Instructions for Using the Compensation Impact Model-Agency Interface

(aka Statewide Human Resources Data Management System)

High Level Summary of the Process

To collect compensation data for the 2023-25 Biennial Budget development cycle, institutions of higher education are submitting data to the Compensation Impact Model-Agency Interface (CIMAI) and use the application to check the data, make adjustments and add positions that were vacant when the data was submitted to OFM. The steps are outlined below and detailed on the following pages.

1. If you don't have your user id and/or password for the CIMAI application, contact the OFM Help Desk. Email: HereToHelp@ofm.wa.gov; Phone: (360) 407-9100.

2. Logon to the system; fortress entrance for CIMAI: https://fortress.wa.gov/ofm/cimai/

3. Choose the payroll submittal to use. There is an option to load just part of the data.

4. Once data is loaded, check the extract to see if there are existing records that need to be corrected.

5. If there are records with errors, click the Edit Record button to the right of the item to correct the error identified on the error screen.

6. Consider whether there are records that need to be part of a Mass Update. If so, submit a ticket to the OFM Help Desk and work with a System Analyst to get updates completed.

7. Once errors are corrected and mass updates complete, open the Extracts screen and run the B6-Salary, B6-Pension, and B6-Insurance extracts (at the bottom of the list). These can determine how the data compares to where the data should be for the agency's 2023-25 Maintenance Level. **This determination should be based especially on budgeted FTEs**, FTEs charged to GF-S (001-1). OFM compares the final 001 FTE and salary level to the FY 2021 actuals, then compares the total operating budgeted FTEs to the operating 2021-23 Maintenance Level as a reasonability check.

Note: There are a number of extracts that can assist with capturing data. The Staff Union/Bargaining Unit Listing verifies the the correct number of represented vs. non-represented staff. The B6 Reports (new) separate staff into groups, including faculty, exempt, classified, hourly, students, etc. by represented status.

8. From the main menu, go to the Add Vacant screen to add vacant or missing positions (for example, if 27 faculty members are missing; add one or more "average" faculty positions and then replicate those as needed in Step 9.

9. Once the the individual vacant positions needed are added, go to the main menu, then to Find/Edit Employee Records to replicate as many added vacant positions necessary.

10. Once the replicating the missing positions is complete, run the B6, B6-P, and B6-I extracts to verify the bottom line totals once more.

11. If the totals are too high or too low, repeat steps 7, 8, and 9 above. If adding whole positions is not the answer, adjust individual positions to change pension systems, the health insurance flag, or salary fund splits. The Find/Edit Employee Records will adjust individual records.

