Personnel/Payroll Association (PPA) Meeting – January 29, 2009

Click here for the January 29 PPA Agenda: [PPA Agenda January 29, 2009]
Click here for the January 29 PowerPoint: [PPA Meeting January 29, 2009]

PPA Chair, Wendy Harris (ATG), opened the meeting.

1. HRMS Tips

Robin McCord, DOP/ISD Help Desk, presented information on Maintain Text and Adding a Personal Holiday in HRMS.

Handout: Maintain Text and Adding a Personal Holiday

Q: Is there a limit to the amount of text you can add?
A: These fields appear to be limitless, or at least they can hold a great deal of data.

DSHS offers their use of Maintain Text – "We use Maintain Text for overpayments, retirement changes or adjustments, and any time we fix an error which may include anything outside of the norm, or an event that needs good detail to prevent it from happening again. It's good for reconciling Fund 035 to identify the situation or 'story' of what occurred to assist in determining where the money should be moved to. Especially in GL5199 and GL1324, Maintain Text is invaluable. GL5199 is basically a dumping ground of things that many times have no clear direction because we only have on WT3100 to deduct funds from an employee for a multitude of reasons. This presents many challenges in clearing GL5199 considering the volume of deductions each and every payroll. With GL1324 we are able to more efficiently and effectively able to reconcile and **clear** items in a timely manner."

They also indicated the use of F9 and F11 to save time – use F9 to open the Maintain Text window. Use F11 to save anywhere in HRMS where there is an option to save. Also note that you can copy and paste into Maintain Text any text data; however it will not take any objects (screen prints). If you have any underlining, bold, italics or other formatting in the text you paste, HRMS will paste as plain text without formatting. DSHS' internal policy is to leave their initials and date after each addition of data in Maintain Text to ensure others can follow the string of information.

Thank you, DSHS, for providing this additional information regarding the Maintain Text feature in HRMS!

Q: Can we just extend the end date for the current year's Personal Holiday?
A: No, you need to add an additional Personal Holiday in the following year.

Q: Can we add a note for audit purposes to justify why an additional Personal Holiday was added?

A: That Infotype does not have Maintain Text – use another Infotype that does have Maintain Text.

Additional Resources for Adding a Personal Holiday:

WAC 357-31-070
WAC 357-31-075
WAC 357-31-080

2. Layoff Information & Resources

Teresa Dillon, DOP, and Amy Corrigan, HCA, presented portions of a session that is currently offered jointly by the Department of Personnel, Public Employee Benefits Board/Health Care Authority, Workforce Development Council and Employment Security, Community and Technical Colleges, and Department of Retirement Systems.

Handouts: Layoff Information & Resources - Joint

__Note__: the handout provided at the 1/29/09 PPA Meeting was a cut down version of the joint session. The link above is the full version as used in the workshops, and some information has been updated since the 1/29/09 PPA Meeting.

Layoff Information and Resources for Employees - Joint
DOP Layoff Information for Employees - DOP
Layoff/Reduction in Force (RIF) - HCA

Q: Are agencies required to check for names from the GGTP?

A: For non-represented yes but it is optional for represented. However, Governor Gregoire has directed state agencies to consider employees impacted by layoff before hiring outside of state government.

Q: Who is eligible for the GGTP?

A: - All General Government permanent employees separated by layoff or notified by their employer that they are at risk.
- Employees who are eligible to participate in the return-to-work initiative program.
- Permanent Washington Management Service employees and General Government employees who accept a position in Washington general service and are being voluntarily or involuntarily reverted during the trial service period.

- Former permanent classified General Government employees who have submitted a written request for re-employment within two years of disability separation and who have submitted their physician's statement that they can return to work.
- General Government employee business unit members whose contract has expired or been terminated.
- Permanent Washington Management Service employees who accept acting appointments and who do not return on the agreed upon date in accordance with WAC 357-58-275.

Q: How do agency HR staff request names from the layoff list?
A: Agency HR staff that utilize E-Recruiting can run the layoff report independently or contact DOP at ggtpcheck@dop.wa.gov and the list will be sent to them.

Q: How do agency HR staff request names from the GGTP?
A: The GGTP database is maintained at the DOP only and requests can be made to ggtpcheck@dop.wa.gov. The information needed to run a GGTP check includes:

Note: if the position is in-training, then the needed information is for the lowest class of the in-training series.

1. Job class number
2. Job class title
3. Salary range (for WMS, specify minimum and current dollar amounts)
4. County name
5. Shift--day, swing, graveyard, or rotating
6. Is it full time, part-time, or non-permanent
7. Is it a project position?
8. Is travel required?
9. Is a background check required?
10. Is there a special license or certification required?
11. What are the skills and competencies required for the position?
12. Is the position represented or non-represented?

An additional related handout was available: 5 Cs For Communicating

3. Balancing Employment Tax Forms for 2008 and New IRS Form 941-X Replaces 941c

Steve Nielson and Steve Ketelsen, OFM, presented information on the importance of balancing forms 941, 941c, 941-X, W-2, and W-2c for 2008, and demonstrated the new 941-X form.

Handouts: Finalizing Year-End 2008 and Correcting Errors Discovered in 2009
Payroll Year-End Forms 941/941c/941-X and W-2/W-2c Balancing
941/941c/941-X and W-2/W-2c Reconciliation Sample

Payroll Tax Deposit Reconciliation
Form 941-X

Note: you may wish to access the above forms directly. They are available on the OFM Website at: http://www.ofm.wa.gov/resources/payroll.asp. The 941-X form is available at: www.irs.gov.

Q: Can we add additional lines to the 941/W-2 Reconciliation spreadsheet if we have more W-2cs than room allows?

