**Employee of the Month**

Personnel's Diana Gandee Maintains Official Documents

Diana Gandee, an office assistant I for the Staffing Services Section of the Division of Personnel, has been selected as the department’s Employee of the Month for April.

An eight-year employee of state government, Diana is responsible for maintaining documents and files on all current and past employees of the state of West Virginia as well as all applicants who have tested for state classifications. She recently has been selected for a promotion as the primary telephone operator for the division. She will direct calls, open and date-stamp all incoming mail, and distribute individual and mass mailings.

According to one of her co-workers, “Diana is the most conscientious employee I have ever seen to maintain the file room.” Another co-worker adds, “Pulling and filing should be more appreciated because when you need a file or a particular document and it is not available, it can cause major problems. If it IS there, Diana will find it. She’s a true asset to our division.”

In her spare time, Diana enjoys baseball and sewing.

Please join Diana’s friends and co-workers at her Employee of the Month presentation at 11:30 a.m. on Wednesday, April 3 on the second floor mezzanine of Building 7.

---

**PEIA's Open Enrollment Begins April 1**

Open enrollment for Plan Year 2003 is set for April 1 through May 3, 2002. This period allows Public Employees Insurance Agency members to change plans which will go into effect July 1.

Benefit fairs are scheduled for April 4 in the Conference Center Corridor (Building 7) from 9 a.m. to 1:30 p.m. and on April 18 at the Charleston Civic Center from 3 p.m. to 7 p.m. Representatives from PEIA and Mountaineer Flexible Benefits will be available for questions. [See page 3 for related article.]

---

**HRIS Offers Electronic Personnel Information**

In the fall of 1999, the Department of Administration, in cooperation with several interested state departments, bureaus, and agencies, initiated the development of a Human Resource Information System (HRIS) for use by state agencies.

The goal of this project was to produce a single system to meet the diverse needs of state agencies and provide consistent, reliable human resource information on a statewide basis. On February 19, 2002, the implementation of the core HRIS was successfully initiated with a selected group of state agencies.

There are two primary components of the system. The **electronic WV-11 process** allows for position funding changes to agencies’ personal services expenditure schedules and initiates personnel transactions. The creation of an **employee database** continues on Page 5.

---

**Sneak Peek INSIDE...**

- New Online Leave System Implemented
- Stressed? We’ve Got Some Ideas for You!
- PEIA Details Changes to Plans and Premiums
- General Services Begins Spring Beautification Project
- People Talk
New Web-Based Online Leave System Provides Information at our Employees’ Fingertips

Have you checked your annual and sick leave via the Internet? For most of our department’s employees, the days of receiving a hard copy of your leave usage and balance are long gone. Employees can now check their leave status at their convenience by accessing https://www.state.wv.us/secure/leave_prod/default.cfm.

One of Gov. Bob Wise’s mandates to each department was to improve state government’s efficiency and effectiveness of its products and services by using information and communications technologies. As a result of this mandate, our department undertook a large technological project to replace its current mainframe leave system. The replacement system is a web-based system that allows division timekeepers to track employees’ leave. Application development was based on extensive input from key areas within the department.

”The leave system is very user-friendly,” said Finance Director Andrew Fizer, who has the responsibility to oversee this project. “Employees can view their own leave balance at any time during working hours or from home. Those employees who do not have access to the Internet will receive a print-out of their balance from their timekeeper each pay period.”

Every employee has access to his or her personal report that contains all annual and sick hours taken during the calendar year. “To maintain an accurate leave system, we all need to work together by completing, approving and entering the leave slips promptly,” he added. “It is the employee’s responsibility to ensure that the sick and annual leave ending balances are correct.”

The system is password-protected to ensure confidentiality with the individual’s annual and sick leave time.

The Department of Administration served as the pilot agency for this project; however, other state agencies will begin utilizing this system.

”Finance’s Connie Byrne and Liz Martin have done an outstanding job as project managers throughout the design and implementation phases of this project,” Fizer said. “They continue to monitor and facilitate the rollout and design modifications of the new leave system on an ongoing basis.”

Our Benefits…

What’s in it for YOU?

State employees receive a variety of benefits as part of their employment package. Periodically, we will take a brief look at these valuable incentives:

Savings Bond Payroll Plan

Saving money is always a difficult task; however, as a state employee, you are eligible to participate in the U.S. Savings Bonds Payroll Savings Plan, in which a portion of your pay is automatically directed toward the purchase of savings bonds each pay period.

Savings bonds can be held from six months to 30 years and are backed by the full faith and credit of the U.S. Government. They offer competitive, market-based rates and exemption from federal income taxes.

