

# **FY 2006 Hold Harmless Enhancements**

## What are the new changes to the myGalaxy Hold Harmless Process?

For Fiscal Year 2006, improvements are being implemented to ensure greater accuracy when making a person 'hold harmless'. The improvements will help ensure that employees are being placed in Hold Harmless appropriately and will assist the ROC and DHR staff in processing transactions in a timely manner. These improvements will minimize the need for reversals and disapprovals. These improvements will be implemented through a series of questions and edits to the online Galaxy HH Reason Selection window.

The type of questions will be determined by the hold harmless reason and will fall into five categories, as follows:

1. Hold Harmless Reason codes that require the school to take an action outside of Galaxy. For these reason codes Galaxy will prompt the school user with a question asking if the required action has been completed. If the required action has not been completed, the transaction will not be accepted for saving. Reason codes in this category include:
  - a. Deceased
  - b. Pending Discontinuation
  - c. Pending Termination
  - d. Pending Resignation
2. Hold Harmless Reason Codes that will be edited against transaction files. For each of these reasons Galaxy will verify that the employee has an action in process with the appropriate office. If the employee SSN is not listed on the appropriate file Galaxy will not allow the school to save the hold harmless entry. Reason codes in this category include:
  - a. Pending Line of Duty Injury (checked against EIS Timekeeping actions)
  - b. Pending Sabbatical, other than emergency health (checked against a file from DHR).
3. Hold Harmless Reason Codes that will be edited on other schools' tables of organization. Reason codes in this category include:
  - a. Pending Intra and Inter District Transfers

For Inter and Intra-district transfers Galaxy will attempt to find a vacancy on another school's table of organization for the employee. If a vacancy is not found, additional information will be required at the time of save in order to complete the transaction. Furthermore the ROC will need to grant an override exception on if they wish complete an approval.
4. Hold Harmless Reason Codes that can be saved but will require DHR Approval. Reason codes in this category include:

- a. Involuntary Excess where the Employee is NOT the least senior.
  - b. Pending Reassignment where the employee is NOT on the Pending Reassignment File
5. Hold Harmless Reason Codes that can be saved with ROC Override Authorization and not DHR approval
- a. Employee receiving a new Title in the same school and there is a fund control exception
  - b. Inter/Intra District Transfers where a vacancy for the employee does Not exist
  - c. Pending Retirement where employee is NOT on the Pending Retirement File

Please note: There were changes on the removal reason list. Pending Title change has been replaced by Pending Non-Supervisory Title Change and Pending Supervisory Title change. Pending Discontinuation has been added. Excess-Involuntary has been added.

## How do I use Remove a person using the new Hold Harmless changes?

### Current vs. New Workflow for making an item Hold Harmless:

#### Current workflow for removing an item:

- Click 'Remove' from the myGalaxy item menu on the line you want removed
- System will display the Removal reason and calendar pop-up
- Select removal reason and date the removal will become effective
- Upon pressing Save, the item will be split in two segments in the Removals section on the T.O.

