

PERSONNEL PAYROLL ASSOCIATION (PPA) MEETING

May 28, 2014

MINUTES

One Washington

Denise Doty (OFM)



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Highlights

- Early results from the in-depth HR assessment (conducted as part of the Payroll and Travel assessment) indicate a limited focus on strategic planning, inconsistent use of data, and a lack of true integration of Payroll, HR, and Benefits
- Accenture recognizes our “valiant effort” to pay people correctly
- Business Process Redesign may include an updated chart of accounts that could work in any ERP
- For more information, please visit <http://one.wa.gov>

Day 4 Processing

Nicole Dobson (DES), Todd Jenkins (DES)

- DES “Leaned” the payroll processes, enabling them to open HRMS around noon on Day 4
- They are still working to improve and long term changes may include sliding the processing schedule to allow one extra day
- Continue to watch for the email on Day 4 notifying users that HRMS is open
- DES just processed the 200th payroll!

HCA Update – Surcharges and Affordable Care Act

Amy Corrigan (HCA)



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Surcharge Highlights

- Rachelle Alongi is the new curriculum writer
- Employees who did not attest to the surcharges by May 15 will default on June 30 (D Code)
 - Approximately 90% attested
 - Attestations forms received or postmarked after May 15 should **not** be input by agencies
 - Send forms to HCA or hold on to them until after July 1 and input
 - Does not apply to new employee attestation
- Employees who do not attest to the wellness incentive by June 30 will not be given a grace period
- HCA is looking to incorporate attestation check boxes into the 2015 enrollment forms.

- Credits processed during the attestation adjustment period will be handled the same way that adjustments are currently handled for premiums.
- Email Amy Corrigan:
 - Names of employees who are unable to attest due to military leave
- HCA is looking into how to open My Account back up on an ongoing basis
 - Complicated programming issue because during the attestation adjustment period the surcharges are adjusted retroactively, but after 8/31 changes are prospective
- Spousal attestation will be done annually; re-attestation for tobacco not annual.
- Employers may not take surcharges earlier than July 1 if employee is pre-paying premiums.
- The attestation report will no longer be posted to the web; agencies may run the Flexible Employee Data Report to identify attestation codes in HRMS.
- Amy Corrigan will get more information regarding reconciliation reports provided by HCA
- OFM, HCA, and DES will provide additional information regarding the wage types and adjusting wage types, how to use them, which ones will retro, which ones won't retro, etc.

Email all questions regarding surcharge wage types to Margee Thompson:
mjthompson@DOC1.WA.GOV Margee will compile for review by the PPA Executive Committee.

Affordable Care Act Highlights

- HCA is still defining what a “change in employment status” means for ACA Status Coding
 - This includes determining how subsequent changes affect coding (for example, employee was hired on January 1 and separated before coding became available on March 25)

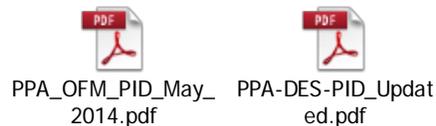
Health Benefits Exchange

- If the Health Benefit Exchange sends your agency a letter informing you an employee is eligible for subsidy, let Amy Corrigan know! Letters are sent to employers but HCA has no idea who is receiving this letter (HR, Director, Payroll, etc.)

Look for a Listserv message regarding changes in Pay1 to the A.41 and A.44 screens for newly eligible (or regaining eligibility) employees

Automated PID/Longevity Increases

Amy Walker (OFM), Chyllynn Hansel (DES)



Highlights

- Auto updates for PID are based on a table in HRMS which looks at the number of months the employee has been in the current Pay Scale Type, Pay Scale Area, Pay Scale Group and Pay Scale Level.
- Longevity is based on 72 months; there is no additional logic built into the auto updates so agencies must still verify an employee's Longevity eligibility date based on rules and contract language.

- Not all employees are included in the automated PID/Longevity process (see handout).
- Use ZHR_RPTPA803 - PID and Longevity Projection Report. Recommendation is to run on the morning of Day 2 processing.

OFM Updates

Steve Nielson (OFM)

Cash Recognition Highlights

- 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.
- Procedure is posted on OFMs payroll resource site.
http://www.ofm.wa.gov/resources/payroll/PRRecording_Cash_Awards.pdf
- No plans at this time to create any new wage types to negate the need for JV.
- If you have questions, contact Steve Nielson at (360) 725-0226 steve.nielson@ofm.wa.gov.

SSB 5173 – 2 Unpaid Holidays

- Effective June 13, state employers must allow 2 days LWOP for faith and conscience holidays.
- OFM must establish a definition for Undue Hardship.
- PPA Executive Council will request a new wage type to monitor and track this type of LWOP.
 - If approved and prioritized for HRMS, requirements gathered will determine whether or not it is included in ESS.

Defense of Marriage Act – DOMA

- Effective 6/30/14, WA registered same-sex domestic partners become married.
 - Agencies need to identify who the WA registered SSDP are in their agency.
 - Effective with the 7/10 payroll, tax treatment the same as opposite sex married couples.
- Employees may provide a marriage certificate or after 7/1, the state registration of domestic partnership
 - Can use either the date of original domestic partnership or marriage date
- This does not pertain to the domestic partner registry for opposite sex married couples (over 62).
- Look for the Q&A that will come out this week.
http://www.ofm.wa.gov/resources/payroll/PRSame_Sex_Marriage_Implementation.pdf
 - Included in the document are links to the following:
 - IRS Revenue Ruling 2013-17 – recognition of same-sex marriages
 - IRS Notice 2013-61 – simplified procedure for W-2c, 941x
 - [RCW 26.60.100](#)

Next Meeting

- Thursday, June 26, 2014 [Note: This meeting was cancelled]
- OB-2 Auditorium