



Welcome! (5 minutes)

Wendy Harris, PPA Chair, Attorney General's Office

DOP Update (10 minutes)

HRMS Upgrade Status, and HRMS Communications/Tips

Nadine Cummings, Department of Personnel

Positive Time Reporting (30 minutes)

Kara Larsen, Attorney General's Office
Teri Thompson, Department of Personnel

About e

Overtime eligible employees will be required to document hours worked each day by completing a Time and Attendance Record form each pay period. The federal Fair Labor Standards Act (FLSA) requires records be kept on total hours worked each day and each workweek for employees in overtime eligible positions to determine when they are eligible to receive overtime compensation.

Learn e

This presentation will cover the reasons the state is moving to this positive time tracking system and information related to how all state agencies will be implementing it if they haven't already done so.

Labor & Industries Worker's Compensation (45 minutes)

Agency Work Group, HRMS Training, L&I

(an additional session on this topic will be presented at a later meeting)

About e

State agencies file quarterly reports with L&I for Workers' compensation (industrial insurance), which provides no-fault industrial insurance benefits to employees and employers for on-the-job injuries/occupational disease. State law requires employers to keep records that will allow L&I to compute premiums, which are based on reporting unit and risk classification. HRMS provides reports to assist agencies with their reporting.

Learn e

- § Find out about the HRMS reports you should run, how to read them, how to find a variance or difference from AFRS, parameters to run your GL reports in AFRS, how to correct data to ensure hours and dollars match, and more.
 - § Walk through the Payroll Posting Report ZHR_RPTPY126 and statewide variants.
 - § Questions and Answers with the Agency Work Group for LNI Reporting.
 - § Review the Risk Classifications upon which basic premiums are determined (L&I).
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Break (10 minutes)

Labor & Industries Express Filing Project (75 minutes)

Ginny Schenck and Elaina Brown, L&I

About e

As state employees that file Worker's Compensation premiums we have the responsibility to provide accurate and timely reports to Labor & Industries. The Express Filing Projects' primary business objective is to replace the existing system that State Fund employers use for online filing and payment of premiums. The rewritten system will substantially improve usability for customers, thereby making it feasible to market the application to employers who are not yet filing online.

Learn e

This presentation will describe the project goals and scope of the September release of the new online quarterly reporting system and the future release. An online demonstration will be provided showing the new features including 2 ways to file — using "Quick File" or "Deluxe File." Deluxe File will include access to your account information and will be available through the online [Claim and Account Center](#).

Closing (5 minutes) (End of PPA General Meeting)

Wendy Harris

Lunch On Your Own (60 minutes)

Attorney General's Office Garnishment Training

Jessica Schenck, Attorney General's Office
Garnishment Functional Team, DOP

(1:00 p.m. to 4:30 p.m.)

About e

Garnishments (or levies) are the act of seizing property to satisfy a creditor's debt using writs, administrative orders, and assignments. Attorney General's Office staff will present this training, and other resources will be available for Q&A. You must print and bring your own training manual for this class. Click here to print your manual: [Garnishment Manual](#). Additional materials are provided as a desk reference, but you don't have to bring them to the training on August 26: [Other Materials](#).

Learn e

- § Completing 1st and 2nd answers
 - § "Frequently Asked Questions" (aka a bit of everything)
 - § Child Support
 - § Bankruptcies, levies, and wage assignments
 - § Miscellaneous HRMS garnishment info – Q&A session
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