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**Monday, November 25, 2019**  
**9:30AM-11:00AM OR 1:30PM-3:00PM**  
(Same sessions, come only to 1)

ARIZONA DEPARTMENT OF ADMINISTRATION - CONFERENCE ROOM 300

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**Tracey Cappuccio**

- Welcome & Introductions
- Contact Information
- Website Registration
- Recent Accomplishments
- Coming Months
- SAAM Policy Updates
- HRIS Upgrade

**Misty Delgado**

- Retirement System Updates

**Everett Rubio**

- Benefit Premium One-Time Deductions
- Manual Payment Deduction Cycles

**Karen Turner**

- HRIS Absence Management Reports

**Lalita Farr**

- HRIS Security
- Direct Deposit Self Service

**Sam Tekien**

- Incentive Strategies
- 2020 IRS Form W-4
- Calendar Year End Processing Memo
- Critical Dates

**Handouts:**

Agenda  
Payroll Calendars – 2019, 2020  
HRIS Critical Dates Nov-Dec 2019  
Jan-Feb 2020  
2019 Calendar Year End Processing Memo  
Agency Payroll Resource Contact List  
Employee Resource Contact List  
Presentation Slides  
Direct Deposit Instructions  
Agency Contact Update Form  
Meeting Survey