



STATE OF WASHINGTON
OFFICE OF FINANCIAL MANAGEMENT

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April 1, 2024

TO: Agency Budget Officers, Human Resources and Payroll Managers

FROM: Angie Gill, Compensation Policy Manager
Marcus Ehrlander, Budget Advisor to the Governor, Compensation and Pensions
Ramona Nabors, Budget Advisor to the Governor, Higher Education

**SUBJECT: MAY UPDATE OF AGENCY COMPENSATION DATA FOR 2025-27
CALCULATIONS FOR COLLECTIVE BARGAINING AND BUDGET
DEVELOPMENT**

With the passage of the 2024 supplemental budget, the Office of Financial Management (OFM) State Human Resources and Budget Divisions request agencies update the compensation data they submitted in January 2024. As indicated in the [2025-27 Collective Bargaining and Budget Development Compensation Data](#) gathering instructions sent in late 2023, we are now opening the window for agencies and higher education institutions to make updates to their SPS (general government) and CIMAI (higher education) data for resubmittal to OFM to reflect any needed adjustments. OFM will use this data for developing compensation costs to inform the 2025-27 collective bargaining process as well as budget development.

It is likely that some will find they need to adjust their data for changes made to staffing levels in the 2024 supplemental budget. It is not necessary to reconstruct the data submittal entirely. Rather, you should be able to add, subtract, or modify records in order to approximate the changes made in the recently enacted budgets or incorrect data submitted in January 2024.

Data will be used immediately to begin cost projections for changes to salaries, health care, and pensions. By Friday, May 3, 2024:

- General government agencies must release your data within SPS.
- Higher education institutions must notify OFM (HereToHelp@ofm.wa.gov) when your data is ready to be loaded from CIMAI.

General reminders regarding data preparation

Regarding the positions that are included within your data submittal.

- ▶ The operating budget FTEs and salaries are based on your best approximation of your 2025-27 maintenance level budget. This includes appropriated, non-appropriated and non-budgeted positions.
- ▶ Salary increases and step progressions scheduled to occur between your file preparation and the end of the biennium are applied systematically by OFM and should not be included within

your data submittal. This includes general wage increases scheduled but not yet in effect for both exempt and classified employees.

- ▶ Total number of FTEs will be reviewed by OFM staff. FTE counts with a variance will be followed up on. It is very important to run projections and related reports to ensure your position file reflects **anticipated** FTE and salary levels before you submit data to OFM.
- ▶ Ensure hourly, part-time, and seasonal employees have an accurate work period percent that reflects an annual average percentage for time they are paid. Determine the average annual percent of time worked and indicate that figure in the % Full Time field (SPS)/Work Period Percent (CIMAI).
 - Example: You have staff who work only April through September — they work 5 months at full time, 1 month at 88 hours, and 6 months at 0% time. Calculate the average this way: $5 \times 176 = 880$ hours + 88 hours + 0 hours = 968 hours. Divide $968/2088$ (# of work hours in a year) = 46%. Enter 46% into the % Full Time field.
 - If you need help, please contact OFM at Angie.Gill@ofm.wa.gov or Marcus.Ehrlander@ofm.wa.gov.
- ▶ Correct the account code, if necessary. Do not use Account 03K Industrial Insurance Premium Refund Account or 290 Savings Incentive Account as a funding source for compensation data.
- ▶ If your fund splits are averaged, be aware this method could result in incorrect funding if salary increases are implemented for targeted job classifications.

OFM staff will review all the positions submitted for accuracy and invalid data combinations. It is extremely important that data is submitted accurately. Inaccurate data will be updated by OFM staff.

