
AGENCY STANDARD WORK INSTRUCTIONS FOR COMPLETING PERSONNEL FISCAL IMPACT STATEMENTS (FIS) FOR CLASSIFICATION AND COMPENSATION PROPOSALS

AGENCY HUMAN RESOURCES STAFF

- Complete the first section: agency name, contact information, proposed effective date, and affected job class title(s) and code(s).
- Complete the first narrative summary in Part 2, describing the classification/compensation action requested.
- Forward FIS to agency fiscal staff (and program contacts, if applicable) and discuss it with them in person, by phone, or email.
 - ✓ Ensure everyone understands the action requested in question.
 - ✓ Provide data on the number of positions and salaries of affected job classes.

AGENCY FISCAL STAFF

- **Complete the fiscal portion of the FIS form**, using the proposed effective date to calculate fiscal impact. Contact your agency's [assigned OFM Budget Analyst](#) with any questions or concerns related to the fiscal impact or explanation thereof.
 - ✓ Complete part 1. If there are any fiscal impacts, complete the table showing the impacts by fund and by object for all three biennia listed on the form. The impact of a salary increase is the cost **difference** between the current and proposed salary and benefits.
 - ✓ Complete the second and third narrative explanations in part 2, regarding the fiscal impacts.

AGENCY HUMAN RESOURCES STAFF

- ✓ Review completed FIS. Ensure information is accurate and thorough.

AGENCY HUMAN RESOURCES MANAGER (OR DESIGNEE)

- ✓ Review, sign, and date completed FIS. Forward to CFO or Designee.

AGENCY CHIEF FINANCIAL OFFICER (OR DESIGNEE)

- ✓ Review, sign, and date completed FIS. Forward to Agency Director/Institution Head or Designee.

AGENCY/INSTITUTION HEAD (OR DESIGNEE)

- ✓ Review, sign, and date completed FIS. Forward to Human Resources staff.

AGENCY HUMAN RESOURCES STAFF

- Submit completed, signed FIS along with a completed classification and compensation proposal to OFM by emailing it to your assigned [OFM Budget Analyst](#), the ClassandComp@ofm.wa.gov mailbox, and the Personnel.FIS@ofm.wa.gov mailbox.

- An assigned [State HR Class and Comp Specialist](#) will contact you to confirm receipt of the completed FIS, or to request additional information. OFM Budget or State HR staff might contact your fiscal or HR staff with questions. You will receive a formal response from OFM once a decision has been made.