

# Personnel/Payroll Association (PPA) Meeting

---

September 26, 2017

## MINUTES

### Guaranteed Education Tuition Program Update

Lucas Minor  
Jackie Ferrado  
Student Achievement Council



PPA Prez  
9-26-17.pptx

#### **Highlights:**

- If employees would like detail on what GET has to offer, send them online (links provided in PowerPoint), or provide them with the Contact Center's phone number and email address (Provided in PowerPoint).

### PEBB Open Enrollment

Amy Corrigan  
Jennifer Barnes  
Health Care Authority



2018 OE Roadshow  
Final.pdf





#### **Highlights:**

- Reminder: Do not give employees PersPay employer help contact information or direct them to FUZE messaging.
- Employee communications will be mailed October 13, 2017.
- The 2018 Health Enrollment Form will require the employee to provide a date when changing their Tobacco Surcharge attestation to "Yes" from "No".
  - If this date is in the past, the system will process retroactively and collect funds owed by the employee.
    - Retroactive changes will follow the rules of Lower Limit Dates.
    - While the system will collect past surcharges owed by the employee when changing to "Yes," all answers to "No" will be prospective. There will be no refunds.
  - It is completely up to the employee to complete and update their Tobacco Surcharge.
- Spousal Surcharge: Employees that answered "No" and selected options 2 – 5 do not need to attest during Open Enrollment.

- HCA will provide agencies with a report of who must attest in late October.
  - Updates on the exact date will be communicated through GovDelivery.
- Spousal Surcharge changes/updates should be completed during Open Enrollment, however they will be accepted up through December 31, 2017.
- HCA will provide agencies with a report informing them of employees that have enrolled in FSA and CDHP/HSA.
  - If no action is taken, the employee will be unenrolled from the FSA account by December 31, 2017.
- To qualify for the SmartHealth wellness incentive for 2018, employees must reach 2,000 points no later than September 30, 2017.
  - Employees hired after September 30, 2017 will have until December 31, 2017.
  - For further information, go to the SmartHealth website:
    - [www.smarthealth.hca.wa.gov](http://www.smarthealth.hca.wa.gov)
- If an employee is not getting resolution to their issue from MetLife customer service, there is an email address for the MetLife account manager that the employer can use to contact MetLife about the issue.
  - Contact information can be found in the Life Insurance Admin Manual.
  - If an employee passes away, MetLife will only communicate with the beneficiary they have on file. This means they will not release any information to Payroll or Human Resources.

**WFSE: New HRMS Dues Wage Type**

**Tina Peterson  
Diane Lutz  
Office of Financial Management**

- |   |   |   |   |
|---|---|---|---|
|  |  |  |  |
| MAILER_MOM_CAR<br>D_WITH_RFP_8_29_1   | MOM Card<br>Document.pdf  | WFSE_40.4-40.5_M<br>OU (003).pdf  | FW_ New WFSE<br>Maintenance of Mer  |

**Highlights:**

- Please refer to the attachments.

**GovDelivery Update**

**Todd Jenkins  
Washington Technology Solutions**

- 
- PPA September  
Presentation 1 2017.

**Highlights:**

- It is suggested that you use your work email address when signing up

## **Earnings Statement Update**

**Todd Jenkins**  
**Washington Technology Solutions**



PPA September  
Presentation 2 2017.

### **Highlights:**

- The HRMS report will only allow one pay period in the report criteria.
- If you are running the report for several employees, you can submit a request to the Support Center at [Support@WaTech.wa.gov](mailto:Support@WaTech.wa.gov) for assistance.
- Regarding including the pay scale (Range and Step) on the earnings statement, it was not considered in the original design. If anyone wants an enhancement to be considered, a request can be submitted to the Support Center.

## **Washington Workforce Analytics (WWA) Update**

**Amy Walker**  
**Office of Financial Management**



WWA\_PPA\_09\_2017.  
pdf

### **Highlights:**

- User Acceptance Testing (UAT) was completed in August 2017 with the help of subject matter experts from DNR, DOH, DOR, DSHS, ECY, LNI, OFM, and WaTech.
- The project team spent the month of September researching items that came out of UAT to determine if they were bugs, enhancements or related to training.
- During October, the project team will fix bugs, as well as enhance the 16 pre-built standard reports for clarity, accuracy and optimal performance, setting the stage for the November code freeze.
- Throughout November, the project team will share readiness tasks, forms, training plans, and registration information, as they near the January 2018 implementation date.  
Information will be shared via:
  - Amy's email distribution list
  - The WWA Project page: <http://hr.ofm.wa.gov/workforce-data-planning/washington-workforce-analytics-project>
  - The next PPA meeting in November



Mid\_Period\_Transfers\_09-26-17.pdf

**Highlights:**

- The spreadsheet is available on the reconciliation page in OFM’s Payroll site:  
<http://www.ofm.wa.gov/resources/payroll/reconciliation.asp>
- To find the numbers to input in the spreadsheet, run HRMS report ZHR\_RPTPY126, the Payroll Posting Report:
  - Once you have results, narrow the report by filtering to GL 5181\*.
  - Use the personnel number of the affected employee.
  - Do not specify a business area. You want to see activity for both agencies.
  - In the spreadsheet, enter the following:
    - Losing agency name
    - Gaining agency name
    - The amounts from the 126 report. It will most likely be four numbers. Input as negative numbers.
    - The transfer JV from your Enterprise Reporting report. Format: TSFPyypp, where yy = calendar year, pp = pay period number (01 – 24)
  - The spreadsheet will calculate the JV amounts and tell you which agency is completing each JV.
  - Be sure to look at the numbers in the green box at the bottom of the spreadsheet. Are the results what you expect?
  - There are two tabs in the spreadsheet – one for each pay period.

**Next Meeting:**

- Wednesday, November 8, 2017
- 9:00 – noon
- OB-2 Auditorium