



STATE OF WASHINGTON
OFFICE OF FINANCIAL MANAGEMENT

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November 1, 2017

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

With the start of a new biennium, the State Human Resources Division and Budget Division of the Office of Financial Management (OFM) are gearing up to collect the compensation data for use in the 2019-21 collective bargaining process that commences February 2018 and in budget development later that year. Agencies must update their Salary Projection System (SPS) (general government) and Compensation Impact Model Agency Interface (CIMAI) (higher education) data for submittal to OFM. This data will be used for preliminary calculations; you will also have an opportunity during May 2018 to adjust your data for changes made in the 2018 supplemental budget.

Wednesday, January 31, 2018 is the deadline for data completion. SPS users should release data to OFM by that date. CIMAI users should let us know when your data is ready to be loaded (**no later than January 31, 2018**). This data will immediately be used 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 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 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, including students, use the code NE;
- Check to ensure your health insurance flags are set only for those employees eligible for health insurance, and that 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;
- Check to 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; and
- 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

- Select a current HRMS payroll file in SPS, “HR Data Load,” to work from as you build your compensation data submittal;
- 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 or support@watech.wa.gov.
- Link to the system tutorial: <https://budgetlogon.ofm.wa.gov/library/SPSTutorial.pdf>

Additional information for higher education only

- Select a new payroll file in CIMAI to work from as you build your compensation data submittal;
- Institutions of higher education will receive instructions for CIMAI separate from this memo;
- 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;
- By January 5, 2018, provide the CIM health insurance funding splits for your institution by represented and non-represented (see Attachment A);
- By January 5, 2018, provide your salary schedules in effect as of June 30, 2019, for the same pay scale types and areas you send to SWHR (see Attachment B);
- Provide the salary increases for non-classified employees in effect as of June 30, 2019 (see Attachment C); and
- For questions regarding CIMAI, or to sign up as a CIMAI user, please contact the WaTech Support Center at 1-855-WATECH1 or support@watech.wa.gov. When instructions have been updated, you can find them at: <https://fortress.wa.gov/ofm/cimai/helpFiles/help.pdf#comp>.

For questions regarding collective bargaining, contact Melinda Aslakson at (360) 407-4106; email: Melinda.Aslakson@ofm.wa.gov. For questions regarding budgeting, contact Pam Davidson at (360) 902-0550; email: Pam.Davidson@ofm.wa.gov. 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.

**CIM Health Insurance Funding Splits
to be used for the 2019-21 Bargaining & Budget cycle**

Provide the Health Insurance funding split information for represented and non-represented employees.

Provide a tab delimited file with file name

AgencyCode_Model_HealthInsuranceFunding.dat

Business Rule: Proration percentages must sum to 100 by represented indicator

Due date: January 5, 2018

Order	Data Element	Characteristic	Size	Comment	Required
1	AGENCY CODE	character	3	Must be the state agency number for the institution.	Y
2	ACCOUNT CODE	character	3	The code used to identify the fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, are recorded and segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. AKA Fund	Y
3	EXPENDITURE AUTHORITY TYPE	character	1	The code used to identify Expenditure Authority. Refer to business rule Error! Reference source not found. on the fund and expenditure authority type translation. See also business rule 4.3.9. Data Values 1 = State 2 = Federal 6 = Non-Appropriated 7 = Private/Local	Y
4	REPRESENTED INDICATOR	character	1	0 = Non-Represented 1 = Represented	Y
5	EFFECTIVE DATE	Date	10	Must be 07/01/2019	Y
6	PRORATION PERCENT	numeric	5,2	Percentages must sum to 100 by Represented Indicator	Y

End of biennium pay schedules for use with Compensation Impact Modelling.

