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**Monday, May 13, 2019**  
**9:30AM-11:00AM OR 1:30PM-3:00PM**  
(Same sessions, come only to 1)

ARIZONA DEPARTMENT OF ADMINISTRATION - CONFERENCE ROOM 300

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**Tracey Cappuccio**

- Welcome & Introductions
- Contact Information
- Website Registration
- Policy Updates
- Legislative Update
- HRIS Upgrade

**Lalita Farr**

- ASRS Fiscal Year Intent Review
- Benefit Arrears

**Sam Tekien**

- Compensation Strategy Payments
- Handwrites through FYE
- ETE
- IRS Form W-4

**Somer Phegley**

- AFIS Fiscal Year End Update
  - HRIS Labor Distribution
  - HRIS Statewide Position Update
  - Payroll Corrections
  - AFIS Upgrade
  - HRIS Critical Dates Calendar

**Handouts:**

Agenda  
Payroll Calendars – 2019, 2020  
HRIS Critical Dates June – July 2019  
Retirement Table  
Agency Payroll Resource Contact List  
Employee Resource Contact List  
Presentation Slides  
Agency Contact Update Form  
Meeting Survey