Office of Financial Management
Statewide Accounting
Payroll Consulting
5/28/08 PPA Meeting

7/1/08 State Administrative and Accounting Manual (SAAM) Updates:
(Note: Updates will be in the online version around June 15)

1. Worker's Comp Sick Leave Buyback

- Procedure remains the same
- Clarification on YTD adjustments: Refer to system documentation
- See SAAM Section 25.40.40.d
  http://www.ofm.wa.gov/policy/25.40.htm#25.40.40

2. Pay Dates

- Revision to RCW 42.16.010
  http://apps.leg.wa.gov/RCW/default.aspx?cite=42.16.010
- Affects Military Department Only
- Federal emergency workers that are temporarily on state payroll
- Allows for paydates other than are set up in WAC 82-50-021
  http://apps.leg.wa.gov/WAC/default.aspx?cite=82-50-021
- See SAAM Section 25.30.20.b
  http://www.ofm.wa.gov/policy/25.30.htm#25.30.20

3. Garnishments - Educational Loan Percentage

- Now 15%
- See SAAM 25.60.40.c

http://www.ofm.wa.gov/policy/25.60.htm#25.60.40

4. **Deceased Employees - Cases Involving A Community Property Agreement**

   - Changed the note in SAAM 25.70.30.d: "Spouses" not "parties," deleted sentence

   - See SAAM 25.70.30.d
     http://www.ofm.wa.gov/policy/25.70.htm#25.70.30

5. **Coming October 1, 2008:**

   - Will change shared leave policy to add victims of domestic violence

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Employer Health Insurance Costs for 7/10/08 Payroll:

1. **Please Note: This is for Employer Costs only, <u>not employee premiums!</u>**

   - Sub Object BD

   - ER Cost for June 08 = $707.00 per month or $353.50 per pay period

   - ER Cost for July 08 = $561.00 per month or $280.50 per pay period

2. **Sub Object BD does not accrue to June 2008**

   - BD costs will be charged in FM13 (July 2008), Bien 09, Fiscal Year 09

   - All other salary and benefit costs will accrue in FM12 (June 2008), Bien 09, Fiscal Year 08

3. **What does this mean to your agency?**

   - If account coding between fiscal years is different, the BD records may go

to the AFRS error file.

- AFRS error file records will have to be manually corrected.

- Remember, BD charges would be for the new fiscal year - FY 08 closing will not be affected.

4. Example:

- Program Index (PI) will be used in the example, but any coding element change may cause records to go to the AFRS error file.

- Charges for both fiscal years will be based on the coding in HRMS for 6/16 - 6/30

	PI 12345 (FY 08)		PI 12345 (FY 09)		
Payday	**Salaries**	**Health Ins**	~~**Salaries**~~	~~**Health Ins**~~	
June 25	2,000.00	353.50			**2nd Half of June's charges**
July 10	2,000.00			280.50	**1st Half of July's charges**

- If PI 12345 has the same meaning in both fiscal years, all is OK. The record won't go to the AFRS error file.

- If PI 12345 is not in the AFRS tables for FY 09, the record will go to the AFRS error file, and must be corrected by agency staff. Be sure the use FY 09 coding.

- IF PI 12345 has a different meaning in both fiscal years, the record won't go to the AFRS error file. CAUTION! AFRS reports won't reflect accurate data:

  Example: PI 12345, FY 08 = Payroll Office but in FY 09 = Budget Office

  For BD in FY 09, charges would be based on the FTEs in the Payroll Office instead of the Budget Office.

- Hint: If your agency uses the wild card in the Appropriation Index (AI) ('&' in HRMS), the BD charge for $280.50 will go to the FY 09 AI automatically.