

*People First
Game Show*

Double Point Round



Game 2

Round 2



HR Policy	Payroll	Staffing	HR/Org Mgmt	PAR
<u>20 Points</u>	<u>20 Points</u>	<u>20 Points</u>	<u>20 Points</u>	<u>20 Points</u>
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<u>60 Points</u>	<u>60 Points</u>	<u>60 Points</u>	<u>60 Points</u>	<u>60 Points</u>
<u>80 Points</u>	<u>80 Points</u>	<u>80 Points</u>	<u>80 Points</u>	<u>80 Points</u>
<u>100 Points</u>	<u>100 Points</u>	<u>100 Points</u>	<u>100 Points</u>	<u>100 Points</u>

**How many days of
administrative leave
do employees get for
death in the family?**

2

**With an FTE of
0.50, what is a part-
time employee's
personal holiday
entitlement?**

**4 hours per fiscal
year**

What's the maximum amount of time an employee can claim under the Family Medical Leave Act in a twelve-month period?

12 weeks

**When is an SES
employee eligible to
receive special
compensatory leave?**

**when considered an
essential employee
working during an
office closure**

**When does the use of
additives have to be
approved by the
Legislature?**

**when giving an
additive to more than
one employee within
the same classification**

**Who has access to
update an employee's
direct deposit
record?**

only the employee

**When is
overtime paid?**

**following approval of
the timesheet, the
first payroll
processing after the
regular payroll**

**How do you set an
alternate FLAIR
account code for
overtime?**

**update the FLAIR
account code on the
Alternate FLAIR
Account Code screen**

When is
Daily Double
available?

**one business day
prior to the BOSP
processing date**

**At what rate is
weekend/holiday on-
call paid?**

**$\frac{1}{4}$ of the minimum of
the greater of the
pay grade and pay
band**

**What's the name of a
job posting in People
First?**

requisition

**Who can apply for an
internal agency job
announcement?**

**only active
employees of that
agency**

**What must
applicants do to
receive email
notifications for job
announcements?**

**create an applicant
profile**

**What method can
you use to eliminate
candidates for a job
announcement?**

qualifying questions

**How do applicants
submit required
documentation when
claiming Veteran's
Preference?**

**fax or mail to the
service center**

**How many pay
periods can you back
date a position
change in the front-
end of People First?**

two pay periods

**Who is responsible
for creating
HR/People First org
codes?**

the agency

If a new FLAIR

account comes

Daily Double

to work,

get it not be

available in People

First for use?

**The payroll indicator
was not set in
FLAIR.**

**What values are
allowed for the Inter-
Department ID field?**

any values

When editing an existing position funding record, what happens to the FLAIR account code values?

**FLAIR account code
is populated from the
default values on the
org setup.**

**What type of PAR
must be processed if
an employee is
moving between pay
cycles?**

dual hire

**How many pay
periods can you back
date a PAR in the
front-end of People
First?**

two pay periods

What type of PAR is required to correct the date of birth for an employee?

**None, you must call
the Service Center.**

**What role code users
should not be assigned
as a PAR Liaison or be
included in the PAR
routing?**

E role code users

**What happens if you
process a PAR for an
employee on leave
without pay?**

**The employee is
returned to pay
status.**

Personnel Systems

Make your wager.

**Name 3 of the
personnel systems
that People First
supports.**

State Personnel System

State University System

Legislature

Lottery

Justice Admin. Comm.

State Courts System