12. When preparation for CIM is complete, notify the appropriate contacts.

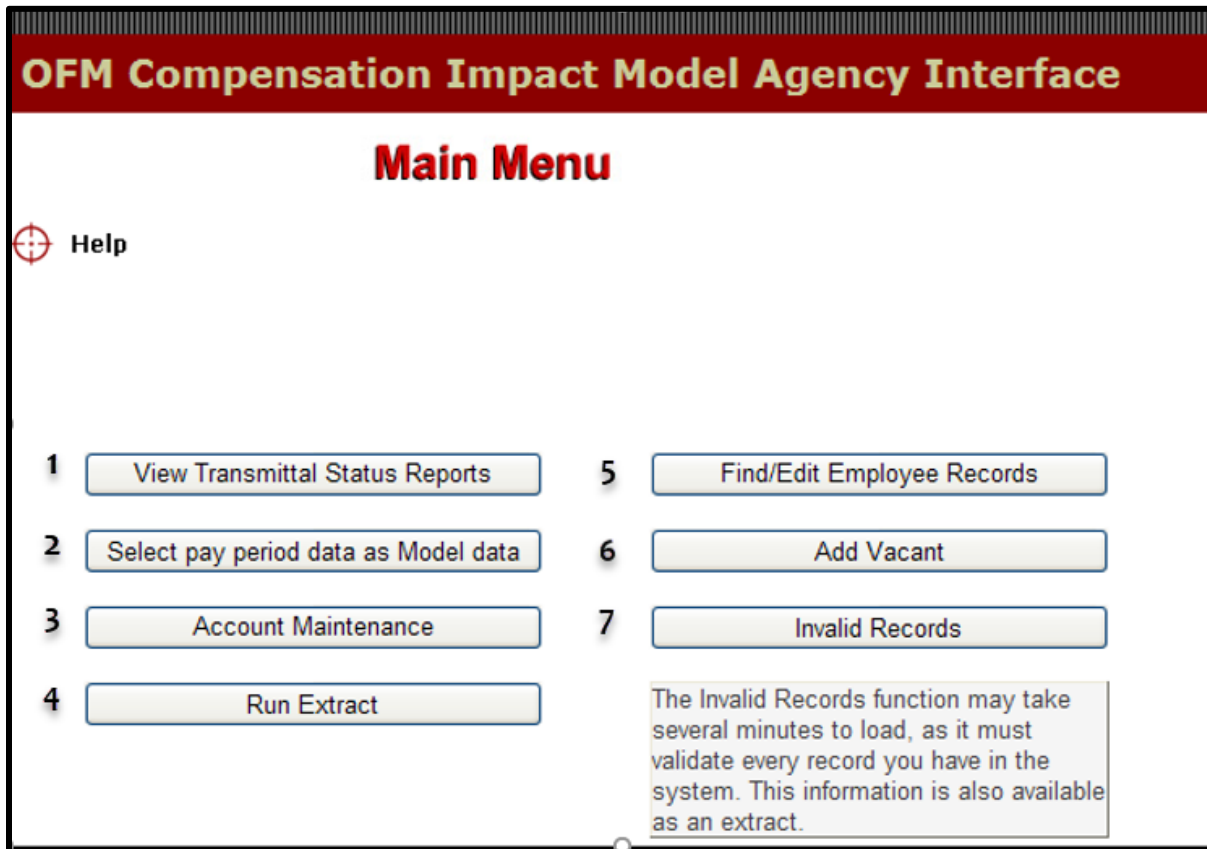# Each instruction repeated with screen prints and more detail for the various steps.

- If you don't have your user id and/or password for the CIMAI application, contact the OFM Help Desk. Email: HereToHelp@ofm.wa.gov Phone: (360) 407-9100.
- Logon to the System at https://fortress.wa.gov/ofm/cimai/. There is not a need to use "compatibility mode" for CIMAI.

  📖 **NOTE:** Some functions, like data loads, are only available to specific agency roles. For information about agency access please contact the OFM Helpdesk.

Topics

CIMAI Menu

1. **View Transmittal Status Reports**: Provides reports on agency submittals to OFM and it's status.
2. **Select pay period data as Model data**: load a pay period to CIM-AI
   - 📖 **Note:** Not all users have access to load data into CIM-AI and will not see the current view. If this view is disabled, please skip to Step 2 if the data has been loaded for the current business cycle for further instructions.
3. **Account Maintenance**: Update Password and Agency
4. Run Extract: Reports available to view data
5. Find/Edit Employee Records: Search or update employee records
6. Add Vacant: Add vacant positions
7. Invalid Records: View records that need updates prior to releasing to OFM

Load data from OFM's Statewide HR to CIMAI

- Click on the "Select pay period data as Model data" button.
  - 📖 **NOTE:** The State Board will load the data for all Community and Technical Colleges.

- Uncheck those employee groups that should NOT be loaded, all groups are checked by default.

OFM Compensation Impact Model Agency Interface

Main Menu

Successful Data Loads

⊕ Help

Please check employee groups to be loaded:
Large data loads may take a few minutes to complete.
☑ Load Non-Faculty Exempt Employees ☑ Load Faculty ☑ Classified Employees Loaded by Default
☑ Load Undergraduate Student Employees ☑ Load Graduate Student Employees

Number of successful data loads found:2

Year	Month	Payroll Cycle	Dataload Date	Release Data
2015	November	1	11/24/2015 4:30:00 PM	Release
2015	November	1	11/24/2015 4:35:00 PM	Release

- Select the Pay Period of data to load by clicking the appropriate Release button. Clicking on column heading "Data load Date" **twice** will sort the data load in descending order (most recent first).
  - 📖 **Note:** It is advised to choose to load a pay period subsequent to the institution implementing the 2021 Change Order to the SWHR Data Transmittal Specification (2021 July Payroll Cycle 2 or later).

