# EXECUTIVE ASSISTANT'S MANUAL

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**Presented by**

Washington State Department of
**Enterprise Services**
Small Agency Financial Services

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# EXECUTIVE ASSISTANT'S MANUAL

## CHAPTER 1 – SUPPORT NETWORKS

# Department of Enterprise Services

The Department of Enterprise Services is responsible for a variety of services that support the operations of other state agencies and enable them to focus on their core missions. We consider ourselves to be partners providing expertise in essential services that would otherwise need to be provided by the agencies themselves.

We successfully guide our customers through all operational processes while stretching their resources. We strive to always come through for our customers, which means we keep the promise we make, we keep them informed on our progress and we get the job done according to our promise. By doing our job well, we give our customers more time and resources to do theirs.

## Vision

We enable government to best serve the people of Washington

## Mission

To deliver innovative business solutions and services to meet the needs of those we serve.

## Goals

- Deliver exceptional services
- Reduce the overall cost of government operations
- Set a standard for continuous improvement

## Values

- Openness – Communicate honestly and respectfully with our customers and coworkers to promote understanding and productivity
- Integrity – Act consistently with honesty, fairness, accountability and the highest ethical standards.
- Collaboration – Work inclusively with each other and with those we serve to achieve our goals.
- Respect – Treat customers and coworkers with professionalism, courtesy and respect.
- Excellence – Exemplify teamwork, commitment and responsiveness in the pursuit of excellence in providing our services.
- Innovation – Encourage informed and creative risk-taking in developing solutions that benefit those we serve.

# Services

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# SMALL AGENCY FINANCIAL SERVICES

Small Agency Financial Services provides accounting, budgeting, and payroll services for small agencies. Having us provide these services allows agency staff to focus their efforts on achieving the agency's mission, fulfilling the agency's strategic plan, and using its limited resources more efficiently to serve its constituencies.

## SERVICES PROVIDED

### ACCOUNTING

- Expenditure/Disbursements including vendor payments, employee and commissioner travel, and other state agency payments.
- Revenue including invoicing, accounts receivable, and deposits/cash receipts.
- Fixed Asset Accounting.
- Bank Statement Reconciliations for Local Accounts.
- Financial Reporting.
- Archiving of the financial, budgeting, and payroll records in DES possession.
- Federal Grant Reporting and Disclosure.
- Miscellaneous Income (Federal Form 1099) and Excise Tax Reporting.

### BUDGETING

- Biennial & Supplemental Budget Development Assistance.
- Fiscal Note Preparation & Coordination Assistance.
- Allotment Preparation.
- Financial Report Analysis and Monitoring.

## PAYROLL

- Input information for employees.
- Supply information on payroll changes to agencies.
- Enter attendance.
- Prepare semi-monthly payroll.
- Process insurance and benefits information.
- Prepare state and federal reports.
- Reconcile the payroll funds, retirement and withholding.

## SERVICE OBJECTIVES

- Contract with agencies to provide these services.
- Partner with agency to maintain fiscal integrity and separation of duties.
- Share information freely between the two agencies.
- Ensure compliance with state and federal laws and generally accepted accounting principles.
- Submit invoices and payroll information to our unit for processing.
- Send financial reports monthly.
- Meet with agencies quarterly.
- Attend Commission/Board meetings at agencies' request.

# SMALL AGENCY HR SERVICES

Small Agency Human Resources (HR) Services provides personnel services, consultation, and technical support to agencies that do not have a full-time human resource consultant or manager.

Your agency selects an HR Liaison and agrees to maintain close contact with the assigned HR Consultant. Agency management will consult on decisions concerning:

- Recruitment
- Appointments and terminations
- Classification, including establishing new positions and reallocations
- Shared leave, Family and Medical Leave, reasonable accommodation, and workers' compensation

## SERVICES PROVIDED

- **RECRUITMENT**
  Provide recruitment services including planning, posting on careers.wa.gov, assessment and selection of candidates, and appointment letters.
- **CLASSIFICATION**
  Determine position allocations. Provide consultation on the development of position descriptions. Provide desk audits when needed. Assist with WMS and EMS evaluations and banding.
- **EMPLOYEE RELATIONS**
  Rules, guidance, and interpretation for non-represented state employees. In consultation with the Labor Relations Office, assist with guidance for represented employees.
- **PERFORMANCE MANAGEMENT**
  Consult on performance development planning and corrective or disciplinary actions.
- **POLICY DEVELOPMENT**
  Ensure that agency HR policies meet federal and state legal requirements.
- **HR ADMINISTRATION**
  Maintain personnel forms, required communications with employees, organizational charts, and assist with requests for Shared Leave, Family and Medical Leave, reasonable accommodations and return to work issues.
- **WORKFORCE MANAGEMENT SUPPORT**
  Assist with just in time HR projects such as temporary layoffs, hiring freezes and changes in WMS.
- **WORKFORCE DATA ANALYSIS**
  Retrieve data from HR database, provide reports and analysis as needed to assist agency.

**For More Information, visit or contact:**

DES Web Site – www.des.wa.gov
Anita Bingham, Manager at (360) 407-9215 or anita.bingham@des.wa.gov

# PRINTING AND IMAGING

The Printing & Imaging program main plant is located at 7580 New Market Street in Tumwater. We provide skilled, one-stop service to complete your job from design to distribution.

- Quick copies - up to 5,000 copies, in standard sizes
- Large volume and specialized printing
- Envelopes
- Posters, signs, mounting and laminating
- Design - graphic design services to get your job ready for printing or for the web
- Fulfillment - production, storage, and on-demand shipping of finished items

## ADVICE AND ESTIMATES

- Customer support
- Copy center price list
- Request an estimate
- Resource center

## ONLINE ORDERING

DES Printing and Imaging offers secure online shopping to give you fast, convenient access to our services any time, any place. These applications give you the power to create and manage a wide variety of printing tasks in one central location, from any computer with Internet access.

- myPRINT: Create, submit, and manage print orders from your desk any time of day or night. (Registration required. See tour for details.

- myFULFILLMENT: Order from a catalog of thousands of finished items offered by Washington state agencies, including publications, videos, CDs and educational material. For more information, please contact Jennifer Forté at (360) 664-4334.

- PRTonline: Use design templates and an online catalog system to build custom-printed business cards, letterhead and other documents. Then view a proof, place your order, and even track the status of your job from the same central location. Your username and password give you access to the system and ensure you see only the templates and catalog options that relate to your organization. For more information, or to set up a new account, please contact your Customer Service Representative (CSR).

**For More Information, visit:**

DES Web Site – http://des.wa.gov/services/PrintingMail/printing/Pages/PrintingServices.aspx

# Consolidated Technology Services

Consolidated Technology Services (CTS) is one of the newest agencies in Washington state government. The Legislature changed how information technology is planned, developed, implemented, funded and maintained in Washington State government through the passage of ESSB 5931 in June, 2011. ESSB 5931 defines how information technology will be administered with emphasis on consolidation, efficiencies and using the private sector where it makes sense.

### Vision

The information technology partner of choice for agencies in the State of Washington.

### Mission

Provide innovative technologies and support to our customers through competitive services that deliver measurable value.

### Values

- Guided by the customer's needs for the services we provide and the delivery of value to the enterprise
- Providing technology and service leadership for our customers
- Competitively focused on price, quality, reliability, and customer satisfaction
- Accountable to ourselves and our customers to deliver on our commitments and are transparent in our actions
- Actively seeking and respectful of the views of others
- Focused on continuously improving our knowledge, technologies, and services
- Professionals; highly-skilled, adaptable, and committed to getting the job done
- Committed to recognizing and celebrating accomplishments

### Principles

- Consolidate and standardize technology
- Provide competitive cost for equivalent service
- Promote productive customer relationships
- Design and deliver reliable services
- Be transparent in costs and outcomes

## Products and Services

### Communications

All your communication needs – telephone service, voice mail, email, teleconferencing, video/web conferencing – can be found here.

### Data Processing

Any mainframe bulk data processing service that creates an output, such as: warrants, letters, personalized forms, reports, and data archives.

## NETWORKS
Establish connections to State Government Networks, the Enterprise Active Directory, and server hosting in the State Data Center.

## REMOTE ACCESS
Create connections to your organization's data, applications, and networks over the Internet via secure methods.

## SECURITY
Solutions to keep your agency's data, firewall, and transactions safe from malicious attacks on-site or when connected to the public Internet.

## STORAGE & BACKUP
Obtain space to store your organization's data, and a way to protect it against loss.

## WEB
Requesting a URL, Shared Webhosting, and several content management systems to create your organization's presence for the Internet.

**FOR MORE INFORMATION, VISIT:**

Consolidated Technology Services web site at http://www.cts.wa.gov

# IMPORTANT WEB SITES

## OFFICE OF FINANCIAL MANAGEMENT

**State Administrative and Accounting Manual (SAAM)**
http://www.ofm.wa.gov/policy/default.asp

**OFM\DES Training**
http://www.ofm.wa.gov/training/default.asp

**Administrative and Accounting Resources**
http://www.ofm.wa.gov/resources/default.asp

## WASHINGTON STATE LEGISLATURE

**Revised Code of Washington (RCW)**
http://apps.leg.wa.gov/rcw

**Washington Administrative Code (WAC)**
http://apps.leg.wa.gov/wac

## CENTRAL SERVICE AGENCIES

**Dept. of Corrections**
http://www.doc.wa.gov

**Health Care Authority**
http://www.hca.wa.gov

**Office of the Attorney General**
http://www.atg.wa.gov

**Dept. of Retirement Systems**
http://www.drs.wa.gov

**Executive Ethics Board**
http://www.ethics.wa.gov

**Office of Administrative Hearings**
http://www.oah.wa.gov

**Office of the Secretary of the State**
http://www.secstate.wa.gov

**Office of the State Auditor**
http://www.sao.wa.gov

# CHAPTER 2 – CHART OF ACCOUNTS

# Chart of Accounts

Descriptions of objects can be found in SAAM 75.70.20.

