

## Personnel/Payroll Association (PPA) Meeting – July 29, 2008

Click here for the July 29 PPA Meeting PowerPoint presentation: [PPA Meeting July 29, 2008](#).  
Click here for the July 29 PPA Agenda: [PPA Agenda July 26, 2008](#)

PPA Chair, Wendy Harris, opened the meeting.

### 1. HRMS Upgrade - Status

Cherie Willhide, DOP Change Management Lead, provided a project status. DOP is working on procedures for:

- § Changing e-mail addresses for internal candidates who leave state service
- § Delimiting roles when employees leave an agency
- § Resetting security administrator passwords quick reference (Security administrator training availability and dates to be determined)

See the DOP Website for information, meeting materials, and schedules.

### 2. HRMS Communications and Payroll/Financial Errors

Nadine Cummings, DOP ISD Customer Support, asked for feedback on:

- § The new **HRMS Communications listserv**. We combined the old PERPAYREPS listserv and our DOP-maintained distribution lists into the new listserv. At first, we got some error messages that indicated not everyone got transferred as they should, so we're doing some investigating with DIS on it. If you are not getting the HRMS Communications by e-mail, please contact the DOP Help Desk.
- § The new process for **HRMS Payroll and Financial Errors**. We do listen to your comments and suggestions, and when you asked us to add the actual dates, like "July 16 through the 31<sup>st</sup>," in addition to just the Pay Period number, "16," we did so we hope that's been helpful to you.

#### **References:**

- § A communication and follow-up about the **new listserv** was sent to agencies on July 10
- § Communications about the new process for HRMS Payroll and Financial Errors were sent to agencies on July 14 and July 16.

Nadine Cummings, DOP, presented a tip on searching the OLQR. See: [Searching OLQR](#).

### 3. Sick Leave Buyout (Separation)



Karen Conley and Candy Hoelsing, DSHS, Steve Nielson, OFM, and Wendy Harris, ATG, presented information on Sick Leave Buyout at separation. See slides 4-6 of the PowerPoint.

**Handouts:**

4. VEBA MEP

Brian Riehs, VEBA Service Group, presented information on VEBA MEP (Voluntary Employees' Beneficiary Association Medical Expense Plan).

**Handouts:**     [VEBA MEP Plan](#)

5. Retiree Return to Work

Brian Berghoff, Dept. of Retirement Systems, presented information on Retiree Return to Work. See slide 8 of the PowerPoint.

6. Exiting Employee Packet

Bennett Holmes, DSHS, Steve Nielson, OFM, and Eden Teachout, DOP, presented information on the forms, checklists, and processes agencies use when employees separate from an agency or from state service. See slides 9 through 13 of the PowerPoint.

Below are links to various forms and checklists provided by Attorney General's Office, Department of Social and Health Services, Liquor Control Board, Employment Security Department, General Administration, Office of Financial Management, and Department of Personnel.

**Handouts and other Resources:**

- [Attorney General's Office Exit Interview Process](#)
- [Attorney General's Office Exit Survey](#)
- [Department of Personnel Current/Exit Employee Change Request](#)
- [Department of Personnel Exit Interview Instructions](#)
- [Department of Personnel Sample Exit Interview](#)
- [Department of Personnel Supervisor's Checklist for Employee Exit](#)
- [Department of Personnel Designing Exit Interviews](#)
- [Department of Social & Health Services Employee Exit Questionnaire](#)
- [Department of Social & Health Services Employee Exit Security](#)
- [Employment Security Off-Payroll Form](#)
- [Employment Security Off-Payroll Notice](#)
- [General Administration Exit Checklist](#)
- [General Administration Exit Interview Questions](#)
- [Liquor Control Board Employee Separation Checklist](#)
- [Liquor Control Board Exit Interview](#)

[Office of Financial Management Employee Exit Form](#)

[Health Care Authority Term Insurance Checklist](#)

State Employee Records Transmittal Form

7. Worker's Comp – Time Loss Recovery (Sick Leave)

A cross-agency workgroup presented information about Worker's Comp – Time Loss Recovery (Sick Leave).

***Handouts:***

[DSHS Form Letter Sick Lv Buyback](#)

[DSHS Industrial Ins Info](#)

[DSHS Injured Wrkr Initial Ltr](#)

[DSHS Leave Use Wrkrs Comp](#)

[DSHS Sick Lv Buyout Wrksheet](#)

[DOC Sk Lv Buyback](#)

[DSHS Time Loss Recovery](#)