

PPA Meetings – Quick View Agenda Items

Contents

June 28, 2010	2
May 26, 2010	2
April 28, 2010 (cancelled)	3
March 30, 2010	3
February 24, 2010.....	3
January 27, 2010	4
November 20, 2009.....	4
October 28, 2009	5
September 29, 2009.....	5
August 26, 2009 (cancelled)	5
July 29, 2009.....	5
June 24, 2009	6
May 28, 2009	6
April 29, 2009 (cancelled)	7
March 26, 2009	7
February 26, 2009.....	8
January 29, 2009	8
November 20, 2008.....	8
October 28, 2008	9
September 23, 2008.....	10
August 26, 2008	10
July 29, 2008.....	10
June 26, 2008	10
May 28, 2008	11
April 29, 2008	11
March 26, 2008	11

PPA Meeting Date	Feature	Presentation	Presenter(s)
<u>June 28, 2010</u>			
	Central Support Agency Presentation	<ul style="list-style-type: none"> Temporary Layoff Information 	Connie Goff, DOP
	Central Support Agency Presentation	<ul style="list-style-type: none"> HRMS Tools for Temporary Layoff: <ul style="list-style-type: none"> Statewide Variants – New/Updated CATC Time Sheet: Time Leveling PA71 Fast Entry of Time Data 	Kelly Welsh, HRMS Training, DOP
	OFM Update	<ul style="list-style-type: none"> Shared Leave Changes July 2010 Payroll Coding Changes 	Steve Nielson, OFM
	DRS Update	<ul style="list-style-type: none"> Governor Appointed Positions Temporary Layoffs 	Eleanor Conway, DRS
	DOP Update	<ul style="list-style-type: none"> Proposed July HRMS Release Agency Contact List P/R Distribution on Temporary Layoff Days 	Nadine Cummings, DOP
	HCA Update	<ul style="list-style-type: none"> Dependent Coverage up to 26 WA Health Insurance Package LTD Premiums & Temporary Layoff UMP Third Party Administrator – Regence BlueShield PEBB Training 	Larry Cade, HCA
	PPA Workgroup Presentation	<ul style="list-style-type: none"> Cancellations & Reversals 	Bennett Holmes, DSHS
<u>May 26, 2010</u>			
	Central Support Agency Presentation	<ul style="list-style-type: none"> Legislative Changes – ESSB 6724, SHB 2403, SB 6540 	Connie Goff, DOP
	Central Support Agency Presentation	<ul style="list-style-type: none"> Implementing Temporary Layoffs in HRMS BI Portal Reports for Temporary Layoffs 	Sandi Stewart, Nadine Cummings, Angie Hogenson, DOP
	HRMS Training Team	<ul style="list-style-type: none"> New Cost Distribution Reports – Employee ZHR_RPTFIIT0027 and Position ZHR_RPTFIIT1018 	Kelly Welsh, DOP

PPA Meeting Date	Feature	Presentation	Presenter(s)
	Central Support Agency Presentation	· New careers.wa.gov website	Melia Olsen, DOP
	HCA Updates	· Health Care Authority Updates	Larry Cade, HCA
	OFM Updates	· Legislative Changes – SAAM Updates	Steve Neilson, OFM
	DRS Update	· Temporary Layoffs – DRS Info	Eleanor Conway, DRS
	DOP Update	· Release Management – June · Retro Solution · HRMS Communications web page changes	Nadine Cummings, DOP
	Central Support Agency Presentation	· Compensatory Time Cash-Out at Termination	Steve Nielson, OFM
	PPA Workgroup	· Leave Transmittals	Nicole Dobson, DOP
April 28, 2010 (cancelled)	Meeting Cancelled		
<u>March 30, 2010</u>			
	Central Support Agency Presentation	· 100 HRMS Payrolls	Eva Santos, Steve Young, DOP
	Central Support Agency Presentation	· Employee Self Service (ESS) Reconfiguration, Centralized Security, and New Online Recruiting System	Dennis Gustafson, DOP
	DOP Update	· Release Management – April · OLQR · DOP Service Center email	Nadine Cummings, DOP
	Central Support Agency Presentation	· HCA Electronic Reporting	Glenda Fairchild, HCA, Ann Syverson, LNI, and Gordon Bowman, DIS
	Central Support Agency Presentation	· Payroll Direct Deposit – Closed Accounts & Reversal Processing	Lesa Williams, OST
<u>February 24, 2010</u>			
	Vendor Presentation	· VEBA MEP	Brian Riehs, Service Representative, VEBA