**## - 9999 Recoveries**

## A- SALARIES

| | |
|---|---|
| AA | State Classified |
| AC | State Exempt |
| AE | State Special |
| AL | Work Study |
| AR | Elected Officials |
| AS | Sick Leave Buyout |
| AT | Terminal Leave |
| AU | Overtime |

## B- BENEFITS

| | |
|---|---|
| BA | OASI |
| BB | Retirement and Pensions |
| BC | Medical Aid and Industrial Insurance |
| BD | Health, Life, and Disability Insurance (includes FSA Admin fee) |
| BE | Allowances |
| BE SW21 | Commute Trip Reduction - Cash Incentive Program |
| BE SW22 | Cellular Devices |
| BF | Unemployment |
| BH | Medicare |
| BT | Shared Leave Provided – Sick Leave |
| BU | Shared Leave Provided – Personal Holiday |
| BV | Shared Leave Provided – Annual Leave |
| BW | Shared Leave Received |
| BZ | Other Employee Benefits – Annual DRS OASI Admin fee |

## C – PERSONAL SERVICE CONTRACTS

| | |
|---|---|
| CA | Management and Organizational Services |
| CB | Legal Service and Expert Witnesses |
| CC | Financial Services |
| CD | Computer and Information Services |
| CF | Technical Research |
| CH | Communications Services |
| CJ | Employee Training Services |
| CZ | Other Personal Service Contracts |

## E – GOODS AND SERVICES

| | |
|---|---|
| EA | Supplies (Paper, Toner, Misc Equipment <$50, Books, Energy Surcharge) |
| EB-0001 | Communications – Telephone (Blackberries, CTS SCAN, Cell phones, Private phone companies) <$1 |
| EB-0002 | Communications – Postage (Pitney Bowes rentals, Post Office Boxes, Postage) |
| EB-0003 | Communications – Internet (Internet Service, Non-State Agency Web Hosting, Access WA, DES/CTS Charge, Routers, Modems, Non-State Agency Domain fees, Gateways) |
| EB-0004 | Communications – Others (FedEx, UPS, Pagers, Fax, TV Cable) |
| EC | Utilities (City Water, Electricity, Garbage, Recycling, Shredding, does not include DES charges) |
| ED | Rentals and Leases – Office Space |
| EE-0001 | Repairs and Maintenance – IT Hardware - Computers |
| EE-0002 | Repairs and Maintenance – IT Website updates (after developed) |
| EE-0003 | Repairs and Maintenance – Other (Copiers, Telephones) |
| EF | Printing and Reproduction – Contractual Printing (DES Printer, copy costs) |
| EG-0001 | IT Employee Professional Development and Training (membership dues, service pins, tuition reimbursement, includes subscription with membership dues, non-taxable recognition awards) |
| EG-0002 | Non-IT Employee Professional Development and Training (membership dues, service pins, tuition reimbursement, includes subscription with membership dues, non-taxable recognition awards) |
| EH-0001 | Rentals and Leases – Furnishings, Office Equipment, Copiers |
| EH-0002 | Rentals and Leases – Other (Meeting rooms, rented pallets, non-employee parking) |
| EH-0003 | IT Hardware Leases |
| EJ | Subscriptions (Matthew Bender, Lexus/Nexus, Leg Link) |
| EK-0001 | DES Facilities and Services/Campus Surcharge/Monthly Real Estate |
| EK-0002 | DES CMS – Monthly/Annual |
| EK-0003 | DES Other (Parking, window washing, tenant improvements, PAF, Real Estate-non monthly, DES contracts fee) |
| EL-0001 | Data Processing Services – DES Enterprise Systems (Financial, Payroll, Annual HRMS Surcharge) |
| EL-0002 | Data Processing Services – CTS Mainframe Services >$1 |
| EL-0004 | Data Processing Services – Other (JLS, OFM/OCIO policy fee, State Agency Hosting, Network, and Web Services) |
| EM | Attorney General Services |
| EN-0001 | DES – Annual Personnel Fees |
| EN-0002 | DES - Small Agency Human Resource Services |
| EN-0003 | OFM – Labor Relations Fees |
| EP-0001 | Risk Management |
| EP-0002 | Self Insurance |
| EP-0003 | Insurance – Other (Fidelity Bonds, Private) |
| ER-0001 | Other Purchased Services – Court Reporter, Other Legal Services (Attorneys coded CB) |
| ER-0003 | Other Purchased Services – Janitorial Service |

| | |
|---|---|
| ER-0004 | Other Purchased Services – DES Small Agency Financial Services |
| ER-0005 | Other Purchased Services – IT Support Hardware |
| ER-0006 | Other Purchased Services – IT Website Development |
| ER-0007 | Other Purchased Services – Other (Security, Private Notary Fees, Press Clippings, Interpreter) |
| ER-0008 | Other Purchased Services – Temporary Staff Services |
| ER-SW31 | Other Purchased Services – Employee Parking |
| ES | Vehicle Maintenance and Operating Costs (Agency Vehicles Only) |
| ET | Audit Services |
| EW | Archives and Records Management Services |
| EV | Administrative Hearings Services |
| EX | OMWBE Services |
| EY | Software Maintenance and Leases (useful life of 1 year or less) |
| EZ | Other Goods and Services (Advertising, Late Fees) |

## G – TRAVEL

| | |
|---|---|
| GA | In-State Subsistence and Lodging |
| GA SW41 | In-State Subsistence (Taxable Meals) |
| GA SW42 | In-State Subsistence (Taxable Meals for Boards & Commissioners) |
| GB | In-State Air Transportation |
| GC | Private Auto Mileage |
| GD | Other Travel Expenses (Ferry, Bus, Parking, Tolls, Telephone, Light meals and refreshments, Employee relocation fees, interviewing charges, Car Rental) |
| GF | Out-of-State Subsistence and Lodging |
| GG | Out-of-State Air Transportation |
| GN | Motor Pool Services |

## J – CAPITAL OUTLAYS

| | |
|---|---|
| JA-0001 | IT Equipment (Under $5,000 each) (IT items under $50 charge to EA) |
| JA-0003 | Other (Furniture/Printers/etc under $5,000 each) |
| JB | Software (Under $5,000 each), 2 year or more software leases, Apps for tablet & phone |
| JC-0001 | IT Equipment (Over $5,000 each) |
| JC-0003 | Other (Furniture/Printers/etc over $5,000 each) |
| JQ | Software (Over $5,000 each) |

## N – GRANTS AND BENEFITS

| | |
|---|---|
| NZ | Other Grants and Benefits |
| NZ SW91 | Taxable employee recognition awards |

## S – INTERAGENCY REIMBURSEMENT

| | |
|---|---|
| SA-* | Salaries and Wages |
| SB-* | Benefits |
| SC-* | Personal Service Contracts |

| | |
|---|---|
| SE-* | Goods and Services |
| SG-* | Travel |
| SJ-* | Equipment |
| SN-* | Grants |

*Use the paying agency's three-digit number for the sub-sub-object.

## T – INTRA-AGENCY REIMBURSEMENTS

| | |
|---|---|
| TA | Salaries and Wages |
| TB | Employee Benefits |
| TE | Goods and Other Services |

**FOR DETAILED LISTING AND DEFINITIONS, VISIT:**

Office of Financial Management's web site at http://www.ofm.wa.gov/policy/75.70.htm

# EXECUTIVE ASSISTANT'S MANUAL

## CHAPTER 3 – PAYROLL & PERSONNEL

# NEW HIRE PACKET

## DESCRIPTION

A packet containing information to get a newly hired employed enrolled in the state's benefits programs and paid. The packet contains the following:

- Health, Life, and Long-Term Disability forms and booklets.
- Direct deposit forms for payroll and non-payroll payments.
- Retirement enrollment forms/book.
- Miscellaneous information from the Health Care Authority.
- Employment eligibility verification form (I-9).
- Retirement Status form.
- Information for online research at the Department of Retirement Systems.
- Federal Withholding Tax form (W-4).

## AGENCY RESPONSIBILITIES

- Notify DES each time the agency hires a new employee.
- Have the new employee complete each form in the package that pertains to them.
- Confirm that each form is completed accurately.
- Send the completed forms, with the exception of the I-9, to DES within two weeks of receipt. Keep the I-9 form with the employees personnel file.
    - Email to DESSACSPayroll@des.wa.gov
    - Fax to (360)-586-0055

      Attn: DES/*Payroll Analyst Name*
    - Mail to:

      DES/ *Payroll Analyst Name*
      PO Box 41465
      Olympia, WA 98504-1465

If the new hire occurs near the end of pay period, the agency should send the completed forms to DES in accordance with the payroll cutoff email's deadline for submission.

# Quick Reference Guide – Where to Send HR and Payroll Documents

**Human Resources (HR)**
Fax: (360) 407-9176
Email: SAA@des.wa.gov

- 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)

**Payroll**
Fax: (360) 586-0055
Email: DESSACSPayroll@des.wa.gov

- W-4 form
- EFT (Direct Deposit)
- Insurance forms
  - Medical/dental enrollment
  - Life insurance / LTD
  - PEBB worksheet
- 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
- Verification of Employment
- Garnishments
- Sick leave buyout
- Commute trip reduction
- VEBA
- Cell phone stipends
- AFLAC

**Send Directly to Vendor**

- Deferred compensation
- Flexible spending account
- Union dues
- Charity deductions
- DCAP

# Personnel/Payroll Data Sheet (PPDS)

## Description

Form used to record personnel/payroll actions, such as new hires, personal data changes, salary adjustments, terminations, transfers, benefit changes and miscellaneous deductions.

