2012 CALENDAR YEAR END PAYROLL MEETING
GENERAL ACCOUNTING OFFICE

Monday, November 19, 2012
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

**Sam Tekien**
- ACR Reporting

**Lalita Farr**
- Deceased Employee Payments

**Karen Turner**
- Designated Roth 457 Plan
- Absence Management Update

**Tracey Cappuccio**
- Year End Payroll Memo
  - Time Record Adjustments
  - Canceled Payments & Overpay Deadlines
  - December 25th Compute
  - Final Payments in 2012
  - A-4s and W-4s
  - Social Security and Medicare Deductions
  - Federal & State Tax Withholding Tables
  - Annual Leave Roll Back
  - W-2s for 2012
- Supplemental Industrial Leave
- Critical Retention Payment Issues
- Critical Dates – Dec and Jan/Feb (Calendar View)

**Handouts:**
- Agenda
- Payroll Calendars – 2012, 2013
- Critical Dates – Dec and Jan/Feb
- Tax Tables
- Agency Payroll Resource Contact List
- GAO Year End Payroll Memorandum
- Presentation Slides
- Agency Contact Form
- Meeting Survey