



# Office of Pay and Retirement Services (OPRS)

## Importance of Human Resources and Payroll Collaboration

**2013 HR Summit**  
September 25-26, 2013  
Kellogg Conference Hotel at Gallaudet University



**sustainable hr** 





# OPRS Mission and Responsibilities



- **Mission**

OPRS is committed to providing exceptional customer service by maintaining a staff of payroll professionals who are dedicated to serving the needs of the District of Columbia employees.

- **OPRS Responsibilities**

- Administer time and labor processes
- Ensure District employees are paid timely and accurately
- Ensure employee taxes, benefits, and other general deductions are paid
- Ensure all of the above are performed in accordance with District & Federal rules and regulations



# OPRS Processing Past, Present, Future

## • Past

- Paper Timesheets
- Manual adjustments processes
- Most payments by check
- Paystubs mailed
- Manual Form 50 approval

## • Future

- 100% direct deposit
- No Supplemental Payrolls
- More Exception Payrolls

## • Present

- Automated Time Reporting
- Automated Prior Period Adjustments
- 95% direct deposit
- Paystubs online
- Automated workflow/ online Form 50s
- Employee Self-Service

- Reduce Costs
- Streamline processes
- Improve overall quality and efficiency

**2013 HR Summit**  
September 25-26, 2013  
Kellogg Conference Hotel at Gallaudet  
University



# OPRS References



These are the reference and resource documents which are vital for carrying out OPRS processes

- DC Code
- District Personnel Manual (DPM)
- Internal Revenue Regulations (IRS)  
Circular E
- Fair Labor Standards Act (FLSA)
- NACHA (The Electronic Payments Association)
- American Payroll Association (APA)
- The APA Payroll Source



# Our Objective for HR Summit

Human  
Resources



Payroll

It is our desire to come together to devise a working strategy that keeps both Human Resources and Payroll working towards a common goal.

**2013 HR Summit**  
September 25-26, 2013  
Kellogg Conference Hotel at Gallaudet  
University

**sustainable hr** 



# Human Resources and Payroll Relationship

- Why we need to reconstruct our partnership
- Identifying the similarities
- Identifying the differences
  - Cultural Differences (people people vs numbers people)
  - Skill Differences
  - Different Responsibilities
- Communicating improves relationship



# HR and Payroll Relationships

## PAR actions that negatively impact Payroll

- Deleting PAR actions that changes an employees salary
- Deleting termination PARS
- Entering terminations with an effective date older than a current PAR (backdating, retroactive date, etc.)
- Rehiring an employee receiving Severance Pay
- Rehiring a recent retired employee receiving a District annuity
- Entering PARs using the wrong record number



# OPRS Business Continuity Plan



What happens if the government is shut down

- **Reasons for Shutdown**
  1. Federal government failure to approve budget
  2. Inclement Weather – Administrative Closing
  3. Regional Disaster
- **Employee and Manager Responsibilities for Time Reporting and Approval**
- **OPRS Strategy for Issuance of Paychecks**



# OPRS Customer Service

## Top Customer Service Inquiries

- I did not get paid
- I did not receive my paycheck in the mail
- My paycheck was garnished but I do not know why
- I closed my bank account and I forgot to make the change in payroll.
- I did not receive my W2 and I need it today
- I moved to Maryland several months ago but payroll is still taking DC taxes
- I need an income verification



# OPRS Customer Service

- ACH Rejections
- Check replacements
- Garnishments/Writs/Child Support Orders
- Subpoenas
- Unpaid Compensation



# Lost Checks

**What happens if an employee doesn't have direct deposit?**

- Submit of Stop Payment Form (See example on page 12).
- Verify a check wasn't received/cashed.
- Process takes 7 to 10 business days before reissue.



