Minutes

HCM Users Group Fall Quarter Meeting 2026

Bates Technical College - South Campus, 2201 S 78th St, Tacoma, WA 98409
Attendees: 32 In-person and 102 virtual [In-person with Zoom option]

Thursday, Oct. 8, 2026

Meeting called to order at 8:30 a.m.
HCM Business Information

- Recognize new secretary- Socheata Lee, Bates Technical College
- Spring Meeting Notes – approved
- Treasurer Report – current balance $14,346.83
- New Business - none
- Advisory Representative Reports: **DRS Liaison – Lisa Espedal (SBCTC)** – The new contact at TIAA is Michael Foster. David Garrisons has resigned. **HCA Liaison – Pam Kelly (SBCTC**) – Two potential cost-saving proposals were discussed for future legislative consideration: 1. Adding a $25 dependent surcharge for employees covering more than two children on their health plan and 2. Change the current 8-hours rule to a 40-hour rule, requiring employees to work at least 40 hours within 30 days after a break in service to maintain employer-paid benefits. **BAR Liaison – Rachel Russell (Walla Walla)** – Similar to the HCM User's website, BAR has its own website with useful resources. **HRMC Liaison – Nina Park (Lake Washington**) – not present.

Open Discussion. Topics discussed included Absence Management, payroll finalization restrictions, and concerns regarding the limited timeframe available to run and review unpaid leave reports before payroll processing deadlines. The group discussed operational challenges and emphasized the need for sufficient time to identify, review, and resolve unpaid leave transactions prior to payroll finalization.

Questions were raised regarding next year's **SBCTC payroll calendar**. It was noted that the payroll calendar and associated deadlines have been reviewed multiple times, with the schedule driven primarily by bank file submission requirements to ensure timely payroll processing. In addition, adequate time is needed before payroll finalization to run, review, and validate the Absence Management process to ensure payroll accuracy.

Locking Absence Requests During Payroll Processing
Discussion centered on the possibility of **locking the Absence Request feature during payroll processing**, similar to how timesheets are locked from editing, to prevent changes that could affect payroll calculations and payroll finalization.

Payroll Validations, Pivots, and Analysis by Socheata Lee, Bates Technical College, presented the use of queries and pivot tables to identify potential errors, anomalies, and outliers as part of payroll audit and validation processes.

Pre-Retirement Benefits Assistance by Kelley Opdyke, Peninsula College, presented her focus on the benefits administrator's role in helping employees make a smooth and informed transition into retirement.

US Bank Pay Cards & Fraud by Jordyn Talen (Anderson) and Colleen Doyle (US Bank Payment Sales Consultants) Presented a high-level overview of the prepaid card program designed to migrate employees off paper payroll checks and reduce check volume. Covered key details including card enrollment, issuance, and replacement, as well as international usage and how to handle fraudulent notifications and transactions.

SBRP & SBVIP retirement benefits by Matthew Myers, TIAA CREF Addressed questions regarding default enrollment, virtual and in-person appointment availability, forced distribution notices, separation dates, and hardship withdrawal forms.

Open Enrollment by Larry Cade and Honey Grace Amano, HCA presented the highlights for the 2027 Annual Open Enrollment, covering maximum contributions for HSAs and FSAs, SmartHealth, monthly premiums, tobacco attestations and more details can be found at hca.wa.gov/pebb-oe.

Vendor Payment Reconciliation by Teri Sexton, SBCTC presented the payroll account reconciliation from the finance perspective to show how they use payroll data. While payroll starts at the employee level, finance starts at the general ledger and pulls information from two sources: PAY journal and AP vouchers. Because they cannot get all the necessary data from the finance side alone, anyone helping with this reconciliation has to think like they are half-payroll and half-finance.

Friday, Oct. 9, 2026

CTCLink Updates by Brian Lanier, SBCTC State Board is currently working on the remaining HCM notifications, which will be rolled out to Manager Self Service and Employee Self Service. This includes notifications related to Faculty Workload. There was also discussion about Overtime and Compensatory Time that must be reported on employees' W-2 forms.

Higher Education DRS Benefits by Jennifer Aho and Tevin Allen, DRS presented on eligibility begin dates, plan options, Employee Self Service (ESS), including the website and ERA resources, as well as the use of electronic signatures.

FSA/DCAP Benefits by Kelsie Pele, HCA the session aims to increase employee awareness of FSA, Limited Purpose FSA, and DCAP benefits and how they can help save money on eligible expenses. Participants will learn how to maximize these tax-advantaged benefits, understand available carryover provisions, and learn about employer FSA contributions available through the Collective Bargaining Agreement (CBA).

Closing

- Winter Conference date: Tentatively set for a Friday for Feb 11th (online only)
- Spring conference dates: Tentatively set for May 13 and 14th. Location TBD (Potentially CBC).
- Membership dues: Continue to be on hold. Will discuss again next year
- Open discussion on 1042S filing, NRA setup, PFML reporting, PDC testing for employee’s self-service.