



STATE OF WASHINGTON

**OFFICE OF FINANCIAL MANAGEMENT**

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April 12, 2018

**TO:** Agency Budget Officers, Human Resources and Payroll Managers

**FROM:** Melinda Aslakson, Senior Compensation and Policy Analyst, State Human Resources  
Pam Davidson, Senior Budget Assistant to the Governor

**SUBJECT: MAY UPDATE OF AGENCY COMPENSATION DATA FOR 2019-21  
CALCULATIONS FOR COLLECTIVE BARGAINING AND BUDGET  
DEVELOPMENT**

With the passage of the 2018 Supplemental budget, the Office of Financial Management (OFM) State Human Resources and Budget Divisions request agencies update the compensation data they submitted in January 2018. As indicated in the 2019-21 Collective Bargaining and Budget Development Compensation Data gathering instructions sent in late 2017, we are now opening the window for agencies to make updates to their SPS (general government) and CIM-AI (higher education) data for resubmittal to OFM to reflect any needed adjustments. OFM will use this data for developing compensation costs to inform the 2019-21 collective bargaining process as well as budget development.

It is likely that some agencies will find they need to adjust their data for changes made to staffing levels in the 2018 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.

**Friday, May 18, 2018 is the deadline for data completion.** SPS users should release data to OFM by that date. CIM-AI users should let us know when your data is ready to be loaded (**no later than May 18, 2018**). This data will immediately be used for fiscal projections for changes to salaries, health care and pensions.

**General reminders regarding data preparation**

- » Please remember that operating budget FTEs and salaries should be the best approximation to your 2019-21 projected operating budget Maintenance Level. Please note salary increases and step progression scheduled to occur between your file preparation and the end of the biennium will be applied systematically by OFM. This includes general wage increases scheduled but not yet in effect for both exempt and classified employees.
- » In the past, we have seen some agencies with FTEs much higher or lower than we would expect. It is very important that you run a projection and related reports to ensure your position file reflects **expected** FTE and salary levels for your 2019-21 Maintenance Level before you submit data to OFM. This should include appropriated, non-appropriated and non-budgeted positions.

- » If you have seasonal or part-time employees, please determine the **average annual** percent of time worked and indicate that figure in the **% Full Time** field. **Please note: the Variable Part-time field in SPS does NOT translate to OFM's Compensation Impact Model.**
  - 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:  $5 \times 176 \text{ hours} = 880 \text{ hours} + 88 \text{ hours} + 0 \text{ hours} = 968 \text{ hours}$ . Divide  $968/2088$  (# of work hours in a year) = 46%. Enter 46% into the % Full Time field.
  - If you need help on this step, contact OFM (contact information is at the end of this memo).
- » Double-check your **bargaining unit coding** to ensure all represented staff are coded to bargaining units and their corresponding pay scale types; ensure all non-represented bargaining unit coding is accurate (both classified and exempt);
- » Check that you have **retirement system codes for all employees**. For employees who are not members of a retirement system, including students, use the code NE;
- » Set your health insurance flags only for those employees eligible for health insurance, those not eligible are not checked. This should not deviate much from the number of employees eligible for health insurance in Health Care Authority's records;
- » Ensure only the positions requiring relief have the backfill indicator checked. Please note this typically applies to positions in work units requiring 24/7 coverage, like prisons and hospitals;
- » Ensure the Work County Code and the Work City Name are accurate for each position;
- » Ensure that hourly employees have an accurate work period percent to reflect an annual average percentage for time they are paid;
- » Correct the account, if necessary. Do not use Account 03K Industrial Insurance Premium Refund Account or 290 Savings Incentive Account as a funding source for compensation data.
- » **New!** There will no longer be a manual collection of data on agency assignment pay. Instead, assignment pay data will be extracted from Statewide HR and added on top of base salary.
- » **New!** If your agency averages fund splits, be aware this method could result in incorrect funding if salary increases are implemented for targeted job classifications.

#### **Additional information for general government only**

- » Do **NOT** "Copy/Merge" in old files in SPS without express permission from OFM. Doing so causes data errors in our model, because some old files don't contain all of the data we need;
- » Check to 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;
- » In SPS, **do not create multiple positions** in an effort to mimic *step increases* by ending one position and creating a second position at the higher step. 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 classified staff. For exempt staff, just use the average biennial salary for each person. Any duplicative records will have to be deleted from the data;
- » For seasonal employees, ensure they are marked as such to ensure accurate calculations;
- » Do not include extra positions to cover funding increases for overtime pay as this distorts the agency's base pay;
- » For questions regarding SPS, or to sign up as an SPS user, please contact the Washington Technology Solutions (WaTech) [Support Center](#) at 1-855-WATECH1.
- » Help is available through the system [tutorial](#).

**Additional information for higher education only**

- » Instructions for CIM-AI (for Higher Education) can be found within the CIM-AI application or on OFM's website, under Other Instructions;
- » Please note discussions are ongoing between OFM and legislative staff regarding higher education account splits for GF-S and tuition. We are looking for the best approach to ensure accuracy and transparency and may reach out as those conversations evolve;
- » OFM or WaTech may contact you if there are questions or concerns about the salary schedule data provided in January.
- » For questions regarding CIM-AI, or to sign up as a CIMAI user, please contact the WaTech [Support Center](#) at 1-855-WATECH1. Please see the CIM-AI [Instructions](#) for additional assistance.

For questions regarding collective bargaining, contact [Melinda Aslakson](#) at (360) 407-4106. For questions regarding budgeting, contact [Pam Davidson](#) at (360) 902-0550. We very much appreciate your attention and effort towards providing the best possible data, in order to ensure we get the most accurate funding in your budget.