

**Large Agency
Chief Financial Officers Meeting Minutes
February 23, 2010**

PARTICIPANTS:

Joe Whitmer, ADA/MSD
Paul Nicola, DCA
Tim Newton, DEA
Shana Fierro, DEA
Li Li, DJA
Craig Rudolph, DTA
Steven Race, EDA
Mike Clark, EVA
Jim Humble, HSA
John Lake, HSA
Ken Bell, JCA
Chuck LeBlanc, PSA
Reed Spangler, RVA
Syndia Reeder, WCA
Mike Smarik, ADA/GAO
Anita Kleinman, ADA/GAO
Angela Dillard, ADA/GAO
Jaimie Soulvie, ADA/GAO
Tami Eckloff, ADA/GAO
Stu Wilbur, ADA/GAO
Amy Aeppli, ADA/GAO
Shannon Landis, ADA/GAO

ITEMS COVERED

Mike Smarik – Welcome & Introductions

W2s now online – Stu Wilbur

We now have four years of history for W2s online. W2s for 2009, 2008, 2007, and 2006 are available via the YES website. We are trying to encourage employees to consent to receiving only an electronic W2 starting in 2010. This will reduce our processing and postage costs.

Q: Is it one or the other? If you want to look at your W2 on YES do you have make the consent for only electronic for future?

A: No. An employee can look at any of their W2s available online without making the consent.

For the 2009 W2s, they were all mailed out prior to the electronic copy being available online. In future years our goal is to have the electronic copy available first, try to get employees to give their consent while they are viewing their electronic copy and then later in January, only mail copies to those that did not give their consent. We are working on ways to promote the consent for the electronic W2s. We will be working with Benefits to see if we will be able to have the consent box screen as part of open enrollment.

We have also made some changes to how employees request duplicates. If an employee needs a duplicate W2 for a year prior to 2006, or they do not have access to the Internet to view YES, they can still fill out the Duplicate W2 request Form which is on the GAO website. However, now they will need to include a self addressed stamped envelope for the duplicate to be mailed to them, or they can request it be sent to their agency, or the employee can pick up the duplicate. Pick ups are only to be done after the GAO Payroll has notified the agency or the employee that the W2 is available for pickup.

Q: Are you just going to keep four years of W2s available online or are you going to continue to archive them?

A: We will continue to add additional years as we go along.

On another note we are up to 94.7% participation for direct deposit. This is the highest it has been since we started keeping track ten years ago. We would like to keep encouraging employees to sign up for direct deposit when they are hired or if they need to make a change.

The cash pay program is in place and working. Part of the process of opening an account with Bank of America is the bank knowing their customer, part of the Patriot Act. They require country of citizenship and country of residency as data elements to create a new account. This information is not stored in HRIS. It is part of the I9 process and the information is stored elsewhere. We have been going back to the agencies for this information which is time consuming. We are updating the GAO-65 for the employee to fill in their country of residency and country of citizenship as part of the sign up process for the card. We should be sending out a web story and updating the form within the next couple of days.

Q: Do we have State employees with a different country of residency?

A: Not that we know of but since it is required by Bank of America, we'll have the employee fill it in so we have the correct information.

Access to YES – Stu Wilbur

Access to YES has now been increased to four years from the date of separation. The features that are not applicable to a former employee are not enabled.

ARRA Update – Jaimie Soulvie

There has not been much change since our January meeting. We made the amendments. We are working on revised billings. There are award amounts that have been updated and new grants that have come in. If you have not yet paid your ½ of 1%, please get it sent in. The Governor's Office needs the money to fund the 1512 Reporting System and the Governor's Office of Economic Recovery. We are continuing to have weekly or biweekly meetings to discuss any updates that we receive. The federal government continues to make updates to what the reporting model will be for the next quarter. Please make sure you pay attention to emails from Aaron Sandeen and Matt Hanson letting you know when the meetings are. Meetings are being conducted over the phone so you can attend from your desk. They also have a conference room reserved if you would rather attend in person. Aaron or Matt will send out the PowerPoint for each meeting so you can view it from your desk.

