

PERSONNEL PAYROLL ASSOCIATION (PPA) MEETING
February 24, 2015
MINUTES

One Washington/TLA Update

**Denise Doty, Office of Financial Management
Lisa Darnell, Department of Ecology**



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Highlights

- Ecology signed off on system design January 2015
- Ecology plans to sign off on configuration by February 27th, 2015
- Testing will take place from March-May
- Go-live for pilot group at ECY slated 7/1/15 for 150 employee in headquarters
- Go-live for the rest of ECY slated 9/1/15
- Ecology said the best things about the Time Leave & Attendance System in their opinion are:
 1. The real time dynamic leave balances.
 2. The system prevents employee from taking leave they are not entitled to.
 3. Leave accruals happen in real time.
 4. System identifies the hour that puts the employee into overtime.
 5. All shared leave will be done in TLA.
 6. Payroll and employees are notified right away when retroactive changes cause an overpayment.
- The project is working to bring on an implementation partner to launch DOT and the rest of the State. The ideal vendor will have:
 - Experience with a complex public sector
 - Experience in time, leave and accounting
 - Experience with workforce software

DES Solution Center

Autumn Sharpe, Enterprise Services

<Enter HRMS communication>

HCA Error Corrections/Spousal Surcharge

**Glenda Fairchild, Health Care Authority
Larry Cade, Health Care Authority**



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- WAC 182-08-187 has been updated to reflect the new process for error corrections.
- Effective January 1, 2015 all corrections are prospective.
- You no longer retro back to the initial date of eligibility or the lower limit date when an error has occurred. Instead, you enroll the employee prospectively and provide them with a recourse letter.
- If you fail to notify the employee of their eligibility you need to provide them a new eligibility period (31 days from the date you notify them).
- If the employee chooses to enroll in optional Life/LTD you do collect the back premiums.
- Every situation is different and the process is complex, contact HCA for assistance.

HRMS Retroactive ACA Codes

Amy Walker, Office of Financial Management



HRMS
Communication -- Aff

Highlights

- Spreadsheet is due back to OFM by March 10th, 2015
- Agency must assign an ACA code for all employees, for all pay periods listed on the spreadsheet.
- Q&A document will be coming out as soon as possible for further guidance on this process via the HRMS Communications listserv.

Day 0 Processing

Margee Thompson, Department of Corrections

[HRMS Payroll Calendar](#)

- The new DAY 0 was effective with the February 25, 2015 payroll process
- Went well for DOC.
- [Note: All agencies can benefit from utilizing the new Day 0 process.]