



Welcome! (5 minutes)

Wendy Harris, Attorney General's Office

DOP Update & HRMS Tips (10 minutes)

Robin McCord and Nadine Cummings, Department of Personnel

About e Infotype9402 Pay Results 2

Learn e Learn how to use this Infotype to quickly review actual hours paid for an employee, and how you might use this information.

About e Infotype lockout issue

Learn e You will be better informed regarding this existing system issue and the steps being taken to resolve it.

OFM Update (10 minutes)

Steve Nielson and Steve Ketelsen, Office of Financial Management

New DOP Website (30 minutes)

Carol Wyckoff and Nadine Cummings, Department of Personnel

About e On March 17, DOP launched a totally redesigned Website with a fresh look, as well as new and updated content.

Learn e Enjoy a "tour" of the new Website, focusing on the "Payroll" tab. This is an opportunity to bring any questions you may have after using the site since the launch.

LNI Quarterly Reporting System (30 minutes)

Sandra Craypo, Dept. of Labor & Industries

About e The final phase of the LNI Quarterly Reporting System has been implemented, with some new features which will be of interest to you when filing your quarterly reports online.

Learn e You will learn about new viewing, saving, and report amendment elements that will make your filing easier.

Break (10 minutes)

LNI Trend Reports & Cost Analysis (30 minutes)

Sandra Craypo, Dept. of Labor & Industries

About e The LNI Claim & Account Center has some tools you may not be familiar with which will help you with your filing.

Learn e You will learn about Trend Reports which are used to identify claims trends. Agency Risk Managers will be interested in the Cost Analysis Calculator which is used for "what if" scenarios on claim costs.

**CATS Display Working Time (CATS_DA)
Wage Type Reporter (PC00_M99_CWTR)**
(45 minutes)

Patty Peterson, Department of Personnel
Cross-Agency Reporting Workgroup

About e Both of these reports can be used in a lot of different ways, and are most often used by **agency payroll staff or attendance keepers**. But today, we are focusing on how **HR** can use these reports.

Learn e HR participants in the PPA Cross-Agency Reporting Workgroup recommended these reports for today's presentation. Learn how to use CATS Display Working Time to get data for hourly employees, and how both reports can provide you with actual hours worked. Learn how to run the reports, or ask your payroll staff to provide you with the data if you don't have access.

Closing (5 minutes)

Wendy Harris

Driving Directions to OB2
Parking Near OB2
GA Campus Web site

<http://www.ga.wa.gov/Visitor/direction.htm>
<http://www.ga.wa.gov/Park/visitor.htm>
<http://ga.wa.gov/News/CampusUpdates.htm>