

PERSONNEL PAYROLL ASSOCIATION (PPA) MEETING

November 20 2014

MINUTES

2014 Year-End Payroll Processing

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



Highlights

- There is more detailed information in the attachments. Be sure to check them out!
 - The main handouts are PR2014YearEndInformation.pdf and 2014_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 2014 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.
- 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.
- Other states withholding can be included in the W-2 if HRMS procedures are followed.
- EFTPS payment deadline is noon for next day processing– 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 2015 is \$118,500.
- 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).
- Earnings statements are available 2 days before payday.
- AFRS coding is available in HRMS in “near real time.”
- 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 DES (as well as the 7 other higher education payroll systems) on data compilation for reporting to the IRS.

Next Meeting

- Wednesday, February 26, 2015
- 9:00 - noon
- OB-2 Auditorium