Please check employee groups to be loaded:
Large data loads may take a few minutes to complete.
☑ Load Non-Faculty Exempt Employees ☐ Load Faculty ☑ Classified Employees Loaded by Default
☑ Load Undergraduate Student Employees ☐ Load Graduate Student Employees

Number of successful data loads found:63

Year	Month	Payroll Cycle	Dataload Date	Release Data
2009	November	1	11/23/2009 7:25:00 AM	Release
2009	October	2	11/6/2009 11:03:00 AM	Release
2009	October	1	10/23/2009 12:05:00 PM	Release
2009	September	2	10/7/2009 11:36:00 AM	Release
2009	September	1	9/23/2009 2:56:00 PM	Release

- The data load can only be performed once, please verify the information and accept your selection or cancel and reset your selection.

WARNING: Once begun, this process cannot be canceled or changed. Please be sure you have included all of the employee groups you want loaded to CIM-AI and that you have selected the correct pay cycle. If you are sure everything is correct and you want to proceed with loading data to CIM-AI, click OK.

OK   Cancel

- Click Ok to proceed. The data load may take up to three or four minutes for large data sets.

- The pay period selected is highlighted when the data load is complete. An email notification is sent out when a data load is complete.
- Once the data is loaded it is available to work with immediately.

Invalid Records

- After the data is loaded, select **Invalid Records** (located on the main menu) to review any records that need to be corrected.

- If there are invalid records, the list will display as below. To edit a record, click on the pencil icon on the right.

Correct Invalid Records

- This opens the below Search screen, select the **the Edit Compensation** pencil icon.

- This opens the Compensation screen, select the **Edit Compensation** pencil icon. There are 2 examples of errors shown below:
  - ○ Missing Job Class
  - ○ Funding does not equal 100%

- In this case, the error is a missing Job Class. Use the drop-down box, scroll to the correct job class, select it, **then Save Change for this Record**.

Compensation for: ESTHER L MCCALL (365-Washington State University)

Classified by RCW:	Subject to the civil service provisions of RCW chapter 41.06 (Classified) ▾
Bargaining Unit:	04-Non-Represented 4 Year Higher Education ▾

Position Start Date: 01/20/2006

Job Class: **1** [empty green field] ▾   Number of Months: 12

Salary Range: [empty field]   Student Job: Not a Student ▾

Salary Step: [empty field] ▾   Working Title: Secretary Ld

Salary Unit Code: MONTHLY ▾   Periodic Increment Date: 04/01/2002

Work Period Percent: 100   Work County: WHITMAN ▾

Salary Unit Amount: 2864   Retirement: P2-Public Employees Retirement System (PERS)--Plar ▾

Look up the salary amount   EEO: Clerical / Secretarial ▾

☑ Eligible for Insurance   ☐ Position Backfill Flag

The calculated monthly salary amount for budgeting purposes is $2864   **FTEs for this position: 1**

2 **Save Changes for this record**

- If it is an error in the funding record, select the **Edit Record** button to the right of the item to correct the error.

Select a record below to edit.   Number of records found:1

Page 1

Name	Person Issues	Compensation Issues	Funding Issues	Edit Record
Thomas J North			Invalid Funding - Total of funds not = 100% (100.10%),	[pencil icon]

Page 1

- This opens the Search Person/Position screen, select the **Edit Compensation** pencil icon.

