



---

**Welcome!** (5 minutes)

Joe Escobar, Department of Transportation

---

**Temporary Layoff Information** (20 minutes)

Connie Goff, Department of Personnel

**About e**

Updated temporary layoff Q&As and temporary layoff rule changes

**Learn e**

DOP will address the updated temporary layoff Q&As and the recently adopted rule changes

---

**HRMS Tools for Temporary Layoff** (30 minutes)

Kelly Welsh, HRMS Training Team, Department of Personnel

**About e**

- Statewide Variants – New/Updated
- CATC Time Sheet: Time Leveling
- PA71 Fast Entry of Time Data

**Learn e**

Learn about these tools to assist agencies in accommodating ESSB 6503. New/updated SWVs for Employee Basic Pay IT08 and Wage Type Reporter will help identify and monitor EEs with a \$2500 or less FTE base salary, calculate and track cost savings, and calculate seniority dates. CATC reports on number of scheduled hours for selected EEs. Agencies may choose to use PA71 for fast entry of absences for specified dates for multiple EEs.

---

**OFM Update** (10 minutes)

Steve Nielson, Steve Ketelsen, Office of Financial Management

**About e**

- Shared Leave Changes
- July 2010 Payroll Coding Changes

---

**Break** (10 minutes)

---

**Governor Appointed Positions** (5 minutes)

Eleanor Conway, Department of Retirements Systems

**About e**

Governor appointed positions and participation in Retirement.

**Learn e**

Learn the process the appointed official must take to participate [Elected Officials](#)

---

**Temporary Layoffs** (5 minutes)

**About e**

Temporary Layoffs

**Learn e**

What DRS will require from employers for temporary layoffs

---

**DOP Update** (10 minutes)

Nadine Cummings, Department of Personnel

**About e**

Proposed July HRMS Release; Agency Contact List; Payroll Distribution on Temporary Layoff Days

---

**HCA Update** (20 minutes)

Larry Cade, Health Care Authority

**About e**

Dependent Coverage up to 26; Washington Health Insurance Package; LTD Premiums and Temporary Layoff; UMP Third Party Administrator – Regence; PEBB Training

**Learn e**

Larry will provide updates on these topics, and he would like your feedback on what PEBB training you would like, and when..

---

**Cancellations & Reversals** (20 minutes)

Bennett Holmes, Dept of Social Health Services (DSHS)

**About e**

EFT reversals and Warrant Cancellations  
EFT rejects, Lost Warrants and Returned Warrants

**Learn e**

How to request and process EFT Reversals and Warrant Cancellations; when to use the off cycle workbench and what steps to take to assure recurring deductions are returned to your agency after the cancellation has processed; which general ledger to use when creating supplemental or replacement payments.

---

**Closing** (5 minutes)

Joe Escobar

---

For OB-2 Driving Directions and Additional Information about the [Washington State Data Center and Office Building Project](#) and [Stage 1 through 5 traffic detours](#) –see following page, and click on the links.

**Click here for more detailed information:**

[Washington State Data Center and Office Building Project](#)

Stage 1 through 5 [traffic detours](#)

*7 Week Duration*  
Begin: 5/24/2010  
Complete: 7/27/2010

## Stage 2

### Construction

- Underground Utility Street Crossings
  - New storm drain
  - Power & communications
- Utility Installation Continues through Stage 5

### Traffic Impacts

- Multiple lane closures
  - Merge traffic around work
- Flagging
  - WSP to override traffic signal at times
- Jefferson St. closed (between 14<sup>th</sup> & 16<sup>th</sup> Ave.)
  - Detour Signage

— Underground Power/Comm      — New Storm Drain