



## HRMS Systems Update

February 1, 2023

### ESD Quarterly Report - Standard Occupational Code

- The Bureau of Labor Statistics (BLS) Standard Occupational Code (SOC) reporting is now available in HRMS. User procedures have been updated in the HRMS Support Hub.
- First quarterly report submitted to ESD. Reporting format only allows for six-digit BLS SOC code, does not accept eight-digit O\*Net code.
- Enterprise Class & Comp will be providing guidance to agencies on the resources and maintenance of the coding in HRMS.

### PFML Premium Refund

- New wage type to go into production on Thursday, 2/2 to refund to employees over collected PFML premiums from the January 25<sup>th</sup> payroll. Refund will be seen on the February 10<sup>th</sup> paycheck.
- The refund will be reflected on the employee earnings statement under the Allowances section, titled 3103 PFML Refund.
- Employee communication draft language is posted in the HR Professional Portal under the 'Communications' section for agency use.

### New HRMS Training

- Have developed a new HRMS Processor Fundamentals training. Reaching out to agency SMEs to beta test.
- Anticipate release of training by early March.
- Removing all old DES HRMS trainings from the LMS.

### Out of State Payroll Project

- Project team in place to work on getting top four states in HRMS and develop a way to track out-of-state employees systematically. First state is Oregon.
- Working with PPA, using PPA subcommittee on OOS payroll as SMEs to help with requirements and testing.
- Checkpoint reference tool is in use. State HR developed and posted a training video, "OFM Checkpoint Guide" to the HRMS Support Hub under the Resources tab. This 15-minute video provides guidance on logging in, searching and working with documents in Checkpoint. User feedback to date has been extremely positive on the tool.