

Personnel/Payroll Association (PPA) Meeting

November 8, 2017

MINUTES

Modern Work Environment Executive Order – Reminders

Nicole Seick
Office of Financial Management



One Pager - HR
Mgrs Meeting - NS -



Executive Order
1607.pdf

Highlights:

- Executive Order (EO) 16-07 requires adding a modern work measure to the Results Washington Goal 5 map. It specifically required; establishing a Workplace Strategy Council, enabling a mobile workforce through the creation of agency specific policies, creating a modern work environment through workplace tools and support, setting new targets based on HRMS data for telework and flexible work hours (includes flextime and compressed workweek), and establishing a yearly agency certification process to measure implementation success.
- Agencies were to have policies submitted to OFM State Human Resources by July 1, 2017.
- Agencies are encouraged to create a process to ensure information is updated as needed.
- Data will be posted with Results Washington under the Goal 5 map. Data is pulled every 6 months. The next pull will be December 31, 2017.
- DES has the task of creating training for supervisors and managers.
- OFM is in charge of Facility Oversight and will work with agencies to establish agency-specific facility goals.
- For questions contact Brooke Hamilton at brooke.hamilton@ofm.wa.gov

Washington Workforce Analytics (WWA) Update

Amy Walker
Office of Financial Management



WWA_PPA_11_2017.
pdf

Highlights:

- Refer to the attachment.

Infotype 0040 “Objects on Loan”

Amy Walker
Office of Financial Management



Objects_on_Loan.p
df

Highlights:

- Agencies can use Objects on Loan in HRMS to track items they assign to employees for work related purposes.
- Transit Card has been assigned to code 16.

HRMS Data Stewards Update

Erica Munro
Office of Financial Management



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Highlights:

- Refer to the attachment.

2017 Year-End Payroll Processing

Steve Nielson, Office of Financial Management
Darrin Litchfield, Washington Technology Solutions
Cindy Doughty, Office of the State Treasurer

<https://www.ofm.wa.gov/sites/default/files/public/resources/payroll/PR2017YearEndInformation.pdf>



2017_YearEnd_PPA.
pdf



Tax_Deposit_and_9
41_to_W2_Reconcili

https://www.ofm.wa.gov/sites/default/files/public/resources/payroll/PR_Overpayment_OPs_Between_Years_Nov2017.pdf

Highlights:

- There is much more detail in the handouts. Be sure to check them out!
- Reconcile, reconcile, reconcile! It is critical to balance IRS Forms 941/941X/W-2/W-2c.
- IRS Form 1099-MISC has the same filing deadline as Forms W-2 (January 31).
- The Treasurers' Office is available to help with next day or same-day tax deposits.
- Be sure and check out the year-end webpage on the HR website.
- Follow IRS rules and HRMS/OFM procedures on cross-year overpayments.
- Deferred Compensation Override:

- DRS sends an email instructing affected agencies to set up a Deferred Compensation contribution plan that will exceed the allowed maximum.
- To be able to override the maximum, you must check “Start Special Catch-up Limit Override”.
- When there is a change to the record, the box will need to be rechecked.

Next Meeting:

- Tuesday, February 27, 2018
- 9:00 – noon
- 106 11th Avenue, Olympia, WA (1063 Building)