PPA Meeting Date	Feature	Presentation	Presenter(s)
			Service Group
	DOP Update	<ul style="list-style-type: none"> · HRMS Release Management 	Nadine Cummings, DOP
	Central Support Agency Presentation	<ul style="list-style-type: none"> · DRS Annual Statement 	Eleanor Conway, DRS
	Central Support Agency Presentation	<ul style="list-style-type: none"> · New IRS Form 941-X 	Denise Paulsen, Department of Personnel HRMS Functional Team
	OFM Update	SAAM Updates: <ul style="list-style-type: none"> · Leave Transmittals · Comp Time Buyout · Shared Leave Medical Certifications · WA State Registered Domestic Partners 	Steve Nielson, Steve Ketelsen, OFM
	Central Support Agency Presentation	<ul style="list-style-type: none"> · IRS Form W-4: Exempt Status 	Steve Nielson, OFM
<u>January 27, 2010</u>			
	Central Support Agency Presentation	<ul style="list-style-type: none"> · DOP Services 	Eva Santos, DOP
	DOP Update	<ul style="list-style-type: none"> · HRMS Release Management · Sick Leave Buyout Process Recap 	Nadine Cummings, DOP
	PPA Workgroup Presentation	<ul style="list-style-type: none"> · 035 Reconciliation – GL 5187 	Taletha Walker, WDFW
	OFM Update	<ul style="list-style-type: none"> · Year-End Reminders · 2009 Duplicate W-2 · Electronic Submission of W-2C · Payroll Resources Website Updates · Upcoming SAAM Updates 	Steve Nielson, Steve Ketelsen, OFM
<u>November 20, 2009</u>			
	PEBB EE Eligibility Project and Appeals Process	<ul style="list-style-type: none"> · Employee Eligibility Implementation · PEBB Appeals Process Review 	Steve Norsen, HCA
	2009 Year-End Payroll Processing	<ul style="list-style-type: none"> · OFM Year-End Information 2009 · Reconciliation of Federal 	Steve Nielson and Steve Ketelsen, OFM

PPA Meeting Date	Feature	Presentation	Presenter(s)
		<ul style="list-style-type: none"> · Taxes Deposited via EFTPS · PAYROLL YEAR-END FORMS 941/941-X and W-2/W-2c BALANCING · Collecting a 2009 Overpayment in 2010 · Collecting a 2009 (or prior) Overpayment in 2010 · Wages Subject to FIT, OASI, Medicare · EFTPS (Electronic Federal Tax Payment System) instructions for tax deposits not generated through HRMS · EFT JV Sample · Year-End Payroll Processing - HRMS 	Shawn Myers, OST Kelly Welsh, DOP
	Additional Information (not presented or handed out)	<ul style="list-style-type: none"> · DSHS Calendar and Fiscal Year Close Schedule 	DSHS
<u>October 28, 2009</u>			
	DOP Update	<ul style="list-style-type: none"> · Retro Date Exception Report ZHR_RPTPYN36 · HRMS Release Management · HRMS Year-End Process – Changes 	Nadine Cummings, DOP ISD
	OFM Update	<ul style="list-style-type: none"> · Wage Type 3101 Retros 	Steve Nielson, Steve Ketelsen, OFM
	Federal Reporting	<ul style="list-style-type: none"> · Federal Reporting – Identifying EEs Out of Balance 	Nadine Cummings, DOP ISD
<u>September 29, 2009</u>			
	DOP Update	<ul style="list-style-type: none"> · HRMS Release Management 	Stan Thomas, DOP ISD
	Open Enrollment 2010	<ul style="list-style-type: none"> · Open Enrollment 2010 	Larry Cade, Amy Corrigan, Steve Norsen, HCA
August 26, 2009 (cancelled)	Meeting Cancelled		
<u>July 29, 2009</u>			

