

HUMAN RESOURCES (HR)

New hires / Rehires

Appointment changes

Separations

Address changes

Position changes / establishment

Pay changes

Title changes

Important date changes

 Periodic increment date (PID)

 Anniversary date

 Seniority date

Coding changes

Org key changes

Name changes

Family Medical Leave (FMLA)

Send HR issues and documents electronically to:

SAA@DES.WA.GOV

PAYROLL

(Items listed in green can be

submitted electronically)

W-4 form

Garnishments

EFT (Direct Deposit)

VEBA

Insurance forms:

Medical/dental enrollment

LTD enrollment

PEBB worksheet

FSA (special enrollment)

Retirement forms:

Enrollment

Beneficiary designation

Status form

Timesheets/Overtime requests

Leave requests/Attendance Reports

Schedule Changes

Extra Pay

Event/Incentive Pay

Commission/Board Pay

Shared leave donation forms

VOE

Sick leave buyout

Commute trip reduction

Cell phone stipends

AFLAC

Send payroll issues and documents electronically to:

DESPayroll@DES.WA.GOV

**SMALL AGENCY**

**HR AND PAYROLL**

**QUICK REFERENCE GUIDE**

SEND DIRECTLY TO VENDOR

 Deferred compensation

 Flexible spending account

 (open enrollment only)

 Union dues

 Charity deductions

 DCAP

 Life insurance enrollment

 (MetLife)

**CONTACT US!**

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