Interest earned also may be exempt from federal income taxes if used for qualified higher education.

For additional information on the U.S. Savings Bonds Payroll Savings Plan, contact the State Auditor’s Office at (304) 558-2251.

Decision-Making

Five frogs are sitting on a log. Four decide to jump off. How many are left? Five, because there is a difference between deciding and doing.

Mark Feldman and Michael Spratt
Open Enrollment Begins!

PEIA Explains Vital Changes Affecting Plans and Premiums

By Bill Rainey

PEIA members have a big decision to make ... their health insurance plan. PEIA publishes a Shopper's Guide that is full of information and offers benefit fairs throughout the state to explain the plans and their respective changes. Two regional Shopper's Guides will be offered to reduce confusion about the plans available to members in their area. Please note that all completed insurance forms must be returned to the Payroll Office, not PEIA. Plan changes are detailed below:

PPB Plan Changes
Although there will be a premium increase for PEIA PPB Plan members, Gov. Bob Wise pledged $37 million toward next year’s PEIA budget — the largest appropriation any governor has ever requested for PEIA.

The PEIA Finance Board made $11 million in spending cuts — leaving $14.7 million to be made up through employee premium increases. The average premium increase for single coverage will be $13 per month; and for family coverage, $26 per month for Plan Year 2003. Other PPB Plan benefit changes include:
- Out-of-pocket maximum on prescription medications, limiting the amount single plan members might pay in a single year to $1,750 and family members to $3,500.
- Reduction in the number of salary tiers, by which premium payments are determined, from 25 to 9.
- An increase in the Tobacco-Free Premium Differential. The current monthly differentials of $5 for single coverage and $10 for family coverage will double in Plan Year 2003.
- Family plan members will receive a $20 monthly premium differential, if no enrolled family member uses tobacco.
- Acupuncture is an added benefit and included in the $1,000 plan year maximum for outpatient therapies.
- An increase out-of-network transplant deductible from $3,000 to $10,000.
- Out-of-network facility charges to be paid at state usual and customary allowances, with the patient responsible for the difference.
- PEIAs will drop its affiliation to its network of out-of-state providers in Ohio and Pennsylvania. Members may choose primary care physicians from these out-of-state networks and may access care at the Carelink out-of-state hospitals.

Health Plan Changes
- The Health Plan continues to offer two HMO options in its service area.

General Changes
- The out-of-pocket maximum will be $2,000 (single policy), $4,000 (two-party policy), and $6,000 (three or more in a family policy).
- Biological agents (such as growth hormones and beta seron) will have a 30% copay.
- Removal of inpatient mental health/substance abuse day limits and a 20% copay added.

Enhanced Plan Changes
- Prescription drugs will be covered at a $10 (generic) copayment and a 40% coinsurance on brand name medications. No mail order service will be available.

Basic Plan Changes
- Inpatient hospital coverage will have a 10% copay.

It is more important than ever to read your Shopper's Guide, attend the benefit fairs, and make your plan choice wisely.

GOT QUESTIONS?
Call PEIA's Open Enrollment Helpline 1-877-N-ROLL-PEIA (1-877-676-5573)

Attitude
A positive attitude will not solve all your problems, but it will annoy enough people to make it worth the effort.

Herm Albright

Quotes, Notes & Anecdotes
is published by the Department of Administration

Bob Wise
Governor
Gregory A. Burton
Cabinet Secretary
Diane Holley
Public Information Officer/Editor

Special Thanks
Tari Crouse
Andrew Fizer
Jan Long
Kaye Parks
David Pentz
Bill Rainey
Sandy Singleton

Inpece
April 15, 2002

Mr. Muskgroove, do you have to do this each time you mail your taxes?
Campus Beautification Project

General Services Division Prepares for Spring at the State Capitol Complex

General Services' grounds crew is hard at work preparing for the spring season. Pictured (l-r, kneeling) Roger Paxton, Jr., Drew Mitchell and Greg Hubbard. (l-r, back) Bill Thaxton, Carlos Farley, Jennings Ashby, Danny Sizemore and David Pentz.

Stress Buster...
Meeting Deadlines

Does looking at your daily schedule make you want to throw your hands up to surrender? Unrealistic deadlines is one of the major causes of employee stress at the worksite. What can you do to help alleviate some of the pressure?

1. Prioritize what needs to be done. Look at what the project entails, what has been done, and what needs to happen to complete the job.

