



Welcome! (5 minutes)

Jay Minton, Dept. of Social & Health Services

VEBA MEP (Voluntary Employees' Beneficiary Association Medical Expense Plan) (30 minutes)

Brian Riehs, Service Representative, VEBA Service Group

About e

VEBA MEP is an “account-based” health plan funded with compensable unused sick leave at retirement. Retirees can use their tax-free account to reimburse qualified out-of-pocket healthcare costs, including retiree health insurance premiums. VEBA MEP has been adopted by more than 85 state agencies.

Learn e

This presentation will cover: (1) a general VEBA MEP overview; (2) the participant enrollment process; (3) recent third-party administrator transition; (4) updated forms and literature; and (5) other important information you need to know to ensure the smooth ongoing administration of your VEBA MEP.

DOP Update (10 minutes)

Nadine Cummings, Department of Personnel

DRS Annual Statements (5 minutes)

Eleanor Conway, Department of Retirements Systems

About e

DRS Annual Statements for members will be available *online* in March.

Learn e

Learn how the new process will work.

Break (10 minutes)

New IRS Form 941-X (15 minutes)

Denise Paulsen, Department of Personnel HRMS Functional Team

About e

The IRS Form 941-X Adjusted Employer's Quarterly Federal Tax Return or Claim for Refund has been implemented in HRMS.

Learn e

Learn how and when to use the new form in HRMS, and review the new On-Line Quick Reference (OLQR) user procedure.

Employment Security Employees (Work Source)
(15 minutes)

Courtney Jones, Employment Security Department

About e

Non-state employees who are paid in HRMS and who transfer to other agencies - the steps agencies need to take when hiring them.

Learn e

This presentation will cover a general overview and other important information you need to know to process non-state employees into state service.

OFM Update (20 minutes)

Steve Nielson, Steve Ketelsen, Office of Financial Management

About e

- Leave Transmittals – SAAM 25.20.50
- Comp Time Buyout (terminated employees only) – SAAM 25.30.50
- Shared Leave Medical Certifications – SAAM 25.40.10.c
- Washington State Registered Domestic Partners: Writs of Garnishment and Deceased Employees – SAAM 25.60 and 25.70.30

Learn e

Effective March 1, 2010, the State Administrative and Accounting Manual (SAAM) will be updated in these four areas. We will go over the changes to each affected section in SAAM.

IRS Form W-4: Exempt Status (10 minutes)

Steve Nielson, Office of Financial Management

About e

There are specific IRS reporting requirements for employees who file an exempt W-4 and for deceased employees. Wages paid to employees who have filed an exempt W-4 are reportable on Box 1 of the IRS Form W-2. Wages paid to deceased employees after death are not.

Learn e

There are 2 indicators in HRMS: Y and R. When do you use the Y? And, when do you use the R?

Closing (5 minutes)

Jay Minton