

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

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

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