

Personnel/Payroll Association (PPA)

November 23, 2021

MINUTES

Understanding Localization

April Amundson, Employment Security Department
Brett Cain, Employment Security Department



Understanding
Localization OFM.pc

2021 Year-End Payroll Processing

Elizabeth Smith, Office of Financial Management

Year-End 2021 and Beginning 2022



OFM_YEAR-END_PP PR941toW-2Reconc PRTaxDepositRecon PRTaxDepositRecon PRTaxDepositRecon
A_NOVEMBER 2021.1 iliation-sample_2022 ciliation22.pdf ciliation22_ER.pdf ciliation22_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 HRMS website.
- Follow IRS rules and HRMS/OFM procedures on cross-year overpayments.
- OFM Statewide Accounting has a COVID-19 accounting resources page.
- Phase 2 of the electronic W-2 project is scheduled for next year.
- There are several items to consider in approving out of state telework.