

Personnel/Payroll Association (PPA) Meeting – August 26 2008

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

Click here for the August 26 PPA Agenda: [PPA Agenda August 26, 2008](#)

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

1. HRMS Upgrade - Status

Nadine Cummings, DOP, provided HRMS Upgrade Status. See the DOP Website for information, meeting materials, and schedules.

2. Positive Time Reporting

Kara Larsen, ATG, and Teri Thompson, DOP, presented information on Positive Time Reporting. The US Department of Labor's record keeping requirements include recording actual number of hours worked for each overtime eligible employee for each work day, and retain those records for 3-4 years. The DOL needs proof that an employee worked only 8 hours, and because we allow OT eligible employees to work their time on a daily basis to equal 40 hours per week, the state couldn't prove an employee worked only 8 hours on any given day using exception time reporting (HRMS). Note: this is **not** a payroll timesheet, and is not the basis upon which employees are paid.

The state will be looking at enterprise solutions, but given funding/resource issues, that would be years away. Agencies can use the DOP template [Time and Attendance Record](#), although it is not required. Make sure that employees sign the form, and supervisor checks the form to indicate they've reviewed it to indicate the employee has submitted it as being accurate. Although there's currently no implementation date, it is expected all agencies will comply in a reasonable time.

For more information, see the [Overtime Eligible - Documenting Hours Worked](#) page on the DOP website.

3. LNI Worker's Comp Reporting

Information on LNI Worker's Comp reporting was presented by a cross-agency workgroup, HRMS Training, and LNI. See PowerPoint, slides 4- 11.

4. LNI Express Filing Project

Ginny Schenck and Elaina Brown, LNI, presented information on the new Express Filing program which allows for online filing and payment of industrial insurance premiums.

Handouts: [LNI Express Filing](#)

[LNI Express Filing Flyer](#)

ADDITIONAL:

Jessica Schenck, ATG, presented a separate training on Garnishments in the afternoon. For information on Garnishments, including a link to the ATG Garnishments manual, [GARNISHMENT & OTHER WITHHOLDING DOCUMENTS: PROCESSING PROCEDURES](#), see the OFM website, Accounting, Payroll, #9 Garnishments: <http://www.ofm.wa.gov/resources/payroll.asp>.