

PERSONNEL PAYROLL ASSOCIATION (PPA) MEETING

May 22, 2013

MINUTES

PEBB & HCA Website Updates

Lehua Ball and Amy Corrigan (HCA)

Handout - [Pers/Pay and PEBB Website Changes](#)

Highlights

- Biggest change is the new URL for the Pers/Pay and the Employee page.
- Effort was to reduce redundancy and make things easier to find and navigate.
- Temporarily have lost interactive components of the site. HCA is working on restoring this capability.
- Feedback from agencies and employees can be sent to HCA via the Pers/Pay FUZE.

DES Updates

Kathy Shea and Kelly Welsh (DES)

Handout - [Creating Additional Contributions for Health Insurance on Infotype 0015](#)

Highlights

- Reminder: HRMS will be down Thursday, May 23rd beginning at 6:00 pm and will be down until Tuesday, May 28th at 6:00 am.
- Wage type 2575 records actual provider cost of medical and dental premiums for reporting on the W-2.
- Three entries are needed on Infotype 0015: WT 2983/2984, WT 2550 and WT 2575.
- Amount of WT 2575 is equal to sum of the provider cost for medical plus dental.
- Only required for new hires and transfers that begin on the first working day of the month.
- DES will send agencies a list of employees who may be impacted and need agency action.
- Action taken by the agency should be done using a date in the current pay period.

OFM Updates

Steve Nielson (OFM)

SAAM Updates

- SAAM 25.50.30 - SHB 1456 – Pretax parking and transit benefits
 - RCW 41.04.230 (2)
 - Parking fee deductions: PROVIDED, That payment is made for parking facilities furnished by the agency or by the department of enterprise services. Deductions shall be pretax, to the extent possible, for qualified parking and transit benefits as allowed under the federal internal revenue code.
 - Effective July 28, 2013 for the August 9 payroll.
 - DES is aware – they tracked the bill.
 - OFM is aware and will update SAAM with the bill language.
 - DOT is convening a work group. The meeting is next week. A few of the discussion items:
 - Will there be both pre-tax and post-tax codes?

- IRS regulations surrounding pre-tax parking and transit benefits.
 - Deduction cards.
 - Bottom line: Central service agencies are working the issue and HRMS will be ready.
- SAAM 25.40.10
 - Update shared leave fringe benefits rate (currently 45% - proposed 46%)
 - Updated each biennium.
- SAAM 25.70.30
 - Update limit – payments to relatives/claimants of deceased employees (currently \$12,000 – proposed \$12,500).
 - Updated each biennium.
- SAAM 25.30.60, 25.40.20, and 25.40.30
 - Remove references to ESSB 5860
 - Recognition awards, cash or cash equivalents
 - Vacation leave/sick leave buyouts
 - SAAM will be updated based on session law

Leave Transmittals and Accruals

- SAAM 25.20.50
- Transfer, at a minimum, the following:
 - Agency termination documentation
 - Employee deduction authorizations
 - Leave balances
 - If you are the losing agency, and the employee accrued leave in the month of termination, be sure to include the accrual in your documentation that you send to the gaining agency.
 - Example: If the employee’s last day of work was May 15, and they qualified for the May accrual at your agency, then include the accrual amounts in your transmittal.
 - Verify the balances in HRMS and add to them if need be.

Use of Master Index in Payroll

- This field is available for your agency’s use.
- In HRMS, use the Cost Object field.
- Caution! If the MI includes multiple funds, you will need to send a fund summary to OST each payroll.
- Be sure to work with your Accounting and Budget offices.
- There is a link in the OFM payroll resources site called “AFRS to SAP crosswalk.”
 - It is on the main (Payroll) page.
 - You can find it at <http://www.ofm.wa.gov/resources/payroll/PRAFRStoSAPCrosswalk.pdf>.

Voluntary Employee's Beneficiary Association (VEBA)

Brian Riehs (VEBA and Associates)

Handout - [Veba Updates](#)

Highlights

- VEBA is a Health Reimbursement Arrangement (HRA).
- Copies of employer policy, memorandum of understanding (MOU), or other formal action should be sent to VSG for their review.
- Current enrollment kit has an updated date of 12/12.
- Effective date on the form should be the employee's retirement date.
- Website updated and needs Internet Explorer Version 9 or higher. Agencies can access website through the Employer Portal if they experience difficulties with the website.

TLA Updates

Katie Gerard (DES)

Handout - [TLA Program Update](#)

Highlights

- Project team is completing stage 2 of the process. Next stage will be product demonstrations.
- Completed the CBA and WAC 357 review and have developed matrix. Memo has been sent to agencies requesting review the matrix to identify any potential statewide applicability issues.
- Project website available on the DES website.