

PERSONNEL/PAYROLL ASSOCIATION (PPA) MEETING

November 12, 2015

MINUTES

HRMS Health Care Activity Report

Aimee Bato (CTS)
Darrin Litchfield (CTS)



Health Care Activity
Report_Presentation.

Highlights

- HRMS transaction code ZHR_RPTBNN36
- Identify differences between PAY1 and HRMS amounts by employee for health insurance
- Identify differences between PAY1 and HRMS amounts by employee for employer cost of health insurance reported on IRS Form W-2 (Box 12 Code DD)
- The report combines data from both systems
- Employer cost of health insurance adjustments can be converted to an excel spreadsheet and uploaded to PU19 in HRMS
- CTS will no longer make adjusting entries in PU19 for wage types 2757 and 2255

Executive Order 14-02 – HRMS Data Improvement

Nicole Seick (OFM)
Joel Shillander (CTS)



Visual Aid
Telework.pdf

Highlights

- OFM and CTS have been and continue to do stakeholder work with agencies
- OFM and CTS have worked together to provide a way to track telework, flexible schedules, and compressed work week at a high level
- Fields would be added to the following infotypes:
 - Planned Working Time (0007)
 - Job Attributes (1660)
 - The changes are scheduled for early 2016
- Please direct comments and concerns to Nicole Seick as soon as possible

Transfers Between Agencies (SAAM 25.20.50)

Steve Nielson (OFM)



Transfers_Between_Agencies.pdf

Highlights

- SAAM 25.20.50 outlines the documents, at a minimum, that must be transferred to the new agency.

2015 Year-End Payroll Processing

Steve Nielson (OFM)
Cindy Doughty (OST)
Nicole Dobson (CTS)



PR2015YearEndInformation.pdf



2015_YearEnd_PPA.pdf



941_to_W2_Recon_Example.pdf



Tax_Deposit_Recon_Example.pdf



PR_Overpayment_Ops_Between_Years_Nov2015.pdf



Overpayments_November_2015.pdf

Highlights

- There is much more detailed information in the attachments. Be sure to check them out!
 - The main handouts are PR2015YearEndInformation.pdf and 2015_YearEnd_PPA.pdf
- Complete a year-end calendar.
- Reconcile, reconcile, reconcile! It is critical to balance IRS Forms 941/941X/W-2/W-2c.
 - If you haven't reconciled 2015 yet, start now. Contact OFM with questions sooner rather than later.
 - Wait until the 941 filing deadline to file. Why? Avoids a 941-X if you find a correction that needs to be made to the 4th quarter Form 941.
 - Refer to 910_to_W2_Recon_Example.pdf and Tax_Deposit_Recon_Example.pdf
- Follow the IRS rules for deceased employee payments. Wage type 3102 will accrue directly to general ledger 5145 – due to deceased employees' estates.
- New for 2015: The SSA has announced that it will begin returning electronic and paper wage reports to employers under certain conditions.
- Follow the IRS rules for overpayments collected for prior years.
 - There are procedures for overpayments that are repaid for prior years. These procedures are based on IRS rules.
 - Refer to PR_Overpayment_Ops_Between_Years_Nov2015.pdf and Overpayments_November_2015.pdf
- Other states withholding can be included in the W-2 if HRMS procedures are followed.

- EFTPS payment deadline is 11:30am noon for next day settlement– call OST first! If you have transaction code questions, contact OFM.
 - Remember! Go in to HRMS and enter the deposit. Use transaction code PU19.
- The OASI limit for 2016 is \$118,500 (unchanged).
- The Medicare rate remains 1.45%, but an extra 0.9% must be withheld for reportable wages that exceed \$200,000. The extra percentage is taxed to the employee only (employer cost does not increase).
- Be sure and check out the year-end webpage on the HR website.
- Coming for Year-End 2015: New employee and employer reporting requirements per the Affordable Care Act:
 - IRS Form 1095-C: Employer-Provided Health Insurance and Coverage
 - IRS Form 1094-C: Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns
 - The Health Care Authority is working with CTS (as well as the 7 other higher education payroll systems) on data compilation for reporting to the IRS.

Next Meeting

- Wednesday, February 24, 2016
- 9:00 - noon
- OB-2 Auditorium