

**Personnel/Payroll Association
Labor & Industries Auditorium
Agenda – November 28, 2012**



Into the Future Together

Welcome! (5 minutes)

Steve Nielson, Office of Financial Management

TLA Update (10 minutes)

Katie Gerard, Office of Financial Management, TLA Program

ESS Update (agency panel discussion) (30 minutes)

Dennis Gustafson, Department of Enterprise Services

2012 Year-End Payroll Processing (90 minutes)

*Steve Nielson, Office of Financial Management
Cindy Doughty, Office of the State Treasurer
Kelly Welsh, Department of Enterprise Services*

Key dates for end of 2012 and beginning of 2013 - *OFM*
Internal Revenue Service and Social Security Administration - *OFM*
EFTPS payments not made through HRMS – *OST*
Payroll resources site - *OFM*
Rates/limits for 2013 – *OFM*
Contacts – *OFM/OST/DES – OFM*

Break

Other state withholding tax – *DES*
W-2 reporting update – *DES*
Year-end web page on HR website - *DES*
(<http://hr.wa.gov/payroll/HRMS/YearEnd/Pages/default.aspx>)
Tax deposit reconciliation – *OFM*
Year-end balancing – IRS forms 941/941X/W-2/W-2c – *OFM*
Overpayments between calendar years - *OFM*

Ending the 3% Salary Reduction (10 minutes)

Nicole Dobson, Department of Enterprise Services

HRMS Data Definitions (10 minutes)

Sandi Stewart, Office of Financial Management

Closing (5 minutes)

Steve Nielson, Office of Financial Management

Driving Directions to L&I: <http://lni.wa.gov/Main/ContactInfo/OfficeLocations/>