2013 CALENDAR YEAR END PAYROLL MEETING
GENERAL ACCOUNTING OFFICE

Monday, November 18, 2013
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

Tracey Cappuccio
- Year End Payroll Memo
  - Time Record Adjustments
  - Canceled Payments & Overpay Deadlines
  - November 28, 2013 pay date (Thanksgiving Holiday) warrant distribution
  - Final Payments in 2013
  - A-4s and W-4s
  - Social Security and Medicare Deductions
  - Federal & State Tax Withholding Tables
  - Annual Leave Roll Back
  - W-2s for 2013
- Critical Dates – Dec and Jan/Feb (Calendar View)
- New HRIS Reports
- AFIS Payroll Corrections

Lalita Farr
- Agency Payroll Guide
  - Payroll Documents
  - Contacts
  - Employee Pay
  - Deductions
  - Forms
  - Authority
  - Statewide Payroll Meeting Information

Handouts:
- Agenda
- Payroll Calendars – 2013, 2014
- Critical Dates – Dec and Jan/Feb
- Tax & ERE Tables
- Agency Payroll Resource Contact List
- GAO Year End Payroll Memorandum
- Presentation Slides
- Agency Payroll Contacts
- Agency Contact Update Form
- Meeting Survey