

2010 CALENDAR YEAR END PAYROLL MEETING  
GENERAL ACCOUNTING OFFICE

**Monday, November 22, 2010**  
**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
  - State A-4s online
  - Alternate Work Week Elimination (and 9/80's)
  - Employee Time Entry
  - Same Day Handwrites
- Next 12+ Months
  - Central Payroll Garnishment File Scanning
  - Transition AFIS employee payments to HRIS
  - GAO-60 / GAO-99A Certification Process
- 3rd Shift
- W-2s for 2010
- W-2 consent through YES

**Handouts:**

Agenda  
Payroll Calendar  
January 1<sup>st</sup> Tax Table  
Presentation Slides (4-up)  
Year End Payroll Memo  
Agency Payroll Resource Contact List  
Agency Contact Form  
Meeting Survey

**Tracey Cappuccio**

- Canceled Warrants/Overpays
- Final Payments in 2010
- W-5s (Advanced Earned Income Credit)
- Annual Leave Roll Back
- Federal & State Tax Withholding Tables
- W-4s and A-4s
- Social Security and Medicare Deductions
- December and January Key Dates (Calendar View)
- Furlough Q&A / Compliance
- The Work Number (TALX)
- Various Payroll Issues

**Karen Turner**

- Time Accrual – Rules of Thumb
  - Timing
  - Dating
  - Verification
- Additional TA Instructions in Appendix

**Jennifer Bowling** (HRIS Team)

- Employee Time Entry (ETE)
  - Deployment
  - Function Summary
  - Time Entry Forms
  - Manager Direct Report
  - Manager Approve/Reject
  - ETE Business Process