2011 CALENDAR YEAR END PAYROLL MEETING
GENERAL ACCOUNTING OFFICE

Monday, November 21, 2011
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
• Coming Months
• Direct Deposit Trend

Handouts:
Agenda
2011 Payroll Calendar
2012 Payroll Calendar
January 1st Tax Tables
Presentation Slides
Year End Payroll Memo
Agency Payroll Resource Contact List
Agency Contact Form
Meeting Survey

Sam Tekien
• Cash Pay Sign-Ups

Karen Turner
• Absence Management Replacing Time Accrual
• Annual Leave Roll Back

Tracey Cappuccio
• Time Record Adjustments
• Canceled Warrants & Overpay Deadlines
• Final Payments in 2011
• Federal & State Tax Withholding Tables
• A-4s and W-4s
• Social Security and Medicare Deductions
• W-2s for 2011
• December and January Key Dates (Calendar View)
• Retirement Plan Update – DROP change
• ASRS Wait Period Review
• ASRS Missed Contributions