

September 26, 2024

MINUTES

Introducing the Statewide Accounting (SWA) Payroll Unit

Elizabeth Smith, Office of Financial Management

Highlights:

- SWA has hired two new employees!
 - Louisa Wilkes started July 16, 2024
 - Sheila Meyer started September 1, 2024
- An email address has been created: OFMmiSWAPayroll@ofm.wa.gov.

One Washington: Human Capital Management (Phase 2)

Mary Fliss, Office of Financial Management



Future Phase
Functionality Goals

Highlights:

- Refer to the attachment.
- Wants from PPA Community:
 - Business rules (Example: A wage type cannot be entered on a person who is not eligible)
 - Enhanced reporting analytics
 - Mid-period sharing with other agencies (ability to view employees at other agencies where they transfer)
 - Overpayment notices (auto generate notices to employees)
 - Employee self-service (cut down on data entry so payroll staff can focus on accuracy)
 - Extended leave capabilities (PFML, LTSS, FMLA)
 - Auto generated notices
 - Rules (calculated overtime, holiday-based rules)
 - Integrated system with finance, budget, purchasing
 - Overpayments due to late LWOP because of PFML approvals being delayed
 - Out of state taxes
 - Timing – having to wait for overnight run for things
 - Ability to flag a record that is being worked on so multiple processors are not working on the same thing
 - Less workarounds
 - More reporting
 - Easier process changes after cutoff, ability to document what happened and changes in pay
 - Have a sandbox that can be used to see how a settlement would process in the system



WA529 Basics and
Updates for PPA_Set

Highlights:

- Refer to the attachment.
- Prepaid Tuition
 - Value tied to tuition growth of the highest priced Washington public university
 - Purchase in units
 - Lifetime max is 800 units (can use 200 per academic year)
- Investment/Savings
 - Value tied to investment performance
 - Choose an investment portfolio
 - Max contribution is \$500,000
- [WA529 webinar page](#)
- [WA529 in the Workplace resource link](#)

PEBB Open Enrollment**Debbie Krumpols, Health Care Authority**

PDF - 2024 Pre-OE -
PPA Group for 2025

Highlights:

- Refer to the attachment.
- Covered topics:
 - General Open Enrollment Information
 - Medical Plan Changes/Updates
 - 2025 Employee Premiums & Surcharges
 - Dental, Vision, Life and AD&D & Long-term Disability
 - FSAs and DCAP
 - Making Open Enrollment Changes
 - Reminders and Resources
- Open Enrollment has changed from previous years to October 28 – November 25
- Employees need to elect a vision plan
 - Medical plans will no longer offer vision benefits
 - Communications have been sent to employees
 - Continued communications from October through December
- Employees should register for a Benefits 24/7 account prior to Open Enrollment. If they need help enrolling, they can call (866) 335-0043.

Out of State Training:

- In case you missed the September 11 session, there is another one on September 30 at 12:30.
- Don't miss this important training session!

HRMS Remediation:

- Testing continues:
 - Accounting entries as a result of the payroll process
 - Payment to third parties such as the IRS, union dues, life insurance, etc.
 - System performance testing

At go-live, agencies will be using Workday!

- Pay LNI
- Pay ESD
- Shared Leave
- Emergency Payroll Payments
- Statute of Limitation warrants
- **Steve Nielson is retiring November 30, 2024**