Government of the District of Columbia  
 Office of the Chief Financial Officer  
 Office of Finance and Treasury, Payment Operations Center  
 1101 4<sup>th</sup> Street, SW, Suite W890  
 Washington, DC 20024  
 Office: (202) 727-6060 Fax: (202) 727-2607

**APPLICATION FOR STOP CHECK PAYMENT**

Check Number \_\_\_\_\_ Check Date (MM/DD/YY) \_\_\_\_\_ Purpose of Check \_\_\_\_\_ Agency \_\_\_\_\_  
 Payee \_\_\_\_\_ \$ \_\_\_\_\_  
 SS#/EIN# \_\_\_\_\_ Amount \_\_\_\_\_  
 Contact Address: \_\_\_\_\_  
 Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
 Work Phone Number \_\_\_\_\_ Home Phone Number \_\_\_\_\_

**Stop and Stop Reissue Check**

Stop: \_\_\_\_\_

**Stop and Release:**

<input type="checkbox"/> Issued to Wrong Payee	Correct Payee: _____
<input type="checkbox"/> Issued in the Wrong Amount	Correct Amount: \$ _____
<input type="checkbox"/> Check Damaged	
<input type="checkbox"/> Check Stale Dated	
<input type="checkbox"/> Check Lost	If received, was it endorsed? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<input type="checkbox"/> Check Never Received by Payee	

**Signatures**

**Payee is required to sign this form.** By signing this form, I authorize the Government of the District of Columbia to process a stop payment and reissue a replacement check. I understand that if I locate the missing check, I will immediately return it to the Office of the Chief Financial Officer at the address above. If both the original and replacement check are cashed, I agree to reimburse the District government for the full amount of the check. Furthermore, if an employee of the District of Columbia Government, I agree to the collection of the indebtedness pursuant to DCMR Rule 6-B2900 *et seq.*

Name (Payee) \_\_\_\_\_ Signature \_\_\_\_\_ Date (MM/DD/YY) \_\_\_\_\_

Name (Co-Payee) \_\_\_\_\_ Signature \_\_\_\_\_ Date (MM/DD/YY) \_\_\_\_\_

When applicable, signature of payer's agency

Name \_\_\_\_\_ Title \_\_\_\_\_ Signature \_\_\_\_\_ Date (MM/DD/YY) \_\_\_\_\_

**For Agency Use**

Bank Sequence Number: \_\_\_\_\_ Stop Date: \_\_\_\_\_



## Subpoena

- All subpoenas must be sent to OPRS Directors Office for processing. When the request is for payroll information, OPRS will provide and forward to requesting party.
- When the request is for employment history or records a copy of the subpoena will be forward to DCHR for processing.
- Keep in mind there's still a “turn around time” of 15 to 30 days for processing or you maybe in contempt of court (See example on page 14).

IN THE CIRCUIT COURT OF THE THIRTEENTH  
JUDICIAL CIRCUIT OF THE STATE OF FLORIDA,  
IN AND FOR HILLSBOROUGH COUNTY, CIVIL DIVISION

CASE NO: [REDACTED]  
Division: F

[REDACTED]

Plaintiffs,

vs.

[REDACTED]

Defendant.

Pay & Retirement  
Director's Office  
July 17 PM 2:25

SUBPOENA DUCES TECUM WITHOUT DEPOSITION

THE STATE OF FLORIDA

TO: Employment Records Custodian  
Washington DC Public Library  
Government of the District of Columbia  
441 4th St. NW Room 480 N.  
Washington, DC 20001-2725

Health Insurance Portability and Accountability Act (HIPAA) Compliance Certification

The party issuing this subpoena has provided written notice to the patient and/or their attorney. The written notice included sufficient information about the proceeding to permit the patient to raise an objection. The time to object has elapsed, and no objections were filed, or any objections filed were resolved and the disclosure required by this subpoena is consistent with that resolution.

YOU ARE COMMANDED to appear at

Any and all EMPLOYMENT records, including but not limited to employment applications, performance evaluations, medical history and/or examinations for employment, payroll records, disability documentation, wage and salary verification, time sheets, and all documents pertaining to compensation and any and all other records contained in the Personnel File relating to the Plaintiff.

If your per page fee for copies exceeds \$1.00 per page for the first 25 pages and \$.25 per page thereafter you must appear in person. (IF COPYING COSTS EXCEED \$100.00 OR 100 PAGES, PLEASE CALL FOR AUTHORIZATION PRIOR TO COPYING SAME. THANK YOU).

It is the intent of this subpoena that each and every document and thing in your care, custody, or control, or available to you, no matter how insignificant that item might appear to the party to whom this subpoena is directed, be produced. This subpoena encompasses all documents and things, regardless of how old, including anything that might be on microfilm/micro-fiche or kept at another location.

