

PERSONNEL PAYROLL ASSOCIATION (PPA) MEETING  
September 23, 2015  
MINUTES

**One Washington**

**Denise Doty (OFM)**



PPA September  
2015.pdf

**Highlights**

- TLA update
- 2015-2017 focus:
  - Chart of Accounts RFP
  - Procurement LEAN
  - Budget Apps
  - Governance
  - Project Management

**Logged Changes Infotype Date Report  
2016 Payroll Calendar**

**Nicole Dobson, CTS  
Steve Nielson, Office of Financial Management**

**Highlights**

- The LCID report is available for agencies to use to monitor employees that change their own data.
  - Should be done at least every payroll cycle.
  - Compensating control for weaknesses found by the State Auditor's Office.
  - Agencies can use the security report Users by Complex Selection Criteria to get a list of their agency employee with HRMS access.
- The 2016 payroll calendar has been approved and will be posted soon.
  - Similar to 2015's rules for figuring out the processing days.
  - Allows for at least 5 business days of processing for other accounting functions, such as cost allocation JVs.
  - Reminder! There is a very short cycle for the October 7 payday. Be sure to think about staffing.

## PEBB Open Enrollment

Larry Cade, HCA  
Amy Corrigan, HCA



PreOE2015\_roadsho  
w Puget Sound Area

### Highlights

- Open enrollment is November 1 – 30.
- Changes are effective January 1, 2016.
- Employees may make changes other than health insurance coverage.
- Flex Plan Services has changed their name to Navia Benefit Solutions.
- *For Your Benefit* newsletter will be mailed or emailed on October 14.
- There are six new plans.
- 2016 plan changes: Refer to the handout.
- Employees only need to re-attest to the tobacco use premium surcharge if there is a change in tobacco use status.
- Employees who need to re-attest to the spousal surcharge will be notified by PEBB.
- Rule changes: Refer to the handout.

### Updated ACH Authorization Form

Steve Nielson, OFM

- Financial institutions not always complete the routing number and account number for liability reasons.
- Form changed to allow say that the financial institution may complete the lower portion of the form.
- The employee can complete the lower portion of the form.