

**Personnel/Payroll Association
OB-2 Auditorium, 9:00am – noon
Agenda – November 9, 2016**



Welcome! *Steve Nielson, Office of Financial Management*

Guaranteed Education Tuition Program Update *Lucas Minor, Student Achievement Council*

Use of Part-Time-Indicator in HRMS (DCP Auto Enroll) *Erica Munro, Office of Financial Management*

Task Type for Monitoring FLSA Salary Threshold

2016 Year-End Payroll Processing *Steve Nielson, Office of Financial Management
Diana Sisson, Washington Technology Solutions
Kristy Sartain, Office of the State Treasurer*

Key dates for end of 2016 and beginning of 2017 – *OFM*

IRS and SSA - *OFM*

EFTPS payments not made through HRMS – *OST*

Rates/limits for 2017 – *OFM*

Affordable Care Act – *OFM*

Safe Harbor for W-2 Corrections – *OFM*

Changes to Deferred Comp - *OFM*

Contacts – *OFM/OST/WaTech – OFM*

Year-end web page on HR website - *WaTech*

<http://hr.wa.gov/payroll/HRMS/YearEnd/Pages/default.aspx>

Agency check list – *WaTech*

Other state withholding tax adjustments – *WaTech*

Health Care Activity Report Reminder - *WaTech*

Tax deposit reconciliation – *OFM*

Year-end balancing – IRS forms 941/941X/W-2/
W-2c – *OFM*

Overpayments between calendar years - *OFM*

Closing *Steve Nielson, Office of Financial Management*

Capitol Campus Map: <http://des.wa.gov/SiteCollectionDocuments/campus-map.pdf>