



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

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!

Service Delivery & Operations Manager
Casey Kiser 360.280.6497

Payroll Manager, Louisa Wilkes 360.490.7288
Mainline 360.407.2239

Financial Services Manager
Gwen McClanahan 360.407.8132

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

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DESPayroll@DES.WA.GOV
