

# Personnel/Payroll Association (PPA) Meeting

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November 9, 2016

## MINUTES

### **Guaranteed Education Tuition Program Update**

Lucas Minor,  
Student Achievement Council



GET  
Handout\_rev.pdf

#### **Highlights**

- Last updated the group in February, 2016 regarding how the College Affordability Program had impacted the GET program, which took effect July 1, 2015.
- Lucas indicated even with all of the changes to that program it's still 136% funded.
- The current plan is GET will established a 529 College Savings Plan, and allow payroll deductions as of July 1, 2017. Authority was granted in the 2016 legislative session (SB 6601).
- Please see the handout and/or [www.get.wa.gov](http://www.get.wa.gov) for further details.

### **Use of Part-Time-Indicator in HRMS: (DCP Auto-Enroll)**

Erica Munro,  
Office of Financial Management



DCP\_AutoEnroll\_PPA  
\_November2016.pdf

#### **Highlights**

- The percentage deduction started October 3.
- An HRMS file is sent every pay period.
- DRS recommends that we let those not in the file know about their option, if they are excluded accidentally by having their first payroll paid late.
  - There is no way for the system to retroactively send eligibility for auto-enroll.
  - DRS can't take a manual auto-enroll Electronic file to send to Empower, so encouraging the employee to look at the option is the best way in these cases
  - There is no penalty if someone missed in error.
- WAC and Collective Bargaining defines full-time. Pay extra attention to the part-time employee check box.

## **Task Type for Monitoring FLSA Salary Threshold**

- A new task type to enter the projected date when employees will exceed the new FLSA salary threshold will be configured in HRMS. Watch for a communication by the end of November.
- There will be more F1 help in HRMS.

## **2016 Year-End Payroll Processing**

**Steve Nielson, Office of Financial Management**  
**Diana Sisson, Washington Technology Solutions**  
**Kristy Sartain, Office of the State Treasurer**

<http://www.ofm.wa.gov/resources/payroll/PR2016YearEndInformation.pdf>



2016\_YearEnd\_PPA.  
pdf



941\_to\_W2\_Recon\_  
Example.pdf



Tax\_Deposit\_Recon\_  
Example.pdf

[http://www.ofm.wa.gov/resources/payroll/PR\\_Overpayment OPs Between Years Nov2016.pdf](http://www.ofm.wa.gov/resources/payroll/PR_Overpayment_OPs_Between_Years_Nov2016.pdf)

## **Highlights**

- There is much more detail in the handouts. Be sure to check them out!
- Enter health insurance information as soon as practical. Health insurance cards will be sent to employees sooner.
- There is a special provision for outstanding travel advances that are not substantiated (please check the OFM site for specifics).
- Reconcile, reconcile, reconcile! It is critical to balance IRS Forms 941/941X/W-2/W-2c.
- If an FSA balance crosses into the year a CDHP/HSA deduction starts, contributions may not post until after April 1.
- IRS Form 1099-MISC has the same filing deadline as Forms W-2 (January 31).
- Exempt Forms W-4 expire on February 15, 2017.
- Research should be done as to whether telework agreements may require tax withholding in other states if the worker resides and uses their agreement in another state.
- The Treasurers' Office is available to help with next day or same-day tax deposits.
- HCA will reprint a 1095 if lost or not received. The forms will be postmarked by Jan. 31, 2017.
- DCP will now take a portion of a scheduled deduction if available earnings are below the scheduled amount. In the past it was all or nothing. This also helps with maximizing contributions for retirement purposes.
- Be sure and check out the year-end webpage on the HR website.
- Follow IRS rules and HRMS/OFM procedures on cross-year overpayments.
- Google Chrome is required to access some of the information at the WaTech site such as the year-end checklist. A communication will be sent to let agencies know that they'll need this tool.

Next Meeting:

- Tuesday, February 28, 2017
- 9:00 – noon
- OB-2 Auditorium