## Agency Responsibilities

- Complete the PPDS each time there is a change in an employee's personnel or payroll status.
- Review for completeness and accuracy before submitting to DES.
- Have the agency director or designee sign.
- Send the completed PPDS and supporting documentation to DES within one week of the change. If the change occurs near the end of a pay period, fax the report to DES by 10:00 a.m. on the first business day following the pay period. If the agency faxes the report, they still must mail the signed, original form with supporting documents.
    - Email to saa@des.wa.gov
    - Fax to (360)-407-9176

      Attn: DES/*HR Consultant Name*
    - Mail to:

      DES/ *HR Consultant Name*<br>
      PO Box 41414<br>
      Olympia, WA 98504-1414

# POSITION UPDATE/CHANGE FORM

## DESCRIPTION

Form used to record position changes.

## AGENCY RESPONSIBILITIES

- Complete the form each time there is a change or update to position in the agency.
- Review the form for completeness and accuracy before submitting to DES.
- Have the agency director or designee sign the form.
- Send the completed form and supporting documentation to DES within one week of the change. If the change occurs near the end of a pay period, fax the report to DES by 10:00 a.m. on the first business day following the pay period.
    - Email to saa@des.wa.gov
    - Fax to (360)-407-9176

      Attn: DES/*HR Consultant Name*
    - Mail to:

      DES/ *HR Consultant Name*
      PO Box 41414
      Olympia, WA 98504-1414

# PAYROLL TIMESHEET

## DESCRIPTION

Forms used to show the number of hours an employee works in a pay period.

## AGENCY RESPONSIBILITIES

- The employee should:
  - Complete the form daily to show the number of paid hours worked that day.
  - Sign the form in ink at the end of the pay period, or employment, whichever is first.
  - Give to the supervisor for approval.
- The supervisor should:
  - Review the form for accuracy and completeness.
  - Discuss any discrepancies with the employees.
  - Indicate their approval of the Timesheet by signing the form.
  - Send the signed original to DES for processing at the end of each pay period.
- The supervisor or designee should:
  - Review the timesheet for the employee and supervisor signatures.
  - Send the timesheet to DES by 10:00 a.m. on the first business day following the pay period.
    - Email to DESSACSPayroll@des.wa.gov
    - Fax to (360)-586-0055

      Attn: DES/*Payroll Analyst Name*
    - Mail to:

      DES/ *Payroll Analyst Name*<br>PO Box 41465<br>Olympia, WA 98504-1465
- The payroll analyst should (Work Study Timesheets only):
  - Complete the pay and tax information for the employee.
  - Send the timesheet back with the pay check to the agency.
- The supervisor or designee should (Work Study Timesheets only):
  - Send the timesheet to the employee's school.
  - Receive and send the check and remittance advice to DES.

# PAYROLL CUT-OFF EMAIL

## DESCRIPTION

A reminder sent from DES twice a month that shows the due dates for payroll related actions. The email will always ask for:

- Overtime hours.
- Leave without pay hours.
- New hires and terminations.
- Commissioner and board member pay.
- Hours worked by hourly employees and work study students.

The email may also include due dates and reminders for:

- The previous month's attendance report.
- Sick leave buyouts.
- Open enrollment.
- Compensatory leave buyout.

## AGENCY RESPONSIBILITIES

- Read the email.
- Send items requested by the date due.
- Provide DES with contact information updates when job duties change at the agency to ensure the email reaches the appropriate person.

STATE OF WASHINGTON

ANY AGENCY

*123 Any Street, PO Box 56789 • Olympia, Washington 98504 • (360) 123-4567*

May 1, 2011

To: SAFS Payroll

From: Agency Director

Subject: Commissioner Salaries

Please pay the Commissioners as follows:

| | | | |
|---|---|---|---|
| Commissioner A | 4/21/11 | $ 50 | Travel Day |
| | 4/22/11 | $100 | Regular Commission Meeting |
| | | $150 | |
| Commissioner B | 4/21/11 | $ 50 | Travel Day |
| | 4/22/11 | $100 | Regular Commission Meeting |
| | | $150 | |
| Commissioner C | 4/18/11 | $ 50 | Travel Day |
| | 4/19/11 | $100 | Briefings |
| | 4/21/11 | $ 50 | Travel Day |
| | 4/22/11 | $100 | Regular Commission Meeting |
| | | $300 | |
| Commissioner D | 4/22/11 | $100 | Regular Commission Meeting |
| | | $100 | |
| Commissioner E | 4/22/11 | $100 | Regular Commission Meeting |
| | | $100 | |

Please call Agency Contact at (360) 123-4567 with any questions.

Thank you for your assistance.

# Employee Self Service (ESS) – Leave Tool

The Employee Self Service leave request tool is now available to state agencies. This application provides employees the ability to request leave and managers the ability to approve leave online, through the Employee Self Service portal.

Both employees and supervisors find the leave tool intuitive and easy to use. It can significantly reduce paperwork and shorten the turn-around time for leave approval. It also increases efficiency. The Payroll offices have reported up to a 67% reduction in the time needed to enter leave into the HRMS payroll system.

## Employees

- Employees access the leave tool through Employee Self Service (ESS)
- Employees can see real time leave balances
- Employees cannot submit a leave request if it exceeds their available leave balance
- If an employee submits a leave request that spans a range of dates, the leave request tool automatically populates the leave hours requested with the employee's daily scheduled hours, therefore, partial day requests must be entered on a day-to-day basis
- When an employee submits a leave request, it is automatically routed to his/her supervisor for approval, and an email is generated notifying the supervisor that a leave request has been submitted

## Supervisors

- Supervisors also access the leave request tool through ESS
- A supervisor can go to a work list to select and approve or reject leave requests
- Supervisors can also review a "team calendar" to view all leave that has been submitted by their employees
- When a supervisor approves or rejects a leave request, an email notification is automatically sent to the employee
- Supervisors and managers can submit/approve leave requests on behalf of their employees
- Approved leave requests are automatically posted directly into HRMS (no need for manual entry)

**For more information, contact:**

Ashley Howard, Payroll Manager at (360) 407-8445 or ashley.howard@des.wa.gov

# LEAVE REQUESTS WITH ESS

Read the following scenarios to determine how to submit a leave request. These examples are based on a work schedule of M-F, 8am to 5pm.

**Consecutive full shifts**: John is taking three days of leave (24 hours). Since the timeframe covers his *entire work schedule* over the three days, John will submit one leave request.

**Multiple partial shifts**: John left work at 4pm on Wednesday and returned to work at 9am on Thursday. The total amount of leave taken is two hours. Since the time crosses over two days, but *is not for the entire shift*, John will need to submit two leave requests.

**Scheduled work hours**: John is taking two hours of sick leave and using two hours of compensatory time on the same date. Since John is using two different types of leave he will need to submit two leave requests. ESS will provide an error message if the combined time of the leave slips exceed John's scheduled work hours for that day.

## SUBMITTING LEAVE PROCEDURE

1. Log into the Washington State HRMS Portal.
2. Click on the **ESS Applications** tab.
3. Click on the **Submit a Leave Request** quick link.
4. Complete the following fields on the Leave Request Page.
   - Type of Leave – type of leave you are requesting
   - Date – enter the date for which leave begins.
   - To – enter the date for which leave ends
   - Duration – enter the number of hours or partial hours of leave taken. Partial hours may only be input in tenths of an hour

| Minutes | Tenths |
|---|---|
| 1-6 | .1 |
| 7-12 | .2 |
| 13-18 | .3 |
| 19-24 | .4 |
| 25-30 | .5 |
| 31-36 | .6 |
| 37-42 | .7 |
| 43-48 | .8 |
| 49-54 | .9 |
| 55-60 | 1.0 |

5. Start Time – the start time of the leave taken
6. End Time – the end time of the leave taken.
7. Approver – your approver will automatically be populated in this field. You cannot change the entry.
8. Note for Approver – additional text the approver may require, this field is not required.
9. Click on the **Review** button.

10. Review your leave entry to make sure it is correct.
11. Click on the **Send** button. A screen notifying you that the leave request has been sent will appear.

After your leave request has been approved it will be posted to HRMS and you will receive notification via email.

## CHANGING OR DELETING A LEAVE REQUEST

A leave request can be changed at any time. You can delete a request without supervisor approval until it is in **Approved** status. Once a leave requested has been approved you will need to request a deletion and the supervisor will need to approve the request.

1. Log into the Washington State HRMS Portal.
2. Click on the **ESS Applications** tab.
3. Click on the **Submit a Leave Request** quick link.
4. Click on the **Show Overview of Leave** link.
5. Click the blue box to the left of the leave request you want to change or delete.
6. Click on either the **Change** or **Delete** button. *If you are deleting the request make sure the correct leave was selected, hit delete then move on to step10.*
7. Complete any of the changes you with to make.
8. Click the **Review** button.
9. Review and click the **Send** button.
10. Completed.

After your request has been approved it will be posted to HRMS and you will receive notification via email.

# LEAVE REQUEST SLIPS

## DESCRIPTION

If your agency does not utilize the ESS tool, this form is used to report employees' leave usage

## AGENCY RESPONSIBILITIES

- The employee should:
  - Complete the form each time leave is taken.
  - Sign the form and submit to their supervisor.

- The supervisor should:
  - Review the form for accuracy and completeness.
  - Determine appropriate type of leave is being taken.
  - Indicate their approval of the Leave Request by signing the form.
  - File the original in a tickler file until the pay period ends.
  - At the end of the pay period, send a copy of each leave slip that is for leave without pay to DES Payroll.

- The attendance keeper should:
  - At the end of the month, transfer all information on the leave slips onto the Monthly Attendance Report. (This includes all leave without pay slips.)

# Overtime Request & Authorization

## Description

The form used to report employees' overtime requests and actual overtime hours worked.

## Agency Responsibilities

- The employee should:
    - Complete the form each time overtime is being requested.
    - Sign the form and submit to their supervisor.