Name	[empty field]
Position #	[empty field]
Job Class	[empty field] ▾
Job Class Title	[empty field]
Bargaining Unit	[empty field] ▾

☐ Include Vacant Positions
and/or
☑ Include Filled Positions

Search   Clear All   Max Num of Recs: 250 ▾

Results: Edit/Select the person/position from below   Number of records found:1

Page 1

Name	Anniversary Date	Edit Person	Edit Compensation	Delete
Thomas J North	01/01/00	Edit	[pencil icon]	Delete

Page 1

- Which navigates to the Compensation screen. If the error relates to funding, click on the **Edit Funding** pencil icon.

- As can be seen in the example below, the error is caused by funding not equaling 100 percent. Click on **Select/Edit** correct the prorated percent, and **Save Changes**.

Mass Updates

OFM can assist with mass updates of the following four fields in the Compensation record:

- Appointment End Date
- Work Period Percent (Percent of Full Time)
- Salary Payment Months (Scheduled Work Months)
- Salary Unit Amount (which affects Monthly Salary Amount and Base Salary)

Reasons for considering a mass update:

- Position records with an **appointment end date** prior to the start of the next biennium (6/30/2023 or earlier). Positions that end prior to the next biennium will not be loaded to CIM.
- Records with an *inaccurate* work period percent. **Work period percentages** less than 100 reduce the monthly salary payment amount, which is used extensively in CIM costing. Part-time positions should have a work period percent less than 100.

- Records with **salary payment months** that don't reflect a yearly average (e.g., for a single academic quarter or semester). Salary payment months less than 12 reduce the Monthly Salary Amount, which is used extensively in CIM costing.
- Records with inaccurate **salary unit amounts** (impacts Monthly Salary Amount and Base Salary values)

To request mass update assistance, open a ticket with the OFM Help Desk by sending an email to heretohelp@ofm.wa.gov. The process is as follows, OFM system analyst (SA) tasks are in blue, Institution/High Education (HE) tasks are in red:

- **HE:** Identify a need to update any of the four fields listed above in **20 or more records**
- **HE:** Email the Helpdesk which opens a ticket
- **SA:** Contacts the **HE** to collaborate on identifying the position records needing update
- **SA:** Emails back an Excel file that includes those records
- **HE** updates values for any or all of the four fields listed above for each row/record in the file that needs updating
- **HE:** emails the file to the SA
- **SA:** uses the file to complete the mass update
- If there are formatting or data issues, the **SA** will collaborate with the **HE** to resolve issues until the mass update is successful

- **NOTE:** The appointment end date field is not available in any of the CIMAI Extracts. After the HE data has been loaded into CIM-AI, OFM will provide a file to all institutions a list of positions with end dates prior to 7/1/2023, work period percent values less than 100, and/or scheduled work months less than 12. The information in the file may assist in determining if a mass update would be appropriate for any of those three fields.

Extracts and Reports to Review Data

- Once errors are corrected, the next step is to run the B6 reports in the **Extract** screen. OFM recommends using the new B6 reports, however, the older *B6-Salary, B6-Pension*, and *B6-Insurance* extracts may also be helpful.
- The B6 reports are at the bottom of the list, these can assist in comparing data entered vs what the data should be for the Next Biennium Maintenance Level.
- There are other reports available to review data details
  - Example: The *Staff union/bargaining unit report* can ensure that the split of represented to non-represented staff is correct.

Records & Extract Reports available

Invalid Records Listing	Staff identified as I-732
Staff Detail Listing	Your Agency Barganing Units
Staff Union/Bargaining Unit Listing	B6 Insurance head count details
Version Compare (Pre-Model)	B6 Insurance head count by Account
Agency Budget by fund & appropriation type	B6 Pension Base Details (New)
Back fill staff	B6 Pension Contribution
Agency Budget Estimate	Base Details
Benefits extract	B6 Salary & FTE Details
Funding extract	B6 Salary & Wage
Payroll extract	CIMAI Data User List
Agency Activity Listing	

- The extracts run in Excel and can be saved as Excel files to sort, print, or send to others for review. There is an option to open the Extract and then *Save As* an Excel file (.xlsx). If Excel is already open, click on a current Excel document to activate the file download. In addition, a newly selected extract will not open if it is not saved (with an alternate file name) or closed the previous extract.

