

**Personnel Payroll Association (PPA) Meeting  
March 28<sup>th</sup>, 2012**

**Minutes**

**Time, Leave and Attendance Project Overview (Steve Nielson, OFM)**

The state is in the initial stages of taking the next step in modernizing its financial systems. In an effort to create efficiency in the statewide timekeeping processes we are working towards implementing an enterprise-wide solution for recording time, leave attendance (TLA).

The goal of TLA is to improve timekeeping by incorporating business rules into an automated time tracking solution. The reasons for a statewide solution are to create consistency, reduce paper-based processes and duplication of efforts. A statewide solution with build in business rules will automate compliance with federal and state laws and policies, as well as collective bargaining agreements.

The project is initially established and funded for software acquisition and implementation at two pilot agencies – the Department of Transportation and the Department of Ecology.

Many of the goals outlined in the multi-agency 2009 feasibility study are expected to be met by the TLA project:

- Facilitating time and leave capture, approval and reporting
- Providing employee self-service capability
- Enabling management reporting
- Integrating with core financial and human resource systems

There will be three phases to the TLA project:

- Phase 1: planning and analysis for the formation of baseline business requirements; a vendor selected; detailed planning for the pilot will begin
- Phase 2: implementing the solution for the identified pilot agencies
- Phase 3: implementation for all other state agencies

Project governance includes a Steering Committee, and Agency/Policy Group, and a Virtual Advisory Group. Keys to success have been identified.

In the meantime, agencies can work with DES to establish a plan for implementation or usage of the Employee Self-Service Leave Tool solution. Agencies interested in this path should contact the [DES Service Center](#).

**SAAM Updates (Steve Nielson, OFM)**

SAAM 25.70.30.g – Amounts due to deceased employees

- Effective 1/1/12 the warrant is no longer made out to the deceased employee and endorsed by the claimant. The warrant is to be made payable to the claimant directly.
- There is no more need to cancel and reissue the warrant.
  - If the claimant is known at the time of payroll processing, use WT 3100 and write the warrant to the claimant from Fund 035 GL 5199.

- If a claimant cannot be located, move the money via JV to Fund 035 GL 5145 Due to Deceased Employees' Estates.
- NOTE: To be consistent with SAAM, DES/HRMS is working on a Wage Type that will accrue the money directly to Fund 035 GL 5145.

### 25.60 – Garnishments and Wage Assignments

#### Substitute House Bill (SHB) 1551

- removed the requirement for creditors to provide self-addressed stamped envelopes
- increase the calculation to compare against 75 percent of disposable earnings to thirty five time the federal minimum wage
- removed the forty percent exemption amount from child support writs of garnishments
- the exempt amount for all child support writs is fifty percent

### **Upcoming IRS Trainings**

**(Steve Nielson, OFM)**

- 5/31/12 – Independent contractor vs. employee
- 7/12/12 – Taxable Fringe Benefits
- Please get the word out.
  - Both classes were cancelled last year due to low enrollment
  - We need 50 people to hold the class
- Location Change for the classes will be Columbia Room in the Leg Bldg., not at DES.

### **Shared Leave between Agencies**

**(Steve Nielson, OFM)**

- For amounts sent by other agencies
  - All that is needed is to plug in the amount sent in the “dollars contributed” column
  - No need to ask the employee’s salary and number of hours donated
- To return dollars to the other agency
  - Delete the formula in “donor’s hours”
  - It is not needed
- Input form (blank)
  - Added notes to the bottom of the spreadsheet
  - Certain columns are not entered if the amount comes from another agency
  - The form is located in OFM's payroll resources site:  
<http://www.ofm.wa.gov/resources/payroll.asp>

### **Employee Self-Service Leave Tool**

**(Kathy Shea/Kelly Welsh, DES)**

Kathy and Kelly provided a brief demonstration/presentation of the Employee Self-Service Leave Tool currently being utilized by DES and the Office of Insurance Commissioner as pilot agencies. The system is being rolled out to other agencies as they request and become prepared. System and organizational hierarchy is a very important step agencies need to perform prior to moving forward with implementing the Leave Tool. Agencies considering implementation may want to check the information and FAQ documents on the HR/Payroll website at: <http://hr.wa.gov/payroll/ESS/Pages/AutomatedLeave.aspx> .