PPA Meeting Date	Feature	Presentation	Presenter(s)
	DOP Update	· New DOP Service Center	Robin McCord, DOP
	HRMS Helpful Tips	· CAT2 Tips	Wendy Harris, ATG
	Cross-Agency Workgroup	· Separations	Cross-Agency Workgroup
	Cross-Agency Workgroup	· Logged changes in Infotype Data · Time Evaluation	Cross-Agency Workgroup, and Kelly Welsh, HRMS Training Team
	Central Support Agency Presentation	· Dependent Verification	Larry Cade HCA
	Central Support Agency Presentation	· HRMs Data Definition Project · HR Management Report update	Cherie Willhide, DOP
<u>June 24, 2009</u>			
	DOP Update	· Data Definition Project · Agency Contact List – now Excel · OLQR Search	Nadine Cummings, DOP
	Cross-Agency Workgroup	· Movement / Turnover Report · Actions Report	Cross-Agency Workgroup
	Cross-Agency Workgroup	· Separations	Cross-Agency Workgroup
	Central Support Agency Presentation	· Reason Codes in PAY1	Amy Corrigan, HCA
	Central Support Agency Presentation	· New Retirement Transmittal Report	Patty Orchard, DOP
	Vendor Presentation	· New VEBA Trust Third-Party Administrator	Brian Riehs, Service Representative, VEBA Service Group
	Legislative Update	· 2009-11 Collective Bargaining Agreements	Diane Leigh, Director, LRO (OFM)
<u>May 28, 2009</u>			
	PPA Meeting Review	· (March) Roles assigned to CATS_DA transaction	Wendy Harris, ATG

PPA Meeting Date	Feature	Presentation	Presenter(s)
		<ul style="list-style-type: none"> · (January) April 27, 2009 HRMS Communication regarding additional instructions for determining part-time hours for seniority purposes. 	
	DOP Update	<ul style="list-style-type: none"> · Agency Contact List · PPA Agenda Master List · HRMS Decentralized Role Definition Handbook · New Retro Solution in HRMS · Job Seeker Support Location Change · DOP Help Desk Function to Merge 	Nadine Cummings, DOP
	HRMS Reporting	<ul style="list-style-type: none"> · Payroll Journal ZHR_RPTYPN33 · Flexible EE Data Reports (2) 	Cross-Agency Reporting Workgroup
	Combined Presentation	<ul style="list-style-type: none"> · Separations 	Cross-Agency Workgroup
	Central Support Agency Presentation	<ul style="list-style-type: none"> · Separations: COBRA, COBRA Subsidy/Billing, PAY1, Mailing Address 	Amy Corrigan, HCA
	DOP Presentation	<ul style="list-style-type: none"> · Layoff Reporting in BI 	Cherie Willhide, DOP
	Bonus	<ul style="list-style-type: none"> · EE Address Sample Communication · 06/08/09 – OFM e-mail regarding accounting instructions for COBRA Subsidy Payments 	
April 29, 2009 (cancelled)	Meeting Cancelled		
<u>March 26, 2009</u>			
	DOP Update	<ul style="list-style-type: none"> · Infotype Lockout Issue 	Nadine Cummings, DOP
	HRMS Tips	<ul style="list-style-type: none"> · IT9402 Pay Results 2 	Nadine Cummings, DOP
	OFM Update	<ul style="list-style-type: none"> · HRMS Security Audit · COBRA Subsidies 	Steve Nielson, Steve Ketelsen, OFM
	New DOP Website	<ul style="list-style-type: none"> · Website & OLQR 	Carol Wyckoff, Nadine Cummings, Patty Peterson, DOP
	Central Support Agency Presentation	<ul style="list-style-type: none"> · LNI Quarterly Reporting System · LNI Trend Reports & Cost 	Sandra Craypo, LNI

PPA Meeting Date	Feature	Presentation	Presenter(s)
		Analysis	
	HRMS Reporting	<ul style="list-style-type: none"> CATS Display (CATS_DA) Wage Type Report (PC00_M99_CWTR) 	Patty Peterson, DOP
	Bonus	<ul style="list-style-type: none"> End Dating updates VEBA Flyer Additional HRMS Shortcuts Additional guidance determining hours for seniority 	
<u>February 26, 2009</u>			
	DOP Update	<ul style="list-style-type: none"> Federal Stimulus Bill PU19 Tax Reporter Issues New Tax Reporting Class 	Nadine Cummings, DOP
	OFM Update	<ul style="list-style-type: none"> 65% COBRA subsidy for laid off EEs 	Steve Nielson, Steve Ketelsen, OFM
	HRMS Reporting	<ul style="list-style-type: none"> Reporting Basics 	Patty Peterson, DOP
	Vendor Presentation	<ul style="list-style-type: none"> VEBA MEP 	Brian Riehs, VEBA Service Group
	Central Support Agency Presentation	<ul style="list-style-type: none"> Appeals Process 	Larry Cade, PEBB/HCA
	HRMS Reporting	<ul style="list-style-type: none"> Logged Changes in Infotypes Report 	Patty Peterson, DOP
<u>January 29, 2009</u>			
	DOP Update	<ul style="list-style-type: none"> Maintain Text Adding a Personal Holiday 	Robin McCord, DOP Help Desk
	Central Support Agency Presentation	<ul style="list-style-type: none"> Layoff Information & Resources 	Teresa Dillon, DOP Amy Corrigan, PEBB/HCA
	OFM Update	<ul style="list-style-type: none"> Balancing Employment Tax Forms for 2008 New IRS Form 941-X Replaces 941c 	Steve Nielson, Steve Ketelsen, OFM
	HRMS Security	<ul style="list-style-type: none"> SAP License Audit 	Jeff Colorossi, DOP
	Central Support Agency Presentation	<ul style="list-style-type: none"> 2008 Early Reduction Factors & Retirees Who Return to Work 	Kim Smith, DRS
Added 7/30/09	Bonus	<ul style="list-style-type: none"> ATG Agency Payroll Office Procedure for RRTW (Retiree Return To Work) verification on private contractors hired. 	
<u>November 20, 2008</u>			
	DOP Update	<ul style="list-style-type: none"> Wrap-Up of HRMS Upgrade DOP Internet Website Project 	Nadine Cummings, DOP

