

What is a UFI?

A Unique Facility Identifier (UFI) is a unique code assigned to each state-owned or leased facility in Washington's facilities inventory.

How are UFIs related to HRMS?

The Human Resource Management System (HRMS) has a UFI field, which indicates the employee's duty station. When an agency acquires a new owned or leased facility, a new UFI must be added to HRMS.

How are new UFIs generated?

UFIs are generated when a new facility is entered into the Facilities Portfolio Management Tool (FPMT). When an agency needs a new UFI to appear in HRMS, the code must first be created in FPMT.

Exception: Homebased and Field Assignment UFIs

New homebased or field assignment UFIs are generated by the Office of Financial Management (OFM). Agency facilities staff must send a new UFI request to ofmfacilitiesoversig@ofm.wa.gov, include the city and indicate whether it is a homebased or field assignment.

If you are a human resources or accounting staff member, reach out to the internal facilities staff within your agency for assistance.

How do agencies get facilities entered into FPMT?

New facilities are entered into FPMT by agency facilities staff. If you are a human resources or accounting staff member, reach out to the internal facilities staff within your agency for assistance.

How are UFIs added to HRMS?

Once the new facility has been entered into FPMT, agency facilities staff must send an email to ofmfacilitiesoversig@ofm.wa.gov with the new UFI and indicate that it needs to be added to HRMS. OFM will review the facility data for accuracy and completeness, approve the new facility in FPMT, and upload the new UFI to HRMS.

How much time does OFM need to approve new facilities?

OFM's new facility approval process takes time and may involve reaching out to agency facilities staff to address missing or inaccurate data. To ensure that UFIs are uploaded to HRMS when needed, new facilities should be entered into FPMT within the following time parameters:

- **Owned facilities** – no earlier than one month, and no later than two weeks, prior to the occupancy date.
- **Leased facilities** – no earlier than one month, and no later than two weeks, prior to the lease start date.