

City and County of San Francisco  
Department of Human Resources

**TEX 16 Benefit Eligibility**



# Overview

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- Background
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# Background

- Memoranda from HR Director and Controller (March 11th & February 25th)
- Health Benefit Eligibility
  - Admin. Code Section 16.700(a)(3)
  - SEIU 1021, Misc.
  - Local 21
- Benefits eligibility threshold of working 1,040 hours in any consecutive 12-month period



# Program Overview

- New program that automatically changes the status of TEX employees in the eMerge PeopleSoft system to benefits-eligible when employees meet threshold of working 1,040 hours in any *consecutive 12-month period*
- Notification of benefit eligibility to those who reach the benefits eligibility
- eMerge PeopleSoft benefit-eligible action reason (DTA/ELG) available to eMerge and HSS only



# Timeline

- Automated solution commences with pay period ending April 11, 2014
  - System will automatically insert benefit-eligible action reason effective April 12, 2014
  - Notices from HSS will be mailed to employees' home addresses the week of April 21, 2014
- Automated process will follow the same schedule with all subsequent payroll processing cycles



# Resources

- eMerge report MRGHR0218 (TEX 1040-Hours Worked in Rolling 12-Month Period)
- Questions about the data or reports should be directed to eMerge PeopleSoft User Support at [Psoft\\_Support@sfgov.org](mailto:Psoft_Support@sfgov.org)
- Questions about compliance issues should be directed to Steve Ponder, DHR Classification and Compensation Manager, at [Steve.Ponder@sfgov.org](mailto:Steve.Ponder@sfgov.org)

