



Welcome! (5 minutes)

Jay Minton, Department of Social & Health Services

DOP Update (5 minutes)

Shelly Madison, Department of Personnel

About e

ESS/MSS Leave Reporting Project Update
Savings Bond Final Reminder

DOP Strategic Plan (20 minutes)

Mike Sellars, Department of Personnel

About e

DOP strategies and goals for 2011.

2010 Year End Payroll Processing - OFM

Steve Nielson and Steve Ketelsen, Office of Financial Management

About e

Review day's agenda and briefly discuss handouts
Key Dates for Ending 2010 and beginning 2011
Internal Revenue Service and Social Security

- Taxable Fringe Benefits
- Deceased Employees – Reporting Rules
- Forms and Instructions
- Overpayments Collected for Prior Years

Social Security Administration
Other State Withholding Tax (as provided by Social Security Administration)
Manual Processing Tasks – OFM
Rates/Limits for 2011
IRS Form 941-X - OFM
Savings Bond Reconciliation
Contacts – OFM/OST/DOP

-- There will be a 10-minute break during the presentation --

2010 Year End Payroll Processing - OST

Ryan Pitroff, Office of the State Treasurer

About e

Off Payroll System Procedures for Making Tax Deposits

2010 Year End Payroll Processing - DOP

Janet Pasion, Department of Personnel HRMS Training Team

About e

HRMS Year-End Processing Activities

- 4th Quarter 941 Processing
- Medical Aid Rates
- Sick Leave Buyout
- W-2 Forms and Envelopes
- YTD Manual Adjustments

Closing (5 minutes)

Steve Nielson, Office of Financial Management

Driving Directions to OB2
Parking Near OB2
GA Campus Web site

<http://www.ga.wa.gov/Visitor/direction.htm>
<http://www.ga.wa.gov/Park/visitor.htm>
<http://ga.wa.gov/News/CampusUpdates.htm>

For Information about the [Washington State Data Center and Office Building Project](#) –see following pages.