

March 2025

# HR Systems & Data Update

Statewide HR Managers Meeting

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# Agenda

- Workforce Data Strategy Community of Practice
- On WA Update – HRMS Remediation
- State HR HCM Readiness Update
- Clarifying HRMS Management Position Data

# Workforce Data Strategy Community of Practice

- **Replaces** former DEI Data Strategy Quarterly Meeting.
- **CoP Purpose** - A dedicated community for HR professionals and Workforce Culture/DEI practitioners within Washington state general government agencies to collaborate on developing effective state government workforce data strategies, informing data standard and metrics, and promoting data literacy and data confidentiality.
- **Target audience** - HR data analysts, HRMS Data Stewards, Workplace Culture/DEI practitioners, small agency workforce data analysts.
- **Virtual (Zoom) Meetings** - Communication to register to attend coming out mid-March.

**March  
2025**

**Announce new community of practice to the community.**

**April  
2025**

**Community kick off meeting. Review purpose, scope, responsibilities & frequency.**

**May  
2025**

**First full agenda meeting.**

# One WA Update – HRMS Remediation

## HRMS remediation testing March/April:

- The HRMS Remediation test environment was unlocked for agency testers on 3/3/2025.
- Includes cross-agency impacts and sending/receiving updated GAP files to all agencies for their systems.
- Testing in Workday will be included in this round of agency testing. After the HRMS team runs the agency's test data through the payroll cycle, the agency testers will have the opportunity to validate the financial cost distribution results in Workday.

## Who will be impacted by the HRMS remediation changes?

- **Agencies who use an interface and/or Winshuttle scripts to send and/or receive data to and/or from HRMS.**
  - Impacted agency staff include Budget, Fiscal, HR, Payroll, and IT.
- **Agencies who manually enter coding in HRMS (IT0014; IT0015; IT1018; IT0027; CATS; IT2010).**
  - Impacted agency staff include Budget, Fiscal, HR, and Payroll.
- **Agencies that use the following reports/forms that contain costing data elements:**
  - HRMS Reports:
    - ✓ ZHR\_RPTPY126 - Payroll Posting Report
    - ✓ ZHR\_RPTFI0027 - IT0027 Employee Cost Distribution (Cost Center & Project)
    - ✓ ZHR\_RPTFI1018 - IT1018 Position Cost Distribution (Cost Center & Project)
    - ✓ ZHR\_RPTPAN02- Flexible Employee Data Report
  - WWA Report: Distribution of Payroll and Related Costs report
  - Agency **employee forms** such as time sheets, PARs, SNAP tickets, etc. that have cost coding fields.

# State HR - HCM Readiness



## Pulse Survey

**July 2024 to December 2024:**

Increase in access to Workday HCM information

Increase in positive feelings about transition, decrease in negativity.

Comments: Want to see how they can do their current work in Workday HCM.



## HCM Readiness CoP

March meeting invite sent out to community today.

Business process and workflows demonstration.



## Wage Type Self Audit

OFM State HR & ITS continue to review and validate all wage types in HRMS.  
Initial review at 50% completion.

# Clarifying HRMS Management Positions Data

In HRMS, a Management Type code should be assigned **to all positions** that have management duties.

- **There are three designated Management Type codes** to be used for WGS, Exempt, EMS & WMS positions (*full definitions are in the HRMS data definitions guide*):
  - **Manager** – Oversees staff and operations
  - **Policy** – Develops and oversees policies
  - **Consultant** – Provides expert guidance
- Agencies are responsible to ensure proper coding in HRMS for their positions.

## Resources:

- [HRMS data definitions](#) guide under [Management Type](#).
- [HRMS Support Hub- Position to Management Type Assignment](#) procedure.
- [Agency HRMS Data Steward](#) - for guidance and support.

# Data Accuracy Challenges

## Challenges:

- **WMS positions** generally follow the standard, but **EMS, Exempt, and WGS** positions have inconsistent coding.
- HRMS does not enforce coding, so **agencies are responsible** for accuracy.
- **State HR Workforce Data website** may not reflect accurate manager counts. Be aware of data integrity issues when using for decision making.
- **Best Comparison Data Source** - Use the [Workforce Performance Measures Data](#) spreadsheet for trends and comparisons.

## Actions for Agencies:

- **Review internal data** for accurate management type coding.
- If coding is incomplete or missing, now is the time to **develop a data clean up plan**. Update existing business process to include reviews and updates to positions.
- Ensuring **data accuracy is critical** as we transition to **Phase 2 of Workday HCM**.



# For more information

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