

Personnel/Payroll Association (PPA) Meeting

November 14, 2018

MINUTES

HRMS Support Hub Update

Erica Munro
Office of Financial Management



HRMS Support Hub
Launch.pdf

Highlights:

- The HRMS Support Hub went live on October 31, 2018.
- Establishes a single format, modernizing the look, feel, usability, and accessibility.
- Personnel Administration procedures have been rebuilt in the new format with updated content.
- The Payroll functional area is next to be updated.

I-1433 Update

Denise Flatt
Office of Financial Management



I-1433.pdf

Highlights:

- Manual adjustments are no longer required as of November 1, 2018.

Sick Leave Buyout Form/Process Change

Steve Nielson
Office of Financial Management



training2018_New_
Sick_Leave_Buyout_I

Highlights:

- A new 'print friendly' sick leave buyout form will be used.
 - Printable on 8.5 X 11 paper, either by the agency or by DES.
 - Use standard SOW mailing envelopes.
- Agencies now have control over the process.

- Can only print forms for employees that opt in.
- Reduction of printing/postage costs
- The Buyout Statements Report (XHR_RPTPY681) has been enhanced.

HRMS Planned Maintenance (November and December)

**Todd Jenkins
Washington Technology Solutions**



HRMS_Planned_Maintenance.pdf

Highlights:

- HRMS will be unavailable on the following dates/times:
 - November 21, 2018 at 1pm through noon November 26, 2018.
 - December 7, 2018 at 8pm through 6am December 10, 2018.

2018 Year-End Payroll Processing

**Steve Nielson, Office of Financial Management
Cindy Doughty, Office of the State Treasurer**

<https://www.ofm.wa.gov/sites/default/files/public/resources/payroll/PR2018YearEndInformation.pdf>



training2018_YearEnd_PPA.pdf



Recon_Examples.pdf

https://www.ofm.wa.gov/sites/default/files/public/resources/payroll/PR_Overpayment_OPs_Between_Years_Nov2018.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.
- 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.

Next Meeting:

- Tuesday, February 26, 2019
- 9:00 – noon
- Helen Sommers Building, 106 11th Avenue, Olympia, WA