Personnel/Payroll Association (PPA) Meeting

September 26, 2017

MINUTES

<u>Guaranteed Education Tuition Program Update</u>

Lucas Minor
Jackie Ferrado
Student Achievement Council

PPA Prez
9-26-17.pptx

Highlights:

- If employees would like detail on what GET has to offer, send them online (links provided in PowerPoint), or provide them with the Contact Center's phone number and email address (Provided in PowerPoint).

<u>PEBB Open Enrollment</u>

Amy Corrigan
Jennifer Barnes
Health Care Authority

2018 OE Roadshow
Final.pdf

Highlights:

- Reminder: Do not give employees PersPay employer help contact information or direct them to FUZE messaging.
- Employee communications will be mailed October 13, 2017.
- The 2018 Health Enrollment Form will require the employee to provide a date when changing their Tobacco Surcharge attestation to "Yes" from "No".
  - If this date is in the past, the system will process retroactively and collect funds owed by the employee.
    - Retroactive changes will follow the rules of Lower Limit Dates.
    - While the system will collect past surcharges owed by the employee when changing to "Yes," all answers to "No" will be prospective. There will be no refunds.
  - It is completely up to the employee to complete and update their Tobacco Surcharge.
- Spousal Surcharge: Employees that answered "No" and selected options 2 – 5 do not need to attest during Open Enrollment.

    - HCA will provide agencies with a report of who must attest in late October.
        - Updates on the exact date will be communicated through GovDelivery.
    - Spousal Surcharge changes/updates should be completed during Open Enrollment, however they will be accepted up through December 31, 2017.
- HCA will provide agencies with a report informing them of employees that have enrolled in FSA and CDHP/HSA.
    - If no action is taken, the employee will be unenrolled from the FSA account by December 31, 2017.
- To qualify for the SmartHealth wellness incentive for 2018, employees must reach 2,000 points no later than September 30, 2017.
    - Employees hired after September 30, 2017 will have until December 31, 2017.
        - For further information, go to the SmartHealth website: www.smarthealth.hca.wa.gov
- If an employee is not getting resolution to their issue from MetLife customer service, there is an email address for the MetLife account manager that the employer can use to contact MetLife about the issue.
    - Contact information can be found in the Life Insurance Admin Manual.
    - If an employee passes away, MetLife will only communicate with the beneficiary they have on file. This means they will not release any information to Payroll or Human Resources.

WFSE: New HRMS Dues Wage Type

Tina Peterson
Diane Lutz
Office of Financial Management

MAILER_MOM_CARD_WITH_RFP_8_29_1 | MOM Card Document.pdf | WFSE_40.4-40.5_MOU (003).pdf | FW_ New WFSE Maintenance of Me

Highlights:

- Please refer to the attachments.

GovDelivery Update

Todd Jenkins
Washington Technology Solutions

PPA September Presentation 1 2017.

Highlights:

- It is suggested that you use your work email address when signing up

Earnings Statement Update

Todd Jenkins
Washington Technology Solutions

PPA September Presentation 2 2017.

Highlights:

- The HRMS report will only allow one pay period in the report criteria.
- If you are running the report for several employees, you can submit a request to the Support Center at Support@WaTech.wa.gov for assistance.
- Regarding including the pay scale (Range and Step) on the earnings statement, it was not considered in the original design. If anyone wants an enhancement to be considered, a request can be submitted to the Support Center.

Washington Workforce Analytics (WWA) Update

Amy Walker
Office of Financial Management

WWA_PPA_09_2017.pdf

Highlights:

- User Acceptance Testing (UAT) was completed in August 2017 with the help of subject matter experts from DNR, DOH, DOR, DSHS, ECY, LNI, OFM, and WaTech.
- The project team spent the month of September researching items that came out of UAT to determine if they were bugs, enhancements or related to training.
- During October, the project team will fix bugs, as well as enhance the 16 pre-built standard reports for clarity, accuracy and optimal performance, setting the stage for the November code freeze.
- Throughout November, the project team will share readiness tasks, forms, training plans, and registration information, as they near the January 2018 implementation date. Information will be shared via:
    - Amy's email distribution list
    - The WWA Project page: http://hr.ofm.wa.gov/workforce-data-planning/washington-workforce-analytics-project
    - The next PPA meeting in November

OFM Mid-Period Transfer Spreadsheet – How does it work?

Steve Nielson
Office of Financial Management

Mid_Period_Transfers_09-26-17.pdf

Highlights:

- The spreadsheet is available on the reconciliation page in OFM's Payroll site: http://www.ofm.wa.gov/resources/payroll/reconciliation.asp
- To find the numbers to input in the spreadsheet, run HRMS report ZHR_RPTPY126, the Payroll Posting Report:
    - Once you have results, narrow the report by filtering to GL 5181*.
    - Use the personnel number of the affected employee.
    - Do not specify a business area. You want to see activity for both agencies.
    - In the spreadsheet, enter the following:
        - Losing agency name
        - Gaining agency name
        - The amounts from the 126 report. It will most likely be four numbers. Input as negative numbers.
        - The transfer JV from your Enterprise Reporting report. Format: TSFPyypp, where yy = calendar year, pp = pay period number (01 – 24)
    - The spreadsheet will calculate the JV amounts and tell you which agency is completing each JV.
    - Be sure to look at the numbers in the green box at the bottom of the spreadsheet. Are the results what you expect?
    - There are two tabs in the spreadsheet – one for each pay period.

Next Meeting:

- Wednesday, November 8, 2017
- 9:00 – noon
- OB-2 Auditorium