

Personnel/Payroll Association

PPA Meeting – November 20, 2008



DOP Update

- HRMS Upgrade Project
 - § Launch was successful
 - § POC distribution list and Web site will be disbanded, probably after 1/1/09
 - § Follow normal maintenance process – contact DOP Help Desk
 - § Thanks for all your efforts!
- DOP Internet Web site Project
 - § New launch date in January
 - § Preview will be available to agencies
 - § Thank you for participating in usability studies!
- Changing color schemes in HRMS

2008 Year-End Overview

n **Purpose of Training**

- Review Day's Agenda and briefly discuss handouts

n **Year-End Priorities**

- Key dates for ending 2008 and beginning 2009

2008 Year-End Overview

n **Internal Revenue Service and Social Security Administration**

- Taxable Fringe Benefits
- Deceased employees – reporting rules
- Example: overpayments collected for prior years
- SSN verification
- Other state taxes

n **Off Payroll System Procedures for Making Tax Deposits**

- Instructions/Sample EFT JV

2008 Year-End Overview

- n **Manual Processing Tasks – OFM Payroll Resources**
 - Warrant Cancellations
 - Duplicate Forms W-2
 - Emergency Payroll Payments

- n **State Administrative and Accounting Manual (SAAM)**
 - IRS special reporting requirements – 25.30.40
 - Deceased employees – 25.70.30
 - Overpayments – 25.80

2008 Year-End Overview

n **HRMS Year-End Processing Activities**

- 4th Quarter 941 processing
- Medical Aid Rates
- Sick Leave Buyout
- W-2 Forms and Envelopes
- Year-To-Date adjustments (worksheet)

2008 Year-End Overview

n **Rates for 2009**

- Rates/Limits for 2009

n **Reconciliations and Examples**

- Tax Deposit Reconciliation
- 941 to W-2
- Overpayment in Prior Calendar Year
- **Potential** New IRS Form – 941X

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 (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 or Kim Smith 360-664-7107
- 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>