- The supervisor should:
    - Review the form for accuracy and completeness.
    - Indicate their approval of the Overtime Request by signing the form.
    - File the original in a tickler file until the pay period ends.
    - At the end of the pay period, send a copy of each overtime slip to DES Payroll.

# PAYROLL JOURNAL

## DESCRIPTION

A report that shows what each employee was paid. The report lists the warrant or ACH number, detail of earnings, mandatory deductions, total dollar amount of voluntary deductions, allowances, reimbursements, and net pay.

## AGENCY RESPONSIBILITIES

- Ensure that each employee in the agency entitled to a paycheck is listed on the report.
- Check the salary rate for salaried employees, and the number of hours worked for hourly employees to make sure it is correct.
- Confirm that only employees of the agency are paid.
- Certify that the Payroll Journal is correct by signing the certification at the end of the report.
- Return the signed original to DES.

## EXAMPLE

Report ID: ZHR_RPTPYN33 State of Washington - HRMS Run Date: 04/18/2011
User : 00930607 Payroll Journal Page : 1

Business Area: Agency Number – Agency Name
Pay Period End Date: 04/15/2011 Personnel Area : Agency Number – Agency Name Org Key: Pay Date : 04/25/2011

| Personnel# | Name | ESG | Warrant# | Hours | Gross Pay | W/H Tax | OASDI | Medicare | Med Aid | Retire | Deductions | Net Pay |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 00123456 | EMPLOYEE A | 01 | 056944C | 72.00 | 3,329.00 | 262.84 | 203.61 | 47.62 | 4.17 | 282.97 | 1,229.28 | 1,298.51 |
| 00234567 | EMPLOYEE B | 01 | A343144 | 80.00 | 2,271.00 | 241.09 | 129.30 | 30.24 | 4.64 | 136.26 | 523.71 | 1,205.76 |
| 00345678 | EMPLOYEE C | 01 | 056947C | 79.00 | 3,047.50 | 530.28 | 182.31 | 42.64 | 4.57 | 106.66 | 394.81 | 1,786.23 |
| 00456789 | EMPLOYEE D | 01 | A368295 | 60.00 | 3,329.00 | 410.83 | 208.44 | 48.75 | 3.47 | 116.52 | 1,170.48 | 1,370.51 |
| | | | *Non-Cash Wages | | 174.00 | | | | | | | |
| 00567890 | EMPLOYEE E | 01 | A376471 | 80.00 | 4,583.33 | 650.17 | 280.66 | 65.64 | 4.64 | 275.00 | 1,341.89 | 1,965.33 |
| Sub Total for Personnel Area : Agency Number **and Entire Org Key** | | | | 371.00 | 16,559.83 | 2,095.21 | 1,004.32 | 234.89 | 21.49 | 917.41 | 4,660.17 | 7,626.34 |
| **Total for** | | | ***Non-Cash Wages** | | **174.00** | | | | | | | |

"I hereby certify that to the best of my knowledge amounts listed in this payroll, associated with my agency, are true and correct charges and that employees holding a position covered by Chapter 41.06 RCW, or other applicable employment contract, have been employed in accordance with the rules, regulations, and orders issued thereunder."

BY ____________________ Title ____________________ Date ________

# Payroll and Related Costs Report

## Description

The report shows the account coding each employee was charged to and the associated employer costs. Examples are available upon request.

## Agency Responsibilities

- Ensure that each employee in the agency entitled to a paycheck is listed on the report.
- Verify that the account coding for each employee is correct, and that the percentage of time being charged to each account code is correct.
- Contact DES for discrepancies in the account coding.
- File the report if everything is correct.

# BI-MONTHLY ATTENDANCE REPORT FORM

## DESCRIPTION

The Bi-Monthly Attendance Report is used to record employees' leave activity for the each pay period

## AGENCY RESPONSIBILITIES

- Verify that each employee in the agency is listed on the report.
- Use the individual leave slips submitted by employees to enter the number of hours and type of leave taken for each day in the month. This includes any leave without pay.
- Email the report to DES in accordance with the payroll cutoff email to DESSACSPayroll@des.wa.gov
- The report must show leave activity for the 1$^{st}$-15$^{th}$ or the 16$^{th}$-30$^{th}$/31$^{st}$.
- Send a separate report with the corrections box checked for *corrections* to a prior pay period. To make it to identify changes, we ask that the corrected reports show the corrections only.

# Attendance System Change Report

## Description

The Attendance System Change Report shows all employees who had attendance activity during the current report period.

## Agency Responsibilities

- Verify that the information shown on the Attendance System Change Report is correct by:
  - Reviewing the previous month's attendance report and attendance system change report to ensure that data submitted to DES was keyed correctly.
  - Confirming that the accrual rates are correct. Employees' accrual rates may change when they complete another year of state services.

## Example

05/23/2011 Attendance System Change Report

State of Washington - HRMS
Attendance System Change Report

Report ID : ZHR_RPTTM084
User : 00363254
Run Date : 8/23/2011
Period : 05/16/2011 thru 05/31/11

| Name | Leave Accr | Quota Type Text | Beginning | Earned | Taken/Repo | Adjustment | Ending Bal |
|---|---|---|---|---|---|---|---|
| Employee A | 05/31/2011 | Sick Leave | 423.50000 | 8.00000 | 20.00000 | 0.00000 | 411.50000 |
| Employee A | 05/31/2011 | Annual Leave/Vacation | 143.13334 | 0.00000 | 0.00000 | 0.00000 | 143.13334 |
| Employee A | 05/31/2011 | Personal Holiday - Shift | 1.00000 | 0.00000 | 0.00000 | 0.00000 | 1.00000 |
| *Employee A | | | | | | | 555.63334 |
| Employee B | 05/31/2011 | Sick Leave | 338.10000 | 8.00000 | 0.00000 | 0.00000 | 346.10000 |
| Employee B | 05/31/2011 | Annual Leave/Vacation | 240.00000 | 0.00000 | 0.00000 | 0.00000 | 240.00000 |
| Employee B | 05/31/2011 | Personal Holiday - Shift | 1.00000 | 0.00000 | 1.00000 | 0.00000 | 0.00000 |
| *Employee B | | | | | | | 586.10000 |
| Employee C | 05/31/2011 | Sick Leave | 63.00000 | 8.00000 | 0.00000 | 0.00000 | 71.00000 |
| Employee C | 05/31/2011 | Annual Leave/Vacation | 43.00000 | 0.00000 | 0.00000 | 0.00000 | 42.00001 |
| Employee C | 05/31/2011 | Personal Holiday - Shift | 1.00000 | | | 0.00000 | 1.00000 |
| *Employee C | | | | | | | 114.00001 |
| Employee D | 05/31/2011 | Sick Leave | 180.50000 | 8.00000 | 0.00000 | 0.00000 | 188.50000 |
| Employee D | 05/31/2011 | Annual Leave/Vacation | 38.93334 | 0.00000 | 0.00000 | 0.00000 | 38.93334 |
| Employee D | 05/31/2011 | Personal Holiday - Shift | 1.00000 | 0.00000 | 0.00000 | 0.00000 | 1.00000 |
| *Employee D | | | | | | | 228.43334 |
| Employee E | 05/31/2011 | Sick Leave | 190.50000 | 8.00000 | 0.00000 | 0.00000 | 198.50000 |
| Employee E | 05/31/2011 | Annual Leave/Vacation | 154.76667 | 0.00000 | 0.00000 | 0.00000 | 154.76667 |
| Employee E | 05/31/2011 | Personal Holiday - Shift | 1.00000 | 0.00000 | 0.00000 | 0.00000 | 1.00000 |
| *Employee E | | | | | | | 354.26667 |
| ** | | | | | | | 1,838.43336 |

# SICK LEAVE BUYOUT LETTER

January 21, 2014

**RE: Sick Leave Buy Out Options for 2013**

Dear Payroll Representative:

Please distribute the attachments to your employees and remind them we need the forms **returned to the payroll office by February 2, 2014.** Even if they choose not to buy out their sick leave.

The employees may fax them to us, however, it is important to forward the original to me as soon as possible.

One portion is for the employee's record. The second portion is for the agency records. We have kept our copy of the reports.

Please call me at (360) 407-8127, or email me at Marchell.Seymour@des.wa.gov if you have any questions or concerns.

Thank you,

Chelly Seymour, Payroll Analyst
Small Agency Client Services

# EXIT CHECKLIST

## STATE ETHICS LAW - FORMER STATE EMPLOYEES

Former agency employees are subject to provisions of the state Ethics Law. The Ethics Law (RCW 42.52.080) limits employment and other activities of former employees as follows:

1. Within one year of termination, no employee may accept employment or compensation for an employer, if: 9a) the employee, during the two years immediately preceding termination negotiated or administered contract with that employer or was in a position to make discretionary decisions regarding the negotiation or administration of such contracts; and (b) such contract or contracts had a total value of more than $10,000, and (c) the former state employee's duties would include implementation of such contracts;

2. Within two years of termination, no employee may have a beneficial interest in a contract or grant expressly authorized or funded by specific legislative or executive action in which the former employee participated.

3. A former employee may not accept employment or receive compensation from an employer, if he or she knows, or has reason to believe that the offer is intended to influence the performance or nonperformance of the employee's duties while employed by the state.

4. A former employee may not accept employment or receive compensation from an employer, if the circumstances would lead a reasonable person to believe that the offer or compensation was given for the purpose of influencing the performance or nonperformance of the employee's duties while employed by the state.

5. A former employee may not assist another person in a transaction involving the state in which the employee participated while employed by the state.

6. A former employee may not accept employment or engage in any business or professional activity that the employee might reasonably expect would require or induce him or her to disclose confidential information acquired by reason of his or her official position.

