

Personnel/Payroll Association (PPA)

November 12, 2020

MINUTES

2020 Year-End Payroll Processing

Steve Nielson, Office of Financial Management

[Year-End 2020 and Beginning 2021](#)



OFM_YEAR-END_PP
A_NOVEMBER 2020.



PR941toW-2Reconc
iliation-sample_2020



PRTaxDepositRecon
iliation20.pdf



PRTaxDepositRecon
iliation20_ER.pdf



PRTaxDepositRecon
iliation20_WebI.pdf

[Overpayments Between Calendar Years](#)

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 to review what signatures are on file with OST.
- Be sure and check out the year-end webpage on the HR website.
- Follow IRS rules and HRMS/OFM procedures on cross-year overpayments.
- OFM Statewide Accounting has a COVID-19 accounting resources page.
- Employers are required to report qualified sick and family leave wages paid on Box 14 of Form W-2.
- HRMS has started an electronic Form W-2 project.
- There are several items to consider in approving out of state telework.

One Washington Update

Steve Nielson, Office of Financial Management

Highlights:

- The ERP software has been selected
- An apparently successful systems integrator has been selected.
- There have been some assignment changes at OFM. As of November 1, a few employees from Statewide Accounting have officially moved over to the One Washington program to work on implementation of Workday. Steve Nielson is one of those people. One Washington plans on working closely with Statewide Accounting as we move forward with this exciting and challenging project.
- The recruitment announcement for Steve's former Statewide Accounting position is live.