

PERSONNEL PAYROLL ASSOCIATION (PPA) MEETING  
May 27, 2015  
MINUTES

eLearning

**Rhonda Polidori, Department of Enterprise Services (DES)**

- DES is improving their training program by offering free “systems” training online
- Classroom training will be phased out as new classes are added to the Learning Management System (LMS)
- **HRMS Basics** is only 45 minutes, replacing the 4-hour classroom training
- **HRMS Garnishments** is approximately 60 minutes, replacing the 4-hour classroom training
- **Creating & Maintaining Payroll Master Data** (to be released June 18<sup>th</sup>) will be approximately 60 minutes, replacing a 2 Day classroom training
- Future HRMS courses will be **Employee Hiring & Processing, Organizational Management, and Time Recording**
- Courses can be accessed through LMS for credit or referenced anytime at eLearning.wa.gov
- Feedback to DES regarding the course content is welcome

Assignment Pay Project

**Audrey Ulrich, Office of Financial Management (OFM)**  
**Melinda Aslakson, Office of Financial Management**



Enterprise Services  
Communication\_PPA.



AP\_WageTypes\_PPA  
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AP\_DelimitedWageTy  
pes\_PPA.pdf

Highlights

- OFM State HR and DES are implementing the new Assignment Pay (AP) Wage Type Codes which came out of the 2013 interagency workgroup efforts
- Detailed instructions emailed on May 7<sup>th</sup> via the HRMS Communications listserv (*pdf attached*)
- 68 new AP Codes will be added to HRMS in a phased roll out, beginning June 26 and ending August 26 (*pdf attached*)
  - The AP wage types included in the first release are specifically related to collective bargaining agreement changes and Group C Location pay
- The reference-specific codes will provide the granularity needed to predict compensation impacts of bargaining
- Agencies are expected to transition to the new codes as they are released
- Communication with the technical contacts at agencies with shadow systems have been positive and agencies preparing for TLA implementation will receive support from OFM & DES for a smooth transition to the new codes
- OFM State HR will audit usage of the old wage type codes prior to delimiting them in October (*pdf attached*)

- Continued usage of existing generic AP wage types may be granted on an exception basis if a business need exists
- The 2017-2019 budget data submittal process will be manual (again) because there isn't enough time to create an adequate baseline of data following the phased in transition
- There is no crosswalk to the new codes because most were generic and not tied to a specific reference or rule.
- Notify Audrey Ulrich or Melinda Aslakson if you have any questions or concerns.

**Affordable Care Act (ACA) Update      Mary Fliss, Health Care Authority**

- Agencies were asked to provide 2014 FMLA/USERRA hours earlier this spring
- These hours will help create the baseline for the mandated 2015 reports due to the Internal Revenue Service (IRS) in early 2016
- The Big Idea of the ACA is for every American to have health care coverage.
- Eligibility and FTE provisions for coverage are different under federal regulations
- Triple Aim of the ACA is to provide better care, at lower costs, in a sustainable infrastructure.
  - PEBB may be offering up to 5 new plans this Fall, allowing HCA to measure provider services and costs and them accountable to meeting the aim.
- PEBB enrollees are encouraged to go on the Wellness portal and use the interactive tools to earn points towards the \$125 incentive
  - 2000 points must be earned by June 30, but portal will remain open all year

**ACA Status Codes Update and Special Unpaid Leave      Amy Walker, OFM**

- Reminder that the Work Schedule Rule on the Planned Working Time infotype (0007) will default to FULL whenever a record is copied or created.
- OFM State HR recommends entering or re-entering an ACA Status Code any time a new work schedule is created during an appointment change action.
- Continue to use the special LWOP absence wage types in order for hours to be included in the complex calculations used by HCA
  - 9038 LWOP FMLA
  - 9042 LWOP FMLA SvcMem Care
  - 9238 LWOP FMLA U
  - 9029 LWOP Mil Spouse Lv
  - 9031 LWOP Military
- Agencies may be subject to penalties due to under-reported employee hours.

**PERS1 Extra Contributions**  
**Status Code T**  
**Transmittal Payday Hold**

**Eleanor Conway,**  
**Department of Retirement Systems (DRS)**



PPA\_May\_28\_DRS.pdf

- Please refer to attached pdf regarding:
  - PERS1 Extra Contributions
  - Status Code
  - Transmittal Payday Hold

**Additional PERS 1 Extra Contribution highlights:**

- Steve Nielson will send out a sample communication created by Margee Thompson through the payroll contacts distribution list.
- This extra contribution is not intended to replace the Deferred Compensation Program or any other plan and is only available to active PERS1 employees (**not** PERS1 retirees returning to work)
- This will not cause an extra reconciliation process for agencies; DRS is responsible for it.

**VEBA: Recent Changes and Updates**

**Brian Riehs, Gallagher VEBA**



VEBA\_PPA\_Presentation\_(PRC 05-2015).pdf

- Please refer to attached pdf regarding the VEBA presentation:

**Washington Wellness**

**Aaron Huff, Health Care Authority**



66-070\_SmartHealth\_May\_Mailer.pdf

**Highlights**

- Approximately 20,000 PEBB enrollees have completed the Well-being Assessment
- There are new and easy activities available to help employees meet the 2,000 points by June 30, 2015 to receive the \$125 wellness incentive in 2016
- Additional incentives includes free Mariners tickets packages (see attached pdf)