Agencies can work with DES to establish a plan for implementation or usage of the Employee Self-Service Leave Tool solution. Agencies interested in this path should contact the [DES Service Center](#).

## **HCA Updates (Life Insurance, PAY1, Rules & Policies) (Amy Corrigan, HCA)**

### **Life Insurance**

#### Special Re-enrollment

- Report sent out on March 9<sup>th</sup>
  - Request is made for agencies to review each account for accuracy
- Another report will be sent out in April
  - Includes amounts keyed in PAY1 on or before April 14<sup>th</sup>
- Agencies will be asked to review each account for accuracy

#### Things to look for

- Employee did not have Employee Supplemental prior to 1/1/2012, but was given supplemental without Evidence of Insurability (EOI).
- Spouse did not have Spouse Basic and/or Supplemental prior to 1/1/2012, but was given basic and/or supplemental without EOI.
- Employ and/or spouse were given more than guaranteed amount allowed without EOI
  - \$50,000 for employee
  - \$25,000 for spouse
- Employee and/or spouse given a total amount over the maximum allowed without EOI
  - Employee under the age of 60 now has more than \$250,000 without EOI
  - Employee age 60 or older now has more than \$100,000 with EOI
  - Spouse has more than ½ of the employee supplemental amount
- Employee and/or spouse name was not submitted to ReliaStar to verify there were no past denials

#### Importance of being accurate:

- Error may not be discovered until a claim is filed
  - May result in hardship for the employee or their family at a moment when they don't need more bad news

#### Resources

- [www.perspay.wa.gov](http://www.perspay.wa.gov)
- FUZE
- 1-800-700-1555

## **Updates – PAY1 Domestic Partners and Their Children**

### PAY1 to HRMS Interface

- All new employees default to pre-tax deduction status for medical and dental benefits in HRMS
  - A manual entry in HRMS is required to change the status of a domestic partner and their children that do not qualify under IRC Section 152 to a post-tax status
  - A request was made of HCA to automatically change the status of domestic partners and their children to post-tax through the PAY1 – HRMS interface

- § This request could not be completed
  - PAY1 identifies domestic partners, however, PAY1 does not identifying the children of domestic partners
- § Manual entry in HRMS continues to be required
- § Procedures are outlined in HRMS Course Manual for Benefits  
[www.hr.wa.gov/payroll/HRMS/OnLineQuickReference/Pages/CourseManuals.aspx](http://www.hr.wa.gov/payroll/HRMS/OnLineQuickReference/Pages/CourseManuals.aspx)
- § Click on HRMS Benefits under Course Manuals

## **Updates – Rules and Policies**

### Policy 19-1 Termination due to Loss of Eligibility and 45-2 Special Open Enrollment

- Available on the website beginning April 4, 2012
- Includes Clarification on:
  - Stepchildren – Not an eligible dependent after a divorce or dissolution of a partnership
  - Remove stepchild per Addendum 19-1A Loss of Eligibility
- Includes clarification on:
  - Dual Enrollment in PEBB coverage
    - § Removal date must coincide with enrollment date
  - Dependent becomes eligible for coverage other than PEBB
    - § Removal of dependent is permitted as long as the dependent enrolls in employer's plan when newly eligible
  - Caution: A break in coverage is possible
    - § Depending on when the employee submits enrollment/change form
- If an employee has been denied based on rule interpretation in one of these situations since 1/1/2012
  - Employee may appeal the previous decision

## **Additional – Training and Benefits Fairs**

### Training

Agencies pulling state-wide staff together for a meeting may request training on topic(s) of choice

- Topics include, but are not limited to
  - Eligibility
  - Life Insurance and Long-Term Disability
    - § Basics and/or claims processing
  - Continuation of coverage (LWOP, COBRA, etc.)

### Benefits Fairs

HCA is looking for a facility in Lacey for the 2012 Benefits Fair

- A facility that is large enough for a fair
- Offers ample free parking – ADA accessible
- Opportunity for easy access for you employees