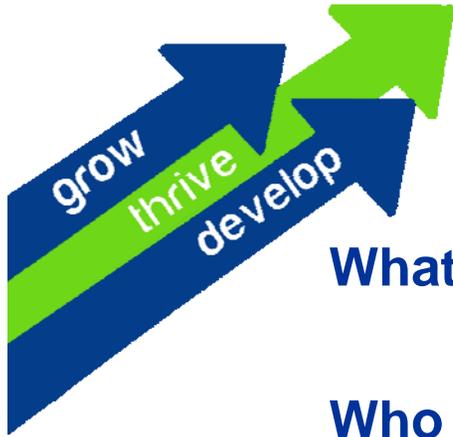


## Garnishment and Writ of Attachment



- All Garnishment/Writ of Garnishment must be sent to OPRS Directors Office for processing.
- The “turn around time” of 15 to 30 days for processing must be met and any delay can result in penalty’s to the District Government (See example on page 16).





# Unpaid Compensation

## What is Unpaid Compensation?

Any payment due to a deceased employee after death.

## Who is entitled to Unpaid Compensation?

The legal beneficiary of the deceased and it may not be the spouse.

## DCHR Responsibility

Designation of Beneficiary Form.

Form 50.

## Beneficiary or Next of Kin (NOK) Responsibility

Claim Form for Unpaid Compensation (with signatures)  
(See example on pages 18/19.)

Death Certificate (original with raised seal).

Two Forms of ID, Marriage License, Birth Certificate,  
Guardianship documents (if beneficiary is minor).



PART D

1. If none of the above survives and an executor or administrator has been appointed, the following statement should be completed  
I/we have been duly appointed \_\_\_\_\_ of the estate of the deceased, as evidenced by certificate of appointment herewith, administration having been taken out in the interest of

(Name, address, and relationship of interested relative or creditor)

and such appointment is still in full force and effect.

NOTE: If making claim as the executor or administrator of the estate of the deceased, no witnesses are required, but a court certificate evidencing your appointment must be submitted.

2. If no administrator or executor has been appointed, will one be appointed?  YES  NO

PART E

(Designated beneficiary, surviving spouse, children, parents, or legal representatives DO NOT FILL IN PART E. All others must.)

Have the funeral expenses been paid?  YES  NO (If paid, receipted bill of the funeral director must be attached hereto.) Whose money was used to pay the funeral expenses? \_\_\_\_\_

FINES, PENALTIES, and FORFEITURES are imposed by law for the making of false or fraudulent claims against the United States or the making of false statements in connection therewith

SIGNATURE OF CLAIMANT	DATE	SIGNATURE OF CLAIMANT	DATE
STREET ADDRESS		STREET ADDRESS	
CITY, STATE, AND ZIP CODE		CITY, STATE, AND ZIP CODE	

TWO WITNESSES ARE REQUIRED

We certify that the signature(s) of the claimant(s) shown above \_\_\_\_\_ was (were) affixed in our presence. (Name(s) of claimant(s))

SIGNATURE OF WITNESS	SIGNATURE OF WITNESS
STREET ADDRESS	STREET ADDRESS
CITY, STATE, AND ZIP CODE	CITY, STATE, AND ZIP CODE

All Government checks in the possession of the claimant, drawn to the order of the deceased in payment of "unpaid compensation," should accompany this claim. All Government checks drawn to the order of the deceased for other purposes (such as veterans' benefits, social security benefits, or Federal tax refunds) should be returned to the agency from which received.



## What is a Designation of Beneficiary Form for Unpaid Compensation (DCSF 1152)

- A legal governing document naming a beneficiary for unpaid compensation.
- All new hires must fill out the form during HR orientation. The form needs to be signed, dated and witnessed.
- When employees come from another agency a new Designation of Beneficiary Form should be submitted (See example on page 21).

### Hardships when there is no Designation of Beneficiary Form

- Claimant must go thru Probate Court and file court paperwork.
- Additional stress on family members and extended time before unpaid compensation can be paid.



