

PPUG ANNOUNCEMENTS

April 4, 2007

Good Morning!

Introductions:

- Central Payroll had Collene, Dawn Lockert and Jessie Gooch in attendance.
- Ranea Taylor & Chandra Williams from DHR were there.
- TMU had Ron Riedl, John Ahlemeier and Archie Demarest representing them.
- Employee Benefits – Vinita introduced when she came up for her part of the meeting.

Black Bag:

- Please contact Kris when you have any Black Bag questions or problems.
- Please also contact him if you have something on the manifest but did not receive it.

Deceased Employees:

- Jessie has done some research and found out that we CANNOT withhold Federal or State taxes from the check that Jessie creates and sends to the estate.
- She is also doing more research and will probably have more updates as she learns more about the process.

Website changes:

- Jessie has done several updates to our website listed below.
- She has updated the agency procedures for prepayments including examples.
- The new procedures for the deceased employees are there now.
- She will also have the refund procedures up there soon.
- If you look at the website and see something out of date or something you would like to see, email Jessie and let her know.

Job Announcement:

- Dept. of Public Safety has an opening for their payroll accountant. The position is an Accountant I.
- If you are interested, please contact Marilyn Alvarez at (303) 239-4490.

Work Location Letter:

- Chandra & I have a letter with a report that we will hand out at the break regarding the Work Location in Position Control