

## LETTER FROM THE NETWORK CHANGE COMMITTEE

Dear Tulare County Team,

We're thrilled to announce the rollout of our new Human Capital Management (HCM) Cloud System, a significant upgrade aimed at revolutionizing our HR processes for enhanced efficiency and effectiveness. With this transition come many exciting changes and improvements that will empower staff and management alike. Here's what you need to know for this month:

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#### **Attention All Employees:**

- **Parallel Payroll Testing: Payroll testing will occur on June 10th, and we need all employees to participate.** What is it? During the week of June 10th, all staff will be required to enter their time in the HCM system (as well as the current timekeeping method you are using) to ensure we are correctly accounting for accruals, pay, and other calculations. Your participation is crucial to ensure accuracy. To support this initiative, we will hold training sessions and office hours the week before. Please keep an eye out for more information to come. Thank you for your cooperation!

#### **Time and Absences:**

- **Non-Exempt Staff:** Starting at Go-Live, all non-exempt staff members must log their time in and out on their timecards, including lunch breaks. This ensures accurate tracking of working hours in compliance with labor regulations.
- **Exempt Staff:** Exempt staff members will continue with existing processes within their departments. However, they now have the option to choose between two methods for time entry: total hours per day or specific time in and time out. The Department Head will determine which method will be used.
- **Project Tracking:** Every department will gain the ability to add projects directly to their timecards, allowing for precise tracking of hours spent on various initiatives. Additionally, projects will be costed to default settings but can be customized at the unit level for external costing at the General Ledger (GL) level.
- **Individualized Department Updates:** Each department will receive tailored updates. Please consult your Change Network lead for specific details about your department.

### HUMAN RESOURCES & DEVELOPMENT

2500 W. Burrell Avenue  
Visalia, CA 93291

Phone (559) 636-4900  
Fax (559) 615-3022

[www.tularecounty.ca.gov/HRD](http://www.tularecounty.ca.gov/HRD)

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## MENTAL WELLNESS VIDEO SERIES

The Tulare County HHS Mental Health Branch, in collaboration with our diverse provider network, community members, and the My Voice Media Center, has launched the Untangling Roots – Cultivating Wellness and Recovery video series. This eight-part series aims to untangle the roots of stigma associated with mental health and substance use disorder (SUD) by sharing local home-grown experiences. These personal stories highlight the importance of seeking wellness and recovery for the individual and our community. You can find the videos on social media and online at this link: <https://tchhsa.org/eng/mental-health/untangling-roots-video-series/>. The episodes are being released weekly throughout May for Mental Health Awareness Month, with the final episode scheduled for June 21, 2024.

**Untangling Roots** was a vision of the Mental Health Branch to address stigmas associated with mental health and substance use disorder with a focus on healing. The HHS Community Outreach Team (COT), who partners with HHS programs to produce multifaceted media and communications, carried out the internal video editing and production. Learn more at <https://tchhsa.org/eng/mental-health/get-involved/>







