

HUMAN RESOURCES (HR)

New hires

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



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!

HR Director – Mollie Clinton
(360) 407-8268

Payroll Manager – Whitney Bannish
(360) 407-8445

Finance Manager – Gwen McClanahan
(360) 407-8132

PAYROLL

(Items listed in **green** can be submitted to
us electronically)

W-4 form

EFT (Direct Deposit)

Garnishments

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 Rpts

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:

dessacspayroll@des.wa.gov