

**PERSONNEL PAYROLL ASSOCIATION (PPA) MEETING  
NOVEMBER 28, 2012**

**MINUTES**

**Time, Leave, and Attendance (TLA) Update**

Katie Gerard (OFM, TLA Program)

Handout – [Time, Leave, and Attendance Program](#)

**Highlights:**

- Technical requirements will be distributed for comment next week.
- Decisions will be made throughout the life cycle of the project.
- Business rules: The project will work with HR, payroll, and Labor Relations early next year.
- The RFP is being prepared now and should be released in mid-January 2013. Bids will be evaluated in Spring 2013.

**Employee Self Service (ESS) Update (agency panel discussion)**

**Dennis Gustafson, (DES)**

Dennis moderated a panel of 4 agencies that have implemented ESS leave. The panel members were:

- Tom Georg, DES
- Lindsey Henderson, HCA
- Janel Roper, SAO
- Ashley Howard, DES

How long did it take your agency to implement ESS leave?

- DES: 2 months. Well received by all employees.
  - The agency provided information and FAQs on their website. A quick reference guide was provided to supervisors, based on WAC 357-31.
- HCA: 3 months. Feedback has been extremely positive.
  - The agency conducted 21 one-half hour training sessions, which included showing DES's 7 minute video.
- SAO: 3 months. The system has been well received.
  - There was no formal training. Employees were encouraged to watch the video.
- DOC: 80 hours of work to implement. Employees and supervisors love it. There are a total of about 500 employees using ESS at DOC at this time.
  - There was no advance training. Tom sent an email prior to implementation. There have been very few questions.
  - Employees and supervisors can see leave balances.
  - Supervisors can see when employees are on leave.
  - DOC needed to rework their org structure in HRMS prior to implementation.
- All agencies said that the video is a very important tool and should be used in the implementation process.

What challenges has your agency faced?

- SAO:
  - 2/3 of the staff is located outside of the Olympia area. There were some communication challenges at first.
  - The agency had to change the way leave was approved. In the past, auditors would submit leave requests based on their audit assignment.
- DOC:
  - Payroll cannot change leave, which he sees as a good thing. Example: FMLA. Employees must re-submit.
  - Some reporting can be a challenge, but he is working with DES and is confident that there will be resolution.

What drove your decision to make the switch to ESS?

- DOC:
  - Preparation for TLA. Switching to ESS is a great positioning activity.
  - Paperless, free, accurate, and easily implemented.
  - Employees are accountable.
  - DES is supportive and helpful.

Nicole Dobson (DES) let the group know that the excess leave issue with ESS will be fixed early next year.

DES is working on allowing Gap 1 agencies to use ESS leave.

For more information, go to the OSHRD site, click on the Payroll tab, then click on "Employee Self Service:" <http://hr.wa.gov/payroll/Pages/default.aspx>

## **2012 Year-End Payroll Processing**

**Steve Nielson, (OFM), Cindy Doughty, (OST), and Kelly Welsh, (DES)**

[2012 Year End Information](#)

[2012 Year End PPA](#)

[2012 Tax Deposit Reconciliation](#)

[941 to W-2 Reconciliation - 2012 - sample](#)

[Overpayments](#)

### **Highlights:**

- There is more detailed information in the attachments. Be sure to check them out!
- Complete a year-end calendar.
- It is critical to balance IRS Forms 941/941X/W-2/W-2c.
- Follow the IRS rules for deceased employee payments. Wage type 3102 will be available in HRMS in time for the January 10, 2103 payroll. This wage type will accrue directly to general ledger 5145 – due to deceased employees' estates.
- Follow the IRS rules for overpayments collected for prior years.

- Other states withholding can be included in the W-2 if HRMS procedures are followed. The deadline is December 21, 2012.
- EFTPS payment deadline is noon – call OST first! If you have transaction code questions, contact OFM.
- The OASI limit for 2013 is \$113,700. The employee rate reverts back to 6.2%
- 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).
- The IRS reduced the FSA limit to \$2,500 for 2013.
- The cost of employer provided health insurance will be included in Box 12 on the W-2. The code is DD.
- DES will be watching for employee deductions/state contributions to HSA accounts for employees that will no longer be participating in CDHPs as of December 31.
- There are procedures for overpayments that are repaid for prior years. These procedures are based on IRS rules.

### **Ending the 3% Salary Reduction**

**Nicole Dobson (DES)**

The Office of the State Human Resources Director, Labor Relations Division & DES have had questions regarding ending the 3% temporary salary reduction and Temporary Salary Reduction Leave.

- The agencies are working together to develop an approach to assist agencies.
- Information on the approach will be provided to agencies by end of January.
- Please be patient and allow time to fully develop the best approach - watch for the communication.

### **HRMS Data Definitions**

**Sandi Stewart (OFM)**

#### **Handout – [HRMS Data Definitions – Phase 2 Overview](#)**

The goal of the HRMS Data Definitions Team is to ensure HRMS data is consistent, accurate, and complete across agencies for agency specific or statewide reporting purposes. The PowerPoint was not shared at the meeting, but all of Sandi's talking points (+ more) are included.

#### **Highlights:**

- The team cleaned up and defined action reasons for the various action types.
- Work contract codes were updated.
- Standard codes for non-employees were added.
- The anticipated go-live date is December 27, 2012.