The following action items need to be completed prior to the departure of the employee:

- ❑ **Letter of resignation**: Ensure the letter references the effective date the employee will go off the agency's payroll, the last working day if different from the effective date and the new agency the employee is going to, if applicable.

**The final paycheck for employees who leave the agency to go to another state agency and employees terminating state service will be an actual warrant and will be mailed to the agency. If you are interested in making other arrangements for the final warrant, you must contact DES no later than two working days prior to payday.**

# EXIT CHECKLIST (CONCLUDED)

## ELIMINATE ACCESS

- ❑ Email (Network Access)
- ❑ Scheduler (Network Access)
- ❑ Travel and Expense Management System
- ❑ Mainframe Access

***Please return the following equipment/supplies to the appropriate staff member. If you do not have the listed equipment, please indicate by marking "NA" in the box.***

- ❑ Cellular Phone
- ❑ Laptop Computer (state tag #)
- ❑ Laptop mouse, wiring, power cords, case
- ❑ Pager
- ❑ Parking Sticker/Pass
- ❑ Star Pass ($20 if not returned)
- ❑ Software/Manuals
- ❑ Other ____________________________________________
- ❑ Files
- ❑ Office Keys/Card Keys
- ❑ Scan+ Card
- ❑ Palm Pilot/Blackberry
- ❑ Safety Kit
- ❑ Agency Credit Card(s)

I have returned all of the above checked items.

Employee's Signature ______________________________Date____________________

Verified by (Supervisor) ____________________________Date____________________

# EXECUTIVE ASSISTANT'S MANUAL

## CHAPTER 4 – ACCOUNTS PAYABLE

# Central Service Agencies

| Agency Name | Services Provided |
| --- | --- |
| Department of Corrections (DOC) | Furniture and signs. |
| Department of Enterprise Services (DES) | Office space, janitorial services, utilities, buildings and grounds maintenance, campus delivery and mail service, parking, motor pool, and procurement.<br>Computer and telecommunication services.<br>Personnel services for classified employees.<br>Printing and reproduction.<br>Statewide Financial Systems, Small Agency Finance and HR, Risk Management. |
| Department of Retirement Systems (DRS) | Administers seven public employee retirement systems as well as the Deferred Compensation and Dependent Care Assistance programs. |
| Health Care Authority (HCA) | Administer and oversee the health care programs. |
| Office of Administrative Hearings (OAH) | Administrative hearings examiner services. |
| Office of the Attorney General (ATG) | Legal services. |
| Office of Minority and Women's Business Enterprises (OMWBE) | Certification of minority business enterprises, socially and economically disadvantaged business enterprises, and women's business enterprises statewide. |
| Office of the Secretary of State (SEC) | Archives, records storage, and microfilm services. |
| Office of the State Auditor (SAO) | Auditing services and the Whistleblower Program. |

# DES – Statewide Payee Desk

The Statewide Payee Desk maintains a central file that is used by all Washington state agencies to process payments to individuals and businesses. Vendors need to register with the Statewide Payee Desk before receiving payment from the State.

## Information on Registering as a Statewide Vendor

- Get information about your payment – questions about your payment, amount or deposit date
- Register to receive payments from state agencies – learn how to register with the state and obtain the necessary forms
- Change/update your payee registration or bank account information – find out how to update or change the information in your payee account
- Register to receive government bid notifications – learn how to receive bid notifications electronically
- Frequently Asked Questions – get answers to questions about payments, direct deposit, registration and account security

## Questions

- Visit our Frequently Asked Questions webpage
- Email the payeehelpdesk@des.wa.gov
- Call the Payee Help Desk at 360-407-8180

## Agency Responsibilities

- Have each NEW vendor complete a Statewide Payee Registration form.
- Check to be sure that the form is complete. Forms with errors will be returned to the vendor for resubmission.
- Send to DES for submission to Statewide Payee Desk. Sending forms directly to the Statewide Payee Desk may delay vendor set up.

DES/Small Agency Financial Services
Accounts Payable
PO Box 41465
Olympia, WA 98504-1465
**Fax:** 360.586.0055

# Field Order – [Form A17-A]

## Description

A document used by agencies to order, encumber, liquidate, and authorize payment for purchases.

## Agency Responsibilities

- Follow agency's policies to request and obtain approval for goods and/or services.
- Submit a request to DES via A-45, email, or phone contact.
- Request must contain the following order information:

  - Vendor name and address
  - Description
  - Quantity
  - Unit price
  - Total cost
  - Method of field order delivery

# INVOICE VOUCHER – A19-1A

## DESCRIPTION

The form is used to substantiate and authorize payment when a vendor or claimant does not provide their own invoice. The vendor or claimant is required to comply with all agency and state purchasing regulations.

## AGENCY RESPONSIBILITIES

- The vendor or claimant should:
  - Complete the form.
  - Attach all required documentation including receipts.
  - Sign the form in ink.
  - Give to the agency contact or supervisor for review and approval.

- The agency contact or supervisor should:
  - Review the form for accuracy.
  - Discuss the discrepancies with the vendor or claimant.
  - Indicate their approval of the Invoice Voucher by signing the form.
  - Send the signed original to DES for processing.

# CHAPTER 5 – TRAVEL

# Quick Reference Guide – Travel Do's and Don'ts

The following rules are high level summaries. For further details see the State Administrative & Accounting Manual (SAAM) reference. http://www.ofm.wa.gov/policy/10.htm

| General: | SAAM |
| --- | --- |
| • All state agencies must comply with SAAM | 1.10.30 |
| • All state employees, volunteers, and contractors must comply with SAAM | 10.10.05 |
| • Use most economical travel alternatives unless Health/Safety issue | 10.10.20 |
| • Get agency head approval in advance to travel out of state | 10.10.50 |
| • Get approval from Governor or Board to travel out of U.S. or British Columbia | 10.10.50 |
| • Do not reimburse for unnecessary travel costs such as alcoholic beverages | 10.20.20 |
| • Combined business & personal travel must not result in additional cost to the state | 10.20.40 |
| • Follow special travel rules for Board, Commission or Committee members | 10.70 |

### Meetings:

| | |
| --- | --- |
| • State gatherings must be held in government facilities unless properly justified | 10.10.55 |

### Lodging:

| | |
| --- | --- |
| • Reimburse actual lodging expenses up to limits used in the Continental USA and Non Continental USA schedules | 10.90.10 |
| *except* under special circumstances | 10.30.20 |
| • Do not reimburse lodging expenses incurred at official station or residence | 10.30.40 |
| • Do not reimburse lodging expenses within 50 miles of official station or residence | 10.30.30 |

### Meals/Coffee and Light Refreshments:

| | |
| --- | --- |
| • Reimburse meals on an allowance basis at rates used in the Continental USA and Non Continental schedules | 10.90.10 |
| when traveling three or more hours beyond regular work shift and | 10.40.50 |
| when traveling during the entire meal period | 10.40.50 |
| • Do not reimburse for meal expenses incurred at official station or residence | 10.40.40 |
| *exception* for meals with meetings | 70.15 |
| • Serve coffee and light refreshments only in accordance with agency policy | 70.10 |

## TRANSPORTATION:

| | |
|---|---|
| • Reimburse privately owned vehicle business miles at rate shown on the Reimbursement Rates for Lodging, Meals and Private Vehicle Mileage schedule | 10.90.20 |
| • Do not reimburse for commuting miles between official residence and station | 10.20.20 |
| • Agencies may purchase airline and other common carrier tickets in advance | 10.50.40 |
| • Use an OSP qualified travel provider when making air travel arrangements | 10.50.45 |
| • Permanently assign state owned vehicles to employees when warranted | 12.20.30 |
| • Allow commuting in state owned vehicles when warranted | 12.20.35 |
| • Do not use state owned or leased vehicles for personal business | 12.30.20 |
| • Do not use state contract rental vehicles for personal business | 10.50.35 |

## MOVING:

| | |
|---|---|
| • Contact DES Traffic Manager and follow all DES Moving Guide Rules | 60.10 |

## REIMBURSEMENTS

| | |
|---|---|
| • Submit original receipts for reimbursements of travel expenses except meals | 10.80.40 |
| • Account for travel expense advances monthly | 10.80.60 |

**Note:** Some travel reimbursements may be subject to federal income taxes. If you have questions relating to travel, contact Bret Brodersen at (360) 725-0229. For questions relating to taxation, contact the IRS State Government contact, Clark Fletcher at (425) 489-4042.

OFM Revised 09/15/10

# Quick Reference Guide – Internal Travel Policies and Related Issues

The State Administrative and Accounting Manual (SAAM) requires agencies to have their own written internal policies and procedures for travel, transportation, and related policies.

| Travel Policies | SAAM |
|---|---|
| • Agencies are to have written internal policies and procedures to cover the items required in Chapter 10. | 10.10.10.a.3 |
| • The agency head must specify in its internal policies and procedures the delegated approval level in the agency's management structure (authorized designee) for control over travel expenses. | 10.10.10.a.3 |
| • Agencies, as part of its positive system of management and control over travel are to periodically review purchases of airline tickets to ensure compliance with state travel regulations and terms of airline contracts. | 10.10.10.a.3 |
| • The agency's internal policies and procedures must also identify the amount of time required for advance approval of meals, coffee, and light refreshments at meetings, conferences, conventions, and training sessions. | 10.10.10.a.3 |
| • Agencies may adopt internal travel policies and reimbursement allowances that are more restrictive than in Chapter 10. | 10.10.10.b |
| • Agencies are to develop and implement alternatives to travel, as well as less expensive means of travel (list of methods to be included are provided in this section). | 10.10.25 |
| • Agencies are to define business telephone calls as part of its positive system of management and control over travel. | 10.20.20.3 |
| • Before requiring an employee to pay for service calls caused by negligence, agencies may wish to define negligence of the traveler to apply this rule in a fair manner. | 10.20.20.3 |
| • The agency, as part of its positive system of internal control, is to develop policies and procedures when travelers are reimbursed for expenses by a person or outside entity. Reimbursement should be limited to actual expenses except for subsistence, which may be paid at the allowances contained in Section 10.90. | 10.20.60 |
| • Agencies who choose to reimburse travelers for the actual cost of subsistence are to adopt written policies and procedures. | 10.40.20.a |
| • Agencies must establish agency meal periods to determine if meal costs can be paid for overnight travel assignments. | 10.40.50.a |
| • Agencies are to establish written internal policies to require the traveler to repay the state whenever a state contract vehicle is used for occasional incidental personal use. | 10.50.35.e |