- Some columns vary depending upon the agency. For example, only 4-year institutions have Graduate Student employees. Generally, the columns will be as wide as the column title. Those in the screen shot below were narrowed manually to fit more columns in the view.

B6 Salary & FTE Details (New)

Fund-Exp. Auth. Type	Total FTEs	Total Salary Base	Faculty FTEs	Faculty Salary Base	Exempt FTEs	Exempt Salary Base	Classified Represented FTEs	Classified Represented Salary Base	Classified Non-Represented FTEs	Classified Non-Represented Salary Base	Gradudate Student FTEs	Gruaduate Student Salary Base	Under Stude
001-1	1275.8	82356683	467.2	41136426	258.3	19093954	435.8	19005627	3	136476	47.7	1400553	
065-1	28.5	1465140	0	0	0	0	28.5	1465140	0	0	0	0	
145-6	115.2	3891122	9.9	559993	36	1380598	17.2	669219	0	0	4.5	162435	
148-6	139.5	6528501	11.3	681803	39.5	2464767	64.8	2759630	0	0	0	0	
440-6	1.9	75122	0	0	0	0	1.9	75122	0	0	0	0	
443-6	2.3	127800	0	0	1.5	102665	0	0	0	0	0	0	
448-6	12.7	498196	0	0	0.7	55649	11.5	431766	0	0	0	0	
450-6	89.8	5013075	0	0	10.7	924730	75.6	3993119	0	0	0	0	
460-6	1.1	45401	0	0	0	0	1.1	45401	0	0	0	0	
522-6	46.3	1600765	0	0	9.6	549263	10.8	425126	0	0	0	0	
524-6	19.3	671787	0	0	1.1	84152	13.3	496716	0	0	0	0	
528-6	21.8	814260	0	0	1.6	105595	16.9	646918	0	0	0	0	
570-6	58.2	1912267	0.1	7572	15.4	840439	10.4	364837	0	0	0	0	

B6 Pension Base Details (New)

Agency	Retirement System	Fund	Appropriation Type	Total FTEs	Total Pension Base	Faculty FTEs	Faculty Pension
380	H1 - Hi Ed Pension System--5% Contribution Rate	001 - General Fund - Basic Account	1	60	3678085	30.9	23
380	H1 - Hi Ed Pension System--5% Contribution Rate	145 - Inst of Hi Ed-Grants/Contracts Acct	6	3.9	156491	0.6	
380	H1 - Hi Ed Pension System--5% Contribution Rate	148 - Inst of Hi Ed-Dedicated Local Acct	6	7.6	314795	0.3	
380	H1 - Hi Ed Pension System--5% Contribution Rate	522 - Inst of Hi Ed-associated Students	6	1	40785	0	
380	H1 - Hi Ed Pension System--5% Contribution Rate	570 - Inst of Hi Ed-other Enterprises	6	4.1	204667	0	
380	H1 - Hi Ed Pension System--5% Contribution Rate	573 - Inst of Hi Ed-housing & Food Acct	6	8.9	349163	0	
380	H2 - Hi Ed Pension System--7.5% Contribution Rate	001 - General Fund - Basic Account	1	232.5	18601191	166.8	141
380	H2 - Hi Ed Pension System--7.5% Contribution Rate	145 - Inst of Hi Ed-Grants/Contracts Acct	6	9.8	589588	2.1	1
380	H2 - Hi Ed Pension System--7.5% Contribution Rate	148 - Inst of Hi Ed-Dedicated Local Acct	6	12.4	737054	0.7	
380	H2 - Hi Ed Pension System--7.5% Contribution Rate	443 - Inst of Hi Ed-data Processing Acct	6	1	69862	0	
380	H2 - Hi Ed Pension System--7.5% Contribution Rate	522 - Inst of Hi Ed-associated Students	6	3.2	172025	0	
380	H2 - Hi Ed Pension System--7.5% Contribution Rate	524 - Inst of Hi Ed-bookstore Account	6	1.1	62300	0	
380	H2 - Hi Ed Pension System--7.5% Contribution Rate	570 - Inst of Hi Ed-other Enterprises	6	6	305716	0	
380	H2 - Hi Ed Pension System--7.5% Contribution Rate	573 - Inst of Hi Ed-housing & Food Acct	6	6.7	391102	0	
380	H3 - Hi Ed Pension System--10% Contribution Rate	001 - General Fund - Basic Account	1	311.1	29765879	200.1	202
380	H3 - Hi Ed Pension System--10% Contribution Rate	145 - Inst of Hi Ed-Grants/Contracts					

