HRIS PROJECT GLOSSARY

Ceridian Benefits Services (CBS). A web-based application that allows Milwaukee County employees to enroll in and manage their benefits, including Flexible Spending Accounts (FSA).

Cycle Data Entry (CDE). A component of HPW used for batch entry of hours/earnings and one-time adjustments, such as TAHC rate adjustments and flat dollar amounts.

Ceridian Recruiting Solutions (CRS). A web-based application that allows internal and external applicants to search and apply for Milwaukee County jobs. This application will also allow Hiring Managers to review applications and complete the hiring process online.

COBRAServ. A web-based application that allows former Milwaukee County employees to enroll in and manage their COBRA benefits.

Ceridian Time and Attendance (CTA). A web-based application that allows Milwaukee County employees to submit their worked and non-worked (vacation, personal, sick) time to their manager for approval. Some employees will also submit their worked time by swiping a timeclock. The manager will be able to review, edit and approve or reject an employee's time via the web.

Company. Represents the Milwaukee County High Org.

CRS. See Ceridian Recruiting Solutions.

CTA. See Ceridian Time and Attendance.

Department. Represents the Milwaukee County Low Org.

Division. A new field for Milwaukee County.

Elapsed Timecard. An online timecard that requires time entry in total hours per day.

Employee Status. The status of an employee in Ceridian HPW. Valid employee status codes are as follows.

>   Active (A). Employee can be transferred, etc.
>
>   Inactive (I).
>
>   Rehired (R). Employee was terminated and re-hired.
>
>   New Hire (N). Employee cannot be new hired and transferred in same period.
>
>   Terminated (T). Employee has been terminated.

FPC. Field Payroll Clerk.

Human Resources Payroll Web (HPW). A web-based application that maintains all employee human resource and payroll information. Each Ceridian component (CRS, CBS, CTA, SS) interfaces with by getting information from and providing information to HPW.

Distribution Data. Represents the Milwaukee County JOBT. This is the employee's default department, activity, function, and reporting category.

Labor Distribution. The process of applying a number of hours or span of time via a time clock or website to one or more programmatic codes. Time can be applied by low org and job authorization or by low org, function, activity and/or reporting category. The distribution interfaces to HPW for processing of pay, then to Advantage for financial reporting.

Payroll Service ID (PSID). This ID represents the breakdown of Milwaukee County into logical groups for processing payroll. Milwaukee County PSIDs are as follows.

>   **JGR**. Government Entities, Staff, Elected Officials, District Attorney, Child Support (Companies 1000, 1001, 1011, 1019, 1021, 1040, 1110, 1120, 1130, 1140, 1150, 1151, 1152, 1160, 1192, 2000, 2430, 3010, 3090, 3270, 3400, 4500-4599)
>
>   **JGS**. Sheriff, HOC, Medical Examiner (Companies 4000, 4300, 4900)

JGT. Parks, DPW, Zoo (Companies 9500, 9000, 5040, 5070, 5080, 5100, 5300, 5600, 5700, 5800)

JGU. BHD (Company 6300)

JGV. Aging, DHHS (Companies 7200, 8000, 7900)

Parallel Testing. A test of the new system with all Milwaukee County employees. The Genesys system is still used to process payroll, so information must be maintained in both systems simultaneously.

Pilot Testing. A test of the new system with a small sample of Milwaukee County employees. The pilot will consist of approximately 400 employees across Milwaukee County. The Genesys system is still used to process payroll.

Production. The Ceridian system is live and payroll is processed for all Milwaukee County employees by Ceridian. The Genesys system is no longer used.

Project Timecard: An online timecard that requires time entry in total hours per day. The format differs from the elapsed timecard because the time is listed by labor distribution code rather than day of the week.

Self Service (SS). A web-based application that allows Milwaukee County employees to review and edit their personal human resource and payroll information. Employees will be able to view their bi-weekly pay stubs/direct deposit instructions, job history, etc. Employees will be able to edit their address, marital status, Federal W-2, etc. Managers will have access to their own personal information and some of the information for their direct reports, such as job history and discipline information.

Standard Timecard. An online timecard that requires time in, time out, and in/out for lunch, if applicable.

Transaction Timecard. An online timecard that displays time clock or web clock punches. The employee cannot edit this timecard online.

Transfer. PSID transfer. This was the term used by Milwaukee County to change an employee's position.

Choice List. This was the Genesys PORG tab.