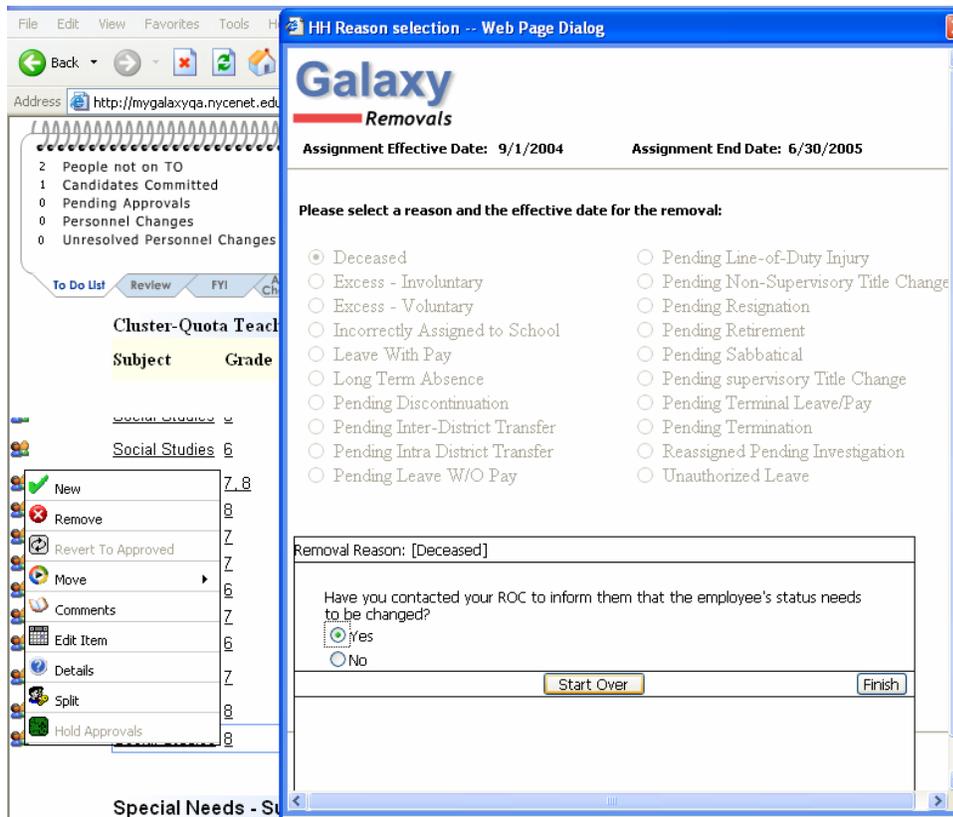
#### New workflow for removing an item:

- Click 'Remove' from the myGalaxy item menu on the line you want removed
- System will display the Removal reason and calendar pop-up
- Select removal reason and date the removal will become effective
- If the removal reason is one of the above, a Removal Reason screen appears that will contain additional questions which must be answered in order to complete the removal. The removal reason will determine which questions will appear in the Removal Reason Screen.
- Complete the questions and the item will be split in two segments in the Removals section on the T.O.

## Hold Harmless Reason Codes that will require the school to take action outside of Galaxy:

### Removing an item using the 'Deceased' Hold Harmless' Reason

When you remove an item and select the Deceased reason option and removal effective date the new Removal Reason Screen will appear over the calendar. In this example, the Removal Reason Screen asks if the ROC was contacted of this status change.



If you select 'Yes' and Finish the action will complete and the item will appear as a REG and an HH segment in the Removals section.

If you select 'No', you will receive the following message:



Once you click OK, it will bring you back to the removal reason screen

If you select 'Start Over' the Removal Reason Frame will disappear and you will see the calendar.

## Removing an item using the 'Pending Discontinuation' Reason

Removing a person with the Pending Discontinuation Hold Harmless reason is similar to the Deceased reason. If you select No, the action cannot be completed, if you select Yes the item will split and appear in the Removals section.

Removal Reason: [Pending Discontinuation]	
Have you forwarded letter from LIS to the ROC?	
<input checked="" type="radio"/> Yes	
<input type="radio"/> No	
<input type="button" value="Start Over"/>	<input type="button" value="Finish"/>

## Removing an item using the 'Pending Termination' Reason

The ability to use this Hold Harmless reason will only be allowed for items being removed that have **non-pedagogical titles** ( example: School Aid 6hr, DC Paraprofessional 7hr).

Removal Reason: [Pending Termination]	
Pending Termination reason only valid for non-pedagogic titles. Action cannot be completed. Press Start Over to escape.	
<input type="button" value="Start Over"/>	

In the example above, the Pending Termination reason was selected for a Cluster Quota Teacher. The system determined that the title is incorrect for this reason and will prompt you to start over.

Removal Reason: [Pending Termination]	
Have you forwarded the employee's termination letter from LIS to the ROC?	
<input type="radio"/> Yes	
<input checked="" type="radio"/> No	
<input type="button" value="Start Over"/>	<input type="button" value="Finish"/>

In this example, an item with a School Aide 6hr title was selected for removal. The system determined that the title was correct for the option selected and the message prompt to finish the removal appeared accordingly.

Please note: You cannot use the Pending Termination reason for items whose titles are associated with the S, P, or T pay cycles.

### Removing an item using the 'Pending Resignation' Reason

When you select the pending Resignation Hold Harmless Reason the Removal Reason Screen will ask you if you forwarded the employee's resignation letter to the LIS of ROC.

