



## Organizational Chart Information Survey

### Overview

State HR is gathering information on the business needs and usage of agency organizational charts. Organizational charts are a critical piece of information that help inform many decision-making processes. State HR has seen a wide variety of organizational chart formats containing differing information. We recognize that organizational charts serve different business needs, our goal is to understand the universe of needs and potentially develop statewide organizational chart standards that meet those needs as well as identify resources for the enterprise in creating and managing organizational charts.

The 'Organizational Chart Information Survey' was sent out to the HR Managers distribution list on February 2nd and we are requesting completion of the survey by February 12th. The information provided in the survey is to inform this effort as well as future strategies in preparation for the One Washington ERP implementation. We are interested in learning from all our general government (all branches) and higher education HR partners.

## HRMS Online Training

### Status

Over the last six months, OFM has developed and published two online courses: HRMS Basics and Introduction to HRMS Reports. And thanks to the great feedback we've received on the courses, we also just published an update to the HRMS Basics course to include an additional content topic (Collective Search). We are currently working on the next course which will dive a little deeper into the different functional areas of HRMS and how they are connected. The decision to focus the new training on the functional areas is in response to questions and the feedback received in training evaluations.

Release Date	Training	Employee Registrations	# Completed Training	# Course Evaluations	Eval %
8/5/2020	HRMS Basics	225	119	68	57%
12/7/2020	Introduction to HRMS Reporting	110	36	24	67%

## MyPortal New My Tax Forms Tile

### Overview

Online Form W-2s will be available in MyPortal soon. The new My Tax Forms tile will have viewable and printable Form W-2 for tax year 2020 going forward. employees who have changed agencies in the tax year to view/print both W-2s Past W-2s and Form W-2c will not be available. Employees will need to continue to work with their agency payroll department for questions on Form W-2c. All Forms W-2 are mailed as per regular process this year.

The tentative plan is for the tile to go live this month. Communications will go out to the HRMS GovDelivery and MyPortal GovDelivery distribution lists as soon as we finalize the implementation date.

For Phase 2 work of this tile we will be looking at the following enhancements:

- An option for implementing an opt out for mailed W2 forms

Timelines for the Phase 2 changes will be communicated once known.



## Statewide HRMS Data Stewards UFI (Unique Facility Identifier) Project

### Overview

The HRMS Data Stewards are kicking off a project to create and revise data definitions, examples, and coding guidance for work location fields in HRMS. This work is being treated as formal project as it includes participation from many statewide programs and areas of expertise, including OFM budget/facilities oversight, statewide accounting, commute trip reduction program, OCIO's GIS program, modern work, labor relations, etc. This is anticipated to be six-eight month project.

In addition to providing better coding guidance to agency HRMS processors, this work will also result in more consistent use of work location terms, improve the data used in policy-related decisions, and will further ready our enterprise data and processes for OneWa implementation.

## IT Professional Structure

### Status

- Over half of all ITPS user agencies/institutions have been released from the State HR consultation requirement. We have several more releases pending and continue to work with agencies/institutions to help them meet any outstanding requirements to be considered for release.
- Two ITPS Governance Committee vacancies have occurred in the last two months.
  - The community college IT representative, Andy Heiser from Skagit College is retiring this month. Following the established nomination and voting process, Laura Heidal from Cascadia College will be the new member on the committee.
  - The small agencies IT representative, Steve Young from OSPI has left state service. Request for nominations for a new IT representative has gone out to the small agencies as defined in ITPS. We hope to have a new representative identified by March.
- The ITPS Governance Committees have formed two sub committees:
  - Level Naming Subcommittee – there are still concerns about the use of 'Entry' and 'Journey' for the levels in ITPS. The subcommittee will make recommendations on options for changes.
  - Appeals Support Subcommittee – Connie Goff leads the subcommittee to explore ways the community can support the Director's Review Program with strategies and communications for the IT appeals backlog. The Sub-Committee had their kick-Off meeting yesterday. They worked on the Charter and it was decided this group will be meeting twice a month. Connie will be reporting out each month at the larger ITPS Governance Committee meetings on the progress the group is making.
- ITPS factoid – As of 2/2/2021 10,251 evaluations have been logged in the IT Professional Evaluation Tool (IT PET).

## HR Professional Portal

### Status

- Created a new 'Communications' section on February 1st. The purpose of this section is for posting statewide communication templates and resources that don't clearly fall under other topical areas. For example, the template communication regarding the SAO data breach is posted under this section.