

## **PPUG Minutes**

### **Dec. 6, 2006**

#### Introductions:

- Central Payroll
- Bob Jaros
- Ranea Taylor & Chandra Williams from DHR – Staffing Services
- TMU
- Employee Benefits

#### SSN's in emails:

- I sent an email was last week to PPUG list
- Please remember to only send the last 4 if you need to include in email
- If you are emailing about a correction to a SSN, please include only the incorrect part and correct part (524 instead of 521...)
- Please remember for all emails, not just to Central Payroll
- The files Central Payroll sends for PERA, 457... are encrypted, so we are good to send over internet and in emails

#### Overpayments:

- We will be discussing in more detail during the Year End presentation
- Please get them to us ASAP
- Even if you only have one, if every agency has one, that is 80 we have to process
- You can set up a receivable if the employee has not sent you the check yet

#### PPUG Emails:

- If you are not on the PPUG email list, please let email me so I can send out the 'subscribe' information
- If you are still unable to sign up, please let me know and I will get you in touch with the IT staff to help you sign up
- I cannot add you myself

#### PPUG Phone List:

- An updated version was just emailed last week and put on the Central Payroll website
- Please verify your agencies information and let Brenda know of any changes
- Please also use it for contacting other agencies when you have a transfer entering or leaving your agency

#### Kevin Navarro – 457 Great West:

- Kevin from Great West introduced himself and handed out the 457 calendars for those who wanted them.

Ranea/Chandra– Security Audit:

- DHR is working through a security audit for ADS and EMPL
- Please make sure you have security set up for each person using ADS and EMPL and that they are not using someone else's sign on information
- Please also make sure to terminate access once a person leaves your agency or moves to another position when access is no longer needed

Year End Forms:

- Collene went over all of the forms and letters in the year-end packet.
- Please make sure to process all necessary transactions from the packet timely.
- Please also be sure to fax any of the letters to Central Payroll by the deadline for processing.

Year End Packet:

- Please read the Year End packet to make sure all items are processed timely
- The packet and PowerPoint presentation are both on our Central Payroll website