

Personnel/Payroll Association (PPA) Meeting – June 26, 2008

Click here for the June 26 PPA Meeting PowerPoint presentation: [PPA Meeting June 26, 2008](#).
Click here for the June 26 PPA Agenda: [PPA Agenda June 26, 2008](#)

PPA Chair, Wendy Harris (DOC), opened the meeting.

1. HRMS Upgrade - Status

Cherie Willhide, DOP Change Management Lead, provided a project status. See the HRMS Upgrade for further information.

2. HRMS Communications and Payroll/Financial Errors

Nadine Cummings, DOP ISD Customer Support, presented information on a new HRMS Communications listserv, and new processes for HRMS Payroll and Financial Errors. See slides 3 through 7 of the PowerPoint presentation above.

- § A communication about the **new listserv** was sent to agencies on July 10: [New HRMS Communications Listserv and Follow-Up](#).
- § A communication about the **new process for HRMS Payroll and Financial Errors** was sent to agencies on July 14: HRMS Payroll and Financial Errors.

3. HRMS Tips

Robin McCord, DOP Help Desk, presented information on HRMS payroll processing, including a list of suggested activities and reports for Days 0 through 5. The handout includes instructions for adding transaction codes to your SAP Easy Access Screen as a handy reminder of what activities to perform, by payroll processing day.

Handout: [Payroll Processing Activities](#)

4. Savings Bonds

Tanya Brogan, DSHS, Kib Eveland, ATG, Tara Herron, LNI, Lori Seaunier, ESD, JoAnne Saunders, WSDOT, Wendy Harris, DOC, and Todd Jenkins, DOP ISD Functional Team presented information and answered audience questions on Savings Bonds.

Handouts: [Savings Bond Flowchart](#)
[Savings Bonds Reports](#)
[Savings Bonds Knowledge Transfer](#)
[Savings Bonds Communication and Non-Receipt Form](#)
[DOC Savings Bond Address Change Form](#)

Q&A: [Savings Bond Q&A](#)

5. New Employee Packet

Susan Latham, OFM, shared their New Employee Packet, reviewed mandatory form requirements, and provided suggestions on how agencies might adapt some of OFM's Best Practices for their own business processes. Brian Berghoff, DRS, also suggested that new employees be initially provided with the Plan Choice booklet **only**, and then the Handbook for the specific plan they have chosen, in order to save resources.

Handout: [OFM's New Employee Packet](#)

DSHS has also graciously agreed to share their New Employee Checklist – this was **not** a handout at the PPA Meeting: [DSHS New Employee Checklist](#)

DOC has graciously agreed to share their Hiring Checklist – this was not a handout at the PPA Meeting: [DOC Hiring Checklist](#).

6. Health Care Authority

Steve Norsen, HCA, and Susie Hepner, Active Health, presented information about a new program for Uniform Medical Plan (UMP) and Aetna members, as well as current programs available through Group Health and Kaiser. The focus of the programs is to help employees maintain good health and respond to disease and injury. Questions from the audience were captured and researched – see Q&A below.

Handouts: [Health Management Programs](#)
 [Active Health Presentation](#)
 [Active Health FAQ](#)

Q&A: HCA Q&A June 26, 2008

PPA Evaluation Form

If you didn't have a chance to complete the [PPA Meeting Evaluation](#) form at the meeting, you still have an opportunity to provide feedback. Please complete the form and e-mail to [Wendy Harris](#) or [Nadine Cummings](#).