PPA meeting 6/28/10

Joe Escobar – Dept. of Transportation - Facilitator Welcome & Housekeeping

Connie Goff – Dept. of Personnel – Rules

- Non Represented employee rules were adopted on an emergency basis effective 6/24/10. They are good for 120 days.
- Handout provided Temporary Layoff Rules
- Hours of Work Q & A handout provided Hours of work Q&A. There were some changes/updates made to the existing document. See #6, #7 & #10.
- See additional handouts of Questions & Answers regarding temporary layoffs at the following links: Temporary Layoff Q&A; Implementation-HRMS Q&A; , Retirement Benefits Q&A; HCA PEBB Benefits Q&A.
- DOP suggests setting a schedule for the week of temporary layoff for part time employees that do not normally work a set schedule. For example, they normally work 20 hours a week, 3 varying days of the week, usually 2 - 8 hour days and 1 – 4 hour day. For the week of temporary layoff the Employer sets the schedule to 5 - 4 hour days with one of those days LWOP.
- If a temporary layoff is scheduled for an employee's regularly scheduled day off, DOP recommends the employer sets an alternate temporary layoff day in the same week to meet the cost savings goal.

Kelly Welsh – Dept. of Personnel – Training

- Some state wide variants (SWV) have been created to help with temporary layoff. Handout provided: HRMS Tools for Temporary Layoff.
- DOP suggests running Employee Basic Pay variant SWV BSAL<2500 on Day 2 of payroll during a temporary layoff period. 3 layouts have been created to track hourly, salary & daily wages.
- Wage Type Reporter – variants created/updated with SWV TEMPLAYOFF that can be used to monitor your agency savings. SWV HRS PT 1* & SWV GRS OT2* have been updated to include WT 1304 – LWOP, WT1351 Vacation Temporary Layoff and 1352 Shared Leave temporary layoff.
- Remember; seniority dates are not impacted by temporary layoff.
- Use Time Leveling – CATC as a tool to find scheduled hours; CATC Instructions. If an employee has a scheduled absence on layoff day they will not display on report.

Employees with R030 – 24 x 7 schedules will show with 24 hours on the report. If an employee has a scheduled day off it will show a 0 (Zero) on the report.

- You can use Fast Entry of Time Data – PA 71 to enter absences for layoff dates for multiple employees; PA71 Fast Entry of Time Data. **DO NOT USE FOR EMPLOYEES WITH THE 24 X 7 SCHEDULE.**
- Enters absence 2001 automatically into HRMS. These entries will not display on CATS or in CATS_DA.
- DOP suggests working closely with HR offices to verify personnel numbers of employees for temporary layoff.
- DOP recommends fast entry of no more than 500 employee at a time.
- 2 messages to watch for when using fast entry to key layoff codes;
    - Informational Message that says collision of time data and will replace the leave entered with the temporary layoff code from fast entry.
    - Error Message that says scheduled day off.
- You must write down the employee numbers and verify the temporary layoff code is entered correctly.
- Use Absence Data overview – Transaction *PT 64 Absence List* to verify the CATC Fast Entries.

Steve Nielson – OFM – SAAM Changes

- SAAM has been updated to reflect the changes to shared leave for employees that make less than $2500 a month.
- Remember to check what types of leave have to be used before shared leave can be taken.
- Reminder to use IAP payments to pay other state agencies.
- Handout provided 7/01/Payroll Coding
- Employer portion of health insurance costs are going up 7/1/10 to $850.
- Sub Object BD does not accrue to June 2010.
- If your account coding between fiscal years is different, your BD records could go to the AFRS error file. They will need to be manually corrected to July coding in the new fiscal year.
- All the new IT coding costs should go through as normal unless you have program coding changes. Watch them to be sure.
- Call Steve K or Steve N with questions.

Eleanor Conway – Dept. of Retirement Systems – Elected officials and temporary layoffs

- All elected officials have to contact DRS to make retirement election. DRS has link on their website for elected officials. www.drs.wa.gov
- For retiring employees affected by temporary layoff and their AFC is this biennium, DRS will send a verification to the Employer for the period July 2009 to June 2011.

Nadine Cummings – Dept. of Personnel – HRMS Updates & changes

- Remember to update the Agency Contact List when you have staffing changes.
- When submitting changes; copy rows & cells, make the changes and send to DOP. It's easier for DOP to make the updates when the formatting stays the same.
- Payroll pickup on temporary layoff days (8/6 & 9/7 -2010 and one day in 2011~ watch for 2011 calendar; DOP, DIS, STO & CMS will have skeleton crews available to distribute payroll.
- Let DOP Service Center know if you will be letting your payroll default to STO or if you want it picked up by CMS & delivered to you.
- If you want CMS to pick up, stuff and mail it for you, you must contact them ahead of time and make arrangements.
- 68% of Earnings & Deductions statements are now No Print!
- Updates & change requests scheduled for July HRMS Release. All Open Change requests are available on the DOP website, Change/Release Management page: All Open Change Requests, and are updated each week. See the Estimated Completion Date for the targeted Release or Exception. The Final monthly releases are posted approximately one day after each monthly release, on the same page.
- One Change Request targeted for July/Summer will add Free Search to the Benefits Infotypes. If there is interest, Free Search information and instruction may be provided at a future meeting. Contact DOP Service Center or Nadine.cummings@dop.wa.gov if you would like to help or have ideas.

Larry Cade – Health Care Authority – Updates

- Dependant coverage for children up to age 26 starts January 1st, 2011. Watch for more information at open enrollment. No more student certification.
- HCA has new health package; WA Health Insurance Package. Non subsidized insurance program. Check HCA website for more information. www.hca.wa.gov and http://www.perspay.hca.wa.gov/.
- LTD claims will be based on an employee's full salary not a reduced salary because of temporary layoffs.

- Regence BlueShield will be the 3rd party administrator for Uniform Medical Plan. Check with your doctor if you have Uniform coverage.
- Send Larry Cade email if you are interested in any HCA training. They can come to your office and provide individual agency training.

Bennett Holmes – DSHS – Cancellation & Returns

- Handout provided on cancellations and returns. Closed Accounts and Reversals. Additional information also available from past presentation at the March 26, 2008 PPA Meeting: Off-Cycle Workbench vs. EFT Reversal. *Reminder: You can search for past PPA presentations using the PPA Agenda Master List on the PPA page on the DOP website. Use Ctrl + F to search the Master List for a keyword, or review the Table of Contents. Links to the Meeting Minutes and handouts are provided.*
  - Reviewed EFT Reversals, EFT Rejects, Lost Warrants & returned warrants.