Provide a complete pay schedule for each pay scale type / pay scale area combination. Provide a tab delimited file with file name AgencyCode_Model_PaySchedule.dat

Due date: January 5, 2018

Order	Data Element	Characteristic	Size	Comment	Required
1	CALENDAR YEAR NUM	character	4	Must be 2019	Y
2	CALENDAR MONTH NUM	character	2	Must be 06	Y
3	COMPENSATION TYPE	character	1	Must be T (Range/Step Schedule)	Y
4	AGENCY CODE	character	3	Must be the state agency number for the institution.	Y
5	PAY SCALE TYPE	character	2	Must be valid for institution	Y
6	PAY SCALE AREA	character	2	Must be valid for institution	Y
7	PAY SCALE GROUP CODE	character	8	(Salary Range)	Y
8	PAY SCALE LEVEL CODE	character	2	(Salary Step)	Y
9	PAY UNIT CODE	character	1	Must be M (Monthly)	Y
10	PAY RATE AMOUNT	numeric (13,2)	14	Must be the value in effect for the pay scale type, pay scale area, salary range and salary step on 6/30/2019	Y

Expected Pay Scale Types

Agency	Pay Scale Type	Pay Scale Type Description
360	UW	University of Washington – all schedules
365	H0	WSU Non-Represented Staff (Non Faculty)
365	H1	WSU WFSE
365	H2	WSU Public School Employees
365	H3	WSU Police Guild
365	H4	WSU Teamsters Local 690
365	HF	WSU Non-Represented Faculty
370	G0	EWU Non-Represented Staff (Non Faculty)
370	G1	EWU WFSE
370	G2	EWU PSE
370	GG	EWU Represented Faculty (United Faculty of EWU)
375	F0	CWU Non-Represented Staff (Non Faculty)
375	F1	CWU WFSE
375	F2	CWU Public School Employees

Agency	Pay Scale Type	Pay Scale Type Description
375	FG	CWU Represented Faculty
376	E0	TESC Non-Represented Staff (Non Faculty)
376	E1	TESC WFSE
376	EG	TESC Represented Faculty (United Faculty of Washington)
380	D0	WWU Non-Represented Staff (Non Faculty)
380	D1	WWU WFSE
380	D2	WWU Public School Employees
380	DG	WWU Represented Faculty (United Faculty of WWU)
352 & CTCs	CS	State Board and Community College Classified Schedule (must match the State General Service Non Represented schedule. Technical College employees are not paid on the "Classified" CS schedule.
352 & CTCs	SP	Community College Communications Officers (the SP ranges)
352 & CTCs	NA	For any State Board and Community College employees not paid on the "CS" or "SP" schedule. Also valid for Technical College employees who are not paid via a "Technical College classified" salary schedule.
TCs		Technical College classified pay schedules and pay scale type codes will reported, but not validated ; and, therefore, they are not listed here as they can change at any time. These employees are considered classified, but their schedules do not match any general government state salary schedule.

Expected Pay Scale Areas

Agency	Pay Scale Area	Pay Scale Area Description
352 & CTCs	S1	Classified Standard Progression
352 & CTCs	40	Use with Pay Scale Type code NA (employees not paid on the CS schedule)
692	92	Lake Washington Institute of Technology "Technical College Classified" schedules
693	93	Renton Technical College "Technical College Classified" schedules
694	94	Bellingham Technical College "Technical College Classified" schedules
695	95	Bates Technical College "Technical College Classified" schedules
696	96	Clover Park Technical College "Technical College Classified" schedules
380	U1	HE-WWU Standard Progression
380	U3	HE-WWU Nurses
380	U4	HE-WWU State Patrol
380	U5	HE-WWU Special Range E
380	U7	HE-WWU Special Range G
380	40	Non Pay Scale
376	V1	HE-TESC Standard Progression
376	V3	HE-TESC Nurses
376	V4	HE-TESC State Patrol