PPA Meeting Date	Feature	Presentation	Presenter(s)
	HRMS Tips	<ul style="list-style-type: none"> Changing color schemes in HRMS 	Nadine Cummings, DOP
	2008 Year End Payroll Processing:	<ul style="list-style-type: none"> Review Agenda 	Steve Nielson, OFM
	<ul style="list-style-type: none"> Year End Priorities 	<ul style="list-style-type: none"> Key Dates 	Steve Nielson, OFM Patty Peterson, DOP
	<ul style="list-style-type: none"> IRS and SSA 	<ul style="list-style-type: none"> Taxable Fringe Benefits Deceased EEs – Reporting Rules Example Overpayments Collected for Prior Years SSV Verification Other State Taxes 	Steve Nielson, OFM
	<ul style="list-style-type: none"> Off Payroll System Procedures for Making Tax Deposits 	<ul style="list-style-type: none"> Instructions/Sample EFT JV 	Shawn Meyers, OST
	<ul style="list-style-type: none"> Manual Processing Tasks 	<ul style="list-style-type: none"> Warrant Cancellations Duplicate Forms W-2 Emergency Payroll Payments 	Steve Nielson, OFM
	<ul style="list-style-type: none"> State Administrative and Accounting Manual SAAM 	<ul style="list-style-type: none"> IRS Special Reporting Requirements 25.30.40 Deceased EEs 25.70.30 Overpayments 25.80 	Steve Nielson, OFM
	<ul style="list-style-type: none"> HRMS YE Processing Activities 	<ul style="list-style-type: none"> 4th Quarter 941 Processing Medical Aid Rates Sick Leave Buyout W-2 Forms and Envelopes YTD Adjustments (Worksheet) 	Patty Peterson, DOP
	<ul style="list-style-type: none"> Rates for 2009 	<ul style="list-style-type: none"> Rates/Limits for 2009 	Steve Nielson, OFM
	<ul style="list-style-type: none"> Reconciliations and Examples 	<ul style="list-style-type: none"> Tax Deposit Reconciliation 941 to W-2 Overpayment in Prior Calendar Year Potential New IRS From – 941X 	Steve Nielson, OFM
<u>October 28, 2008</u>			
	DOP Update	<ul style="list-style-type: none"> HRMS Upgrade Status 	Cherie Willhide, DOP
		<ul style="list-style-type: none"> HRMS Upgrade Information – What Has Changed 	Lesa Terry, Janet Pasion, DOP
	HRMS Tips	<ul style="list-style-type: none"> Wage Types, Absence Types, and Infotypes 	Nadine Cummings, DOP Steve Nielson, OFM
	Central Support Agency Presentation	<ul style="list-style-type: none"> Shared Leave – Terminated EEs 	Steve Nielson, OFM DOP Rules

