2009 CALENDAR YEAR END PAYROLL MEETING
GENERAL ACCOUNTING OFFICE

Monday, November 23, 2009
9:30AM-11:00AM OR 1:30PM-3:00PM
(Same sessions, come only to 1)

DEPARTMENT OF ADMINISTRATION - CONFERENCE ROOM 300

Stu Wilbur
• Welcome & Introductions
• Agency Contact Information
• GAO Telephone List
• GAO Website Registration
• Recent Accomplishments
• Next 12+ Months
• RIF, Layoff, Furlough, & VSP
• Payment of Wages
• Agency Staffing Preparedness
• Direct Deposit & Warrant Timing

Handouts:
Agenda
Payroll Calendar
January 1st Tax Table
Presentation slides (4-up)
Central Payroll Contact Form
Agency Contact Form
Meeting Survey

Tracey Cappuccio
• Year End Payroll Memo
• Duplicate W-2 for 2009
• Transit Card Processing
• TA Adjustment Dates
• TA Cycle Processing
• Tips for Donated Leave Processing

Marla Grossman
• RASL Legislative Update

Jennifer Bowling - HRIS Team
• Application 9.0 Upgrade
• Training
• Help Desk

ALL
• Questions