Agency	Pay Scale Area	Pay Scale Area Description
376	V5	HE-TESC Special Range E
376	V7	HE-TESC Special Range G
376	VE	HE-TESC Exempt Grid
376	40	Non Pay Scale
375	W1	HE-CWU Standard Progression
375	W3	HE-CWU Nurses
375	W5	HE-CWU Special Range E
375	W7	HE-CWU Special Range G
375	40	Non Pay Scale
370	X1	HE-EWU Standard Progression
370	X5	HE-EWU Special Range E
370	X7	HE-EWU Special Range G
370	XX	HE-EWU Special Range X (Premium Pay)
370	XP	HE-EWU Special Range P (Police Premium Pay)
370	XI	HE-EWU Special Range I (Information Technology Premium Pay)
370	40	Non Pay Scale
365	Y1	HE-WSU Standard Progression
365	Y3	HE-WSU Nurses
365	Y4	HE-WSU Police Guild
365	Y5	HE-WSU Special Range E
365	Y6	HE-WSU Special Range C
365	Y7	HE-WSU Special Range G
365	40	Non Pay Scale
360	C0	CNU Health Care Special Pay
360	C1	CNU Regular Pay
360	C3	CNU Registered Nurses Special Pay
360	C8	CNU Health Care Special Pay
360	CA	CNU Health Care Special Pay
360	CB	CNU Health Care Special Pay
360	CC	CNU Health Care Special Pay
360	CD	CNU Health Care Special Pay
360	CE	CNU Health Care Special Pay
360	CF	CNU Health Care Special Pay
360	B0	WFSE Health Care Professional Technical Pay
360	B1	SEIU Local 925 Health Care Professional Technical Pay
360	B3	SEIU Local 925 Additional Health Care Professional Technical Pay
360	B4	SEIU Local 925 Regular Pay
360	B5	SEIU Local 925 Health Care Professional Technical Pay
360	B6	SEIU Local 925 Health Care Pay (Other Hospital Jobs)
360	B7	SEIU Local 925 Health Care Pay (Other Hospital Jobs)

Agency	Pay Scale Area	Pay Scale Area Description
360	B8	SEIU Local 925 Health Care Professional Technical Pay
360	BA	WFSE Selected Health Care Professional Technical Pay
360	BB	WFSE Selected Health Care Professional Technical Pay
360	BC	1199NW & SEIU Like Titles Pay
360	BD	1199NW & SEIU Like Titles Pay
360	BE	1199NW Like Titles Pay
360	BF	1199NW Like Titles Pay
360	BG	SEIU Local 925 Health Care Professional Technical Pay
360	BH	SEIU Additional Health Care Professional Technical Pay (Other Hospital Jobs)
360	BI	Represented Regular Pay
360	BJ	WSNA Registered Nurses Pay
360	BK	WFSE Health Care Professional Technical Pay
360	BL	WFSE Skilled Trades Pay
360	BM	WFSE Skilled Trades Apprentices Pay
360	BN	Inlandboatman's Union Pay
360	BP	Teamsters 117 Campus Police Offers and WFSE Police Management Sergeants and Lieutenants Pay
360	BQ	1199NW Health Care Special Pay
360	BR	1199NW Airlift Northwest Registered Nurses Pay
360	BS	1199NW & SEIU Like Titles Pay
360	BV	WFSE Selected Health Care Professional Technical Pay
360	BW	1199NW Research Nurses Pay
360	BX	SEIU Local 925 Health Care Pay (Other Hospital Jobs)
360	BY	SEIU Local 925 Health Care Professional Technical Pay
360	PP	Professional and Exempt Staff not on Progressive Pay Tables
360	AA	Academic Employees Including Faculty not on Progressive
360	40	Non Pay Scale

Salary Increases for employees whose pay does not correspond to a salary schedule

Provide the percentage salary increase to be applied to the salary amounts for employees who are not paid via a salary schedule.

Due date: January 5, 2018

If you have different groups of employees getting different increases, please provide a description of each group and how to identify the group as well as the percentage increase factor. Note: Multiple salary increases scheduled between when the data is prepared and the end of the biennium must be compounded together. For example, if the employee group is scheduled to receive two additional increases of 2% each (2% on 7/1/2018 and 2% on 1/1/2019) you would provide 1.0404 as the percent increase factor. ($1.02 * 1.02 = 1.0404$)

Describe the employee group and include the fields and values that must be used to identify the group of employees.

Example 1: All employees with pay scale area code of 40; increase factor 1.0404%

Example 2: Faculty - those job/position records with pay scale area code of 40 and an equal employment opportunity code of 13; increase factor 1.02

Example 3: Non-faculty, non-student employees - those job/position records with a pay scale area code of 40, an equal employment opportunity code of 00 and a student job code of 0; increase factor 1.03

Example 4: Student employees - those with a pay scale area code of 40, an equal employment opportunity code of 00 and a student job code of 1 or 2; increase factor 1.01