2. Utilize your responses. Take full advantage of the data, technology and knowledge that surround you.

3. Limit distractions. Tell your co-workers and family members that you need to have some uninterrupted time alone.

4. Take small breaks. You cannot work effectively for hours on end, so take 15 minutes occasionally to unwind.

5. Be realistic. You may not have as much time as planned, but do the best you can in the time you are given.

6. Reward yourself. Feel confident in the result and give yourself a pat on the back for a job well-done.

There are about 20 designated beautification areas, plus other highly visible usage areas scattered throughout.

Carlos Farley, lead supervisor of the grounds crew, explains the process of maintaining the Capitol's beautiful appearance. “We plant the spring bulbs in the fall and prepare for our shipment of annuals to plant in April and May,” he said. “After the flowers are planted, we must water them on a regular basis and fertilize them so they grow nice and healthy. We also continue to weed the beds throughout the season.”

In addition to the flowers, the grounds crew trims the bushes and hedges, spreads mulch, hedge around the trees, mows the grass and prunes the trees …all with just seven dedicated workers. The ground also is aerated and fertilized to provide weed control, Farley added.

As previously reported, a variety of equipment was acquired last summer to assist in the maintenance of the grounds. “Cabinet Secretary Burton has been extremely supportive in offering our workers the necessary tools to maintain the beautiful grounds of the State Capitol,” Pentz said.
HRIS PROJECT
Continued from Page 1

contains consistently recorded employee demographics, job-related information and employee history records.

The design of the HRIS is based on automated processing features, which reduce paperwork, increase processing speed and provide processing control and security. Some of the features include automated workflow, which passes electronic transactions from step-to-step of the process with electronic notification; on-line approval or disapproval of transactions; and real-time status tracking of transactions.

In addition, the HRIS offers agencies the flexibility to meet their various reporting needs by creating such reports as standard systemwide reports, standard agency reports and ad hoc reports to meet a specific one-time need.

With the implementation of the HRIS, the following economies and efficiencies can be realized as significant benefits:

• Reduced processing time will result from the initial electronic editing of personal services expenditure schedule changes, online authorization, electronic workflow, and status tracking at the desktop.

• Data integrity will be assured through a single point on entry for related processes, the standardization and population of fields via the database and the provision of accurate and current data in lookup tables.

• Reporting capability will be improved through the collection of data in a consistent manner, the provision of a standardized means to meet regulatory reporting requirements and the flexibility to create reports as needed.

The realization of this project is due in large part to the cooperative attitude and the will to succeed of the participants. “Will Rogers said, ‘Even if you’re on the right track, you’ll get run over if you just sit there,’ said Tari Crouse, HRIS project manager. “With that philosophy, we have to keep moving to implement this system for the remaining agencies and to make improvements to ensure that it remains a functional and productive tool for state government.”

On May 1, 2002, the remaining agencies will be scheduled for implementation. Hands-on system training for agencies involved in HRIS entry, administration and approval process will begin July 15, and the second implementation will begin September 1.

As part of the initial implementation, 21 agencies participated. More than 9,000 employees are currently in the HRIS (about 40% of employees in operating agencies excluding higher education and constitutional officers).

“The Human Resource Information System project could not have been realized without the endless hours of our dedicated employees working toward an established goal,” said Cabinet Secretary Greg Burton. “It is this level of professionalism demonstrated by our employees that enable complex systems, such as HRIS, to be developed, implemented and successful.”

In addition to Crouse, the following department employees played key roles in the project’s success:

**Budget** Cathie Fowlkes, Roger Smith, Jackie Cox and Sharon Sommerville.

**Personnel** Max Farley, Jeanne Bowe, Sandy Bryan, Lisa Collins, Barbara Jarrell, Teresa Morgan, Lynn Schillings, Yvonne Wilhelm.

**IS&C** Mick Olah, Joe Perks, Joey Sheen, Jane Cheatham, Nancy Stark, Amy Newman, Bob Neel, Charles McMinn, Krishna Reddy, Joe Hermsdorfer, Chuck Schmidt, Monroe Gillespie, Beverly Thomas, Bill Judy, Jack Pullen, Stephanie Davis, Frank Stolper, and Frank Stark.

“Bringing this project in was like riding the crest of a breaking wave. It took a highly coordinated team effort, with action breaking on multiple fronts, to stay on course and maintain balance,” said Mick Olah, IS&C Project Leader. “Uns stinting support from management helped keep us on course and provide us with the tools and opportunity to succeed. It was and continues to be an exciting and exhilarating effort.”

Charles Kingsley

Where’s Your I.D. Badge?

Employees are reminded to wear their employee identification for security purposes at all times during work hours.

