ARIZONA DEPARTMENT OF ADMINISTRATION - CONFERENCE ROOM 300

Monday, November 17, 2014
9:30AM-11:00AM OR 1:30PM-3:00PM
(Same sessions, come only to 1)

ARIZONA DEPARTMENT OF ADMINISTRATION - CONFERENCE ROOM 300

Stu Wilbur
• Welcome & Introductions
• Agency Contact Information
• GAO Telephone List
• GAO Website Registration
• Recent Accomplishments
• Coming Months

Karen Turner
• Negative Leave Balances

Sam Tekien
• Incentive Strategies

Tracey Cappuccio
• Year End Payroll Memo
  o Time Record Adjustments
  o Canceled Payments & Overpay Deadlines
  o Holiday warrant distribution (Thanksgiving & Christmas)
  o Final Payments in 2014
  o A-4s and W-4s
  o Social Security and Medicare Deductions
  o Federal & State Tax Withholding Tables
  o Annual Leave Roll Back
  o W-2s for 2014
• Critical Dates – Dec and Jan/Feb (Calendar View)
• AFIS Payroll Corrections
• Reconciliation Jobs available through SIE

Joanna Greenaway
• BREAZ Update
  o Advantage & HRIS Integration

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