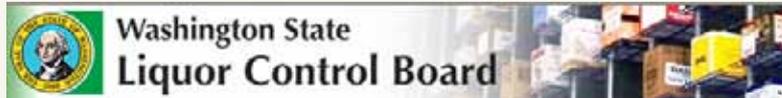


Personnel/Payroll Association

PPA Meeting – July 29, 2008



HRMS Upgrade

- n **General Project Update**
- n **Agency “Sneak Peek” of Launch C – feedback**
- n **Review of Launch B**
- n **Demo – E-Recruiting Professional and Personal Access**

HRMS Communications & Helpful Tips

n **HRMS Communications**

- **New Payroll/Financial Errors Web page**
- **New HRMS Communications Listserv**

n **Helpful Tips - Search OLQR**

- **Ctrl + F**

Sick Leave Payout (Separation)

- n Employees who separate state employment due to retirement or death are compensated for unused sick leave at the rate of twenty-five percent. Compensation is based on the employee's salary at the time of separation. Compensation may be direct, or may be deposited in a Medical Expense Plan (MEP).**
- n Terminology – “payout” vs. “buyout.” The Earnings Statement line entry is “payout” to avoid confusion with the annual sick leave buyout process (which will be covered in a November PPA presentation).**

Sick Leave Payout (Separation)

- n **CATS Screen Posting**
- n **ZCAT6**
- n **ZT60**
- n **Viewing Accrual Balances 084**
- n **Creating a Payout/Buyout**
- n **VEBA or Direct Payment**
 - **Advantages/disadvantages**

Sick Leave Payout (Separation)

n Resources

- **CATS to HRMS Time Data Transfer ZCAT6**
http://www.dop.wa.gov/SiteCollectionDocuments/Payroll/HRMSSupport/TrainingAndOLQR/UserProcedures/cats_hrms_time_data_transfer.doc
- **Attendance System Change Report (ZHR_RPTTM084)**
http://www.dop.wa.gov/SiteCollectionDocuments/Payroll/HRMSSupport/TrainingAndOLQR/HRMSReports/Attendance_System_Change_ZHR_RPTTM084.doc
- **Leave Buyout Reporting to DRS_Correct**
http://www.dop.wa.gov/SiteCollectionDocuments/Payroll/HRMSSupport/TrainingAndOLQR/UserProcedures/sa_correct_leave_buyout_reporting_drs.doc
- **Preemptive Time Data Check (ZHR_RPTPYN07)**
http://www.dop.wa.gov/SiteCollectionDocuments/Payroll/HRMSSupport/TrainingAndOLQR/HRMSReports/Preemptive_Time_Data_Check_ZHR_RPTPYN07.doc
- **Wage Type Reporter (PC00_M99_CWTR)**
http://www.dop.wa.gov/SiteCollectionDocuments/Payroll/HRMSSupport/TrainingAndOLQR/HRMSReports/Wage_Type_Reporter_PC00_M99_CWTR.doc

VEBA - MEP

- n **Process**
- n **Rules**
- n **Forms**
- n **Timing requirement**
- n **What an employee can expect**
- n **What happens if an employee does not complete their VEBA form in time**
- n **Website links – VEBA PowerPoint**
- n **www.veba.org**

Retiree Return to Work

- n **PERS, TRS, and SERS Plan 2 and 3 members – 2008 Early Retirement Factors (ERF)**
 - Ineligible to receive benefits while working in any compensated capacity for a retirement system-participating employer
 - 2008 ERF effective 7/1/2008 (PERS) and 9/1/2008 (SERS and TRS)
 - Affects retirees under 65 who are interested in returning to employment

Employee Exit

- Statewide Forms
- Rules

Liquor Control Board

- Employee Separation Checklist
- Exit Interview

Dept. Social & Health Services

- Employee Exit Questionnaire
- Employee Security Exit Checklist

Office of Financial Management

- Employee Exit Form

Attorney General's Office

- Exit Interview Process
- Staff Exit Survey

General Administration

- Exit Interview Questions
- Exit Checklist

Dept. of Personnel

- Supervisor's Checklist
- Designing Useful Exit Interviews

Employee Exit

- n Agency Forms, Checklists, and Processes for Employee Exit
- n Agency Exit Interviews
- n Central Support Agency Forms
 - HCA Termination and Leave Without Pay (LWOP) Insurance Checklist <http://www.perspay.hca.wa.gov/documents/50-420.pdf>