- Agencies are required to define circumstances under which they will reimburse travelers for baggage fees on international flights. 10.60.40
- The agency, as part of its positive system of internal control, is to establish the maximum reimbursement for the cost of personal care assistants for disabled employees. 10.60.30
- Agencies are to have written internal policies when option 1 is selected for meal and lodging reimbursement for members serving in an advisory, coordinating, or planning capacity. 10.70.20.b
- Agencies are to have written internal policies when option 1 is selected for meal and lodging reimbursement for members serving in a rule-making capacity. 10.70.30.b
- Agencies are required to institute procedures ensuring that direct payments made to vendors are reasonable, accurate, and necessary for the conduct of the agency's business. 10.80.55
- Agencies are to establish written polices prescribing a reasonable amount for travel advances. 10.80.60.b.7

## Transportation Policies

- Every state agency having jurisdiction and control of state-owned or operated motor vehicles is to establish policies and procedures designed to operate these vehicles at the lowest effective cost per mile for the life of the vehicle. 12.20.10.8
- When authorizing employees to travel in their privately owned vehicle rather than in a state owned vehicle or via public transportation, agencies, as part of their required, positive system of internal control over travel, may adopt and use other guidelines for satisfying what is considered advantageous or economical to the state. 12.20.50.a
- We highly recommend that agencies develop internal policies regarding allowing unauthorized passengers to travel in POVs used for official state business and for state rented vehicles. 12.30.20.a

## Related Policies

- The agency head or authorized designee approves payment for the meals in advance of the meeting by defining in the agency internal policies and procedures. 70.15.10
- Coffee and light refreshments at meeting and training sessions are not allowed unless the agency has formally adopted written internal policies and procedures. 70.10.10
- Agencies employing airplane pilots are to develop internal policies and procedures related to obtaining commercial lodging for flight crews during prolonged standby periods. 70.50.80

# Travel and Expense Management System - TEMS

## Description

The "Travel and Expense Management System" (TEMS) supports and manages requests for reimbursements to state employees and other individuals for personal expenses incurred while conducting state business. TEMS supports the complete business process from preauthorization to reimbursement. Individuals, including those with disabilities, have access to the system; and administrators have the tools to support agency operations. TEMS contains a repository of data on the daily travel and expense activities for each customer, allowing management, activity, and budgetary reporting. TEMS reduces redundancy and errors, streamlines processes, and saves time.

TEMS Reference Guide

## Access TEMS

The addresses to access the TEMS web sites are:

https://tems.ofm.wa.gov (Intranet)
https://fortress.wa.gov/ofm/tems (Internet)

## Per Diem Rates

Travel rates set by the Office of Financial Management (OFM) establish reimbursement rates for state business travel within Washington State, the continental USA, the non-continental USA and foreign locations. OFM travel rates are derived from federal government rates.
Rate information can be obtained from the following state or federal web sites:

- **Washington State Per Diem Rate Map**
  Links to a rate map provided through the "Inside Washington" web site.
- **City/County Locator**
  Links to the National Association of Counties (NACo) search engine. Identifies the county a city is located in.
- **OFM Travel Rates**
  A link to the OFM State Administrative and Accounting Manual (SAAM) providing In-State and Out-of-State Per Diem Rates.

## FAQ and Other Help

- **Requesting Reimbursement Quick Tips** - all you need to know to request reimbursement in one condensed page
- **Approver Quick Tips** - all you need to know review and approver reimbursement requests
- **Query Help**
- **TEMS Training Video**
- **Frequently Asked Questions**

## Contact Information

TEMS assistance (TEMS Help Desk)
Phone: (360) 664-7750
E-mail: ofmdltravelhelp@ofm.wa.gov
Web: www.ofm.wa.gov

# TRAVEL AUTHORIZATION – FORM A40-A

## DESCRIPTION

The form is used to request money in advance of travel for the purpose of defraying some costs that the traveler may incur while traveling on official state business away from their official workstation or residence.

## AGENCY RESPONSIBILITIES

- The employee should:
    - Complete the form.
    - Sign the form in ink.
    - Give to the supervisor for review and approval.
    - Submit a fully itemized travel expense voucher on or before the tenth day following each month in which a travel advance was furnished.

- The supervisor should:
    - Review the form for accuracy.
    - Discuss discrepancies with the employee.
    - Indicate their approval of the Travel Advance or Travel Authorization by signing the form.
    - Ensure that the signed, original is sent to DES for processing at least one week prior to departure when a travel advance is being requested.

# EXCEEDING MAXIMUM PER DIEM FORM

## DESCRIPTION

The form is used to request an exception to the maximum per diem amounts for lodging.

## AGENCY RESPONSIBILITIES

- The employee should:
    - Complete the form and give to the supervisor prior to travel.
    - Sign the form in ink.
    - Give to the supervisor for review and approval.
    - Attach the signed original form to a Travel Expense Voucher after the travel is completed.

- The supervisor should:
    - Review the form for accuracy.
    - Discuss discrepancies with the employee.
    - Indicate their approval of the exception by signing the form.
    - Return to the traveler to attach to their Travel Expense Voucher when they return.

# TRAVEL EXPENSE VOUCHER – FORM A20-AE

## DESCRIPTION

The form is used to document the approval of travel related expenses for all travel and authorize reimbursement to the traveler. The traveler is required to comply with all agency and state travel regulations.

## AGENCY RESPONSIBILITIES

- The traveler should:
  - Complete the form at the end of each trip or at least once a month.
  - Attach all required documentation including receipts.
  - Sign the form in ink.
  - Give to the supervisor for review and approval.

- The supervisor should:
  - Review the form for accuracy.
  - Discuss discrepancies with the employee.
  - Indicate their approval of the Travel Voucher by signing the form.

Ensure that the signed, original is sent to DES for processing

# Board Member Travel Record/Request for Payment

## Description

The form is used to document the approval of travel related expenses for all travel and authorize reimbursement to the board member. The board member is required to comply with all agency and state travel regulations.

## Agency Responsibilities

- The board member should:
  - Complete the form at the end of each trip.
  - Attach all required documentation including receipts.
  - Sign the form in ink.
  - Give to the supervisor for review and approval.
- The Supervisor should:
  - Review the form for accuracy.
  - Discuss discrepancies with the board member.
  - Indicate their approval of the Board Member Travel Record/Request for Payment by signing the form.
  - Send the signed, original to DES for processing.

# Questions to Ask When Preparing for a Meeting

## General

- What is the purpose of the meeting?
- Can the agency absorb all costs associated with the event?
- Do you have a written Light Refreshment policy?
- Is the event provided by another state agency at a lower cost?

## Location

- What city?
- Are there state facilities available? If so, who do I contact, and when?
- If no state facilities are available, will the hotel where the attendees are staying give the agency a free or reduced rate on a conference room?

## Attendees

- Who? (Agency staff, commissioners, presenters, public)
- How many?
- Will they require overnight lodging?
- What is the maximum amount allowable per person per night?
- How will they get there? (Airplane, personal vehicle, or rental car)
- Will guest speakers be present?
- Will the agency have to pay the guest speaker(s)?
- Will you need to prepare a contract for the guest speaker(s)?

## Food

- Can the agency pay for all of the attendees' meals?
- What is the maximum amount allowable per person per meal?
- How many meals are being provided?
- Who will receive these meals?
- Are you planning to serve light refreshments to all attendees?
- Will the agency staff be eligible for the meal?
- Did you document the request and prior approval for coffee/light refreshments and/or meals?

# MEETING EXPENSE AUTHORIZATION FORM

## DESCRIPTION

The form is used to document the request and approval for refreshments and/or meals with a meeting.

## AGENCY RESPONSIBILITIES

- The requester should:
    - Complete the form and give to the supervisor prior to the meeting
    - Sign the form in ink.
    - Give to the supervisor for review and approval.
    - Attach the signed, original form to the vendor's invoice

- The supervisor should:
    - Review the form for accuracy.
    - Discuss discrepancies with the employee.
    - Indicate their approval for the refreshments and/or meal by signing the form.
    - Return to the requester to attach to the vendor's invoice when they are submitted.

# EXECUTIVE ASSISTANT'S MANUAL

## CHAPTER 6 – CREDIT CARDS

# Types of Credit Cards

## Corporate Charge Card

- Purchase all airline and train tickets.

## Managed Spend Card

- Purchase goods and services under applicable laws, rules, and regulations governing the purchase.

## One Card

- Purchase goods and services under applicable laws, rules, and regulations governing the purchase.
- Purchase lodging, car rental, meals, commuter rail fare, parking fee, bus fares, travel ferries, and other business related travel expenses.

**For more information,**

Review contract number 03907 available on the DES website www.des.wa.gov

# CHARGE CARD

## DESCRIPTION

To provide a tool for rapid purchases and to reduce the amount of paperwork required when making certain types of purchases. The card is intended to promote purchasing efficiency, flexibility, and convenience.

## LIMITATIONS

The use of the purchasing card includes the following:

1. Only purchase goods and services for the agency.
2. Each employee must ensure that purchases comply with all applicable laws, rules, and regulations.
3. The aggregate limit for each agency is $50,000 per WAC 236-48-252.
4. Does not automatically exempt an agency from purchasing requirements set by DES.
5. Purchasing requirements such as mandatory use state contracts that would normally apply are still applicable.

