



Welcome! (5 minutes)

Wendy Harris, Attorney General's Office

DOP Update (15 minutes)

Robin McCord, DOP Help Desk

HRMS Communications & Tips

About e Maintain Text - and – Adding a Personal Holiday

Learn e Some HRMS Infotypes allow you to create, edit, or delete notes. Find out which Infotypes allow notes, and how you might use this feature.
Learn how to add a Personal Holiday, and some circumstances where you might need to.

Layoff Information & Resources (45 minutes)

Teresa Dillon, Department of Personnel
Amy Corrigan, PEBB/Health Care Authority

About e Washington State is facing tough economic times, including employee layoffs. This can be a very stressful experience, and you and your employees probably have a lot of questions and concerns.

Learn e You will receive information, checklists, and resources including the four steps employees should consider during a layoff situation.

Break (10 minutes)

Balancing Employment Tax Forms for 2008
New IRS Form 941-X Replaces 941c (30 minutes)

Steve Nielson, Office of Financial Management
Steve Ketelsen, Office of Financial Management

About e Balancing Forms 941 / 941c / 941-X / W-2 / W-2c for 2008. The IRS has rolled out a new form that will replace Form 941c.

Learn e It is very important that all of these forms are in balance each year. You can be penalized by the SSA or the IRS if you are not in balance! OFM has an easy to use reconciliation template available. The new IRS Form 941-X is a standalone form. It is filed separately from the 941. OFM will demo the layout and use of the form.

SAP License Audit (20 minutes)

Department of Personnel

About e Washington State's contract with SAP provides for a certain number of licenses which allow users to access HRMS data and transactions. In November 2008 we asked agencies to review their license usage and make adjustments.

Learn e DOP will present the results of the audit and provide clarification of the SAP licensing process.

2008 Early Reduction Factors & Retirees Who
Return To Work (30 minutes)

Kim Smith, Dept. of Retirement Systems

About e HB 2391 created new 2008 Early Retirement Factors, and new rules for retirees who return to work.

Learn e Learn how the new rules may affect your hiring process, and hear about tools you can use to comply with the new requirements.

Closing (5 minutes)

Wendy Harris