



HR Systems & ITPS Update

April 5, 2023

Out-of-State Payroll

- The Out-of-State Payroll Project is on track to implement Oregon payroll taxes in HRMS by the end of the fiscal year.
- For tracking all out-of-state or out-of-county employees, HRMS solutions have been identified that will allow agencies to capture and report out on addresses. The new address fields are expected to go live in production mid-May. HRMS and WWA reports will be updated to report out this information. These address fields are not for payroll tax purposes. The intent is to have a mechanism to systematically capture all employees working out-of-state/country and the ability to report out the information.
- Reminder – to request access for new employees to [TR Checkpoint State Tax & Employment Law Research](#) application the agency payroll or HR supervisor must send an e-mail OFMAccounting@ofm.wa.gov approving access for staff and must provide the name, job title and e-mail address of the individual.
 - New users should view the [OFM Checkpoint Quick Guide](#) (video): This 15-minute video will provide guidance on logging in, searching and working with documents in Checkpoint.

New eLearning “HRMS Processor Fundamentals”

- The new [OFM HRMS Processor Fundamentals](#) is now live in the Learning Center (LMS). OFM worked with the HRMS Community to develop and finalize this new course. This is the fifth new HRMS course published recently, following the OFM HRMS Basics, OFM Introduction to HRMS Reports, OFM HRMS Functional Overview, and OFM Processor Resources courses that were added over the last couple of years. The HRMS Processor Fundamentals course is approximately ninety (90) minutes and is recommended for all HRMS users with processor roles.
- The [HRMS Support Hub](#) provides step-by-step instruction on completing tasks in the system via user procedures and other resources. This information is on-demand, easily maintained, accessible, and does not require signing into a training course to get needed guidance.
- We are removing the HRMS training courses from the Learning Center (LMS) that are out of date and non-compliant with accessibility standards. The following courses and associated documents are being removed:
 - HRMS Garnishments
 - HRMS Organizational Management
 - HRMS: New Hire and Rehire
 - HRMS: Leave of Absence and Separation
 - HRMS: Change of Status and Appointment Change
 - HRMS: Create and Maintain Payroll Master Data
 - Recurring Deduction Document
 - Separation Action Document
 - Appointment Change Transfer Document
 - New Hire Action Document
 - Warrant Cancellation or ACH Reversal Document
 - Create or Update Bank Details Document

Employee Data Public Records Requests

- OFM has received, and continues to receive, large public records requests for employee data that require statewide notification. It is critical that agencies use the HRMS Redaction Indicator to indicate

when an employee's data requires additional review prior to any release. The OFM Public Disclosure Officer reviews all records flagged with the Redaction Indicator prior to release of any information.

- The Redaction Indicator is a flag and will not automatically redact records. The Redaction Indicator does not mean an employee's information is categorically exempt under the Public Records Act.
- The [Redaction Indicator](#) should be used only if the employee:
 - Is in the Secretary of State's Address Confidentiality Program (ACP).
 - Has made the agency aware of a current protection order in place.
 - Has otherwise been identified by the agency as being at risk due to stalking, harassment, or domestic violence.
 - Is an undercover law enforcement officer.
 - Is in a position that falls under Sensitive Security Information as defined in 49 C.F.R. 1520 (Washington State Department of Transportation Marine Division).

Telework Coding in HRMS

- Significant data integrity issues exist with telework coding in HRMS. We are strongly encouraging agencies to review and update this information. This is critical information for multiple efforts as we moved forward with modern work environment initiatives and facilities planning.
- It has been shared that there are concerns with requiring employees to go into MyPortal to update the telework status. Agencies have an option to use the winshuttle tool to update the information. This is an Excel spreadsheet that the agency fills in all the required data and sends to OFM to upload into HRMS. All existing winshuttle scripts (templates) are available on the HRMS Support Hub here: <https://support.hrms.wa.gov/winshuttle>. The process for submitting winshuttle data is on the website.

IT Professional Structure Updates

- State HR is in the process of updating the IT Evaluator's Handbook. The draft revised handbook will be sent out to the ITPS Coordinators to work within their agencies to compile feedback on the updates. Anticipate a communication going out mid to late April. Feedback will be captured using Survey Monkey.
- ITPS Coordinators should be working with internal HR and IT Managers to complete the Cloud Persona Feedback Survey with responses due April 14th. State Human Resources is working with the [WaTech Enterprise Cloud Computing Program \(ECCP\)](#) to implement the recommendations in the [Cloud Transition Task Force Report to the Legislature](#) as approved and funded by the legislature. State HR is leading the team working on Recommendation #3: Define career pathways and core competencies that will support opportunities for the state's IT workforce for advancement and transferability across agencies. The ultimate outcome is a framework that supports upskilling/re-training existing IT staff to work in the new Cloud computing environment. The survey is providing foundational information for this effort.

WA Cares / LTSS

- No new legislative changes to WA Cares/LTSS have made it through the legislature at this time.
- Premium payments will begin July 1, 2023.
- Reminder that the WA Cares website (<https://wacaresfund.wa.gov/employers/>) has an updated employer toolkit with recommended communications for employers as well as other resources.

2022 State Employee Salary Database

- The general government and higher ed data file will be sent to LEAP the week of April 10th. The data will be published on fiscal.wa.gov under the State Staff: State Employees' Salaries section.
- The current priority for LEAP is supporting the legislative budget process, currently anticipate the information going live in May.

One Washington Program Human Capital Management Lead Recruitment

- One WA has a recruitment posted for a [Human Capital Management Lead](#). This is a linchpin position that serves as a conduit between State HR and One Washington. By providing subject matter expertise on HR and payroll business processes, they will assist in all matters relating to human resource management system (HRMS) and Workday Human Capital Management data (HCM). They will help identify and resolve potential design issues which could negatively impact future HCM module implementation. The recruitment closes May 4th.
- Please encourage qualified staff in your agency to consider applying for the position. Having a skilled and knowledgeable HR/Payroll employee in this position benefits the enterprise.