The purchasing card may not be used to:

1. Obtain cash advances from financial institutions.
2. Make personal purchases.
3. Purchase materials or services from any member of the card custodian's immediate family.
4. Purchase equipment, materials, or supplies restricted by policies, guidelines, or contractual agreements.
5. Purchase airfare unless prior written approval is obtained from DES.
6. Make purchases between the state agencies.

## AGENCY RESPONSIBILITIES

- Develop internal procedures for using the credit card prior to applying for a credit card. The internal procedures must include the following:
    - Designation of an Agency Program Administrator, who will manage the program.
    - Establish a system for responsibility, control, and distribution of purchase cards within the agency.
    - Design appropriate records to be maintained. Appropriate records includes numbers of cards, amount of purchase made with the card within a certain period, and reports of any problems encountered with the use of the purchase cards.

# PURCHASING CARD POLICY

The proper usage and control of a purchasing card is the responsibility of the agency director. To aid in the reasonable assurance that a purchasing card is used properly and effectively, each agency must adhere to the following policy.

## GENERAL GUIDELINES

1. Each agency must clearly document and assign the responsibility for disbursement procedures to specific personnel in the agency.
2. Each agency may use the card to procure goods and services for small dollar amounts only. There is an individual transaction purchase authorization limit of $XXX.
3. The purchasing card limit for the agency is $XXX.
4. Use of the purchasing card is to be handled in such a manner to:
   a) Ensure they are used only for authorized purposes; and,
   b) Follow applicable laws, rules, and regulations governing the disbursement.
5. The card must not be used to:
   a) Obtain cash advances from financial institutions.
   b) Make personal purchases.
   c) Purchase airfare unless prior written approval is obtained from Department of Enterprise Services.
   d) Purchase equipment, material or supplies restricted by policies, guidelines, or contractual agreements.
   e) Purchase materials or services from any member of the card custodian's immediate family.
6. All potential users of the card must have familiarity with these procedures, and knowledge of the location of a written reference copy of these procedures.
7. US Bank, the card provider, shall send each Card Custodian a statement that displays detailed transactions made during the current billing cycle.
8. Agencies must report lost or stolen purchasing cards immediately after the loss is discovered by calling US Bank's customer service center.
9. In addition to this policy, holders of purchasing cards must adhere to all state rules and regulations.

## PURCHASING CARD USAGE

1. Employee duties in the handling of disbursements, including purchasing card use, are to be separated to the extent possible with regard to the:
   a) Initiating of purchase requests.
   b) Safeguarding and use of the card.
   c) Monitoring and approval of purchases and statements.

2. To the extent possible, employee duties in this area are to be complementary to or checked by another employee.
3. The agency director or designee must be the Agency Program Administrator. The Agency Program Administrator is responsible for:
   a) Securing the card.
   b) Monitoring the usage of the card.
   c) Taking prompt, necessary, and appropriate measures to solve disputes and correct any misuse.
   d) Initiating resolution action regarding discrepancies or disputes.
   e) Resolving disputes within 60 days from discovery of the disputed item.
   f) Reviewing and signing the reconciliation.
   g) Designating and training the Card Custodian.
   h) Designating individuals to have electronic access to purchase card information.
   i) Establishing card renewal procedures.
4. Each agency must assign one person to be the Card Custodian. The Card Custodian is responsible for:
   a) Keeping the purchasing card in a secure place.
   b) Issuing of the card to authorized users.
   c) Maintaining the purchase card transaction log for all transactions made according to procedures.
   d) Securing and retaining documentation supporting purchases charged to the purchasing card.
   e) Reconciling purchases to the transaction log and statement monthly.
   f) Notifying the Agency Program Administrator promptly of any known or suspected inappropriate use of the purchase card.
   g) Reporting lost or stolen card immediately to the Agency Program Administrator; and,
   h) Surrendering the card to the Agency Program Administrator upon termination or change of employment.
5. Cards must be kept in a secure place with limited access.
6. Each agency must establish and maintain a purchasing card transaction log. A sample is attached. This log must contain the following information:
   a) Purchase date.
   b) Vendor's name.
   c) Item(s) purchased.
   d) Purchaser's name.
   e) Total amount of the purchase.
   f) The initials of the person reconciling the log to the purchasing card statement.
   g) Any other information the Agency Program Administrator may specify.

## PAYMENT PROCESS

1. Each agency must prepare and submit an A45 Transmittal to DES.
2. Each agency must attach the following items to the original invoice:
   a) A copy of the purchasing card transaction log.
   b) The original statement from US Bank with original receipts attached.
3. Each agency must submit payment vouchers to DES timely to avoid interest and/or late charges. (Please note, US Bank offers rebates for payments made within 14 days.)

# EXECUTIVE ASSISTANT'S MANUAL

## CHAPTER 7 – CASH RECEIPTS

# Internal Control for Cash Receipts

The proper control of cash receipts is the responsibility of the agency director. This resource intends to aid an agency in understanding its risks and identifying applicable controls to minimize those risks.

## General Guidelines

- Segregation of duties in the handling of cash is one of the most effective ways to gain control over this asset. No individual is to have complete control in the handling of cash. Specifically, no one individual's duties should include the actual handling of money, recording receipt of money, and the reconciliation of bank accounts or with the state treasurer. Employees handling cash are to be assigned duties that are complementary to or checked by another employee.
- Incoming cash must be made a matter of record as soon as possible.
- Two persons should open the mail when they expect cash or checks in the mail. Remittances by mail are listed in duplicate at the time the mail is opened. A person other than the one opening the mail prepares the listing. One copy of the listing is forwarded to the cashier with the receipts. The other copy forms the basis for accounting controls through ledger posting. A third person periodically compares the listing with the deposit.
- Amounts of currency contained in each item of mail are verified. Documents enclosed with the currency received are machine date stamped or dated and initialed by the employee opening the mail.
- A secure area is needed for the safeguarding and processing of cash received. Access to the secured area is restricted to authorized personnel only. The secured area is locked when not occupied.
- Cash is protected by the use of registers, safes, or locks, and kept in areas of limited access.
- Collections made over the counter or in the field are documented by the issuance of sequentially pre-numbered official receipts or through cash registers or automated cashiering systems. All such receipts are to be strictly accounted for and the reason for any missing documents determined and documented. Blank form receipts are not used. Receipts indicate mode of payment, such as cash, check, etc. The total dollar amount recorded on cash receipt forms, by mode of payment, is balanced daily to total cash, checks, etc. collected.
- The cash receiving function of an agency is centralized to the extent possible.
- When cash is received in branch offices, it is to be transmitted to the central office through the banking system. Branch office personnel are restricted to making cash deposits and central office personnel make any cash withdrawals and reconcile bank accounts.
- A balance and summary of all cash receipts is prepared daily. Any shortages or overages are carefully investigated and, to the extent possible, corrected.

- Receipts are deposited intact on a daily basis. In the handling of cash and making of deposits, security procedures that will best safeguard the cash asset are to be followed.
- Authenticated, duplicate deposit slips are retained and compared with amounts recorded in cash receipts records.
- A person other than the cashier or receivable bookkeeper makes the bank deposit.
- Moneys are picked up or delivered to appropriate authorities on a scheduled basis.
- Adequate records are maintained to assure the correct handling and final disposition of items held in suspense. Suspense accounting is eliminated whenever possible by the direct deposit of the item to the correct fund and account. However, deposits are not to be delayed because the account distribution cannot be immediately determined.
- Cash receipts retained on the premises overnight are minimized and locked up in a secure place, such as a safe.
- Cashiers are prohibited from cashing personal checks or notes of personal indebtedness.
- Written procedures on all cashiering and cash control procedures are maintained by each agency.

# Agency Unique Receipt

## Description

The form used to account for collection of checks, cash, warrants, or money orders. The form must have the agency's name, be sequentially pre-numbered, in duplicate form, containing fields to indicate the date, person the money is collected from, total dollar amount, person who received the money, and mode of payment.

## Agency Responsibilities

- Complete the form for all money received at the office.
- Give the person giving you the money the original receipt.
- Safeguard the money at all times.
- Submit all money received to DES in a timely manner to ensure it is deposited within 24 hours of receipt.
- Attach a copy of the receipt to the A45.
- Prepare and submit a separate A45 for deposits. Other types of documents sent to DES must be on a different A45.

*DES - SMALL AGENCY FINANCIAL SERVICES*
*P. O. BOX 41465, OLYMPIA, WA 98504-1465*
*PHONE: 360-407-8183 -- FAX: 360-586-0055*

RECEIPT

**91863**

DATE: **June 30, 2011**

RECEIVED FROM: Happy Agency Staff Person

AMOUNT: $650.54

AGENCY NAME: Agency A, #123

A45 #: 05-0045

RECEIVED BY: Support Staff

VERIFIED BY: Support Analyst DATE March 10, 2005

| HOW PAID | AMOUNT |
|---|---|
| CASH | **$50.54** |
| **CHECK [ 4 ]** | **$600.00** |
| OTHER | |

White Copy: Agency Yellow Copy: Attach to A45 Pink Copy: Retain in receipt book

# STATE TREASURER WAIVER

Small Agency Financial Services retains a waiver for client agencies from having to send over cash receipts daily. This waiver is good for the 13-15 biennium. Agencies served by DES may safe keep deposits under $500 and send to DES once a week. If receipts reach over $500 they must be delivered to DES for deposit within 24 hours.

JAMES L. McINTIRE
State Treasurer

State of Washington
Office of the Treasurer

May 20, 2013 Sent Via Email

Lynne McGuire, Deputy Director
Department of Enterprise Services
1500 Jefferson Street SE
Olympia, Washington 98501

Dear Ms. McGuire:

Your request, dated May 7, 2013, for an exception to the daily deposit requirements of Revised Code of Washington (RCW) 43.01.050 for monies received by agencies served by the Department of Enterprise Services (DES) Small Agency Financial Services (SAFS) unit is granted. It has been determined that daily deposits are not administratively practical or feasible at this time.

