, 2013. The poster must be displayed on the Official Bulletin Board in each DNR location. Personnel Representatives must replace the former poster and post the new poster immediately. Note: The new poster has a February 2013 date in the lower right hand corner.

Break time for Nursing Mothers:

A February 22, 2013 memo addressing the guidelines for all female employees who wish to have the opportunity to express breast milk on the job site is located in the What's New Section of the DNR intranet site.

New Employee Orientation Change:

The new hire orientation PowerPoint located on the intranet at dnrnet.dnr.state.ga.us > Human Resources > orientation has been changed to include information regarding PeopleSoft Manager Self Service and the Team Georgia website. Personnel Representatives should begin using the new version of this document as soon as possible.

Administrator Meeting:

Representatives of the DNR's central office administrative staff (Accounting, Budget, Purchasing, and HR) will be conducting a training session on Thursday, April 18, 2013 at the Georgia Public Safety Training Center. Division Directors have been notified and they will identify and direct appropriate individuals to attend from each division.

PAR change:

A revised PAR has been placed on the intranet. The revision is a minor change to the section at the bottom used by the Office of Human Resources only. Personnel Reps. should begin using the revised PAR as soon as possible.

Revised I-9 Form:

The I-9 Employment Eligibility Verification Form has been updated. This revised I-9 Form has been placed on the intranet with the FT and PT new hire packages at http://dnrnet.dnr.state.ga.us/hr/hiring_packages. Begin using the revised form immediately. HR administrators should substitute the revised I-9 form for the I-9 Form that is currently in the FT and PT new hire packages. The revised I-9 form will be included in the FT and PT new hire packages as soon as possible.

Office of Human Resources

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HR Update for HR Administrators

April 2013

Public Employee Recognition Week

Public Employee Recognition Week is the week of May 6-10. Division HR Representatives and Division management are encouraged to promote employee recognition/appreciation events within their division. A communication regarding suggested activities for the week is forthcoming.

Employee Discount Program:

On 4/2/13 a flyer regarding the Employee discount program was distributed to all employees via email. The flyer promotes the discounts for State employees offered through the Team Georgia website. The flyer was also placed on the agency intranet in the What's New section at the following link.

http://dnrnet.dnr.state.ga.us/sites/uploads/dnrnet/pdf/Employee_Discount_Program_Flyer_2013.pdf Please post this flyer at your location.

Update to the Separation Checklist

A revised Separation checklist has been placed on the intranet in the Separation section at <http://dnrnet.dnr.state.ga.us/separations> Personnel Representatives should begin using the new checklist to ensure that all of the tasks necessary to complete the termination process are completed.

Update to the Employee New Hire Packages:

The new hire packages have been updated. The changes include the following:

Part-time hire package:

- New I-9 form

Full-time hire package:

- New I-9 form
- New Medical and Physical Examination Forms and Instructions
- Revised Checklist

New hire packages are located on the intranet at http://dnrnet.dnr.state.ga.us/hr/hiring_packages



HR Update for HR Administrators

May 2013

Performance Planning and Evaluation:

The performance year is coming to an end. Now is the time for HR Representatives to ensure that organizational changes affecting reporting relationships have been communicated to the Office of Human Resources. HR Representatives may request that the *Reports To* field be changed and performance documents transferred from one supervisor to another by completing the Reports to Accuracy form located on the intranet at: <http://dnrnet.dnr.state.ga.us/hr/pm>

Information regarding the performance evaluation of the 2012-2013 performance plans and performance planning for the 2013-2014 performance year will be distributed in late May/early June.

Change to the Customer Service Training Section of the Intranet:

The customer service training section of the intranet has been changed. This section is now entitled *Training*. See <http://dnrnet.dnr.state.ga.us/training> The new section contains the customer service training video, information regarding the safe driving video training required by HR Standard Operating Procedure #22 and the PowerPoint presentations provided at the statewide administrator training session at GPSTC on 4/18/13. Additional training information will be added to this section as necessary.

Changes to SOPs:

The following additions/updates have been made to DNR Human Resources Standard Operating Procedures and were effective May 1, 2013. These changes are reflected on the DNR Intranet at dnrnet.dnr.state.ga.us > Human Resources > Standard Operating Procedures.

