

Enterprise Services Communication – emailed on 5/7/2015

What?

Implementation timeline for new assignment pay (AP) wage type codes.

Who?

All general government state agencies.

Why?

Inform agencies of HRMS implementation schedule to introduce new AP wage type codes.

Message:

The Office of Financial Management, State Human Resources Division (OFM, State HR) and Department of Enterprise Services (DES) are working together to implement new assignment pay (AP) wage type coding. Once established, this will provide clarity and transparency for AP practices and use, which will improve the quality of AP data in the Human Resources Management System (HRMS).

There will be 68 new wage types, with about a dozen tied directly to 2015-17 collective bargaining outcomes. Due to the volume of wage types, there will be a phased rollout over the next few months. The four HRMS release dates will begin June 26 and end August 25.

The [Assignment Pay Wage Types](#) document outlines the new AP wage types and corresponding release dates.

A communication will be sent to agency shadow system contacts requesting information on the impacts of these new wage types.

We expect agencies to begin transitioning employees to the new wage type codes as soon as they become available. Beginning September 14, OFM will begin auditing the use of [old AP codes](#) to ensure they are no longer in use. OFM will coordinate with agencies still using old AP codes prior to delimiting them in October 2015.

Agencies adopting the new Time, Leave and Attendance System will have alternate AP implementation instructions which will be communicated directly to those agencies.

Agency Actions Required:

Plan and reserve time to transition to the new AP wage type codes from May 26 through September 11.

Questions? Contact:

If you have questions related to the AP project, please contact [Melinda Aslakson](#) or [Audrey Ulrich](#) at OFM.

Technical questions can be directed to the DES Solutions Center: (360) 407-9100
Email Contact: solutionscenter@des.wa.gov