Adding Vacants

Once the B6 extracts have been run and have determined the types of positions that are vacant, add the vacant positions. This determination should be based on budgeted FTEs—especially FTEs charged to GF-S (001-1). OFM will compare the final 001 FTE and salary level to the FY 2021 actuals, and will compare the total operating budgeted FTEs to the operating Next Biennium Maintenance Level as a reasonability check.

For example, if 27 faculty positions, 3 custodial positions, 4 administrators, and 2 accounting positions are missing. There is the option to load each position one at a time or create one "average" position for each category, and then clone it.

After each position is cloned, individual positions can be and edited for funding variation, etc. The easiest way to do this is to create the average faculty, using a reasonable average fund split, assumption about retirement system, insurance eligibility, etc., and just clone that one position 26 times.

To do this, the following information is needed for each type of vacant position:
- Description (this can be a person's name, or a description of the position, such as "Vacant Custodial";
- Working Title
- Bargaining Unit Code
- Classified under RCW 41.06, or Exempt
- Job Class Code
- Position Type
- Salary Range
- Salary Step
- Whether the salary unit is Monthly, Hourly or Contract
- Salary Unit Amount (full-time base pay amount for the range/step)
- Work Period Percent
- Position Start Date (no earlier than today and no later than the end of the 2023-25 biennium)
- Number of Months per year the position works
- Whether the incumbent would be a student, graduate student, or not a student (drop down box)
- Work City & Work County (drop down boxes)
- EEO Code (drop down box)
- Retirement System Code
- Eligible (or not) for Health Insurance
- Position requires backfill or not

This completes the first screen. Saving the data will automatically navigate to the funding screen.

On the funding screen, add funding sources that equal 100% of the funding for this position. It can be one source, or numerous sources, but before it can be saved to the database, the total funding must be 100%.

One the list of vacant positions is ready, return to the **Main Menu** and select **Add Vacant.** Fill in the necessary fields, and **Save Person and Compensation Data.**

Once you save this vacant position you will still need to fill in the funding for this position. Press save and the funding page will be loaded and positioned on this vacant position. If you don't add the funding for this record it will show up as an error on your invalid records.

Description: [_____] 🏷️

Working Title: [_____]

Bargaining Unit Code: [____] 📊

Classified by RCW: ○ Subject to the civil service provisions of RCW chapter 41.06 (Classified)
○ Exempt from the civil service provisions of RCW chapter 41.06

Job Class Code: [_____] 📊

Salary Range: [_____] 📊

Salary Step: [____]

Top of Pay Scale: [Unknown if at top of pay scale ▽]

Position Type: [_____ ▽]

Salary Unit Code: [_____ ▽]

Salary Unit Amount:
(See text box tool tip): [_____]

Work Period Percent: [_____]

Position Start Date: [_____] 📅

Position End Date: [_____] 📅

Number of Months: [_____]

📑 Budgeted Monthly Salary: $0

📑 **FTEs for this position:**

Student Job: [Not a Student ▽]

Work City / County: [Select a City ▽] [Select a County ▽]

EEO/IPEDS: [- Select an EEO code ▽]

Retirement Plan Code: [Select a Retirement System ▽]

Pay Scale Type: [- Select a Pay Scale Type ▽]

Pay Scale Area: [- Select a Pay Scale Area ▽]

Workers Compensation
Risk Class Code: [- Select a Risk Class ▽]

☐ Position Backfill Flag   ☐ Eligible for Insurance

[Save Person & Compensation Data]   Once you save this vacant position you will still need to fill in the funding for this position. Press save and the funding page will be loaded and positioned on this vacant position. If you don't add the funding for this record it will show up as an error on your invalid records.

