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

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:
- Payroll Calendars – 2019, 2020
- HRIS Critical Dates Nov-December 2019
- HRIS Critical Dates January-February 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