**PAYROLL USER GROUP MEETING MINUTES**

**March 15, 2017**

**Welcome** Kevin McHugh

 Director, Statewide Payroll

**Metro Credit Union** Mary Holland

 Metro Credit Union Representative

* New App online called Mobile Wallets coming April 1st.
* By using My Rewards Checking and Direct Deposit Metro will reimburse all ATM fees at the end of every month.
* Use buzz point every time you are purchasing (Enrollment free) when using local businesses you will receive double points. Collecting points will give you different type of rewards for example; free travel tickets.
* Web site for State Specials: metrocu.org/state
* Request Supplies, Lunch and Loan Sessions and Open Enrollment always available.

**Smart Plan**  Lisa Cardinal

 Retirement Plan Advisor

* Special Catch up, Always check Monthly Reports (Check columns 7, 8, 9)
	+ 7 Accelerated Codes: When a participant elects to take part in the Special Three-Year “Catch-up” provision, this field will display a catch-up indicator.
	+ 8 Deferral End Date: This field shows the December 31 date on which the Special Three-Year Catch-up election ends for the participants.
	+ 9 Amount of the Catch up.
* 70 ½ years old employee cannot use it for whole year Special Catch up.
* Testimonial video of satisfied employees Introduced by **Deborah B. Goldberg.**

**Benefit Strategies LLC**  Jasmine Shamer

 Senior Account Manager

* The Pre-Tax limit for Transit and Parking is $255.00.
* $255 could be higher depending on the expenses reported on paycheck.
* To check balances (603-647-4666)
* 2016 claims must be completed within the first 180 days of 2017.
* Transit and Parking changes must be completed by using the Online Election Change Form.
* Benefit Strategies will accept Uber and Lyft riding services only if it is a 6 people minimum car pool sharing ride.
* Balance notification will be sending out to all participants.

**Group Insurance Commission**  Karin Eddy

* All Current participants must reenroll between April 5, & May 3, 2017.
* GIC will hold 13 health fairs throughout the state.
* New Hire Enrollment went from 30 days to 10 days to sign up.
* To receive a reimbursement check it must be a minimum of $25.00.
* When creating a deduction create an end date to avoid issues.
* ASI portal is a secure portal for Coordinators, can be used to upload enrollment and change forms.
* New Magic System is a web based system with a go live date April 3, 2017.

**Security**  Peter Scavotto

 Chief Risk Officer

* Suspicious links in most cases do not have a name or phone number associated with it.
* Statistically thirty percent of company employees click on phishing links.
* Security Officers need to be involved not only with on-boarding but off- boarding as well to ensure employee uaids are shut off.

**Year End Wrap-Up** Kevin McHugh

 Director, Statewide Payroll

* Twelve percent of employees suppress W-2’s.
* Different states have different meanings for box 14 which is optional.