PPA Meeting Date	Feature	Presentation	Presenter(s)
<u>September 23, 2008</u>			
	DOP Update	· HRMS Upgrade Status	Cherie Willhide, DOP
	HRMS Communications	· Occasional listserv delays · Communication channel between HR and Payroll	Nadine Cummings, DOP
	HRMS Tips	· How to Remove a Variant	Nadine Cummings, DOP
	Central Support Agency Presentation	· PEBB Open Enrollment 2009	Steve Norsen, Larry Cade, HCA
	Agency Presentation	· Open Enrollment – HRMS & Pay1	ATG, DOP
	Combined Presentation	· LNI Worker's Compensation Reporting	Cross-Agency Workgroup
<u>August 26, 2008</u>			
	DOP Update	· HRMS Upgrade Status	Nadine Cummings, DOP
	Agency Presentation	· Positive Time Reporting	Kara Larsen, ATG Teri Thompson, DOP
	Combined Presentation	· LNI Worker's Comp Reporting	Cross-Agency Workgroup HRMS Training LNI
	Agency Presentation	· LNI Express Filing Project	Ginny Schenck, Elaina Brown, LNI
	AFTER PPA MEETING	· Garnishment Training	Jessica Schenck, ATG
<u>July 29, 2008</u>			
	DOP Update	· HRMS Upgrade Status	Cherie Willhide, DOP
	DOP Tips	· Search OLQR	Nadine Cummings, DOP
	Combined Presentation	· Sick Leave Payout (Separation)	Cross-Agency Workgroup
	Vendor Presentation	· VEBA MEP	Brian Riehs, VEBA Service Group
	Central Support Agency Presentation	· Retiree Return to Work	Brian Berghoff, DRS
	Combined Presentation	· EE Separation Packet	Cross-Agency Workgroup
	Combined Presentation	· Worker's Comp – Time Loss Recovery (Sick Leave)	Cross-Agency Workgroup
<u>June 26, 2008</u>			
	DOP Update	· HRMS Upgrade Status	Cherie Willhide, DOP
	HRMS Communications	· HRMS Communications Listserv	Nadine Cummings, DOP
	HRMS Tips	· Payroll Processing Days 1, 2, 3	Robin McCord, DOP Help Desk

PPA Meeting Date	Feature	Presentation	Presenter(s)
	Combined Presentation	· Savings Bonds	Cross-Agency Workgroup
	Agency Presentation	· New Employee Packet	Susan Latham, OFM
	Vendor Presentation	· Health and Disease Management	Susie Hepner, Active Health
<u>May 28, 2008</u>			
	DOP Update	· HRMS Upgrade Status	Cherie Willhide, DOP Dennis Gustafson, DOP
	DOP Update	· 2008 Leave-Related Laws	Connie Goff, DOP
	HRMS Tips	· Variants · Matchcodes	Patty Peterson, Robin McCord, DOP
	Central Support Agency Presentation	· Q&A from 3/26/08 Meeting · "How To" for HCA Refunds · Flexible Spending Account (FSA)	Larry Cade, HCA
	Central Support Agency Presentation	· CAFR Comprehensive Annual Financial Report	Steve Nielson, OFM
	Combined Presentation	· Effective Dating for Retirement · Retirement Issues/Best Practices	Cross-Agency Workgroup
	Central Support Agency Presentation	· General Retirement Information	Brian Berghoff, DRS
<u>April 29, 2008</u>			
	DOP Update	· HRMS Upgrade Status	Cherie Willhide, DOP Dennis Gustafson, DOP
	Central Support Agency Presentation	· 941 Quarterly Reporting	Chris Phillips, DOP
	HRMS Tips	· View Infotypes & Numbers · Add URL to SAP Easy Access Menu	Robin McCord, DOP Help Desk
	Combined Presentation	· "24 x 7" Discussion	Cross-Agency Workgroup
	Central Support Agency Presentation	· Moore vs. HCA – Eligibility, Rules, and Trainings · Effective Dating for PEBB Benefits	Larry Cade, Matthew Albright, HCA
<u>March 26, 2008</u>			
	DOP Update	· Job Classification Changes	Lisa Skriletz, DOP
	OFM Update	· Electronic 941 Filing	Steve Nielson, OFM
	Combined Presentation	· Effective Dating in HRMS: · What is a Redline? · Agency Issues/Examples · Address Redlines	Cross-Agency Workgroup

PPA Meeting Date	Feature	Presentation	Presenter(s)
		<ul style="list-style-type: none"> · Division by Zero Redlines · RPCIPE Error Redlines 	
	HRMS Communications	<ul style="list-style-type: none"> · Agency Contact List 	Nadine Cummings, DOP
	HRMS Tips	<ul style="list-style-type: none"> · Off-Cycle Workbench vs. ACH Reversals 	Robin McCord, DOP Help Desk
	DOP Update	<ul style="list-style-type: none"> · HRMS Upgrade Status 	Cherie Willhide, Dennis Gustafson, DOP
	PPA Update	<ul style="list-style-type: none"> · What's Next and Your Ideas 	Wendy Harris, PPA Chair