

# **USPS ROUNDTABLE**

**OCTOBER 16, 2008**

## **I. INTRO/ GET TO KNOW**

## **II. REFLECTIONS STATUS**

## **III. EMIS STAFF INFO**

- A. Multiple Jobs
- B. Position Code Changes
- C. Extended Time
- D. Termination
- E. Concealed Employees
- F. Update Employee 111-11-1111

## **IV. FTP FILES**

- A. CSV files
- B. Set up of files

## **V. INFORMATION**

- A. MASSTOP
- B. Employee IDs
- C. Direct Deposit Emails
- D. ODJFS Forms Completion
- E. Sites of Interest
- F. Concealed Employees/MASCONC
- G. Medicare Pick-up
- H. ATDSCN - Sick Leave
- I. CHKNUM

## **VI. BEST PRACTICES**

- A. W2PROC
- B. Standard Payroll Check lists
- C. Spreadsheets

**OPEN DISCUSSION AND WRAP-UP**