### DESIGNATION OF BENEFICIARY

UNPAID COMPENSATION OF  
DECEASED CIVILIAN EMPLOYEE

### IMPORTANT

Read instructions  
on back of duplicate  
before filling in this form

#### INFORMATION CONCERNING THE EMPLOYEE:

NAME— (Last)	(First)	(Middle)	DATE OF BIRTH (Month, day, year)
-----------------	---------	----------	----------------------------------

#### DEPARTMENT OR AGENCY IN WHICH EMPLOYED

(Department or agency)	(Bureau)	(Division)
------------------------	----------	------------

I, the employee named above, canceling any and all previous Designations of Beneficiary heretofore made by me, do now designate the beneficiary or beneficiaries named below to receive any UNPAID COMPENSATION due and payable after my death. I understand that this Designation of Beneficiary relates solely to money due as defined in the Merit Personnel Act D.C. Law 2-139, and in no wise will affect the disposition of any benefit which may become payable under the Retirement or Group Life Insurance Acts applicable to my Government service. I further understand that this Designation of Beneficiary will remain in full force and effect until (1) expressly changed or revoked by me in writing, (2) I transfer to a Federal agency, or (3) I am reemployed by the same or other department or agency of the District Government.

#### INFORMATION CONCERNING THE BENEFICIARY OR BENEFICIARIES:

Type or print first name, middle initial, and last name of each beneficiary	Type or print address (including ZIP Code) of each beneficiary	Relationship	Share to be paid to each beneficiary

I hereby direct, unless otherwise indicated above, that, if more than one beneficiary is named, the share of any deceased beneficiary who may predecease me shall be distributed equally among the surviving beneficiaries, or entirely to the survivor. I understand that this Designation of Beneficiary shall be void if none of the designated beneficiaries is living at the time of my death.

I hereby specifically reserve the right to cancel or change any designation of beneficiary at any time in the manner and form prescribed by the District Government, and without knowledge or consent of the beneficiary.

(Date of execution—month, day, year)	(Signature of employee)
--------------------------------------	-------------------------

#### WITNESSES TO SIGNATURE:

(Signature of Witness)	(Number and street)	(City, State, and ZIP Code)
(Signature of Witness)	(Number and street)	(City, State, and ZIP Code)

PRINT OR TYPE NAME AND ADDRESS (INCLUDING ZIP CODE) OF EMPLOYEE

THIS SPACE RESERVED FOR RECEIVING DATA OF EMPLOYING AGENCY

\_\_\_\_\_  
 (Indicate date and by whom received)

DELIVER BOTH COPIES TO THE PROPER OFFICER OF YOUR AGENCY—DUPLICATE WILL BE NOTED AND RETURNED



## Designation of Beneficiary Data Fact January 2013 to the Present

53 - New Death Cases

16 - Designation of Beneficiary in File

47 Death cases had no beneficiary form in the file!! Over 30% without a form, why is that? What can DCHR do to lower that percentage?



# OPRS Time & Labor

- **Time Entry Reminders**

***Alternative Work Schedule***

***Overtime***

***Exempt time earned***

***Holiday Worked***

***Administrative Closing Worked***



# Time & Labor

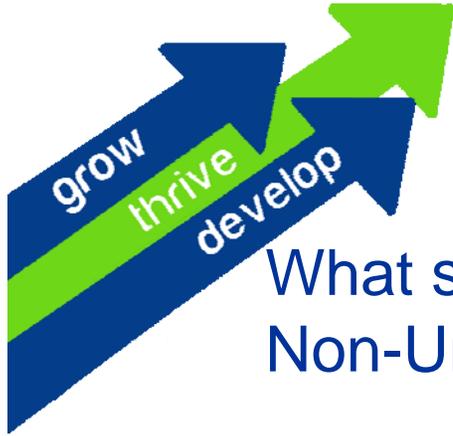
## Alternative Work Schedule (AWS)

- Employees **MUST** be enrolled in this schedule by Payroll Operations before posting an AWS schedule on the timesheet.
- Employees will know the enrollment has been completed when the workgroup on the timesheet has the AWS designation behind it.

View By:	Time Period	*Date:	09/22/2013	Refresh
Workgroup	COMP 1&2 Union	AWS	Schedule	Standard

## WHY

- A union employee's overtime is calculated after the employee reaches 40 hours.



