

# Personnel/Payroll Association

PPA Meeting – June 26, 2008



# HRMS Upgrade - Status

n Where are we?

Cherie Willhide, DOP

# HRMS Communications

- n **New** HRMS Communications Listserv
- n Payroll and Financial Errors and EE Lockouts
- n Day 2 and Day 3 Errors - Resolving

# ISD Communications - Listserv

## Today -

- n **Three DOP Outlook Distribution Lists**
  - Agency HRMS HR Leads
  - Agency HRMS Payroll Leads
  - Agency HRMS Point of Contact
  
- n **PERSPAYREPS Listserv**
  
- n **HRMS Customer Support Web Site – Messages**
  
- n **System ZAlert**
  
- n **Agency Contact List – DOP and Agency-to-Agency**

# ISD Communications - Listserv

**Tomorrow – (effective for 7/25 payroll)**

- n **New HRMS Communications Listserv**
- n **HRMS Customer Support Web Site – Messages**
- n **System ZAlert**
- n **Agency Contact List – DOP and Agency-to-Agency**

## ISD Communications - Errors

- n **Effective for 7/25 payroll**
- n **Payroll and Financial Errors for Days 1 and 2 and Employee Lockouts will be:**
  - **Posted on HRMS Customer Support Web Site – *New* Payroll and Financial Errors**
  - **E-mail reminder sent using HRMS Communications Listserv**
  - **System ZAlert**
- n **Agencies are instructed to view their errors and contact the DOP Help Desk if they cannot resolve**
- n **Issues will be tracked and recorded**

***Agencies are doing a great job of resolving errors!***

## ISD Communications - How You Can Help

**Make sure you are getting the information you need**

- n **If you are already receiving HRMS Communications or PPA listserv e-mails, you don't need to do anything unless your information changes**
- n **Subscribe / Unsubscribe from the **HRMS Communications** listserv at [listservhttp://listserv.wa.gov/cgi-bin/wa?INDEX](http://listserv.wa.gov/cgi-bin/wa?INDEX)**
- n **Use agency-maintained distribution lists (individual names are also accepted)**
- n **Contact the DOP Help Desk to update your Agency Contact List information**

## HRMS Tips – DOP Help Desk

- n Activities to perform during Payroll Processing Days**
- n Add Transaction Codes to your HRMS Favorites for easy reference during payroll**
- n These are suggested transactions – let us know what other activities and reports you use!**

Savings Bonds – JoAnne Saunders (DOT), Tanya Brogan (DSHS), Tara Herron (LNI), Lori Seaunier (ESD)

- n **Bond Purchases Infotype 0103**
- n **Bond Denominations Infotype 0104**
- n **How IT0103 and IT0104 Relate**
- n **Address Changes**
- n **Rotating Bonds**
- n **Reserve Balances**

# Savings Bonds

**Create Bond Purchases (0103)**

Owner records    Maint. owner records

Personnel No.    Name

PersArea 4050 Dept of Transportation    EEGroup 0 Permanent

PSubarea 0001 Non Represented    EESubgroup 01 Monthly(M) OT Exem... Status Active

Start 06/16/2008 to 12/31/9999    00158714

**Bond purchase**

Bond series EE Series    Bond purchase ID 00

Bond denomination 200.00

Bond cost 100.00 USD

With rotating owner/benef.

**Deduction**

Bond deduction amt 50.00 USD

Deduction percentage

**Wage types for payroll**

Bond deduction WT	A 4100	Bond Purchase Deduction
Bond balance WT	4110	Reserve Balance - Bond
Bond number WT	4120	Number of bonds purchased

**Payment dates**

Payment model WA04    Every Pay Period - Full Amt

1st payment period    OF    1st payment date

Interval in periods    Interval/Unit

# Savings Bonds

**Create Bond Denominations (0104)**

Family/rel. person

Personnel No. [ ] Name [ ]

PersArea 4050 Dept of Transportation EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 01 Monthly(M) OT Exem... Status Active

Start 06/16/2008 to 12/31/9999

Bond purchase ID 00 Rotation sequence 01 Number of bonds 002

**Bond owner information**

Name Joan Blue

SSN/Tax-ID 555-11-2222

Street 1234 Main Street

City/State Anywhere WA Washington

Zip code/Country 98503 US USA

**Beneficiary**

Type

Beneficiary Name Janet Blue

Co owner SSN/Tax-ID 111-22-5555

# Personnel/Payroll Association – June 2008

## Savings Bonds

Denominations (0104)      Denominations (0104)

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Denominations (0104)      Denominations (0104)

Personnel No.  Name

PersArea 4050 Dept of Transportation      EEGroup 0 Permanent

PSubarea 0001 Non Represented      EESubgroup 01 Monthly(M) OT Exem. Status Active

Choose 01/01/1800 to 12/31/9999      STy.

