Click here for the January 27 PPA Agenda: PPA Agenda January 27, 2010

Jay Minton, PPA Chair, opened the meeting. The following is a summary of notes taken by volunteers from Employment Security – thank you, ESD!

1. DOP Services

Eva Santos, DOP Director, presented information on the impact the budget cuts have on DOP and what agencies can expect in the way of changes.

DOP PowerPoint: DOP Services

Link to DOP Services on DOP website:
http://www.dop.wa.gov/AboutUs/Pages/DirectorsMessage.aspx

2. What Is The PPA?

Jay Minton, PPA Chair, presented information on the PPA.

What is the PPA:
The Personnel/Payroll Association (PPA) is all of us - the employees who work in the HR and payroll offices of Washington State agencies. Our goal is to be a key communication channel for HR and payroll activities and info sharing.

Volunteer:
We have no membership dues, which means we have no budget or administrative help. We are all volunteers.

Executive Committee:
We have an Executive Committee of Central Support and general agency staff that meets monthly to discuss topics of interest or concern to all state agencies and to set the meeting agendas.

Resources:
We try to be a resource for all the latest information:

- providing mini-trainings or presentations from work groups on topics that need clarification
- walk through annual events such as Insurance Open Enrollment and Calendar Year-End.

- help with layoff resources,
- describe new IRS processes, and LNI Quarterly Reporting
- bring vendors in when there's something new or changed, such as VEBA.

We ask for your feedback and work to incorporate it whenever possible to make these meetings more valuable to you.

Workgroups:
We're always willing to enlist and accept volunteers for cross-agency workgroups. This offers opportunity to meet, network, and problem-solve with other agencies. The groups then share the "combined" knowledge at future meetings, whether it's for a single presentation or a series like the 035 Reconciliation group today.

If you are interested in volunteering, or have feedback you'd like us to consider, please email the DOP Service Center, Nadine Cummings at DOP, Steve Nielson or Steve Ketelsen at OFM, Amy Perry at the STO, or Jay Minton at DSHS.

Please keep coming to the meetings and encourage others to attend so we can all learn and gain confidence using the tools we have to do our jobs.

3. Division of Child Support

DSHS Division of Child Support provided a link for contact and program information:
DCS Contacts

4. DOP Update

Nadine Cummings, DOP, reminds agencies to use servicecenter@dop.wa.gov when emailing the DOP Service Center. The old help desk email address will be decommissioned soon.
Nadine also presented information on the January and February HRMS Releases, the HRMS Year-End Process (went great, with only 1 lockout!), the 100th HRMS Payroll is coming up on March 25, and Annual Sick Leave Buyout including a reminder to continue to use the **YYYY process for quota corrections not in the current buyout year which tells HRMS those amounts are not eligible for the current year buyout. See HRMS Communication dated 12/17/2009 for more details: Archives located at
http://www.dop.wa.gov/payroll/HRMS/OnLineQuickReference/Pages/HRMSCommunications.aspx

5. 035 Reconciliation Workgroup – GL5187

Taletha Walker, DFW Payroll, presented the first of many upcoming presentations on 035 Reconciliation. This month is General Ledger 5187 – LNI Quarterlies and Reconciliation. The next GL presentation will be 5181 Healthcare in a few months. Notes from the presentation:

- IT0234- new employees, quarterlies
- Handouts on OFM Resources website, Section 8,
- GL 5187 Medical Aid & L&I
  enter rates in a "lag basis" (01/01/2010 effective 02-2010)
- report ZHR_RPTYU05 to verify rates
- L&I sends rates annually to DOP
- Risk class rates listed on L&I website
- HRMS applies L&I rates through IT0234 based on **actual** pay dates effective
- Employee override group unique to each agency- all employees should have group name starts with agency number
- *'**Personal Lists'** to avoid using other agency codes – icon button in HRMS look on OLQR for info.
- Losing agencies end date one day prior to first pay date and new agency
  Most important in any reconciliation is communication – between agencies and within agencies

Q: Doesn't prevent gaining agency overriding your proactive end date record
A: Yes, true. Check what you've done and contact the new agency if necessary

Q: New employee is entered, if you enter on the 1st day, it doesn't hurt anything. But if you always make it the pay date = consistency.

Q: New hires were told has to be there with 1st date or error. If you use the first pay date as the start date, the Preemptive Basic Data Check report ZHR_RPTPYN06 shows IT0234 as a missing record for the current period.

A: Has not experienced that, must be set-up for pay date. The N06 is providing an informational result, not a true error. If IT0234 is not set up, an error will show on the red line report. Again, you can use either the hire or first pay date. Best practice is first pay date.

- Instructions on how to run HRMS reports for L&I reconciliation on OFM's website.

Clean reporting/filing:

- Collect 6 payrolls, credit 5187, pay L&I quarterly.
- Most agencies pay on a "lag basis"
- Retroactive adjustments:
- Watch period(s) being affected
- decreased rate – HRMS corrects all amounts
- Increased rate – HRMS only collects ER share – agencies decide if they want to take from employee
- previous quarter may also require manual adjustments/amended returns

- Crossing calendar years, HRMS does NO corrections!
- 3 year amended return limit

Online resources:

- DOP Contact List
- OLQR Procedures
- OFM Payroll Resources
- L&I Online secure access

Agency rates differ due to experience factor.

How to reconcile:

- Reconciliation template
- L&I Reconciliation reports on OFM Payroll Resources – tells you how and why to run reports
- Enterprise reporting provides GL balance details.
- Adhoc reporting- need to take class to get logon ID

Q: Business Area only on adhoc reports?

A: Yes, only give you for your agency, personnel area not in adhoc, at an agency level.

If you have suggestions for corrections to the reconciliation materials from this presentation, you can contact Taletha, or if you have a tool you use and want to share. Responsibility for updates in future will be transferring to OFM.

6. OFM Update

Steve Nielson, OFM, presented information on:

- year end reminders
- 941 get out and mail soon
- 941 W-2 reconciliation
- #17 on OFM Payroll Resources website has tools for year-end reconciliation
- Do reconciliation before you mail it out, could do 941C incorporate into it so you don't have to do941X
- Run W-3 report tax reporter
- Run 941 report
- Can do reconciliations each pay day
- On OFM resource site #17 – duplicate W2s
- If you need to correct W2 use W2c form- probably have 941 correction as well

- Social Security website can send W2c electronically – sign up to log on and e-file W2cs or print for employees. Wait to submit 2009 W2c's until April. 2008 can submit now. 3 month time limit to submit saved W2c
- Changed Wages subject to OASI notes on Resources site
- IRS Materials
- Updates to SAAM- deceased employee, registered domestic partners, leave transmittals

The next PPA Meeting will be February 24, 2010.