

PPA Meeting – November 30, 2010

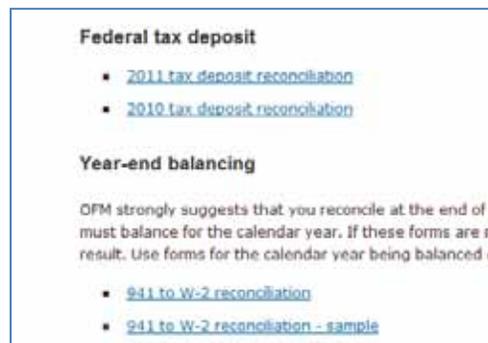
Minutes

DOP Update

- ESS/MSS Leave Reporting Project went live 11/16.
- Savings Bonds Final Reminder list will be coming out 12/2.

2010 Year End Payroll Processing (see the "OFM Year End information – 2010" handout for the details) OFM discussed:

- Key dates and deadlines for year end including exempt W-4s expiring in Feb 15.
 - Getting good addresses from employees.
 - Getting last minute pay information in timely.
 - Reconciling 941s and W-2s each payroll, monthly, quarterly and definitely at year end. If they are out of balance, it could be 18 months out before the IRS or SSA contacts you. It will be difficult to remember what happened 18 months ago....so get thing in balance! Use the spreadsheet located on OFM's website to assist with the reconciliation.
<http://www.ofm.wa.gov/resources/payroll/reconciliation.asp>
See 941 to W-2 reconciliation under "Year-end balancing".
 - Reconcile tax deposits by using the 2010 tax deposit reconciliation under "Federal tax deposit".



- There will be no PU19 access from 1/8-1/20 while DOP processes W-2s.
 - W-2s are scheduled to be mailed by 1/20.
 - The annual sick leave buyout information will be sent to the spool report again. Please remember to go get the information from the spool report. Also, remember that if you are making quota corrections to return sick leave donated for shared leave in a prior year and you do not want those hours added into the sick leave buyout totals of the current year, you must enter **2009 (year of donation) in the Maintain Text/Infotype Text field.
- IRS issues such as:
 - Items considered taxable fringe benefits
 - Reporting rules pertaining to deceased employees
 - Forms (W-2, W-2c, 941x)

- IRS issues (continued)
 - Processing of overpayments collected for prior years.
 - § Remember to calculate the total overpayment remaining (beginning balance less payments) and adjust the amount due from gross to net for 2011.
 - § Also adjust the payment amount the employee has to continue paying in 2011. The new payments should have an effective start date of 12/16/10 and come out on the 1/10/11 paycheck.
 - § Note: you must get the employee's signature giving us permission to recover the employee's share of the taxes back from the IRS. One idea is to put this language in the Notice of Overpayment letter.

- SSA issues such as:
 - SSNVS – Social Security Number Verification Service to verify name and social security numbers supplied on the employee's W-4.
 - Social Security Number Randomization – New social security number will not be issued based on the birth place of the individual. They will be assigned randomly.
 - Submitting Forms W-2c online. If you're submitting a 2010 W-2c already, please wait until after April (after the main W-2 file has been sent to SSA). If SSA receives a W-2c before they have the main W-2 information, they won't be able to process the W-2c.

- Other state (Idaho / Oregon) withholding tax requirements for wage/tax date on the W-2s. Note that the Social Security Administration does not need this information. It is only for the employee.
 - If you wish to ask CMS to pull employee's W-2s so you can reissue them with the "other state withholding tax" information, submit a "Pull Request" with the following information by January 6.
 - § Agency Name, Number, Contact Name, Contact Phone, and Mail Stop.
 - § Employee Last Name, First Name, Address, City, State, Zip

- OST - Office of the State Treasurer's manual tax deposit requirements.
 - A letter stating who has authorization to request a manual tax deposit.
 - A journal voucher that can be found at www.tre.wa.gov, select....
 - § For State Agencies
 - § Cash Management
 - § ACH Automated Clearing House
 - § EFTJV Electronic Funds Transfer Journal Voucher (Excel).



- OST - Office of the State Treasurer's manual tax deposit requirements (continued).
 - Breakdown the following on the JV
 - § Withholding amount
 - § Social security employee
 - § Medicare employee
 - § Social security employer
 - § Medicare employer
 - The JV submitted to OST by noon the day before you'd like the manual deposit made.
 - If a "same-day" manual deposit is needed, call OST for assistance.

- OFM's website and where to find information on such things as:
 - Manual warrant cancellations
 - The process on emergency payroll payments
 - Reconciliations
 - Deceased employees
 - 2011 paydates

- 2011 rates and limits such as social security wage, mileage rate, etc.

- Basics about the IRS Form 941X

- Savings Bonds Reconciliation
 - Make sure Fund 035 GL 5188 is reconciled and that you know how much should be refunded to each employee.
 - Do a Quick Reconciliation by comparing the HRMS balance GL 5188 each month.
 - § Get the HRMS balance by running a Wage Type Reporter – variant 5188QUICKREC. Note: run the Wage Type Reporter using period 12 2006 to get the reserve information that converted in from PAY1.
 - § Get the GL 5188 balance by running a General Ledger Analysis Flexible report. The SAVP documents represent when a bond was purchased. A negative () balance is the normal balance for this account.
 - Watch for employee transfers between agencies, balances from PAY1, and JVs moving money around.
 - Issue a JV to send monies from your agency to the gaining agency when an employee transferred with a reserve balance.