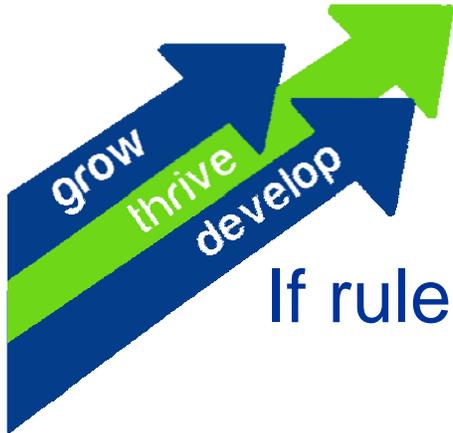
# Time & Labor Overtime Rules

What should be remembered when posting Overtime for Non-Union or Alternative Work Scheduled Employees?

- ★ Has the employee met the 80 hour threshold (time entry)

***AWS Union employees** must reach a 80 hour threshold before hours are converted to overtime.*

***Non-Union employees** must reach a 80 hour threshold before hours are converted to overtime.*



# Time & Labor Overtime Rules

If rules are not adhered to:

Employee receives a High Exceptions 

- *High Exceptions = NO PAY*

*Large volume of high exceptions can also influence system performance.*

- *Delayed payment*
- *Off Cycle Check*



**sustainable hr** 



# Time & Labor Overtime Rules

Below are a few examples of overtime reporting for different exempt employees.

WORKGROUP	DESCR	Overtime Reporting
C11NONEXM	Ch 11 Non-Union Non-Exempt	Eligible for overtime; overtime hours worked should either be reported as Regular Pay or Comp Time Earned. <b>Will be paid straight time until 80 hr threshold is met.</b>
C11EXEMPT	Chapter 11 Exempt	Not eligible for overtime; any hours reported over the standard tour will be converted into a non-pay time reporting code
C11EXM10	Nonunion exm straight OT elig	Eligible for straight overtime; overtime hours worked must be reported either as Exempt Time Off earned or Overtime for Timekeepers TRC. If any hours reported over the standard tour as Regular Pay, they will be converted into a non-pay time reporting code. <b>Must meet the 80 hr threshold.</b>
C11EXM15	NonUnion Exempt 1.5 OT elig	Eligible for 1.5 overtime; overtime hours worked must be reported either as Exempt Time Off earned or Overtime for Timekeepers TRC. If any hours reported over the standard tour as Regular Pay, they will be converted into a non-pay time reporting code. <b>Must meet the 80 hr threshold.</b>
COMP_1_2	COMP 1&2 Union	Eligible for overtime; overtime hours worked should either be reported as Regular Pay or Comp Time Earned. <b>Must meet the 40 hr threshold</b>



# Time & Labor Exempt Time Off Earned

Who is eligible for Exempt Time Off?

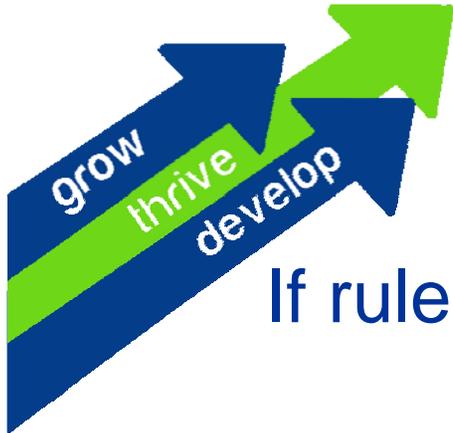
<p>Who may be granted <i>Exempt Time Off</i>?</p>	<p><i>Exempt Time Off</i> may be granted to employees at <u>grade levels 14 or below</u> occupying positions that are <u>exempt from the Fair Labor Standards Act of 1938 (FLSA)</u>.</p>
---	---

What should be remembered when posting Exempt time earned for Non-Union Employees?

Again

Has the employee met the 80 hour threshold (time entry)

**Non-Union employees** *must reach a 80 hour threshold before hours are converted to exempt time earned.*



# Time & Labor Exempt Time Off Earned

If rules are not adhered to:

Employee receives a High Exceptions 

- *High Exceptions = NO PAY*

*Large volume of high exceptions can also influence system performance.*

- *Delayed payment*
- *Off Cycle Check*





## Time and Labor Holiday Worked Administrative Closing Worked



### Rules to Observe:

- Worked the entire day

*Post - REG + HLW or ACW*

Sun 1/13	Mon 1/14	Tue 1/15	Wed 1/16	Thu 1/17	Fri 1/18	Sat 1/19	Sun 1/20	Mon 1/21	Tue 1/22	Wed 1/23	Thu 1/24	Fri 1/25	Sat 1/26	Total	Time Reporting Code
								8.00						8.00	Holiday Worked - HLW
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		80.00	Regular Pay - REG