New Standard Operating Procedures:

- SOP HR004-C, Filling a Vacant Part Time Position

Updated Standard Operating Procedures:

- SOP HR000 – SOP Table of contents – Updated to reflect the new SOP and revised SOP effective dates.
- SOP HR001 – FMLA (Updates reflect 2013 changes to the law regarding qualifying exigency and military caregiver leave).
- SOP004-A – Filling a Vacant Fulltime Position (Note regarding PT positions deleted from page 3).
- SOP HR006 – Donated Leave (Update to last paragraph of the first page regarding leave).
- SOP HR019-B - Time keeping (Minor modifications to attachments #1 and #2).
- SOP HR022 - Operation of Vehicle on Department Business (Defensive driving video requirement added to page 3 and to attachment #1).
- SOPHR027 – Department Owned Housing (Last sentence of section 3 was deleted).

HR responsibility List updated:

The HR responsibility list which provides HR topics/functions and list the OHR employee who is primarily responsible for the function has been updated effective 5/1/13. This reference list is available on the intranet at <http://dnrnet.dnr.state.ga.us/training>



HR Update for HR Administrators

June 2013

Performance Planning and Evaluation:

Performance planning for 2013-2014 is well underway. The June 3rd performance planning instruction memo from the Office of Human Resources and performance planning instructions are located on the intranet at <http://dnrnet.dnr.state.ga.us/hr/pm>. Division HR Representatives should remind managers that they should clone performance documents for their employees by July 1st. A key change this year is that the development or cloning of a **mid-year performance plan is not required**. Please ensure that managers do not create mid-year performance plans.

All employees will receive a memo regarding the performance evaluation process at the end of this month. The performance evaluation process for 2012-2013 will be complete by mid-August.

Upcoming Personnel Action processing limitations:

Please note that in May the following message was sent to Division Directors and subsequently forwarded to Division HR Representatives.

The DNR Office of Human Resources anticipates a large spike in personnel transactions that must be completed for the 7/1/2013 effective date. In an effort to ensure that new hires are processed in an accurate and timely manner and to alleviate the effect of this increase in the OHR Transactions Unit, we will be unable to process any full time hiring with an effective date of 7/1/2013 or any part-time hiring for the period of 6/16 - 6/30/2013.

Additionally, we will only be able to process other absolutely necessary transactions for those same periods such as retirements and resignations. Activities that involve other personnel transactions should be planned around the above dates.

SHBP – ADP Health Insurance Portal (COMING SOON):

Effective August 1, 2013, all Health Insurance eligible employees will begin using the ADP Enrollment Portal when enrolling in, and/or making changes to, their Health Insurance plans. Use of the portal will require all eligible employees to have a unique e-mail address as information will be sent electronically unless required by law to be sent via US Mail. This portal will be active in time for Open Enrollment and will operate similarly to the GABreeze Portal used for Flexible Benefits.

Additional information will be forthcoming as it is available to the Office of Human Resources.

Payroll Reminder:

To assist the payroll office staff in efficiently processing timesheet data and to minimize delays in pay check distribution HR Administrators should ensure that the Employee ID and the employee name (the official name as it appears in PeopleSoft) is reflected accurately on the Hourly Payroll Summary Sheet (Attachment #4 of SOP HR019B).



HR Update for HR Administrators

July 2013

NEW EAP Provider:

The Department of Natural Resources has a new Employee Assistance Program (EAP) provider. A contract with *FEI Behavioral Health* began on 7/18/2013. The EAP makes Licensed Counselors, Therapists and Psychiatrists available to DNR employees and staff to assist staff with a wide range of issues. All employees were informed of the EAP provider change in a 7/18/2013 email. Employees who wish to use the EAP may call 1-800-638-3327 or may access the website at feieap.com. HR Representatives are encouraged to familiarize themselves with the EAP information on the intranet at [http://dnrnet.dnr.state.ga.us/employee assistance program](http://dnrnet.dnr.state.ga.us/employee_assistance_program) and to distribute EAP information to employees at their site.

Performance Mgt. process:

Performance planning: At this point managers have either cloned annual performance documents for their employees or a system generated generic, performance plan has been created for their employees. Managers must access the new Annual performance document, modify it, discuss it with the employee and complete it by August 16, 2013.