Once navigated to the Funding screen, select **Insert New Funding Record** in the middle of the screen. Insert each funding source with the appropriate fund and appropriation type, and the prorated percent amount; then **Save New Funding Record.**

Continue adding funding sources until 100% is matched for this record.

This example shows a completed funding record with three funding sources, and funding totals 100%. This vacant record is complete.

Replicate Vacant Positions

- NOTE: Run the invalid records check once more prior to replicating records. This will verify that numerous records are not cloned with a replicated error. If this step is missed, see below for instructions on how to do a mass delete. It is then possible to fix the error and replicate the records again.

IMPORTANT NOTES:

- A parent record cannot be deleted until its cloned copies are deleted.
- Cloned copies can be deleted one at a time which may save time if there are only a few.
- There is an option to do a mass delete of cloned copies of a parent record, if the names have not been changed in the person record of the cloned copies.
- If a clone a clone is completed, to replicate the clone **change the name** of the clone to replicate in the person portion of the record before cloning. If this is not done and later delete clones of the parent clone, all clones of the child clone that is also a parent will be deleted.

When each of the vacant records have been added and ready to clone:
- Navigate to the Search Person/Position screen.
- Check the box **Include Vacant Positions,**
- Uncheck the box **Include Filled Positions**,
- **Search.** This will open the full list of every vacant position added.
- Choose one position to start with; click on **Replicate Record** on the right side of the record.

The replication screen appears, recapping the detail of the position. The box at the top is completed with the number of times to replicate this position (from 1 to 999 times).

Enter the number of Copies you would like to create (1 to 999) [   ] [Replicate]

Please review this record carefully before replicating it. It cannot be changed on this form. Once you launch the replication process it cannot be halted.

Parent record details

    Vacant position created by Julie Mullikin on Dec 3 2015

Position/Compensation details

    Description: description

    Working Title: working title

    Western Washington University

    Bargaining Unit: 0044

    Classified by RCW: Exempt from the civil service provisions of RCW chapter 41.06

    FTE for this position: 1.0000

    Job Class:

    Salary Range: 99999999

    Salary Step: 99

    Salary Unit: MONTHLY

    Percent of Time Worked: 100.0000

    Salary Amount: $2,676.00

    Position Start Date: 7/1/2016

    Number of Months for this position: 12

    Retirement System: L2-Law Enforcement Officers and Fire Fighters--Plan II

    Work County: Cowlitz County

    EEO Code: 00-Unclassified or not reported

    Student Job: Not a Student

☐ Position Backfill Flag   ☑ Eligible for Insurance

Funding details   **Funding is at 100% for this position**

Fund	Approp Type	Prorated Percent
001-General Fund	1-State	100.0

Fill in the box, then click on **Replicate** a dialogue box will ask "Are you absolutely sure you want to replicate this record XX times?" If so, select **OK.**

Enter the number of Copies you would like to create (1 to 999) 25   Replicate

Please review this record carefully before replicating it. It cannot be changed on this form. Once you launch the replication process it cannot be halted.

Parent record details

Vacant position created by Pamela Johnson on Dec 9 2009

Position/Compensation details

Description: Faculty w/Hlth Ret-H1

Working Title: FT Faculty

Washington State University

Bargaining Unit: 0019

Classified by RCW: Exempt from the civil service provisions of RCW chapter 41.06

Message from webpage

? Are you absolutely sure you want to replicate this record 25 times?

OK   Cancel

A message will indicate successful replication. If applicable, there is the ability to adjust individual records by going back to the Search Person/Position screen, search for all vacants, then Click on **Edit Compensation** to drill down and change either Compensation record information (job class, insurance eligibility, bargaining unit, etc.) or Funding information.

