

# Personnel/Payroll Association (PPA)

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November 21, 2019

## MINUTES

### **ACA Update**

**James Koch  
Health Care Authority**



112119\_Form\_1095-  
C\_Update\_(JK).pdf

#### **Highlights:**

- Refer to the attachment.

### **PID and Promotion**

**Caroline Kirk  
Office of Financial Management**

#### **Highlights:**

- Watch for a communication from State HR.

### **Employee Affirmative Action Form Update**

**Robin Vazquez  
Office of Financial Management**



SOGI and AA  
powerpoint\_PPA.pd

#### **Highlights:**

- Refer to the attachment.

<https://www.ofm.wa.gov/sites/default/files/public/resources/payroll/PR2019YearEndInformation.pdf>



OFM\_Year\_End\_Nov  
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Recon\_Examples.pdf

[https://www.ofm.wa.gov/sites/default/files/public/resources/payroll/PR\\_Overpayment\\_OPs\\_Between\\_Years\\_Nov2019.pdf](https://www.ofm.wa.gov/sites/default/files/public/resources/payroll/PR_Overpayment_OPs_Between_Years_Nov2019.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.
- Employees who qualify can begin taking Paid Family and Medical Leave beginning January, 2020.
  - Watch for communications from OFM State HR.
- The IRS Form W-4 for 2020 has changed.
  - Employees hired by your agency in 2020 must complete and submit the new form.
  - Be sure to familiarize yourself with the new form.
  - The handout includes links to IRS websites.
- 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:**

- Thursday, March 12, 2019
- 9:00 – noon
- Helen Sommers Building, 106 11<sup>th</sup> Avenue, Olympia, WA
  - Rooms G015 A, B, C