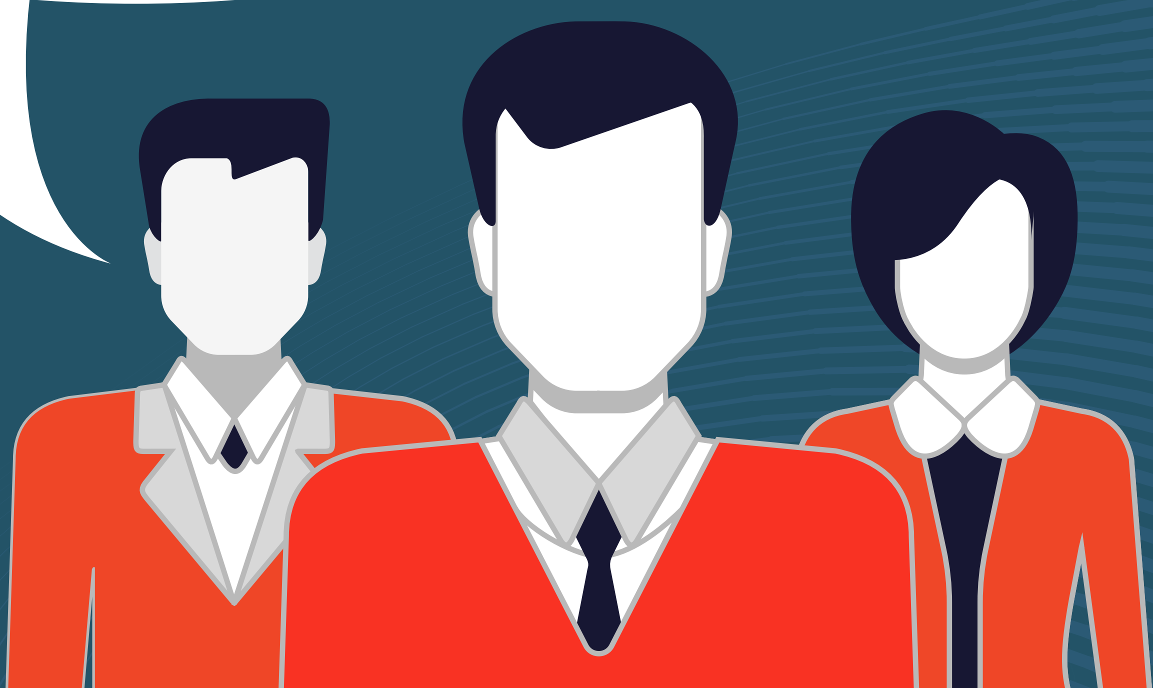
EconSys

Improving Human Resources Processes with Automation



Improving Human Resources Processes with Automation

For over 20 years Economic Systems (EconSys) has been developing automated state of the art products for federal Human Resources (HR) offices. With the experience of our staff subject matter experts and input from our customers we have developed an entire range of products that support from hire to retire support for every division of a Human Resources office on a single platform:

- The Hiring Management System Retirement
- Onboarding one or many individuals
- Case Tracking
- Employee and Labor Relations Document Tracking System
- FedHR Navigator retirement calculator
- A workforce planning tool that captures the MD 715 report data
- Training and development

Automated Service History. You have been there many times. It is peak retirement season and you find in processing the retirement application there is no service history for the employee. You work in a human resources (HR) office that supports a large employee population so there is never enough time to complete a service history for every employee, or regardless of agency population size the HR office is understaffed.

Without the service history you must go to the eOPF and enter the service history before you can complete the remaining steps to finalize the retirement application. As you know, the manual entry of a service history is the most time-consuming part of processing a retirement application. How would you like to have service histories entered for you to process service computation dates and retirement applications?

Economic Systems has now developed a revolutionary product. For customers who have the data import a new feature has been added: The **Service History Generator (SHG).** Using nature of action codes that are already included in the bi-weekly data import file the SHG determines personnel actions that impact the calculation of creditable service, i.e. change in retirement plan, work schedule, changes to part-time hours of duty If data is made available, SHG can look back and populate service history changes from the appointment date to the current date.

The bi-weekly data import file already supports the specialists by prefilling salary history, sick leave amounts, premiums and plans for health and life insurance, FEDVIP, Long-term Care and the current value of annual leave. In short, about 90 percent of the time normally spent to create a retirement estimate is saved by SHG and the data import. With the SHG, the data import builds a retirement history report that is ready for counseling an employee and submission to OPM with the retirement application. About the only information that is not supplied by the data import are elections that must be made by the employee regarding the survivor benefit election and health and life insurance to carry into retirement.

