



Personnel/Payroll Association

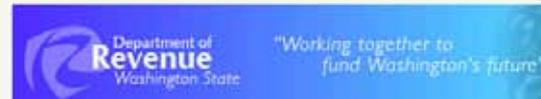
PPA Meeting – May 28, 2009



About the Office of the
State Treasurer



Washington State Department of
Labor & Industries



Washington State
Health Care Authority



Washington State Office of the
ATTORNEY GENERAL



Office of Financial Management
STATE OF WASHINGTON



PPA Meeting Review – review “Parking Lot” from previous meetings

- n From March, regarding roles assigned to the CATS_DA transaction:
 - CATS DA
 - § Time & Attendance Processor
 - § Time & Attendance Supervisor
 - § Time & Attendance Inquirer
 - The Role Administration Handbook incorrectly states:
 - § All Personnel Administration roles have access to CATS_DA
 - § T&A Inquirer does not have access to CATS_DA
- n From January, regarding variants to help in determining part-time hours for seniority purposes:
 - Additional instructions and statewide variants were provided – see the 4/27/09 HRMS Communication on the HRMS Support Message Center

DOP Update

- n Agency Contact List – you can use “Find” to locate agencies by agency name, and please contact the DOP Help Desk if you have updates [Home](#) > [Payroll](#) > [Human Resource Management System](#) > [HRMS Support](#) > [Agency Contact List](#)
- n New – Personnel Area Cross Reference – use this to quickly locate Agency and Personnel Area ([same page as Agency Contact List](#))
- n PPA Agenda Master List – find presentations quickly [Home](#) > [Payroll](#) > [Personnel/Payroll Association](#)
- n HRMS Decentralized Role Definition Handbook – updates
- n New – Retro Solution to prevent accidental retroactive payroll calculations – coming in July



HRMS - Reporting

Cross-Agency Reporting Workgroup

- n Payroll Journal ZHR_RPTPYN33
- n Flexible Employee Data Report ZHR_RPTPAN02
- n Flexible Employee Data S_AHR_61016362



Separations

Cross-Agency Reporting Workgroup

- n Overview
- n Outline of presentations in coming months



COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985)

Amy Corrigan, Health Care Authority

- n COBRA
- n COBRA Subsidy including Billing Process
- n PAY1
- n Mailing Address



HRMS Layoff Coding & Layoff Reports in BI (Business Intelligence)

Cherie Willhide, Planning & Performance
Office, Department of Personnel



HRMS Layoff Coding & Layoff Reports in BI (Business Intelligence)

Today's Layoff Topics:

- § SB 6157 and How It Impacts Layoff Coding
- § Coding Layoff Actions in HRMS
- § Layoff Action Reports Available in BI



HRMS Layoff Coding & Layoff Reports in BI (Business Intelligence)

SB (Senate Bill) 6157:

§ Calculating compensation for retirement purposes during the 2009-2011 fiscal biennium

§ *Average final salary calculations for members will not be affected by salary reductions due to reduced hours, LWOP, or furloughs taken as part of an employer's expenditure reduction effort during the 2009 – 11 biennium*

§ What does that mean for our process?

§ Code these actions using Absence Type 9041



HRMS Layoff Coding & Layoff Reports in BI (Business Intelligence)

Layoff Action Codes:

§ Review codes for:

- § Separation
- § Appointment Changes
- § Rehire from Layoff List
- § LWOP – Reduction in Force



HRMS Layoff Coding & Layoff Reports in BI (Business Intelligence)

Layoff Reports:

§ Currently in development

§ Layoff Activity Report

§ LWOP – Reduction in Force Activity Report

§ Message will go out to agencies when reports are available on the Portal



About PPA - Executive Committee

- n Comprised of representatives from agency HR and payroll staff and Central Support Agencies (DOP, OFM, DRS, HCA, OST).
- n Meets monthly to:
 - Determine issues and concerns of agency HR and Payroll staff and establish PPA Meeting agendas.
 - Coordinate Work Groups to build and present topics of interest.
 - Keep agency HR and Payroll staff informed!



Why are Monthly PPA Meetings Important?

- n Communication and standards for Washington State
- n Ongoing resource for the most current information
- n Training
- n Problem Solving – agencies helping agencies
- n Networking with other agencies
- n Encourages use of the tools available (HRMS)

On the Web:

[Home](#) > [Payroll](#) > [Personnel/Payroll Association](#)

<http://www.dop.wa.gov/payroll/PPA/Pages/default.aspx>



Where We Are Heading

- n Proactive planning for relevant, engaging PPA Meetings on a regular schedule
- n Training, including “topic-building” - basics → advanced
- n Increased agency HR and payroll involvement in PPA
- n Listening to your needs!

How YOU Can Become a Part of the PPA Future!

- n Tell us your agency issues, concerns, and training needs
- n Share solutions - how does your agency do “X”?
- n Volunteer for a PPA Work Group, or help out at a general meeting
- n Attend PPA Meetings and encourage others to attend – learn and build confidence!