# AB 1825 TRAINING SCHEDULE 2024

PREVENTING WORKPLACE HARASSMENT AND ABUSIVE CONDUCT (AB 1825)  
FOR MANAGERS, SUPERVISORS, AND LEADS

**REGISTER  
ON RELIAS**

## June

Thursday, June 6, 2024  
2:00-4:00pm  
Allison K. Pierce  
PDC

Thursday, June 13, 2024  
2:00-4:00pm  
Eric M. Scott  
PDC

## July

Thursday, July 11, 2024  
9:00-11:00am  
Charles W. Felix  
PDC

Thursday, July 25, 2024  
9:00-11:00am  
Eric M. Scott  
PDC

## August

Thursday, August 8, 2024  
9:00-11:00am  
Allison K. Pierce  
PDC

Thursday, August 22, 2024  
2:00-4:00pm  
Charles W. Felix  
PDC

## September

Thursday, September 5, 2024  
9:00-11:00am  
Allison K. Pierce  
PDC

Thursday, September 26, 2024  
9:00-11:00am  
Eric M. Scott  
PDC

## October

Thursday, October 3, 2024  
9:00-11:00am  
Charles W. Felix  
PDC

Thursday, October 17, 2024  
2:00-4:00pm  
Allison K. Pierce  
PDC

## November

Thursday, November 7, 2024  
9:00-11:00am  
Eric M. Scott  
PDC

Thursday, November 21, 2024  
2:00-4:00pm  
Charles W. Felix  
PDC

## December

Thursday, December 5, 2024  
9:00-11:00am  
Allison K. Pierce  
PDC

Thursday, December 19, 2024  
2:00-4:00pm  
Eric M. Scott  
PDC

**IN PERSON  
CLASSES  
ONLY**

FOR MORE INFORMATION EMAIL [TRAIN\\_REG@TULARECOUNTY.CA.GOV](mailto:TRAIN_REG@TULARECOUNTY.CA.GOV)

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### Performance:

- **Self-Services:** All employees will have access to self-service within the HCM system, empowering them to manage various aspects of their employment more efficiently.
- **Benefits Access:** Access to benefits will now be available through MyWorkplace with additional features.
- **Department HR Access:** Department HRs will have access to comprehensive information about workers within their departments, facilitating smoother HR operations.

### Self-Service:

- **Update Personal Information:** Employees can now easily edit their contact information, including address, phone number, emergency contacts, and personal email. Additionally, they can update marital status and name changes directly within the Oracle Cloud HCM system.
- **Benefits Changes:** While employees can change their marital status in Oracle Cloud HCM, it's important to note that status changes do not affect benefits. For any benefit-related changes, please contact HRD directly.

### HR:

- **HR Help Desk:** All staff will now have access to the HR Help Desk in Oracle. The Help Desk informs staff who to contact for what need. For departments that may not have an HR Rep, the Help Desk can provide direct contact if assistance is required. (\*NOTE\* The HRD Front Desk mainline will still be available to staff to answer immediate questions and direct phone calls accordingly)
- **Onboarding:** Oracle will collect new employee documents, such as tax forms and emergency contacts. New employees will still need to attend NEO. Managers and staff will both have access to onboarding progress in Oracle. Extra help will also be able to use Oracle.

Exceptions will be reviewed case-by-case. If this occurs, please get in touch with HRD Directly.

### Payroll:

- **Time Tracking:** Employees will submit time in HCM, or their timesheets will be ported over from their respective tracking system (In-Time, AgDirt, WinCAMS for Solid Waste). Staff will be able to create notes on their timecard to communicate with their payroll [designee](#).
- **Time Detail Reporting:** Department [designees](#) will be able to print and review their time detail report after submission upon demand (through self-service). ReportSmith will be replaced with reports in HCM Self-Service.
- **System Accessibility:** Staff will not be locked out of the system during payroll processes. \*There are still deadlines in place for payroll processing.
- **Forms Collection:** Departments will no longer be collecting tax withholding forms or direct deposit forms.
- **Document Availability:** W-2s and pay statements will still be available in ADP.

### Training Plan:

- **Training Timeline:** Look for training sessions in June 2024! We'll offer on-demand training, support sessions, and drop-ins throughout the month to ensure everyone is comfortable and confident with the new system.

We're excited about the positive impact the new HCM Cloud System will have on our operations and are committed to providing support every step of the way. Thank you for your attention and stay tuned for further updates as we continue this journey together.

# From the Auditor's Office

## WHAT IS THE FRAUD HOTLINE?

What if you found that someone within the County was using the County car as their personal vehicle? What if you saw someone take funds from a register when they thought no one was looking? What if you receive a call from a vendor that you suspect is fraudulent? What do you do if you are afraid or nervous to tell a supervisor? What other options do you have?

The Auditor-Controller's office has the answer for you! If you believe that there have been any illegal, improper, or inappropriate activities committed by County employees, officers, and business contacts, contact the Auditor-Controller's Fraud Hotline!

The Fraud Hotline was designed to allow County employees to report any improper activities committed by County employees and business contacts anonymously.

You can call 559-636-5230.

Or go online and submit an online report at:

[Fraud Hotline—Auditor Controller](#)

What should you report?