Enter the number of Copies you would like to create (1 to 999) 25   Replicate

Success, you created 25 copies of this vacant position.

Cloned Records have the name of the Parent Record suffixed with a hyphen and number.

Results: Edit/Select the person/position from below   Number of records found:26

Page 1

Name	Anniversary Date	Edit Person	Edit Compensation	Delete	Replicate Record
Faculty w/Hlth Ret-H1		Edit		Delete	Replicate
Faculty w/Hlth Ret-H1-96525922		Edit		Delete	Replicate
Faculty w/Hlth Ret-H1-96525923		Edit		Delete	Replicate
Faculty w/Hlth Ret-H1-96525924		Edit		Delete	Replicate
Faculty w/Hlth Ret-H1-96525925		Edit		Delete	Replicate
Faculty w/Hlth Ret-H1-96525926		Edit		Delete	Replicate

Deleting Clone Records

To delete a single clone record:

- Open the Search Person/Position Screen.
- Check the Include Vacant Positions checkbox.
- Complete any other Search Criteria and then Click the Search button.
- Click the Delete button for one of the cloned records.

Mass Deletion of Cloned Records:

If there are too many created copies, a mass delete of all clones of a given parent record can be done. If needed re-replicate the correct number of records using the following steps:

- Open the Search Person/Position Screen.
- Check the Parent Vacant Positions Only box (and uncheck any other boxes)
- If you have other boxes checked, you will get this error.

- Complete any other Search Criteria and then Click the Search button.

- Click the Delete Button of the parent record.

- One the correct Parent Record is selected click OK.
- Confirmation that the Cloned Records have been deleted is displayed

- Uncheck the Parent Vacant Positions Only box, and re-check the Include Vacant Positions box. Then click Search.

- Re-replicate the Parent Record with the correct number of clones. Click Edit Person

Name	Anniversary Date	Edit Person	Edit Compensation	Delete	Replicate Record
Faculty w/Hlth Ret-H1		Edit		Delete	Replicate
Faculty w/Hlth Ret-H1-96525922		Edit		Delete	Replicate
Faculty w/Hlth Ret-H1-96525923		Edit		Delete	Replicate
Faculty w/Hlth Ret-H1-96525924		Edit		Delete	Replicate
Faculty w/Hlth Ret-H1-96525925		Edit		Delete	Replicate

Replicating Cloned Records

- **Note:** When clone a clone is done, it becomes a parent record. When clone a clone is done without renaming it and later perform a mass delete of the original parent, the clones of **both parent records will be deleted.**

- Change the name of the Clone to be Replicated:
  - Click the Edit button in the Edit Person column.
  - Remove the suffix (hyphen and number).
  - Change the Name to reflect the difference.
  - Click Update

- Proceed with the replication process as outlined in Step 9 above.

Name	Anniversary Date	Edit Person	Edit Compensation	Delete	Replicate Record
Faculty w/Hlth Ret-H1		Edit		Delete	Replicate
Faculty w/Hlth Ret-H2		Update Cancel		Delete	Replicate

Final Checks

After adding vacancies and duplicating as needed, rerun the B6 Salary & FTE, Pension Base & Insurance Head Count extracts to determine if you have reached an accurate FTE, base salary, pension base, and insurance head counts by account for the next biennium maintenance levels. Repeat Steps 7 through 9 for any corrections. It is best practice to run the Invalid Records Check one last time as well.

- **Note:** The New Insurance Head Count extract provides fund splits based on the Higher Education Fund Splits to provide to OFM. Notify the OFM Helpdesk to update the Health Care fund splits.

Final Step – Contact OFM

Community and Technical College staff: Please notify the State Board that the CIM data has been completed.

Universities, Evergreen and SBCTC: notify [OFM Class and Compensation](#), [OFM SWHR Budget Assistant](#), and the [OFM Helpdesk](#) that the CIM data has been completed.