Performance Evaluation: Managers have begun to evaluate employee's performance for the 2012-2013 performance year. A June 28th memo distributed to all employees details the process. HR representatives should remind managers of the steps required by the performance evaluation process and of the deadlines listed in the chart below. (Note: step-by-step instructions and other resources are located on the agency intranet at <http://dnrnet.dnr.state.ga.us/hr/pm>)

Annual ePerformance Evaluation Steps:		
Step	Action	Explanation of Action in PeopleSoft
1.	Submit for Approval	Manager accesses the performance plan, evaluates the employee (enters scores and comments) and clicks on <i>Submit for Approval</i> thereby submitting the evaluation to his/her manager for approval. This is to be completed by 7/19/13 .
2.	Manager's Manager Approval	Manager accesses Mgr. Self-service > Performance Management > Approve Documents. Manager clicks on <i>Approve</i> to approve the evaluation. This is to be completed by 7/26/2013 .
3.	OHR Approval	All evaluated documents submitted for the agency are approved. (Mass approval by OHR takes place on 7/26/13 and twice a week until 8/16/2013)
Performance Review discussion between the employee and manager takes place		
4.	Employee acknowledges that the review was held	Employee accesses Employee Self-service and clicks on <i>Acknowledge</i> to acknowledge that the review was held.
5.	Completion	Manager accesses Manager Self Service, accesses the employee evaluation and clicks on <i>Complete</i> to finalize the process. This step is to be completed by 8/16/2013 .

New Hire orientation:

The new hire orientation package has been updated to reflect the addition of the new Law Enforcement division of DNR. The orientation presentation may be found on the intranet at dnrnet.dnr.state.ga.us/orientation_for_new_employees HR representative should begin using this revised presentation.

Update to the Official Bulletin Board:

The following 4 documents on the Official Bulletin Board have been updated.

- Notice #1-S, WC Bill of Rights for Injured worker
- Notice #4-S, Equal Pay for Equal Work
- Notice #5-S, GDOL UI for Employees
- Notice #7-S, GDOL Right to Know

Human Resources Representatives should update their local Bulletin boards immediately. The documents may be found on the intranet at dnrnet.dnr.state.ga.us/official_bulletin_board

Accurate and complete hire packages:

The Office of Human Resources (OHR) has received several incomplete, inaccurate new hire packages. HR representatives must thoroughly review hire packages before forwarding them to the OHR.

Hiring a new employee requires HR representatives to use the hire package data form. Entering the appropriate information on the data form allows for fields to populate on hiring package forms. This feature was generated to save time for both the employee and HR Administrator. The data form must be accurately completed.

HR representatives should be aware that all forms in the hire packages must be signed and returned to OHR. Incomplete hire packages will not be processed.

HR representative must be prepared to answer employee questions pertaining to all forms in the hiring package. HR representatives should contact the DNR Office of Human Resources (Transactions Unit) if they have questions about the required forms.

**I-9 Tip Sheet**

Improper completion of the *I-9 Employment Eligibility Verification form* can lead to the agency being assessed monetary penalties by the U.S. Citizenship and Immigration Service (USCIS). Instructions have been added to the hiring package section of the intranet at dnrnet.dnr.state.ga.us/hr/hiring_packages as a resource to provide direction to HR Representatives and field managers to ensure that the I-9 form is completed correctly as required (See the *I-9 Tip Sheet*). HR Representatives are encouraged to review this information and to share it with anyone in their division who is involved in the completion of the I-9 form. It should be noted that the tips provided are highlights regarding the proper completion of the form but HR Representatives should also be familiar with the six pages of instructions that are part of the I-9 form.

New SHBP Enrollment Portal and Call Center

During July the Office of Human Resources has distributed several communications to inform all employees regarding the new SHBP enrollment portal. Effective August 1, 2013 all employees who are eligible for Health Insurance are required to use the online system to make qualifying event changes, enroll as a new employee and complete Annual Enrollment. Employees will also have a Call Center to contact if the need arises. The intranet has been updated with information regarding the new portal see dnrnet.dnr.state.ga.us/hr/benefits

Orientation package updated:

Slides pertaining to the New SHBP Enrollment Portal, including instructions on how to register on the site and how to make selections for insurance once registered have been added to the New Employee Orientation presentation located on the intranet at http://dnrnet.dnr.state.ga.us/orientation_for_new_employees

New hire package update:

The part time new hire package located on the intranet at http://dnrnet.dnr.state.ga.us/hr/hiring_packages has recently been updated with the following three revised forms.

