

PERSONNEL/PAYROLL ASSOCIATION

OCTOBER 27, 2010

WELCOME: Jay Minton – Department of Social & Health Services - Facilitator

DEFERRED COMPENSATION & CASH OUTS: Brian Berghoff, Dept. of Retirement Systems

- The Deferred Compensation Program (DCP) is a voluntary supplemental retirement savings program available to Washington State public employers and their employees. For more information visit the DRS website: www.drs.wa.gov/dcp or talk to someone already enrolled.
- Annual Leave cash outs may be deferred into DCP, up to the maximum limit. Taxes are not paid on this money until withdrawn from your DCP account.
- In Pay 1, DRS would email payroll offices notifying them of the employee's deferral - dollar amount and final payroll date. In HRMS, the process became automated with DRS sending an electronic file to HRMS, and DRS elected to stop notifying employers by email.
- There have been drawbacks to stopping the email notifications to employers. Employees provided DRS with incorrect leave cash out amounts and/or final pay date causing the deferrals not to happen in some cases.
- DRS plans to reinstate the notification emails and the following ideas were suggested: 1) Consistent subject line; 2) send to employers after employee contacts DRS to confirm the information is correct; 3) email and/or phone more than one payroll contact within an agency.
- It is important in HRMS to enter an end date for both DRS and DCP. If there isn't an end date for the final Deferred Comp deduction, the system will attempt to take it again if the employee returns to work.
- Direct questions and concerns to Eleanor Conway, DRS Employer Support DRSEmployer@drs.wa.gov

DOP UPDATE: Simon Tee, Department of Personnel

- Employee Self Service (EES) enhancements – functions are the same, look and feel are different.
- Online Leave Process – The pilot program for the automated leave request process is to begin in mid-November with DOP. The new process will show real-time leave balances.
- HRMS Centralized Security – the pilot conversion began in September with selected agencies. Phase 2 conversion will take place in November and December. Statewide conversion will be completed in August 2011.
- Savings Bond Payroll Deduction program will be terminated after the December 10th payday.

OFM UPDATE: Steve Nielson, Office of Financial Management

- OFM Website has a new look. Steve showed attendees their new website and demonstrated how to navigate to the OFM Payroll Resources page, SAAM, savings bonds reconciliation, and lots of other very helpful information. Emergency payroll payment procedures is also available, however, needs to be updated. <http://www.ofm.wa.gov/resources/payroll.asp>
- Year-End Training - PPA Meeting 11/30/2010 given by OFM, OST and DOP.

- Other training available:
 - IRS Form 1099 Reporting & Backup Withholding (11/8/2010 & 12/20/2010)
 - Advanced IRS Report Filing (12/6/2010)
- Savings Bond Reconciliation – Savings bond deduction program ends after December 10th payday. Steve Ketelsen sent an email to payroll contacts on October 18th with attachments to the savings bond reconciliation and GL 5188 balance differences by agency. Twenty-five agencies are currently out-of-balance and should be reconciled by year-end. Call Steve Ketelsen (360) 725-0222 or Steve Nielson (360 725-0226 for assistance. If you need archived PAY 1 reports for your reconciliation contact the DOP Service Center.

CLOSE: Jay Minton - DSHS