*Stay tuned for Employee Separation processes **in HRMS** at a future PPA Meeting!*

Employee Exit – Bennett Holmes, DSHS

- n HR - resignation letter, retirement
- n Payroll - term effective date, leave balance, final pay/W-2 address, VEBA for retirement (where VEBA is an option)
- n Equipment - keys, laptop, pager, PDA, cell, badge, transit and parking passes, SCAN cards and access numbers, state vehicle
- n Network and Security - e-mail, distribution lists, access to agency-specific applications, HRMS and E-Recruiting roles
- n Records Management - computer/hardcopy files and archives

Employee Exit – Eden Teachout, DOP

n Exit Interview

- Why conduct an exit interview?
- How formal should the process be?
- Who should conduct the interview?
- Who should be interviewed?
- When is the best time to conduct the interview?
- Should we use a survey?
- What should we ask?
- How should we end the interview?
- How should we compile, analyze, and use the information?
- Resources

Employee Exit – Steve Nielson, OFM

- n Employee Personnel/Payroll Records Transmittal
<http://www.dop.wa.gov/NR/rdonlyres/17E60288-CE80-41DD-88DC-FC537CDB3940/0/EmployeeRecordsTransmittal.doc>
- n SAAM **25.20.50** <http://www.ofm.wa.gov/policy/default.asp>
- n WAC 357-22-025 (nonrepresented)
<http://apps.leg.wa.gov/WAC/default.aspx?cite=357-22-025>
- n Collective Bargaining Agreements (represented) - refer to individual CBAs
- n Documents that should **not** be transmitted from losing to gaining agency:
 - Form I-9, Employment Eligibility Verification (Department of Homeland Security)
 - Original Form W-4 Employee's Withholding Allowance Certificate (IRS)
 - Agency-specific garnishment documents
 - Grievance documents

Worker's Compensation – Time Loss Recovery (Sick Leave)

- n Agencies must deal with various circumstances depending on how employees may choose to use leave or leave without pay for injury absences, and any subsequent Worker's Comp Time Loss payments received.
- n Workers' Compensation (Industrial Insurance) provides no-fault industrial insurance benefits to most workers and employers in Washington who are injured in the course of their employment or develop an occupational disease as a result of their required work

Worker's Compensation – Time Loss Recovery (Sick Leave)

- n Injury (L&I Claim)
- n Employee Rights/Notification – employee communication is important
- n Wages/Benefits (Annual Leave, Comp Time, Sick Leave)
- n Time Loss (60% After Two Weeks)
- n Sick Leave Buyback
 - Calculations
 - Wage Types, Pay Recovery, and Leave Restoration
 - Scenarios
- n Retirement Service Credits
 - HRMS
 - Manual

Worker's Compensation – Time Loss Recovery (Sick Leave)

n Resources

- DRS Notice - Temporary Duty Disability
<http://drs.wa.gov/employer/drsn/e07020.htm>
 - § 94-006 Service Credits <http://drs.wa.gov/employer/DRSN/94006.pdf>
- OFM Accounting, Payroll Resources, #13 [Workers' Compensation Temporary Duty Disability Optional Retirement Service Credit of Unpaid Leave](#)
 - § Optional Retirement Service Credit for Unpaid Leave
<http://www.ofm.wa.gov/resources/payroll/PRDRSMemo.pdf>
- State Administrative and Accounting Manual (SAAM) **25.40.40 - Workers' compensation time loss payments**
- OLQR – Worker's Compensation Time Loss Payments <http://win-shrweb.dis.wa.gov/olqr/nav/cat280/file1693/index.htm>

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
 - § After August 1 – ATG 360-664-8820
- n OFM - <http://www.ofm.wa.gov/resources/payroll.asp>
 - Steve Nielson 360-664-7681
- 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>