



STATE OF WASHINGTON
OFFICE OF FINANCIAL MANAGEMENT

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TO: Agency Budget Officers, Human Resources and Payroll Managers

FROM: Angie Gill, Compensation Policy and Planning Analyst Manager
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**SUBJECT: UPDATE OF AGENCY COMPENSATION DATA FOR 2023-25
CALCULATIONS FOR COLLECTIVE BARGAINING AND BUDGET
DEVELOPMENT**

With the start of a new biennium, the Office of Financial Management (OFM) State Human Resources and Budget divisions are gearing up to collect compensation data for the 2023-25 collective bargaining process that begins in March 2022 and for budget development later that year.

We are writing to ask you to update your SPS (general government) and CIM-AI (higher education) data for submittal to OFM. This data will be used for preliminary calculations. You will have an opportunity in May 2022 to adjust your data for any changes made in the 2022 supplemental budget.

SPS users should release data to OFM by Friday, February 11, 2022. CIM-AI users should notify us when your data is ready to be loaded (no later than February 11, 2022). This data will be used immediately to begin cost projections for changes to salaries, health care and pensions.

General reminders regarding data preparation

- ▶ Please remember that operating budget FTEs and salaries should be based on your best approximation of your 2023-25 maintenance level budget. Please note that salary increases and step progressions scheduled to occur between your file preparation and the end of the biennium will be applied systematically by OFM, not by agencies submitting data. 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 **anticipated** FTE and salary levels before you submit data to OFM. This should include appropriated, non-appropriated and non-budgeted positions.
- ▶ 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 to make sure you have retirement system codes for all employees. For employees who are not members of a retirement system, positions that are not eligible for retirement, including students, use the code NE.
- ▶ Check to ensure only the positions requiring relief have the backfill indicator checked. This applies to 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.
- ▶ Ensure the Work County Code and the Work City Name are accurate for each position. Among other uses, this data will be used to determine position eligibility to apply the 5 percent King County premium pay systematically.
- ▶ Ensure that hourly employees have an accurate work period percent to reflect an annual average percentage for time they are paid.
- ▶ If you have seasonal employees or part-time employees, please determine the average annual percent of time worked and indicate that figure in the % Full Time field. Please note that 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: $5 \times 176 = 880$ 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.
- ▶ A manual collection of data on agency assignment pay is not necessary. Instead, assignment pay or additional premium pay data will be extracted from Statewide HR and added on top of the base salary as appropriate. This will include, but is not limited to IT supervisor premium, shift premium pay, as well as Group A, B, and C assignment pays.
- ▶ 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

- ▶ Select a current HRMS payroll file in SPS, "HR Data Load," to work from as you build your compensation data submittal.
- ▶ 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.

- ▶ Do not include extra positions to cover funding increases for overtime pay as this distorts the agency's base pay.
- ▶ Do not check the Special Pay box in order to adjust for assignment and/or premium pay such as dual language, IT Supervisor, King County premium, etc. Position pay information for assignment pay, standby, call back, shift differential and other types of premium pay are loaded from another data source. Specific types of position pay are combined with base pay, when appropriate, using wage type level business and projection rules within CIM.
- ▶ 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 only

- ▶ Select a new payroll file in CIM-AI to work from as you build your compensation data submittal.
- ▶ Please 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.
- ▶ OFM is no longer using separate health insurance funding splits, so there is no longer a need to define and provide that information.
- ▶ 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 7/1/2023 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](#).

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 at email HereToHelp@ofm.wa.gov.