Personnel No.  Name

PersArea 4050 Dept of Transportation      EEGroup 0 Permanent

Subarea 0001 Non Represented      EESubgroup 01 Monthly(M) OT Exem. Status Active

Choose 01/01/1800 to 12/31/9999      STy.

Overview

Start Date	End Date	Bond purchas...	Bon...	Bond type	Sequence n...	Num	Owner name-B...
06/01/2006	06/15/2006	00	E	100.00	0	0	KE
06/16/2006	06/30/2006	01	E	100.00	0	0	K
07/01/2006	12/31/9999	02	E	100.00	2	1	EM
06/16/2006	12/31/9999	02	E	100.00	1	1	H
06/16/2006	12/31/9999	02	E	100.00	3	1	KE
06/16/2006	12/31/9999	02	E	100.00	4	1	S
06/16/2006	12/31/9999	02	E	100.00	5	1	TF
06/16/2006	12/31/9999	02	E	100.00	6	1	K
06/16/2006	09/29/2006	02	E	100.00	7	1	R
06/16/2006	09/29/2006	02	E	100.00	8	1	H

Overview

House No/Street	City	R...	Postal Code	C...	Name of berf
15 .VENUE	SUNNYSIDE	WA	98944	US	LC
15 .VENUE	SUNNYSIDE	WA	98944	US	LC
15 .VENUE	SUNNYSIDE	WA	98944	US	LC
15 .VENUE	SUNNYSIDE	WA	98944	US	PA
15 .VENUE	SUNNYSIDE	WA	98944	US	LC
15 .VENUE	SUNNYSIDE	WA	98944	US	PA
15 .VENUE	SUNNYSIDE	WA	98944	US	LC
15 .VENUE	SUNNYSIDE	WA	98944	US	LC
15 .VENUE	SUNNYSIDE	WA	98944	US	LC
15 .VENUE	SUNNYSIDE	WA	98944	US	PA

## Savings Bonds – “Gee Whiz!”

### Did you know???

- n IT0103 – check *With rotating owner/benef* even if one owner – makes it easier to add later!
- n IT0104 – the next person to get a bond will be the first one you see each month!
- n IT0104 – *Number* of bonds are what that owner will get before rotating to the next owner!
- n IT0104 – *Bond Purchase ID* is a unique identifier that links IT0103 and IT0104
- n Bond Address does not change automatically, and there’s a good reason!

# Savings Bonds

n **Reports – Kib Eveland, ATG**

n **“How To” and DOC User Procedure –  
Wendy Harris, DOC**

n **Q&A – Todd Jenkins, ISD Functional Team**

# New Employee Packet

## Susan Latham, OFM

- n OFM's New Employee Packet
- n Mandatory requirements
- n Suggestions on how you might adapt Best Practices for your agency's business processes.



Office of Financial Management  
S T A T E O F W A S H I N G T O N

# Health and Disease Management - HCA

**Steve Norsen, HCA**

**Susie Hepner, Active Health**



# About PPA – Executive Committee

## 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!

***Attend – Learn – Volunteer - Share – Let Us Know!***

## Resources

- n PPA - <http://www.dop.wa.gov/HRMS/PPA/>
  - Wendy Harris, Chair (DOC) 360-725-8350
- n OFM - <http://www.ofm.wa.gov/resources/payroll.asp>
  - Steve Nielson 360-664-7681 or Steve Ketelsen 360-664-7777
- n DRS - <http://drs.wa.gov/default.htm>
  - Brian Berghoff 360-664-7165
- n HCA - <http://www.perspay.hca.wa.gov/>
  - Steve Norsen 360-412-4201
- n OST - <http://tre.wa.gov/>
  - Jackie Biss 360-902-8914 or Lesa Williams 360-902-8911

## Resources - DOP

### HRMS Customer Support Web Site

<http://www.dop.wa.gov/HRMS/Customersupport>

- § **Messages** – *Messages for end users*
- § **Resources** – *Reports, Absence/Wage Types, OLQR*
- § **Schedules** – *HRMS Payroll Calendar*
- § **PPA** – *Handouts and minutes from monthly meetings*

### Contacts

**Carol Wyckoff 360-664-6336**

**Nadine Cummings 360-664-6449**

**DOP Help Desk – 360-664-6400**

### Training – OEDS

<http://www.dop.wa.gov/Employees/TrainingAndDevelopment/default.htm>