

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