- Embezzlement
- Misuse of County equipment
- Fraud
- Waste
- Abuse
- Theft
- Ethics Violations
- Any other complaints of a similar nature

## COUNTY-WIDE POLICIES PAGE

TC Policies is an online site with all County-wide guidance and policies in a searchable, central location available to all employees.

### Guidance

- Accounting & Financial
- Administrative Regulation
- Human Resources
- Personnel Rules & Labor Union Contracts

### Policies

- Information Technology
- Claims
- Payroll
- Purchasing

Countywide Policies

<https://tcpolicies/>

### Other Fraud Resources

Child Abuse	1-800-331-1585
Medi-Cal Fraud	1-800-822-6222
Elder Abuse	559-737-4533
Welfare Fraud	559-623-0520
Worker's Comp. Fraud	559-636-5410
Consumer Fraud	559-636-5410







**Ninth Annual Employee Summer Reading Challenge** June 11 – July 20, 2024. Be entered in to win a Grand Prize by logging 30 days of reading!

All employees are invited to participate in the Tulare County Library’s annual Employee Summer Reading Challenge! Sign up in person at any of our branches, at [tularecountylibrary.beanstack.org](https://www.tularecountylibrary.beanstack.org), or download the Beanstack Tracker in the app store or play store. Just read a total of 30 days to be eligible to win one of three grand prizes!

The Tulare County Employee Summer Reading Challenge is sponsored by the Friends of the Tulare County Library. Happy reading!

Visit <https://www.tularecountylibrary.org/2024-summer-reading> and find out if your closest branch is serving free meals for children and teens this summer!

Want more opportunities to win prizes and engage with the library? Sign up your family for the other Tulare County Summer Reading Challenges that cover all ages. You can read any material of your choice to be entered in to win grand prize drawings. We are challenging children ages 0-5 to read 30 books. We are challenging every other group to read for 30 days. Programs are free for everyone!

Visit your local library or follow on social media for a list of their free to attend events which can include.

- Magicians, reptile shows, comedians, and service dog events.
  - Game days, craft days, and art classes.
- Many more programs and prizes for children, teens, and adults!

[Learn more about Tulare County Library and our Summer Programming](#)

The Tulare County Library serves all the citizens of Tulare County with locations in 17 communities, four book machines, literacy center, Pop-Up Tulare County, and online resources at [www.tularecountylibrary.org](https://www.tularecountylibrary.org). Follow your local branch on Facebook and find Tulare County Library on Facebook [www.facebook.com/tularecountylibrary](https://www.facebook.com/tularecountylibrary), Instagram, @tularecountylib, or Twitter [twitter.com/TulareCountyLib](https://twitter.com/TulareCountyLib) to learn more.

# MOTOR VEHICLE ACCIDENT OR INCIDENT PROCEDURES

## I've been in a Motor Vehicle Accident on County time.... now what?

The County of Tulare has adopted procedures to ensure that all motor vehicle accidents or incidents are properly documented to protect our employees and the County as a whole. Below are the steps to take if you are involved in a motor vehicle incident or accident, which are vitally important to the early investigation and proper handling.



### Employee Responsibility...

- Call 9-1-1 to request law enforcement assistance and if necessary, emergency medical services.
- Contact your immediate supervisor and advise them you have just been in a motor vehicle accident. Get photos of the scene and all vehicles involved. If you don't have a camera, please describe the damage as thoroughly as possible.
- Gather the names of other drivers and any witnesses involved. Exchange driver's license and Insurance information with the other party.
- Make a quick diagram indicating all other vehicles' direction of travel, intersection layout, and/or lanes being occupied. Also, indicate where vehicle passengers were seated and note the date, time, and weather conditions.
- Do not discuss or accept "fault". You do not need to make statements concerning the accident to anyone but law enforcement. Also, get the name/badge # of the primary officer with a card copy of the police report number.
- If you hit a parked vehicle or other property, leave a note with your contact information and the unit number of your vehicle.
- **Within 24 hours**, furnish your safety representative or supervisor with a completed 'Drivers Report of Collision'. The form should be in all County vehicles and needs to be filled out accurately, concisely, and extremely thoroughly, with all information initially obtained.



