

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