Below is an example of a service history generated using SHG

Role: Administrator - USPS FERCCA - Client

Search: Last Name or SSN

Detailed Civilian Service History

Help Page

Calc Engine v. 2

Selected Employee: **TEST, GREGORY A**

Enter a complete service history for the employee. After you enter the service history compute any deposits/redeposits owed.

Form Instructions

Add | Delete | Edit | View SCD | View Deposits Owed | Add Additional Service

Print View | Previous | Next

#	Federal Agency/Mil.Service	Start Date	End Date	Service Type	Employee Type	Work Schedule/Mil. Sep.	Annual Work Basis	Amount/Units	Deposit Redeposit is owed
☑ 1.	ABC agency	01/15/1974	05/25/1974	FICA	Regular	Part Time	2080	24.00 Hours Per Week	No Compute
☑ 2.	ABC agency	05/26/1974	01/03/1979	FICA	Regular	Part Time	2087	16.00 Total Hours	No Compute
☑ 3.	ABC agency	01/17/1979	02/11/1983	FICA	Regular	Part Time	2087	32.00 Total Hours	No Compute
☑ 4.	ABC agency	12/05/1983	09/28/1984	FICA	Regular	Part Time	2087	24.00 Hours Per Week	No Compute
☑ 5.	ABC agency	03/15/1986	04/06/1986	FICA	Regular	Full Time			No Compute
☑ 6.	ABC agency	04/07/1986	10/10/1986	FICA	Regular	Part Time	2000	32.00 Total Hours	No Compute
☑ 7.	ABC agency	10/11/1986	06/23/2020	CSRS Offset	Regular	Full Time			No Compute

☑ **Service History Complete / Enable review with employee access**

FedHR Navigator

 | Plug-Ins | Licensing Agreement

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Think about the time you will save if you have the service entered for all your employees with the data import beginning with the appointment date. Think about the time it takes to enter the service history for employees in the Pathways intern program. The hours of duty for interns can change every semester over a period of years. The SHG also computes the service computation date based on changes that impact the service history such as FICA service on or after January 1, 1989.

Prior military service and civilian service must still be entered manually, but the time spent entering service history is greatly reduced.

A Healthy Retirement Package

Are you are occasionally getting audited by the Office of Personnel Management for problems with a retirement package? Did you know there is no room for error if you require employees to submit their applications using eRetirement which is called “Apply to Retire?” This feature is in the Employee center. It is an expert wizard type tool which makes applying for retirement fool proof for employees.

Using Apply to Retire the employee answers a series of questions that are based on CSRS (including CSRS Offset) and FERS retirement applications. Context programming on each screen provides expert edits that guarantee the employee must answer all questions and there cannot be any conflict in the answers or missing answers. FedHR Navigator is running behind the scenes. The program recognizes which retirement system the employee is covered by and selects the appropriate forms for the retirement application.

Many of our customers have the Employee Center and Case Tracking. With both products agencies can take advantage of Apply to Retire by requiring their employees to us this tool to submit retirement applications. Some of our customers will only let employees submit their retirement applications in this way. With Case Tracking there is communication between the employee and the retirement specialist and no need for back and forth emails.

The wizard asks all the questions necessary for completing a retirement application, and even verifies retirement eligibility. At the end of the eRetirement process, the wizard produces all the required forms applicable to the employee's type of retirement filled in and ready to submit. The only document the employee must complete separately is the notarized reduced survivor annuity election. If the employ the elects less than a full survivor benefit Apply to Retire will include this form in the retirement package. In this is the case, the specialist will notify the employee to obtain the notarized form and submit it to HR.

Although eRetirement is designed for use by the employee, an HR specialist can also use it to assist employees with their applications to retire. Some of our customers have purchased Apply to Retire for specialists to assist employees with their retirement applications. This is a significant benefit for employees who work in the field and who do not have easy access to a computer. With a telephone counseling session all the forms can be completed with Apply to Retire. Wet signatures may be required on the several forms but OPM may be relaxing these rules in the future.

When all the questions are answered the user clicks on Submit and the package of forms are electronically transmitted to the HR office and appear in Forms Manager for the specialist to review. With Case Tracking the employee knows which specialist is working on his or her retirement application and can track the status.