This approval grants authorization for the agencies on the attached "Agency Waiver List" to safe keep receipts and deliver such receipts to DES SAFS for deposit at least once per week. If the receipts under safekeeping exceed $500.00, these agencies must deliver the total receipts to DES SAFS for deposit within 24 hours.

This exception is granted through May 31, 2015.

If you have questions, please contact Ryan Pitroff, Banking Services Manager, at (360) 902-8917 or ryan.pitroff@tre.wa.gov.

Sincerely,

Shad Pruitt

Shad Pruitt
Deputy Treasurer

cc: Gwen McClanahan, DES
Jim Morgan, DES
Steve Voigt, DES
Kathy Cook, DES

Legislative Building, P.O. Box 40200 • Olympia, Washington 98504-0200 • (360) 902-9000 • TTY USERS: CALL 711
FAX (360) 902-9037 • Home Page http://tre.wa.gov

# CASH RECEIPT – FORM A8-A

## DESCRIPTION

The form used to deposit any moneys (e.g., checks, cash, warrants, or electronic funds transfers) received by the state with the Office of the State Treasurer.

## AGENCY RESPONSIBILITIES

- Compare the amount on the form matches the amount sent to DES.
- File in agency records.

## EXAMPLE

FORM A8-A (7/93)

STATE OF WASHINGTON
**AFRS CASH RECEIPTS JOURNAL SUMMARY**

| ORGINATING AGENCY | AGENCY NUMBER | DOCUMENT DATE |
|---|---|---|
| **ANY AGENCY** | 1230 | 06/04/2013 |
| AGENCY TO BE CREDITED (if other than above) | AGENCY NUMBER | CURRENT DOCUMENT NUMBER |
| | | 123CJ100 |

| TRANS CODE | REV | FUND | MASTER INDEX: APPN INDEX | MASTER INDEX: PROGRAM INDEX | SUB OBJ | SUB SUB OBJECT | ORG INDEX | WORK CLASS | COUNTY | CITY/TOWN | PROJECT | SUB PROJ | PROJ PHAS | MAJ GRP | MAJ SRCE | SUB SOURCE | GENERAL LEDGER ACCOUNT | SUBSIDIARY ACCOUNT DR | SUBSIDIARY ACCOUNT CR | AMOUNT |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 090 | | 001 | | | | | | | Tax on Copies | | | | | | | | 5158 | | | 1.16 |
| 265 | | 001 | PAY05 | | EF | 9999 | | | Recovery of Copies Expenditure | | | | | | | | | | | 13.84 |

| PREPARED BY: | TELEPHONE NUMBER | DATE OF DEPOSIT | STATE TREASURER VALIDATION | TOTAL DEPOSIT |
|---|---|---|---|---|
| Financial Analyst | FA Phone Number | 06/04/2013 | | $15.00 |
| APPROVED BY | | OST USE ONLY | | BATCH TOTAL |
| Senior Financial Officer | | | | |

# EXECUTIVE ASSISTANT'S MANUAL

## CHAPTER 8 – DOCUMENT TRANSMITTAL

# Agency Transmittal – Form A45

## Description

The form identifies the type and provides a brief description of the documents being sent to DES. All documents sent to DES must be accompanied with an A45.

## Agency Responsibilities

- Complete an A45 when sending documents to DES. Send A45s as follows:
  - Deposits – within 24 hours
  - Payments – at least once a week
  - Payroll/Personnel – within established timeframes.
- Ensure all documents listed are attached.
- Sign or initial the form.
- Send to DES.

  DES – Small Agency Financial Services
  PO Box 41465
  Olympia, WA 98504-1465

# AFRS WARRANT REGISTER – FORM A 1-A

## DESCRIPTION

The register shows the amount paid to each vendor or claimant, the method of payment, and the account coding. The register also shows the current document number and total dollar amount paid. The method of payment includes warrants, regular and inserted, interagency payables (IAP), and electronic funds transfers (EFT). The account coding shows the funds, programs, appropriations, and object of expenditures.

## AGENCY RESPONSIBILITIES

- Ensure that each vendor on the A45 is listed on the report.
- Check the amount paid to each vendor to make sure it is correct.
- Confirm that only the listed vendors on the A45 are being paid.
- Confirm that the accounting codes are correct.

## EXAMPLE

OFM

**000 – ABC Agency**

**Official Agency Payment Register**

Report Number: DLY001 Page: 1 of 1
Biennium: 2013 Payment Date: 04/17/2013 Report Run Date: 04/17/2013 6:31:13AM
Batch Type: sa, in, 07, vt, pv Sort Order: VendorName

| FM | Acct | MI | EAI | PI | Proj | SP | PH | OI | CO | City | WC | SO | SSO | Mjr Src | Src | Doc # | Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Warrant Register Number: 107 | | | | | | | | | | | | | | | | | |
| Warrant Batch: IN582 | | | | | | | | | | | | | | | | | |
| Vendor Name: GERALD G RANDOLPH MD INC PS | | Payment Number: 532402B | | | | | | | | | | | Payment Type: Regular Warrant | | | | |
| 1322 | 608 | 000ADMIN | 030 | 00010 | | | | | | | | ER | 0400 | | | A0341582 - 01 | 310.94 |
| 1322 | 609 | 000ADMIN | 050 | 00010 | | | | | | | | ER | 0400 | | | A0341582 - 01 | 310.93 |
| | | | | | | | | | | | | | | | | Payment Total | 621.87 |
| Vendor Name: HAROLD LEMAY ENTERPRISES INC | | Payment Number: 532896B | | | | | | | | | | | Payment Type: Inserted Warrant | | | | |
| 1322 | 608 | 000ADMIN | 030 | 00010 | | | | OLYM | | | | EC | | | | A0341582 - 02 | 39.00 |
| 1322 | 609 | 000ADMIN | 050 | 00010 | | | | OLYM | | | | EC | | | | A0341582 - 02 | 39.00 |
| 1322 | 608 | 000ADMIN | 030 | 00010 | | | | OLYM | | | | EC | | | | A0341582 - 02 | 104.00 |
| 1322 | 609 | 000ADMIN | 050 | 00010 | | | | OLYM | | | | EC | | | | A0341582 - 02 | 104.00 |
| 1322 | 608 | 000ADMIN | 030 | 00010 | | | | OLYM | | | | EC | | | | A0341582 - 02 | 23.97 |
| 1322 | 609 | 000ADMIN | 050 | 00010 | | | | OLYM | | | | EC | | | | A0341582 - 02 | 23.97 |
| | | | | | | | | | | | | | | | | Payment Total | 333.94 |
| Vendor Name: ROJAS, FRANCISCO | | Payment Number: 535795B | | | | | | | | | | | Payment Type: Inserted Warrant | | | | |
| 1322 | 608 | 000ADMIN | 030 | 00010 | | | | KENN | | | | ER | 0401 | | | A0341582 - 03 | 60.00 |
| 1322 | 609 | 000ADMIN | 050 | 00010 | | | | KENN | | | | ER | 0401 | | | A0341582 - 03 | 60.00 |
| | | | | | | | | | | | | | | | | Payment Total | 120.00 |
| Vendor Name: SEATTLE TIMES COMPANY | | Payment Number: 533546B | | | | | | | | | | | Payment Type: Inserted Warrant | | | | |
| 1322 | 608 | 000ADMIN | 030 | 00010 | | | | TACM | | | | EJ | 0100 | | | A0341582 - 04 | 13.65 |
| 1322 | 609 | 000ADMIN | 050 | 00010 | | | | TACM | | | | EJ | 0100 | | | A0341582 - 04 | 13.65 |
| 1322 | 608 | 000ADMIN | 030 | 00010 | | | | TACM | | | | EJ | 0100 | | | A0341582 - 04 | 13.65 |
| 1322 | 609 | 000ADMIN | 050 | 00010 | | | | TACM | | | | EJ | 0100 | | | A0341582 - 04 | 13.65 |
| 1322 | 608 | 000ADMIN | 030 | 00010 | | | | TACM | | | | EJ | 0100 | | | A0341582 - 04 | 13.65 |
| 1322 | 609 | 000ADMIN | 050 | 00010 | | | | TACM | | | | EJ | 0100 | | | A0341582 - 04 | 13.65 |
| | | | | | | | | | | | | | | | | Payment Total | 81.90 |
| Vendor Name: SPOKANE PANEL EVALUATIONS PS | | Payment Number: 535558B | | | | | | | | | | | Payment Type: Inserted Warrant | | | | |
| 1322 | 608 | 000ADMIN | 030 | 00010 | | | | | | | | ER | 0400 | | | A0341582 - 05 | 356.87 |
| 1322 | 609 | 000ADMIN | 050 | 00010 | | | | | | | | ER | 0400 | | | A0341582 - 05 | 356.86 |
| | | | | | | | | | | | | | | | | Payment Total | 713.73 |
| Vendor Name: YAKIMA MEDICAL CONSULTANTS INC | | Payment Number: 535225B | | | | | | | | | | | Payment Type: Inserted Warrant | | | | |
| 1322 | 608 | 000ADMIN | 030 | 00010 | | | | | | | | ER | 0400 | | | A0341582 - 06 | 437.81 |
| 1322 | 609 | 000ADMIN | 050 | 00010 | | | | | | | | ER | 0400 | | | A0341582 - 06 | 437.81 |
| | | | | | | | | | | | | | | | | Payment Total | 875.62 |
| Warrant Batch Total: | | | | | | | | | | | | | | | | | 2,747.06 |

*I hereby certify that the payments listed in this payment register accurately reflect the approved payments authorized by this agency.*

X ______________________ ______________________ ______________________
Signature Date Title