A: Yes. The sheet is protected to prevent inadvertent deletions of data and formulas. If you need the password, please contact OFM:

Steve Nielson
Office of Financial Management
Accounting Division
Phone: (360) 664-7681
Fax: (360) 664-3388
Email: steve.nielson@ofm.wa.gov

Steven R. Ketelsen
Office of Financial Management
Statewide Accounting
(360) 664-7777
Steven.Ketelsen@ofm.wa.gov

Q: When reprinting a W-2, do we need to put "Reissued Statement" on it?

A: When reprinting W-2s within SAP from a completed Production run, "Reissued Statement" automatically appears on the reprinted documents. Please see the DOP/ISD On-Line Quick Reference for more detail on how to reissue W-2s

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Q: For 4th Quarter 2008 should we use 941-X for ANYthing?

A: The 941c is obsolete. Use 941-X for **any** error you discover after 1/1/09, for **any** tax year.

4. SAP License Audit

Jeff Colorossi, Dept. of Personnel, Information Services Division, answered questions about the recent audit regarding Washington State's contract with SAP for licenses which allow users to access HRMS data and transactions.

Q: How long do we have to make the needed corrections?

A: We want the first wave of corrections to be made by the end of March. The SAP audit is the end of June. We realize some agencies may not be able to reduce to the exact amount; we will evaluate again after March.

Q: Have security administrators been notified of the number of licenses their agency has?

A: In November, we notified them of just the number used, but we've cleaned the data up since then. As each agency that required adjustment has been contacted, they've been notified of the number they are using and how many they are limited to.

Q: What was the formula used to determine the number of licenses for each agency?
A: The formula used a percentage of the number of licenses for the entire state based on the number of users per agency (based on the number of W-2s that were issued, so this number would be skewed in favor of the agency).

Q: If we've already reduced our licenses from the November request, will we be asked to make further corrections?
A: Yes, if you are still using more than your calculated allotment. The DOP Security Team is working with each agency, one-on-one, to ensure that cleanup is occurring, and in the right places.

Q: What are the different types of licenses?
A: We have 75,000 ESS users; 2000 Professional licenses for processing in HRMS; and 200 Limited Professional licenses for review only – these affect a user's ability to perform functions.

Q: How long is the process (timeframe) to give licenses (assign licenses)?
A: They are assigned by **agency** security administrators, so you determine your own timeline. Each agency assigns its own licenses within its user population. Previously, no guidance regarding number of licenses was given to the agencies which resulted in this disproportional number of licenses issued by various agencies.

Q: Are licenses concurrent? If they aren't all being used at the same time, do we still need three licenses, for example?
A: Each user with professional roles requires a license, and each licenses counts towards the allotment, even if they are not all simultaneously logged into HRMS, performing functions.

Q: Is there a way to track "last log in" for a user?
A: DOP is working on a new auditing process that we hope will allow us to monitor this more closely. Once we establish this new process, we will communicate it out to the agency security administrators.

Q: How can we find out who is on the security administrators distribution list for our agency?
A: Monthly, the DOP Security Team generates a report of agency security administrators for internal use. Membership on the list is based upon assigned roles as a decentralized security administrator. We do not share this list with outside entities, however you can call the DOP Help Desk to find out who is listed for your agency.

5. 2008 Early Reduction Factors & Retirees Who Return To Work

Kim Smith, Department of Retirement Systems, presented information on the new 2008 Early Retirement Factors and how the new rules for retirees who return to work may affect your hiring process.

Handouts: 2008 ERF Notes

Q: When agencies complete a Contractor Status form to verify if the Retiree had retired under the 2008 Early Retirement Factors (ERF) where should those forms be kept?

A: A central location or file would be recommended, however it is up to the agency to decide.

Q: What happens to a Retiree who retired under the 2008 ERF and returns to DRS covered employment?

A: If they return before age 65 their pension will be stopped.

Q: Do we need to verify any retirees who retired before the 2008 ERF was effective?

A: The effective date was July 1, 2008 for PERS and Sept. 1, 2008 for TRS and SERS. You do not have to verify the status of any contractor who is directly compensated before these effective dates. Of course, any employee you hire must complete a Retirement Status Form and if retired from a Washington State Retirement System must be reported to DRS.

Q: When can a Retiree who retired using the 2008 ERF return to work for a DRS covered employer and not lose their pension?

A: Once they reach age 65 as long as they have had at least one 30-day break in service the regular retiree return to work rules will apply.

Q: How can a large agency deal with these new requirements? Can we give our contractor's office access to Member Reporting Verification (MRV) to verify status?

A: As DRS Email 09-001 explains, your agency will need to put a process in place. You have basically two options.

1. Complete a separate Contractor Status Form for all contractors, independent contractors, and personal service contractors that you directly compensate.
    - Employer completes form and uses MRV to look up the status
        - If you see the following new message "Retired under the 2008 ERF. Stricter RTW rules apply" call Employer Support Services (ESS)
        - If no message, file form for your records
2. As an alternative to completing the Contractor Status Form and verifying MRV

- You can create language elsewhere in your contracting process that asks contractors, independent contractors, and personal service contractors that you directly compensate to confirm in writing if they have retired under the 2008 ERF.
    - If their response is NO, keep documentation and you will have met your obligation
    - If YES, contact ESS

DRS' preferred method would be that the contracts section completes the Contractor Status Form and then forwards it to Payroll or Human Resources to verify on MRV. If that method just does not fit your process, contact ESS.

E-mail: **ESS**
Phone:
1-800-547-6657, option '6', then '2' or
(360) 664-7200, option '2'
Fax: (360) 753-1090

Join us for the next PPA Meeting on Thursday, February 26, 2009!