### Supervisors Responsibility...

**No later than 24 hours** after a motor vehicle collision, contact Risk Management and advise them of all known facts. If the event has occurred on a weekend or holiday, Risk Management should be notified no later than 5:00 pm on the next scheduled workday.

**Important note:** Department contact and reporting to Risk Management is required **immediately** upon knowledge of a major accident involving serious injuries at the scene, as it could potentially involve hospitalization with Cal-OSHA notification as well.

**Within 48 hours** of a motor vehicle accident, the Supervisor **must** complete a Department Report of Motor Vehicle Accident. This report, along with a copy of the employee's Driver Report of Collision will be provided to Risk Management.

**Note:** All forms mentioned above are located on the Tulare County Risk Management Intranet Site. Risk Management welcomes any department requests for individualized training and can schedule them as appropriate.

# Employee Discounts—ScholarShare 529 Savings Plan

## Introducing the ScholarShare 529 College Savings Plan

Higher education can offer your child or grandchild the opportunity to gain experiences and skills needed to make the most of their personal and professional potential. Paying for that education, however, can be daunting. Thankfully, there are programs that can lighten the burden.

ScholarShare 529, a nationally-recognized college savings plan managed by TIAA-CREF Tuition Financing, Inc. ScholarShare 529 is an industry leader with a 20-year track record of helping families like yours accumulate assets to cover future college costs. Families appreciate the plan’s special features including:

- 100% Tax-Free Growth, which helps them accumulate more money for higher education compared to saving in a taxable account
- Tax-free withdrawals for qualified higher education expenses, like tuition, food, books, computers, and more
- The money accumulated can be used at most colleges nationwide and many abroad—undergraduate and graduate programs, community colleges and trade schools
- The plan offers a variety of professionally managed investment portfolios to fit your life situation, risk tolerance, and college savings goals
- An account can be set-up online in about 15 minutes. Start with any dollar amount

When opening a new ScholarShare 529 account online, **employees will elect to have regular contributions directly from their personal checking/savings account.**

Contact 800-544-5248 or go to [ScholarShare529.com](http://ScholarShare529.com)



Read the Tulare County newsletter online now for updates from the Supervisors, Pet of the Month, links to County services, and more. Want it sent to your inbox every month? Sign up now on the Newsletter page!  
<https://tularecounty.ca.gov/county/newsletters/>

## Benefit Plan Providers

### Employee Assistance Program

Anthem Blue Cross  
[www. AnthemEAP.com](http://www.AnthemEAP.com)  
 1-800-999-7222

### Voluntary Benefits Benefits Communication Group (BCG)

[www.bcgenrolls.com](http://www.bcgenrolls.com)  
 888-996-4449

### Vision Services Plan (VSP)

[www.vsp.com](http://www.vsp.com)  
 1-800-877-7195

### EmpiRx Health

[www.empirxhealth.com](http://www.empirxhealth.com)  
 1-877-262-7435

### Deferred Compensation Empower Retirement

[www.empower-retirement.com/  
 participant](http://www.empower-retirement.com/participant)  
 1-800-701-8255  
 559-967-2280 \*preferred

### Delta Dental

[www.deltadentalins.com](http://www.deltadentalins.com)  
 1-800-422-4234

### TCERA

[www.tcera.org](http://www.tcera.org)  
 559-713-2900

### 98point6

[www.98point6.com](http://www.98point6.com)  
 1-866-657-7991

### Flexible Spending Accounts Navia Benefit Solutions, Inc

[www.naviabenefits.com](http://www.naviabenefits.com)  
 425-452-3500  
 Company Code: OYT

### Kaiser Permanente

[www.kp.org](http://www.kp.org)  
 1-800-464-4000  
 Mail Order Drugs: 1-888-218-6245

### Anthem Blue Cross

[www.anthem.com/ca](http://www.anthem.com/ca)  
 1-800-662-5502

### Foundation for Medical Care

888-720-4724