

2008 CALENDAR YEAR END PAYROLL MEETING  
GENERAL ACCOUNTING OFFICE

November 25, 2008  
9:30AM-11:00AM OR 1:30PM-3:00PM  
(Same sessions, come only to 1)

DEPARTMENT OF ADMINISTRATION - CONFERENCE ROOM 300

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Stu Wilbur

- Welcome & Introductions
- Telephone List
- GAO Website Registration
- CashPay Payroll Card
- eStuffers
- MHC Document Express
- 2009 Payroll Calendar
- Direct Deposit Timing for January 2nd, 2009 Payday

Tracey Cappuccio

- Year End Payroll Memo
- Handwrites – Technical Bulletin Update
- 401(a) & Non-Taxable Pay codes
- Personnel Board Orders – Reinstatements with back pay
- Deceased employee payment procedures
- New Transit Pass System for 2009
- IRS Lock in Letters

Ken Smart

- Military Differential Pay
- Retirement Arrears

Karen Turner

- Imputed Income
- SECC

Marla Grossman

- RASL Update
- LWOP Issues

Yesenia Mejia

- Control D Web Training
- Access for users

Summer Canfield – HRIS Team

- HRIS Upgrade
- Help Desk and contact information
- Navigation of current training on HRIS website
- Upcoming training sessions to be held in January 2009
  - Flex Schedules & Holidays
  - Keying Handwrites
  - Adjustments to time keyed
- New training to come in 2009

ALL

- Questions

Handouts:

Agenda  
Payroll Calendar  
Presentation slides (3-up)  
Contact Form