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<b>Welcome!</b>	Steve Nielson, Office of Financial Management (OFM)
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<b>DOP Update</b>	Nadine Cummings, Department of Personnel (DOP)
<i>Learn e</i>	<ul style="list-style-type: none"><li>· Brief Wrap-Up of HRMS Upgrade Project</li><li>· DOP Internet Web site Project – update</li><li>· Changing color schemes in HRMS (handout)</li></ul>

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<b>2008 Year End Payroll Processing</b>	
Purpose of Training	Steve Nielson, OFM
<i>Learn e</i>	<ul style="list-style-type: none"><li>· Review Day's Agenda and Briefly Discuss Handouts</li></ul>

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Year-End Priorities	Steve Nielson, OFM and Patty Peterson, DOP
<i>Learn e</i>	<ul style="list-style-type: none"><li>· Key Dates for ending 2008 and beginning 2009</li></ul>

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Internal Revenue Service and Social Security Administration)	Steve Nielson, OFM
<i>Learn e</i>	<ul style="list-style-type: none"><li>· Taxable Fringe Benefits</li><li>· Deceased Employees – Reporting Rules</li><li>· Example: Overpayments Collected for Prior Years</li><li>· SSN Verification</li><li>· Other State Taxes</li></ul>

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Off Payroll System Procedures for Making Tax Deposits	Shawn Myers, Office of State Treasurer (OST)
<i>Learn e</i>	<ul style="list-style-type: none"><li>· Instructions/Sample EFT JV</li></ul>

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Manual Processing Tasks - OFM Payroll Resources	Steve Nielson, OFM
<i>Learn e</i>	<ul style="list-style-type: none"><li>· Warrant Cancellations</li><li>· Duplicate Forms W-2</li><li>· Emergency Payroll Payments</li></ul>

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State Administrative and Accounting Manual (SAAM)	Steve Nielson, OFM
<i>Learn e</i>	<ul style="list-style-type: none"><li>· IRS Special Reporting Requirements – 25.30.40</li><li>· Deceased Employees – 25.70.30</li><li>· Overpayments – 25.80</li></ul>

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HRMS Year End Processing Activities	Patty Peterson, DOP
<i>Learn e</i>	<ul style="list-style-type: none"><li>· 4<sup>th</sup> Quarter 941 Processing</li><li>· Medical Aid Rates</li><li>· Sick Leave Buyout</li><li>· W-2 Forms and Envelopes</li><li>· Year-To-Date Adjustments (Worksheet)</li></ul>

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Rates for 2009	Steve Nielson, OFM
<i>Learn e</i>	<ul style="list-style-type: none"><li>· Rates/Limits for 2009</li></ul>

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Reconciliations and Examples	Steve Nielson, OFM
<i>Learn e</i>	<ul style="list-style-type: none"><li>· Tax Deposit Reconciliation</li><li>· 941 to W-2</li><li>· Overpayment in Prior Calendar Year</li><li>· <b>Potential</b> New IRS Form – 941X</li></ul>

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<b>Closing</b>	Steve Nielson, OFM
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