

PERSONNEL PAYROLL ASSOCIATION (PPA) MEETING

February 26, 2014

MINUTES

TLA Update

Katie Gerard (OFM)



New
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Highlights

- During the first week of December, WorkForce Software provided demo sessions for state managers and business units.
- The first issue of “It’s About Time,” the project newsletter, was posted the first week of February. The next issue is due in early April.
- Core concepts training and workshops were held in early January.
- Core recommendations confirmed (this is a partial list – see the presentation for more info):
 - Time sheet period
 - Time sheet display (week)
 - Day definition
 - Holiday calendars
 - Holiday hours calculation
 - Time sheet submittal reminders
 - Time sheet approval reminders
- Volunteers will not be included in the initial implementation of TLA.
- Contractors will not use TLA.
- WSDOT and Ecology are ramping up change management activities.
- Visit the TLA website for more information: <http://www.des.wa.gov/about/pi/TLA>.

Affordable Care Act (ACA) Status Codes

Nicole Dobson (DES)

- DES worked with the PPA Executive Committee and the Health Care Authority (HCA) to formulate business requirements for an ACA status code field. This will be a new field in HRMS.
- The new field is currently scheduled to be implemented March 25, 2014.
- See the HCA Update on the next page for more information.

HCA Update

Amy Corrigan (HCA)



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Highlights

- ACA status codes were created to help HCA collect the required data to enable annual reporting to the IRS. Agencies are to assign the status code that best describes the employee.
 - ACA status codes do not determine eligibility for PEBB benefits.
- Surcharges beginning July 1, 2014:
 - \$25 per account per month for tobacco use.
 - \$50 per month for spouses or domestic partners who choose not to enroll in his or her employer's medical coverage that is comparable in premiums and benefits to Uniform Medical Plan Classic.
 - All employees will be asked to attest to the surcharges during the surcharge open enrollment period from April 1 to May 15.
- The new wellness incentive program called SmartHealth will offer an incentive to help employees reach healthy goals. If the employee earns the incentive, the employee will receive
 - A \$125 discount of the PEBB medical deductible if enrolled in one of the Classic or Value plans, or
 - An additional employer contribution of \$125 deposited into the employee's Health Savings Account, if enrolled in one of the Consumer Directed Health Plans.
- WAC 182-08-187 (How do employing agencies correct enrollment errors and is there a limit on retroactive enrollment?) has been updated.

Cash Recognition Awards

Steve Nielson (OFM)

- OFM is obligated to provide the governor and legislature a report of all bonuses and performance based incentives on an annual basis. See [RCW 41.06.133\(4\)](#).
- Data from HRMS is used to compile data for the report.
- Cash or cash-equivalent awards processed outside of HRMS considered taxable and/or retirement reportable compensation must be processed through HRMS.
- Use wage type 1170 for compensation reportable to the Department of Retirement Systems (DRS).
- Use wage type 1146 for compensation that is not reportable to DRS.
- Procedures will be posted on OFMs payroll resource site.
- If you have questions, contact Steve Nielson at (360) 725-0226 steve.nielson@ofm.wa.gov.

Next Meeting

- Wednesday, May 28, 2014
- 9:00 - noon
- OB-2 Auditorium