If you do not have an identification badge, please contact your supervisor to make arrangements as soon as possible.

Enthusiasm

We act as though comfort and luxury were the chief requirements of life, when all that we need to make us really happy is something to be enthusiastic about.

Charles Kingsley

Let Us Know...

What’s Going On?

**Quotes, Notes & Anecdotes** newsletter serves as a tool to effectively communicate various activities occurring throughout the Department and to share information that may be helpful to our employees.

If your agency is working on a project that may interest or affect our employees, please contact Diane Holley, the department's public information officer, at 558-0661. Also, if you would like to see an article addressing a particular issue, just let Diane know. Take an active part in your newsletter!
A Message From...
Cabinet Secretary
Greg Burton

Open Enrollment

It’s "decision-making time" for state employees who carry health insurance for themselves and their families.

The Public Employees Insurance Agency (PEIA) attempts to make this decision easier by producing a variety of information which is distributed to all members.

One of the most valuable pieces of literature is called the Shopper's Guide, which describes each available plan and provides a comparative analysis, based on various factors, such as benefits, premiums and deductibles.

Only you can determine which plan is most suitable for you and your family. Benefit fairs are being conducted throughout the state to bring information to our state employees.

Some changes have been made to available plans and are detailed on page 3 of this issue of Quotes, Notes & Anecdotes.

It is necessary to take the appropriate time to review the benefits of each plan and ask relative questions to make a wise decision.

To assist in this process, PEIA has implemented a toll-free Open Enrollment Helpline at 1-877-N-ROLL-PEIA (1-877-676-5573) which will be a valuable resource in this decision-making process.

Welcome to the Department!..Craig Kinder (General Services); Gretchen Chandler and Betty Francisco (Purchasing); Melissa Hapney (PEIA); and Roscoe Taylor (Finance).

Congratulations!...to Rhoda Cole of the Division of Personnel who was promoted from Telephone Operator to Office Assistant II.

Good Luck!...to Mendy Waller (Prosecuting Attorneys Institute) who recently resigned from the department.

Important Dates to Remember in April...

- Daylight Savings Time.................. April 7
- Income Tax Pay Day .................... April 15
- Earth Day .................................. April 22
- Administrative Professionals Day ...... April 24
- Take Our Daughters to Work Day..... April 25
- National Arbor Day ....................... April 26

Vacation Loans Available from The State Credit Union...
Vacation loans start April 1. You can borrow up to $2,000 for as low as 9.99% APR. This offer ends August 31.

Conference for Women...The West Virginia Treasurer's Office is hosting a free conference for women at the Charleston Civic Center on April 26 from 9:00 a.m. to 4:30 p.m. For more information, call 1-800-422-7498.

It's Time for Golf...PEIA's Patty Abbott (pictured to the right) celebrated her retirement on May 15th at a special reception with her friends and co-workers. Patty, an avid golfer, plans to spend most of her time perfecting her game!

HAPPY BIRTHDAY ... in April

1 Jacqueline Cox ............ Finance
   Rita Ferrant ................ IS&C
   Janie Taylor ............. Purchasing
2 Arlene Furby ............ Personnel
3 LeAnn Arthur .......... IS&C
   Charlyn Miller .......... Purchasing
   Bill Rainey ............. PEIA
4 Brenda Gould .......... Grievance Bd.
5 Mark Isabella .......... Personnel
   Sondra Meadows ...... IS&C
   Keith Moss .......... Gen. Services
6 Donna Prunty ........ Sec. Office
8 Jim Hyde ................ CPRB
9 Pauravi Randeri .... IS&C
11 Jane Shinn .......... Finance
12 Doris Lykens .... CPRB
   Matt Short ........ IS&C
13 Shelley Burford .... CPRB
   Jeff Harbour ...... Gen. Services
14 Bernard Huffman .... PEIA
16 Sarah Hunter .......... CPRB
   Don O'Brien .... Gen. Services
17 Tony Maddox .......... BRIM
   George Tanner .... Gen. Services
18 Monta Boggs .......... CPRB
19 Nidia Henderson .... PEIA
20 Keith Burdette .... Gen. Services
   Debbie Ferrant ........ BRIM
   Velma Totten .... CPRB
21 Evelyn Davis .......... Personnel
22 Anne Crabtree ...... IS&C
   Greg Hubbard .. Gen. Services
23 Carlos Neccuzi .... IS&C
25 Elaine Hudson .... Aviation
   Tyrell Miller .......... IS&C
26 Philip Nicholas .... IS&C
27 Becky Hayes .......... Finance
28 Charles Farley .. Gen. Services