- Rehired Retiree Reporting form
- Statement Concerning Your Employment in a job Not Covered by Social Security
- Driver Acknowledgement Form

The full time new hire package has been updated to include the following forms

- Driver Acknowledgement Form
- Health and Flexible Insurance Acknowledgement Statement (new)

All Health Insurance Forms have been removed from the package due to the new health insurance portal.

Annual Performance Plans and Evaluation due:

Evaluations:

August 16 is the date that all 2012-2013 annual performance evaluations are required to be completed. HR representatives should inform supervisors to ensure that they have completed all of the required steps in the performance evaluation system to bring the plans of their employees to completion. Completed plans appear in the historical documents section of PeopleSoft. Evaluations that appear in the current documents section of PeopleSoft are not yet complete.

Plans:

HR Representatives should remind supervisor to ensure that they have completed an Annual 2013-2014 performance plan for each of their full time employees, have met with each employee to discuss the plan and have provided them with a copy the plan by COB 8/16/13.

Reminder: HR Representatives must collect hardcopies of the completed and signed annual evaluations and forward them to the Office of Human Resources by September 13, 2013.

Blue Cross Blue Shield:

Blue Cross Blue Shield of Georgia Inc., (BCBSGA), has been awarded the contract to provide health plan administration and medical management for the State Health Benefit Plan (SHBP). Information has been distributed to employees regarding this change. This information has been placed on the intranet at dnrnet.dnr.state.ga.us/hr/benefits More information will become available during Annual enrollment.



HR Update for HR Administrators

September 2013

Preparing for Annual Enrollment in October:

Annual Enrollment for Health insurance is coming up October 21st – November 8th. Information has been distributed to all employees regarding the importance of **Registering NOW** before annual enrollment begins. HR administrators should encourage employees to register now so they will be ready to use the system for annual enrollment. Access www.myshbpga.adp.com and use the registration code SHBP-GA

Standard Operating Procedure changes:

Employees have been informed of the following additions/updates/transfers of DNR Human Resources Standard Operating Procedures effective September 16, 2013.

New Standard Operating Procedures:

- SOP HR004-D, Verification of the Right to Work in the United States

Updated Standard Operating Procedures:

- SOP HR000 – SOP Table of contents – Updated to reflect the new SOP and revised SOP effective dates.
- HR004-A, Filling a Vacant Full time Position (Updates reflect a revision of attachment 2, veterans preference info. and a deadline date for announcements have been added)
- HR004-C, Filling a Vacant Part time Position (Updates include a revision of attachment 1 and veterans preference info. has been added)
- HR019-B, Timekeeping (Updates include a revision to attachment #4 and a reference to a new email address on page 4 of the SOP)
- HR023, Performance Management (Updates include removal of references throughout the SOP to the mid-year performance plan requirement and a mid-year performance evaluation form was added.)
- HR025, Employee Conduct (Updates include the addition of a section on Violence in the Workplace)

Transferred Standard Operating Procedure:

- SOP HR022, Operation of Vehicles on Department Business. This SOP will become an Administrative SOP. It has been deleted from the Human Resources section of the intranet and will be placed in the Administrative Services section of the intranet.

Hourly Payroll Summary Sheets:

Effective immediately, please begin sending your Hourly Payroll Summary Sheets to the following email: dnr_hourlytimesheets@dnr.state.ga.us Please do not copy Kimberly East or Traci Johnson on emails sent to this address.

General payroll questions regarding checks, direct deposits, taxes etc. and day-to-day payroll matters should be addressed to Kimberly East (kimberly.east@dnr.state.ga.us) and Traci Johnson (traci.johnson@dnr.state.ga.us) or call us. (Kimberly: 404-657-1706 and Traci: 404-657-1728)



HR Update for HR Administrators

October 2013

Distribution of the ACA Health Insurance Marketplace memo:

All full time and part time employees received a copy of the Affordable Care Act Health Insurance Marketplace Notice via a September 26, 2013 memo from HR Director Jim Laine. All employees were instructed to sign and return the memo as acknowledgement of receipt of the Notice. The memo and the notice have been placed on the intranet at http://dnrnet.dnr.state.ga.us/hr/hiring_packages. They will be added to the hiring package in the near future. HR Administrators involved in assisting new full and part time employees in completing hire packages must provide the September 26th memo and the Health Insurance Marketplace Notice to all new employees. The signed memo is to be returned with the hire package.