We have some issues on how agencies are reporting their federal dollars, especially in terms of State match. It has become problematic in the ARRA reporting. We are looking at the feds expanding the ARRA reporting model to include all federal reporting in the future. We are currently analyzing the SEFA trying to identify where the State match dollars are so we are not including them as part of the federal expenditures. We will be contacting the agencies for some possible changes on how things are done. We wanted to give you a heads up that this will be coming over the next 6 months or so.

Q: Are you going to be making the changes for the start of the fiscal year?

A: Yes. We are not looking to make changes mid year.

Budgets & Allotments – Anita Kleinman

The last meeting we reported OSPB was going to be analyzing moving allotments from the 3rd quarter to the 4th quarter in anticipation of additional budget cuts. It was reported OSPB would also be looking at the cuts in conjunction with the previous cuts and sweeps. It is now our understanding that this will not be happening. You may still be contacted by your analyst to make some type of set aside but as far as actually moving the allotments, this probably won't happen.

GAO Front Desk Operating Hours – Tami Eckloff

The GAO Front Desk is now under the operating hours of 9:00 a.m. to 4:00 p.m. as of February 16, 2010. GAO has experienced additional staffing cuts. To try to balance things out, one of the decisions that was made was to shut the front desk down at the beginning and end of the day. A web story was sent out. Signs that the shutdown was coming were hung two weeks prior to February 16th. Hopefully all agency couriers and visitors are now aware of the new hours.

Issues, Concerns, Questions?

Clark is currently over at the Legislature testifying in a hearing for the State Transparency project. We anticipate we will really be ramping up for this project soon. We have received a scope of work from the web portal vendor. This is the same vendor that created the State of Utah's Transparency website. We are attempting to leverage off Utah's project. We will continue to work with the agencies regarding requirements for this project.

Q: Could you talk about the cash pay card a little more?

A: The cash pay card was rolled out right around the time GAO mailed the 12/31/09 pay warrants to make sure they were indeed mailed out by the end of December. We have been working on this project for a long time. We had been waiting for final approval to proceed. Once final approval was received, a web story was sent out with the flyer. The GAO-65, which is the direct deposit form, has been updated to include the cash pay card request information. Any employee can sign up for a card. It works like a direct deposit account. The bank puts a balance on the card and the employee can go to an ATM, a merchant or a bank branch. The employee can go into a branch once a pay period and cash out the entire balance on the card with no fees.

The target audience for the cash pay card is employees that are still receiving a paper warrant. This is another option for them to receive a direct deposit. The program is open to all employees. If an employee already has direct deposit but wants to have a certain amount loaded on the card every payday, they can sign up for the card.

Q: At one time you were looking at moving the direct deposit day to Friday. Is that happening, not happening?

A: It is still being discussed. It doesn't become a major issue until July 1, 2011 when July 1st is Friday. Is it going to be a payday in fiscal year 2011 or fiscal year 2012? It would make 2011 a fiscal year with 27 pay days. One of the options is to make only that payday a Friday payday and then go back to Thursdays after that.

Friday is the official payday however you ask employees what day do they get paid and they will say Thursday, the day the funds hit the bank.

The Dependent Care Reimbursement Account (DCRA) allows you to put money into your account pre-tax for dependent care expenses. We have just discovered that the 27th pay day in calendar year 2009 puts some employees over the federal annual limit of \$5,000 for the year. Because of the 27th pay, some employees have contributed \$5,192 into their account. There are about 130 employees statewide that will be receiving a W2 C for a correction adding

another \$192.30 into their taxable income. In the next couple of days a communication will be going out to these employees. We will also be going back four years and correcting about 5 or 6 employees for each calendar year. We are still researching why employees went over the maximum in a calendar year. We are trying to pursue having limits in place for both the plan year and the calendar year so amounts are not exceeded.

Q: For the 130 employees, was the deduction taken out of their pay check?

A: Yes, it is in their Dependent Care account for them to use on qualified dependent care expenses, but it is not tax free.

Future Agenda Items

Emphasis on Electronic ACH Payments

Travel & Expense Management Sub-System

Payroll Card

NSF & Favorable/ Unfavorable Deposits Cleanup Project

Federal Funding Accountability and Transparency Act (FFATA)

State Transparency Project

If you have any questions or concerns, please contact the GAO.

Meeting adjourned at 2:28 p.m.

The next meeting is scheduled for Tuesday, March 30, 2010, at 2:00 p.m. in the General Accounting Office.