- Worked a partial day

*Post - REG + HOL + HLW or REG + ACP + ACW*

Sun 1/13	Mon 1/14	Tue 1/15	Wed 1/16	Thu 1/17	Fri 1/18	Sat 1/19	Sun 1/20	Mon 1/21	Tue 1/22	Wed 1/23	Thu 1/24	Fri 1/25	Sat 1/26	Total	Time Reporting Code
								3.00						3.00	Administrative Closing Pay - A
								5.00						5.00	Admin Closing Worked - ACW
	8.00	8.00	8.00	8.00	8.00			5.00	8.00	8.00	8.00	8.00		77.00	Regular Pay - REG



**Time and Labor  
Holiday Worked  
Administrative Closing Worked**

**If rules are not followed:**

- Employee will not be paid correctly
- Delayed payment
- Off-Cycle Check



# Time & Labor Job Aids

Job Aids are available to Assist with time entry:

- Overtime
- Exempt Time Earned
- Holiday Worked
- Administrative Closing Pay Worked



Please visit [peoplesoft.dc.gov](http://peoplesoft.dc.gov)

[PeopleSoft 9.0 Time and Labor training - Click here to view.](#)

## 9.0 Time and Labor Resources

[Delta Presentation \(Overview of System Changes\)](#)

[PeopleSoft 9.0 Time and Labor for OUC](#)

[T&L and ePay Training Tutorials - Full Library](#)

[T&L Frequently Asked Questions \(FAQs\)](#)

[T&L Training Documents](#)

[Time and Labor Email Notifications](#)

[Time and Labor Training Tutorials - Mandatory Training](#)

[Time and Labor Training Videos](#)

**2013 HR Summit**

September 25-26, 2013

Kellogg Conference Hotel at Gallaudet University

**sustainable hr** 



# Demystifying Civil Service Retirements



**2013 HR Summit**  
September 25-26, 2013  
Kellogg Conference Hotel at Gallaudet University

**sustainable hr** 





# Preparing the Civil Service Retirement Application

You change from HR advisor to *HR detective*

- Requires you to develop the story of the employee's service history
- All the pieces may not be in the file
- **Combines** service history and contribution history
- Service history must **support** contribution history



**2013 HR Summit**

September 25-26, 2013

Kellogg Conference Hotel at Gallaudet University



**sustainable hr** 

# Individual Retirement Record (IRR)

- Includes:
  - Hire dates
  - Termination/retirement dates
  - Suspensions
  - Return to work
  - LWOP
  - Workers' Compensation
  - Reduction in salary
  - Salary Increases
  - Changes in tour of duty



**2013 HR Summit**

September 25-26, 2013

Kellogg Conference Hotel at Gallaudet University



**sustainable hr** 

# Individual Retirement Record (IRR)



- Includes:
  - Military leave
  - WAE service
  - FICA eligible positions
- Gaps in service history must be explained on retirement application
- Omissions will cause a delay in OPM processing the retirement application

**2013 HR Summit**

September 25-26, 2013

Kellogg Conference Hotel at Gallaudet University



**sustainable hr** 

# Individual Retirement Record (IRR)



*Ask questions, ask questions, and ask more questions. For example:*

- Did you serve in the military service after 1956?
- Have you ever been in leave without pay (LWOP) status?
- Have you ever received workers' compensation benefits or disability compensation benefits?
- Did you receive a refund of your retirement contributions?
- Did you ever work as a WAE employee?
- What other types of positions have you held with the District?

**2013 HR Summit**

September 25-26, 2013

Kellogg Conference Hotel at Gallaudet University



**sustainable hr** 



## Did the employee serve in the military service after 1956?

- Honorable discharged
- Service applied after eligibility for retirement determined
- Service performed after 1956 must be purchased prior to retirement in order to receive credit



2013 HR Summit

September 25-26, 2013

Kellogg Conference Hotel at Gallaudet University



sustainable hr 



## Did the employee serve in the military service after 1956?

- If employee has not purchased service
  - He/she should request a copy of their DD214 from D-FAS by calling **1-888-332-7411**
  - Contact DCHR to determine the cost for the service
  - Employee should complete ***“Application to Make Deposit or Redeposit”*** (SF 2803)
  - If paying lump sum, OPRS will accept certified check or money order payable to DC Treasurer or employee may request payroll deductions