Annual Enrollment

Annual Enrollment for the 2014 Plan Year begins on October 21, 2013 and ends on November 8, 2013. Employees must visit the following websites beginning on Oct 21 to select their plan options for the 2014 Plan Year:

Health Insurance – www.myshbpga.adp.com

Flexible Benefits – www.GaBreeze.ga.gov

Steps employees should take now!

Employees should go ahead and Pre-Register for the new Health Insurance Enrollment Portal so there will be no issues once Annual Enrollment begins. Employees should also log into their GaBreeze Account and make sure they can enter the site with their prior username and password to avoid delays during Annual Enrollment.

As information becomes available employees will be notified regarding Annual Enrollment, and it will be placed on the DNR Intranet at this address: <http://dnrnet.dnr.state.ga.us/hr/benefits>

Please remember that **Annual Enrollment is only a 3-week period this year.**

2014 State Charitable Contribution Program (SCCP)

The SCCP began on October 1, 2013 and will end on November 30, 2013. The SCCP's annual campaign is a once-a-year opportunity for you to connect to the various charitable organizations that you care about. The theme for this year's campaign is "**Give TODAY, Change TOMORROW.**" The SCCP strengthens communities by supporting health, welfare, educational and environmental programs.

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Additional information regarding this year's campaign is available on the DNR Intranet at this address, http://dnrnet.dnr.state.ga.us/state_charitable_contribution_program. The following information is currently available:

- Commissioner's Letter
- SCCP DNR Division Contacts
- SCCP Brochure
- SCCP List of Charities
- SCCP Charities Contact Information
- SCCP Pledge Form
- Link to the on-line pledging site

Employee Address Change Notice

When employees have a change of address they must make this change in several locations. An Employee Address Change Notice has been e-mailed to All DNR employees who have e-mail address in Outlook. This notice informs employees to change their address as necessary in PeopleSoft Self Service and lists other locations applicable to the change.

The Employee Address Change Notice can be found on the DNR Intranet's Homepage in the What's New Section at <http://dnrnet.dnr.state.ga.us/> then scroll down to the What's New section and click on the heading of the same name.



HR Update for HR Administrators

November 2013

Update of the New hire packages:

The part time and full time new hire packages have been updated. The same changes were made to both packages and include the following:

- A revised new hire checklist
- The new G-4 State of Georgia Withholding Allowance Certificate
- An Affordable Care Act Memo and a Health Insurance Marketplace Information Sheet
- Sexual Harassment Training Video Acknowledgement Statement

State Charitable Contributions Campaign REMINDER:

The SCCP will be coming to an end on November 30, 2013. "Give TODAY, Change TOMORROW" is this year's campaign theme. By giving today we help to strengthen communities tomorrow by supporting health, welfare, educational and environmental programs. This annual campaign is an opportunity for employees to connect to the various charitable organizations that they care about and help support them another year.

Employees are encouraged to pledge on-line at www.giveattheoffice.org/sccp/ or they can complete a SCCP Pledge Form. This form, along with other information, can be found on the DNR Intranet at http://dnrnet.dnr.state.ga.us/state_charitable_contribution_program.

The following information is available on the Intranet to assist those wanting to pledge:

- Commissioner's Letter
- SCCP Brochure
- SCCP List of Charities
- SCCP Charities Contact Information
- SCCP Pledge Form
- Link to the on-line pledging site

DNR Safety Manual Revised:

A revised DNR Safety Manual is available for viewing on the DNR Intranet in the Human Resources section under Workplace Safety at http://dnrnet.dnr.state.ga.us/DNR_Safety_Manual HR Representatives are encouraged to have all employees review the manual.

G-4 tax Changes:

A 11/6/2013 memo was distributed regarding changes to the number of allowances in the marital status section of the G-4. A copy of the memo has been placed on the agency intranet at <http://dnrnet.dnr.state.ga.us/hr/payroll> HR Representatives should provide assistance to division employees making changes to their G-4 allowances through employee self-service, as necessary.

Peach State Reserves Default Investment Change:

Due to a change in how the default investment option is determined for Peach State Reserves (PSR), ERS has requested that HR Representatives destroy copies of the *401(k) and 457 Plans Handbook*, *PSR Plan Highlights* and *GSEPS Plan Highlights* you may have on hand. Electronic versions of the updated brochures became available November 8th on the [GaBreeze](#) site under PSR > Plan Information and on the [ERSGA](#) website.