Users whose January 2024 data submittals had high level of inaccurate data will be contacted to correct their data for this release. Common errors found within the January 2024 data submittals were:

- ▶ Staff (represented and non-represented) coded to bargaining units with incorrect corresponding pay scale types. Inconsistent combinations of bargaining unit code assignments and pay scale types is a common problem. If a position is represented by WFSE, the pay scale type should be WFSE also. This applies to both classified and exempt.
- ▶ Inaccurate retirement system codes for employees. Ensure an accurate retirement plan for employees/positions. For employees who are not members of a retirement system, positions that are not eligible for retirement, including students, use the code NE.
- ▶ Positions not indicated as requiring backfill. Backfill positions are those positions where if an incumbent is absent or the position is vacant, another employee must provide coverage for the vacant position's scheduled shift. Only indicate the position that requires the backfill/relief, not the position that may provide relief for a vacant or absent backfill/relief position.
- ▶ Incorrect Work County Code and the Work City Name. Among other uses, this data is used to apply the 5 percent King County premium pay systematically.
- ▶ Periodic increment dates are not consistent with salary schedules. Part of the OFM process in preparing your submittal data for modeling and budget development is to advance employees/positions through the salary schedules in the Compensation Impact Model (CIM). Inaccurate periodic increment dates result in those records not reaching the corresponding step(s) according to the salary schedule.

- ▶ Positions assigned to an inaccurate salary range for their job class. For example, a job class where the correct range is 52 but the position is coded at range 54. Do not attempt to increase a position's salary range in order to account for premium pay, assignment pay, or other compensation.

Additional information for general government agencies only:

- ▶ If creating a new file, do NOT "Copy/Merge" in old files in SPS without express permission from OFM. Old files do not contain all the data we need and may cause data errors in our model.
- ▶ Make sure you have an appropriation index (AI) for all employees as SPS uses the AI to identify the account and expenditure authority type for each employee on the release to CIM.
- ▶ **Do not create multiple positions** to mimic step increases. Doing so causes issues when the data is loaded from SPS to CIM (each record is counted as a different position, resulting in doubling or tripling of your staffing data). Step increases are handled automatically in both systems for staff assigned to a salary schedule. For all other staff, enter the salary they will be at on June 30, 2025. Any duplicative records will have to be deleted from the data.
- ▶ Additional positions to cover funding increases for overtime pay should not be included without express approval from OFM. Doing so distorts your base pay. FTE counts are reviewed by OFM and agencies will be contacted for additional clarification if counts are not appropriate.
- ▶ Override the current salary only if an employee is Y-Rated. Do not override the current salary to adjust for any assignment and/or premium pays. Position pay information is loaded systematically from other data sources. Payroll data is matched based on HRMS assigned position number. Agencies that use agency assigned positions numbers within their SPS file will likely not have a complete payroll data by position match.
- ▶ For questions about SPS or to sign up as a user, submit a ticket to the OFM Help Desk at HereToHelp@ofm.wa.gov. Here is a link to the [SPS Tutorial](#).

Additional information for higher education institutions only:

- ▶ Select a new payroll file in CIMAI to work from as you build your compensation data submittal.
- ▶ Do your best to provide accurate account coding by position, with the understanding that higher education account splits for General Fund-State and tuition will be determined later and updated systematically.
- ▶ Ensure the bargaining unit codes are accurate for positions that bargain under statutes different than RCW 41.80. These positions were previously reported as non-represented (0018/0019). Bargaining unit codes were created to ensure proper reporting. For reference, the recently added bargaining unit codes can be found in the [November 2023](#) memo.
- ▶ Mass updates can be applied for the following fields: appointment end date, work period percent, scheduled work months, and the three salary fields. To arrange for a mass update, submit a ticket to the OFM Help Desk by emailing HereToHelp@ofm.wa.gov. If your institution has many positions with appointment end dates related to the quarter or semester, you will want to request a bulk update. Positions that end before July 1, 2025, will not be loaded to CIM.
- ▶ For questions regarding CIMAI or to sign up as a user, please contact the OFM Help Desk at HereToHelp@ofm.wa.gov. Here is a link to the [CIMAI Instructions](#).

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- ▶ Notify HereToHelp@ofm.wa.gov when your submittal file is completed.

We greatly appreciate your efforts to provide the best possible data to ensure we get the most accurate funding in your budget. For questions regarding collective bargaining, contact Angie Gill at Angie.Gill@ofm.wa.gov. For questions regarding budgeting, contact Marcus Ehrlander at Marcus.Ehrlander@ofm.wa.gov.

If you experience technical issues using the SPS or CIMAI applications, contact the OFM Help Desk by email at HereToHelp@ofm.wa.gov.