

PERSONNEL/PAYROLL ASSOCIATION (PPA) MEETING

February 24, 2016

MINUTES

Guaranteed Education Tuition Program Update

Jackie Ferrado, Student Achievement
Council

[GET Home Page](#)

Highlights

- Legislative was passed in 2015. The College Affordability Program reduced tuition, which caused GET accounts to be over funded.
- The program did not anticipate a reduction in tuition costs, there was no mechanism to deal with it.
- Number one priority is to protect the investment of current account owners.
- GET is conducting a feasibility study to be presented to Legislature at end of year.
 - Enrollment is temporarily suspended.
- Implemented a lock on payouts so no loss is realized by customers.
- No one is allowed to open a new account.
- Certain payroll deductions/contributions have been halted:
 - Custom monthly payroll deductions are OK.
 - Lump sum deductions are halted.
- Refunds are being offered in certain circumstances (amortization fee).
- FAQ's available on website (refer to the above link).
- All questions should be directed to the GET customer service call center

HRMS Health Care Activity Report Update

Darrin Litchfield,
Consolidated Technology Services



eLearning Health
Care Activity Report I

Highlights

- The report is a tool for identifying differences in employee/employer contributions and making year-end adjustments (for W2's) more efficient.

- Each column is a different wage type and the highlighted red cells show only the difference for that wage type in that column. Look for the wage type in the column heading to find which wage type you are researching.
 - If you are creating an Excel report, select the Excel button on the menu bar. The red highlights will be included in the Excel file you create.
- The Wellness Incentive posted in January 2016 is for the 2015 calendar year.
- Use Wage Type 2255 to adjust the ER contribution of \$125.00. This wage type has no cash value and is strictly for the purposes of posting to the W-2's.
- 035 GL5181: All data from January 2014 forward from HCA has been posted. Retro changes going back six months that are done in PAY1 will not be updated in this report. It's best to verify the accuracy of the information where retro changes have been done in PAY1 and save each month into Excel to track. That way, when updates occur, you will still have each month that originally posted.
- Always run your report for the calendar year to date to ensure you have captured correct data.
- Tax Reporter can be used if you do not have access to a transferred or separated employee for end of the year adjustments. For employees that can still be accessed, it's probably best to use the Additional Payments (IT0015) for adjustments.
- Spool files are kept for seven days.
- Use specific instructions on the OLQR to save reports, upload data into PU19, key in adjustments and other processes.
- HSA accounts have to be active (even if a zero contribution) in order to capture the employer portion correctly. Always end records on the 15th of the month.
- If the employee has a HSA account, an EFT reversal will attempt to automatically pull the funds back, causing a negative transaction. Negative deductions cannot be used to recover employee payments to HSA. If negative deductions are entered, they will hold up the statewide payment to HSA for all employee deductions being sent until the error is corrected.

PERS1 Extra Retirement Contributions

Eleanor Conway,
Department of Retirement Systems



PERS 1 Extra
Contributions.pdf

Highlights

- PERS1 participants are and have been allowed to contribute up to an additional 4% of wages into their retirement account for many years.
 - Employees can send money via personal check directly to DRS.
 - Payroll deduction via HRMS is now available.
- To find your balance sign in to your DRS account. <http://www.drs.wa.gov/>
- Questions regarding payout of your account and estimating your retirement benefit should be directed to DRS.
- The on-line calculator will NOT include your additional contributions in the estimate.

ACA Data Collection

Amy Walker, Office of Financial Management

Highlights

- OFM helped collect necessary data from state agencies and CTS sent it to HCA for 2015 ACA reporting.
- As the business owner of HRMS, OFM is involved in this process. CTS is responsible for the data transports.
- Previously, CTS sent data to HCA via the Statewide HR database. Moving forward, CTS will provide HCA data straight out of HRMS, which will be a better control of data and quicker results.
- CTs and OFM are working with HCA to try to streamline this process and create efficiencies, minimizing the impact to agencies.
- It is important for agencies to continue to key ACA Status Codes into the system.
- For more information email Amy at strategicHR@ofm.wa.gov.

Collecting Insurance Premiums and Retirement for Prior Years

**Steve Nielson,
Office of Financial Management**

Highlights

- Per the IRS, deductions for insurance and retirement for prior calendars year would be post tax adjustments, unless caused by agency administrative error.
- See IRS publication 15 for specific details: <https://www.irs.gov/pub/irs-pdf/p15.pdf>
- Taletha Walker from Parks has instructions that will be updated and posted on how to identify post tax deductions and making the necessary adjustments in HRMS.

Shared Leave Reversion: Terminated Employees

**Steve Nielson,
Office of Financial Management**

Highlights

- Vacation leave is not returned to former employees, either retired or resigned.
- Sick leave is only returned if the employee has resigned and not retired, and it is within the five year limit.
- In all circumstances, process the return dollars as you normally would.

Next Meeting

- Tuesday, May 24, 2016
- 9:00 – noon
- OB-2 Auditorium