Default investment option determination is based on birth date ranges. The date ranges have been changed to:

Lifecycle Fund Options	Participants born...
Lifecycle Income Fund	On or before 12/31/1949
Lifecycle 2020 Fund	1/1/1950-12/31/1959
Lifecycle 2030 Fund	1/1/1960-12/31/1969
Lifecycle 2040 Fund	1/1/1970-12/31/1979
Lifecycle 2050 Fund	1/1/1980 and after

This means that newly hired GSEPS members entered into the system after November 6th will be auto-enrolled into the default investment option based on the table above. Existing enrollments will not be affected.

New and Revised SOPs:

The following additions/updates have been made to DNR Human Resources Standard Operating Procedures were effective November 1, 2013. These changes are reflected on the DNR Intranet at [dnrnet.dnr.state.ga.us > Human Resources > Standard Operating Procedures](#).

New Standard Operating Procedures:

- HR SOP 005-A, Use of Personal Electronic Devices to Access the Agency Network
- HR SOP 021-A, Workplace Safety

Updated Standard Operating Procedures:

- SOP HR000 – SOP Table of Contents – Updated to reflect the new SOP and revised SOP effective dates.
- SOP HR013 – Internships (Paid and Unpaid) – updated to highlight the differences between paid and unpaid internships.
- SOPHR023 – Performance Management – update to the SOP regarding retention of the mid-year evaluations and a revision to Attachment 4.

Patient Protection and Affordable Care Act Information (ACA):

The Department of Community Health which administers the State Health Benefit Plan states that all entities involved in the State Health Benefit Plan may assume that “all options meet the affordability and minimum value requirements of the Patient Protection and Affordable Care Act.” For this reason and others DNR is in compliance with the ACA. Employees of the DNR office of Human Resources (OHR) are not qualified to accurately answer any questions regarding this federal program. Therefore, employees are encouraged to direct their questions regarding the ACA to the federal government website [Healthcare.gov](#) or call 1-800-318-2596.



HR Update for HR Administrators

December 2013

Sexual Harassment Training implemented:

Sexual Harassment video training was launched last month. A memo from the HR Director and an Acknowledgement Statement were distributed to all employees on November 13th. All Full-time and Part-time employees, and interns are required to view the sexual harassment video and sign the Acknowledgement Statement by March 31, 2014. HR Representatives should facilitate the viewing of the video within their divisions and collect the Acknowledgement Statements. All signed Acknowledgement Statements are to be forwarded to OHR.

All new employees are required to review the video. Access instructions are provided on the Acknowledgement Statement that has been placed in the full-time and part-time new hire packages.

A copy of the memo and Acknowledgement statement have been placed on the intranet at dnrnet.dnr.state.ga.us/training

Updated New Hire Orientation:

The new hire orientation presentation has been updated to reflect the Health and Flexible Benefits information applicable to the 2014 plan year. The new hire orientation presentation may be found on the intranet at dnrnet.dnr.state.ga.us/orientation for new employees. HR representative should immediately begin using the updated presentation.

Mid-Year Employee Performance Evaluations:

A memo will be distributed to employees later this month regarding Mid-Year performance evaluations. This year the Mid-Year evaluation process has been simplified. The evaluation will be completed using a one page MS Word Performance Evaluation Form. Evaluations must be finalized by February 14, 2014. Information will be located on the intranet at dnrnet.dnr.state.ga.us/hr/pm

Sick Leave to Personal Leave Conversion:

All employees have received a December 6, 2013 memo regarding the opportunity to convert up to 24 hours of their sick leave to personal leave. HR representatives should remind employees that they must use PeopleSoft Employee Self Service to convert leave and that the last day to convert leave is December 31, 2013. A copy of the memo and instructions for using PeopleSoft ESS to convert leave are located on the intranet at dnrnet.dnr.state.ga.us/leave

ERS Membership statements

ERS membership statements are now available at www.ers.ga.gov for all active members. The statements will not be mailed.

Members must go to www.ers.ga.gov, log into their account using *account access* and find their Statement under *Personal Correspondence*.

Only registered members may log into their account online. If members have not registered on the website, they must provide a valid email address and designate a beneficiary to create an account.

For questions please contact the Employee Retirement System at (404) 350-6300 or Toll Free at 1-800-805-4609.

Office of Human Resources

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