PPA Meeting Minutes 2/24/2010

Voluntary Employees' Beneficiaries Association – VEBA

Presented by: Brian Riehs, Service Representative from VEBA Service Group
e-mail: brian@veba.org
phone: 1-800-422-4023

Power Point Presentation: VEBA MEP Review

- New Third Party Administrator as of July 1, 2009 is Meritain Health
  - Contact Information: Meritain Health, PO Box 27810, Minneapolis MN 55427-0810
- Please discard all old forms pertaining to the old administrator in Spokane
- VEBA.org website contains:
  - New forms
  - VEBA Employer Handbook
- Include State Agency Employer ID number on all forms and correspondence
- Retirees can no longer have VEBA benefit payment go directly to HCA for premium payments. They can, however, sign up for ongoing systematic premium reimbursement payments.

DOP Update

Presented by: Nadine Cummings, Department of Personnel

March System Release - Theme is: Optimization, making the system run faster with less human intervention. Proposed Change Requests for March include:

- Payroll Components: getting correct paid absence hours reported on the Payroll Journal; correcting issues with risk classes being picked up from master data and should now come from payroll results; also, fixing the Year-to-date register involving the way retroactive processing handled.
- Financial Components: implementing an update to Interfaces (GAPs) 38 and 39 where some agencies send updated employee and position cost distribution coding and they will now be able to send those updates as soon as they are in AFRS rather than waiting until fiscal year end.
- HR Component: implementing a change with the action report for employees with concurrent employment, it will show the Personnel Number of the employee that applies to your personnel area rather than the Reference Personnel Number.
- Technical Component: There will be an update/rewrite to Interface (GAP) 9. Communications have been sent to technical contacts for those agencies affected. Information is not changing, there will just be more.

DRS Annual Statements

Presented by: Eleanor Conway, Department of Retirement Systems

- DRS Annual Statements will not be mailed this year. They will be available to employees online in March within the Define Benefits Section for each individual employee. Communication will be forthcoming in early March (estimated March 8th).

PPA Meeting Minutes 2/24/2010

New IRS Form 941-X

Presented by: Denise Paulsen, Department of Personnel – HRMS Functional Team

- New User Procedure: Form 941-X: Adjusted Employer's QUARTERLY Federal Tax Return or Claim for Refund

- The IRS Form 941X is now available with HRMS (replaces the 941C).
    - Critically important to do the File Entered Generation On Date timely.
    - Make sure you run the report on your entire agency.
    - Use the Logged Changes in InfoType Data report to review and make sure the entries are correct.

Suggested Future PPA Topics

Presented by: Linda Lunschen, Office of the Attorney General

We're looking for ideas or topics for future PPA meetings and would like input/voting on preferences related to some suggested topics. They are:
- Switching Hourly employees to Salary and Salary employees to Hourly
- Mid-Period Transfers – what are the impacts and how do we handle them
- Payroll Status – How to use, who should use, HR vs. Payroll
- Overpayment – Multi-year, How to handle and/or avoid
- Logged Changes Report – Howe to run it and what can it be used for?
- Effects of a Retro in HRMS
- Reversals – Miscellaneous deductions and the General Ledgers

Please provide feedback and any other suggestions or ideas to Linda or Crystal.

Steve Nielson steve.nielson@ofm.wa.gov or Steve Ketelsen steve.ketelsen@ofm.wa.gov

OFM Update & W-4: Exempt Status

Presented by: Steven Ketelsen and Steve Nielson, Office of Financial Management

Some updates have been made to the SAAM Manual (effective March 1, 2010):
- Leave Transmittals – SAAM 25.20.50
    - Transmittals (state form 314) are still required for all or any employees transferring between agencies
    - DOP will be updating the form
    - PPA Workgroup (headed by Gwen McClanahan of DOC) will be developing a presentation for future PPA Meeting.
- CompTime Pay Outs – SAAM 25.30.50
    - Comptime paid out at separation/termination must be paid at a rate with consideration of an average over the past three years (most times it is the last salary, but consideration must be given)
    - Comptime paid out at any other time will be paid out at the current rate.
- Shared Leave Medical Certification – SAAM 25.40.10
    - Agencies must establish a policy regarding when employees must submit medical certification or may be exempted in the case of major emergencies/incidents (such as pandemic flu).

PPA Meeting Minutes 2/24/2010

- Washington State Registered Domestic Partners: Writs of Garnishment and Deceased Employees – SAAM 25.60 and 25.70.30
    - References were updated and changed to follow legislative guidelines.

Specific IRS Reporting Requirements for employees who file an exempt W-4 and for deceased employees.

- Deceased Employees - would be exempt and not reportable
    - These should have the “Y” flag or designation in the system with the exempt status
    - A form 1099 would be produced for those payments made to family or beneficiaries
- Current Employees – claiming exempt status on their W-4 and the income is reportable
    - These should have the “R” flag or designation in the system as reportable
    - A new W-4 is required every year and expires on 2/15 of the follow year
    - If allowed to expire without renewal, agencies should change the filing status to:
    - Marital status of Single with Zero allowances, or
    - Last valid non-exempt W-4 on file.