

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