



MEETING NOTES

July 14, 2011
8:30 a.m. – 9:30 a.m.
Coca-Cola Community Room
605 Washington Street

The meeting was called to order by Deanne Aholt.

Corporate Travel Card – Jennifer Hall, OA-Accounting

Jennifer Hall from the Office of Administration, Division of Accounting gave a presentation on the Corporate Travel Card. She compared this individual business travel card with the purchasing card. The travel card is a personal liability card for active employees only, is subject to personal credit history, and the employee is responsible for paying it. Jennifer's presentation is attached and more information can be found at <http://oa.mo.gov/acct/umb/index.htm>.

CASE Committee Update – Peggy deMeurers

Peggy gave us a rundown on where the Committee to Aid State Employees was. They have only five members, down from the thirteen they had at one point. The number of cases has been going up while the donations have been declining. They are looking for new members to help out. An HR background is helpful but not required. Ideas on increasing participation and awareness of the program would be welcome. If you are interested, please contact Peggy at peggy.demeurers@mshp.dps.mo.gov or 526-6333.

Office of Administration Accounting Update – Libbie Farrell

The Division of Accounting has been busy with Fiscal Year End and making sure the first payroll of the fiscal year runs correctly and smoothly. Libbie reminded us that agencies can direct employees to ESS for obtaining a duplicate W-2. Libbie also wanted agencies who are still printing advice statements to reconsider the elimination of their printing of them.

Office of Administration Personnel Update – Guy Krause

Guy talked about the ESS deployment and that many employees have not yet logged on. Work on the next phase of ESS will begin shortly. It was decided to utilize the agency users with access to make table changes to be the ones responsible for keeping the ESS agency contacts updated. When making changes, you do not have to send every org, but can send the highest level org that all of those roll up to. Changes can be sent to ESSContactsCoordinator@oa.mo.gov. An email regarding these procedures had been sent out on July 7, 2011.

Guy also said that the Pay Plan recommendations are being finalized. Some changes have been made to the repositioning list and the General Structure Adjustment will probably be higher as new numbers have become available.

Next Meeting

The next meeting will be at the Coca-Cola Community Room on August 11.

The meeting was adjourned.