**2013 HR Summit**

September 25-26, 2013

Kellogg Conference Hotel at Gallaudet University



**sustainable hr** 



## The employee took a refund, now what?



- If service performed prior to 10-01-1982:
  - Employee receives credit for service
  - Annuity will be reduced by 10% of the amount of money owed for the refund

**2013 HR Summit**

September 25-26, 2013

Kellogg Conference Hotel at Gallaudet University



**sustainable hr** 



## The employee took a refund, now what?

- If service performed on or after 10-1-82 but prior to 3-1-1991
  - Service counted toward eligibility regardless of whether or not a deposit for the service is paid
  - Service credited toward monthly annuity only if a deposit is paid

**2013 HR Summit**

September 25-26, 2013

Kellogg Conference Hotel at Gallaudet University



**sustainable hr** 



## The employee took a refund, now what?

- If service refunded on or after 3/1/1991:
- Employee will only credit for service if the full amount of the retirement refund is paid in full



**2013 HR Summit**  
September 25-26, 2013  
Kellogg Conference Hotel at Gallaudet University



**sustainable hr**



## Should I use the SCD to determine eligibility for retirement?

- *That depends:*

- If the SCD is related to military service, you cannot use the date to determine eligibility
- If the SCD is related to prior service with the Federal government, you cannot use the date to determine eligibility
- If the SCD is related to service under a FICA appointment you may be able to use it.
- Hire date into CSRS eligible position must be prior to October 1, 1987

**2013 HR Summit**

September 25-26, 2013

Kellogg Conference Hotel at Gallaudet University



**sustainable hr** 



Did I forget to mention that the employee was in the wrong retirement plan?



2013 HR Summit  
September 25-26, 2013  
Kellogg Conference Hotel at Gallaudet University

sustainable hr





## Tip . . .

- Periodically ask for a query to be run of all CSRS employees
- Ask for copies of IRR contribution statement for employees who are within 5 years of retiring
- If you find an error in retirement plan codes, make the correction immediately.
- If you need help, contact OPRS at 741-8660

**2013 HR Summit**

September 25-26, 2013

Kellogg Conference Hotel at Gallaudet University



**sustainable hr** 

## Key Points to Remember



1. Ask questions, ask questions and ask more questions
2. All District service must be included on 2806  
– LWOP, FICA and WAE
3. Military time served after 1956 must be purchased
4. If you need help, contact OPRS at 741-8660

**2013 HR Summit**

September 25-26, 2013

Kellogg Conference Hotel at Gallaudet University



**sustainable hr** 

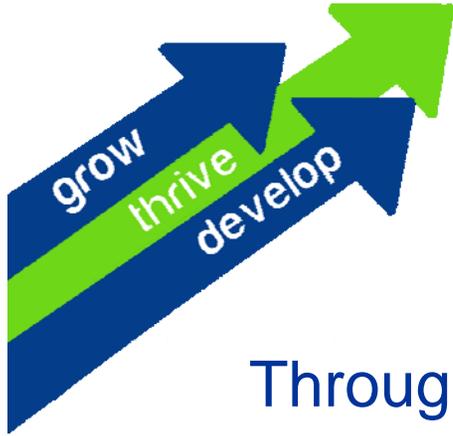


**Thank you!**

**2013 HR Summit**  
September 25-26, 2013  
Kellogg Conference Hotel at Gallaudet University



**sustainable hr** 



## Summary

Through collaboration and communication we can sustain a level of professionalism which will enhance our commitment to the employees of the District Government.

Our objective today is to come together to devise a working strategy that keeps everybody working towards a common goal.



# Human Resources and Payroll Partnership



Download from  
Dreamstime.com  
This watermarked comp image is for previewing purposes only.

ID 759074  
Hypermania37 | Dreamstime.com

**2013 HR Summit**  
September 25-26, 2013  
Kellogg Conference Hotel at Gallaudet  
University

**sustainable hr** 



<http://www.youtube.com/watch?v=XBMqSIEQgj8>

**2013 HR Summit**  
September 25-26, 2013  
Kellogg Conference Hotel at Gallaudet University



**sustainable hr** 

