

Personnel/Payroll Association (PPA) Meeting – November 20, 2008

Click here for the October 28 PPA Meeting PowerPoint presentation: [PPA Meeting November 20, 2008](#).

Click here for the October 28 PPA Agenda: [PPA Agenda November 20, 2008](#)

Steve Nielson (OFM) opened the meeting.

1. DOP Update

Nadine Cummings (DOP) provided information on the wrap-up of the HRMS Upgrade Project. Sometime after the end of the year, the Points of Contact distribution list will be disbanded – more information will be coming out about making sure technical contacts on the POC distribution list get added to the technical distribution list. Please begin using the normal process of calling the DOP Help Desk for questions, requests, or issues since the DOP MI HRMS Upgrade Change Management mailbox will be going away as well. All remaining Launch B items will be closed out as soon as possible. A big thanks to all agencies for their support and positive attitudes which helped make the Upgrade a success.

Information: Access the HRMS Upgrade page for the most current information.

Also discussed was a change in the launch of the newly revamped DOP Internet Site. The new launch date will be in January – you'll be hearing more about this as it progresses. We will be providing some preview sessions on Tuesday, December 30 at the DOP Rowesix location for agencies to see the HRMS Customer Support Web pages (information to follow). There will be an additional opportunity in January before the launch to view the entire DOP Web site, but no date has been set for that session. Thank you to the agencies who participated in the usability testing.

Also presented was a handout regarding Changing color schemes in HRMS. **Note:** since the meeting, we also sent an HRMS Communication to users about a color theme change in the Portal.

Handout: [Color Change in HRMS](#)
HRMS Communication 11/26/08: [Color Theme Change in Portal 7.0](#)

2. 2008 Year-End Payroll Processing

Steve Nielson (OFM), Patty Peterson (DOP), and Shawn Myers (OST) presented the 2008 Year-End Payroll Processing presentation. Please see the various handouts below and refer to the Agenda.

Handouts: [OFM Year-End Information – 2008](#)



[EFTPS Overview](#)
[EFT JV Worksheet](#)
[941 JV Worksheet](#)
[Agency YTD Manual Updates Worksheet](#)
[941 to W-2 Reconciliation](#)
[Payroll Tax Deposit Reconciliation 2008](#)
[Overpayments](#)
[Wages Subject To Taxes](#)

Related Material (not handed out):

1st 2008 Year-End HRMS Communication – sent 11/20/08

Q&A

Q: You've asked us for primary and backup contacts with roles for Personnel Administration, Org Management, and Payroll updates for Day 3, November 17, 2008. Can you let us know whether or not we have errors and if not, are our staff still expected to stay until 6:00 p.m.?

A: As soon after 2:00 p.m. on December 17 as possible, we will send an e-mail communication listing those agencies that have remaining errors. If you are one of these agencies, we may be calling you at any time up until 6:00 p.m., so please make sure your primary and backup contacts remain available until that time. If your agency is not on the list we send out, no further action will be required from your agency for Day 3, and your primary and backup contacts will not need to stay until 6:00 p.m.

Thank you for attending the November 20, 2008 PPA Meeting. Watch for the 2009 PPA Meeting Calendar to be published soon!