

Personnel/Payroll Association (PPA)

September 24, 2019

MINUTES

Automated Clearing House (ACH) Update

Lesa Williams
Office of the State Treasurer



PPA_Presentation_A
CH_Refreshers_Sept2

Highlights:

- Refer to the attachment.

PEBB Open Enrollment

Jamie Lane
Amy Corrigan
Health Care Authority



2020_OE_Roadshow_shareable.pdf

Highlights:

- Refer to the attachment.
- Please remember that HCA will also be handling the School Employees Benefits Board (SEBB) 2020 Open Enrollment from October 1 – November 15, 2019. This means:
 - It may take longer to receive a reply.
 - Do not reopen an existing FUZE message to ask a previously sent question. Doing so will put you at the back of the line.
 - While HCA has worked to add more staff to the Outreach and Training Unit, there is still only one phone number for both SEBB and PEBB. Please be patient and be clear that you are calling about PEBB.

**Agency Contact List and OFM Payroll Contacts Email
Distribution List Discussion**

**Steve Nielson
Office of Financial Management**

Highlights:

- The new Agency Contact List has been published:
 - Refer to the May 22, 2019 PPA meeting minutes.
 - <https://support.hrms.wa.gov/resources/hr-payroll-contact-list>
 - Please be sure to monitor emails that come in to your agency and respond timely.
- OFM Payroll Contacts Email Distribution List:
 - Currently this distribution list uses mostly (work) personal email addresses.
 - Are there concerns with switching to using the emails from the Agency Contact List?
 - Some agencies want to continue to use personal emails because they want to be sure to receive the correspondence.
 - Steve suggested agencies could use an auto-forward rule in Outlook.
 - No decision was made during the meeting.
 - Steve will take the comments into consideration when making a decision.

**APA Webinar September 26
2020 W-4 Changes**

**Steve Nielson
Office of Financial Management**

Highlights:

- The American Payroll Association will be hosting a webinar regarding the changes to the 2020 W-4 form.
 - No cost to agencies.
 - 130 people has signed up so far.
 - Location: Cherberg Building, Senate Hearing Room 4.
- Employees do not have to submit a new W-4 in 2020 unless:
 - They are new to your agency.
 - They are making changes to their current tax status.

Next Meeting:

- Thursday, November 21, 2019
- 9:00 – noon
- Helen Sommers Building, 106 11th Avenue, Olympia, WA