Removal Reason: [Pending Resignation]

Have you forwarded the employee's resignation letter from LIS to the ROC?

Yes

No

Start Over Finish

If you select Yes, and click Finish, the system will split the item and place it in the Removals section. If you select No, you cannot complete the action.

**Home Harmless Reason Codes will be edited against Transaction files:**

### Removing an item using the 'Pending Retirement' Reason

If you select this Hold Harmless reason and the system does not find an authorization for this person, you will receive the following message in the Removal Reason Screen.

Removal Reason: [Pending Retirement]

The employee is not listed as authorized for the action indicated. Click Finish if you wish to proceed or Start Over to escape.

Start Over Finish

You can still proceed with the removal if you select Finish. The item will require ROC override authorization.

## Removing an item using the 'Line of Duty' Reason

In order to use this Hold Harmless Reason, the SSN for the item must appear in the EIS with a timekeeping event of either pending or approved Line of Duty. If the record is found, you will see the following message in the frame: 'Galaxy has found this employee listed for the action indicated – you may remove this item.'

If the system does not find the record in the EIS table, the Removal Reason Screen will display the following:

Removal Reason: [Pending line of duty]
Galaxy has not found this employee listed for the action indicated - Action cannot be completed. Press Start Over to escape.
<input type="button" value="Start Over"/>

You cannot complete the removal process if the system doesn't find the SSN in the EIS table.

## Removing an item using the 'Resigned Pending Investigation' Reason

When you select this reason before DHR authorizes the investigation, the following message will appear in the reason screen:

Removal Reason: [Reassigned Pending Investigation]
The employee is not listed by DHR as authorized for the action indicated. Press Finish if you wish to proceed or Start Over to escape.
<input type="button" value="Start Over"/> <input type="button" value="Finish"/>

You will be able to complete the removal transaction, however DHR approval is required prior to the ROC being able to complete this item.

## Removing an item using the 'Pending Sabbatical' Reason

Approval by DHR must commence before selecting this Hold Harmless reason. If you choose to select this reason prior to DHR approval you will receive the following message in the reason screen:

Removal Reason: [Pending Sabbatical]
The employee is not listed by DHR as authorized for the action indicated. Action cannot be completed. Press Start Over to escape.
<input type="button" value="Start Over"/>

If DHR has approved the Sabbatical the system will recognize the authorization and display the following message: 'The system has confirmed that employee is authorized for action indicated'.

If you use the Pending Sabbatical reason for an item whose title is incompatible for the action, you will see the following message:

Removal Reason: [Pending Sabbatical]
Pending Sabbatical reason only valid for teacher and supervisor titles. Action cannot be completed. Press Start Over to escape.
<input type="button" value="Start Over"/>

If you choose a school aide or other person that is not authorized to take a Sabbatical, you will receive this message.

## Home Harmless Reason Codes will be edited on other schools' Table of Organization

### Removing an item using the 'Intra-District and Inter-District Transfer' Reason

The logic for these two selections is identical. Galaxy will search the system to determine if the employee is associated with a vacancy in another school. If a vacancy is found, the system will complete the removal. If the vacancy is not found additional information will be required to complete the removal.

### Remove person using the Pending inter-district Transfer reason.

The Removal Reason Screen will indicate that the system has found the employee attached to a vacancy in another school. Select 'Finish' to complete the removal.

Removal Reason: [Pending Inter-district transfer]	
Galaxy has found a vacancy for this employee in another school - you may remove this item. Click Finish to complete the transaction.	
<input type="button" value="Start Over"/>	<input type="button" value="Finish"/>

## Removing a person using the inter/intra-district transfer reason when a Vacancy is not created

Removal Reason: [Pending Inter-district transfer]	
Galaxy cannot find a vacancy intended for this employee in another school. Please choose the school below where the employee will be working. If unknown, please complete data in the Additional Information section below.	
District:	<input type="text" value="07"/>
School:	<input type="text" value="07X025"/>
Additional Information:	<input type="text"/>
<input type="button" value="Start Over"/>	<input type="button" value="Finish"/>

The Removal Reason Screen will prompt you to enter the district and the school where the person will be transferred. If you don't know where the person will be assigned, you can enter a comment in the additional comment text box. The system will require you to either enter the location or a comment. If neither is done when Finish is selected you will receive the message below.

