



State HR Systems & Resource Updates

September 6, 2023

Out-of-State Employee Payroll Taxes Project

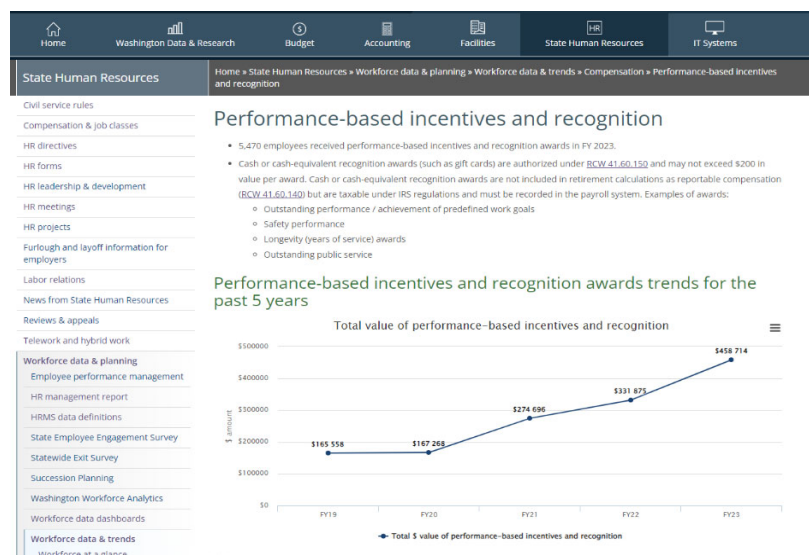
Project was initiated to implement out of state payroll tax processing for the top four states in HRMS, beginning with Oregon and Idaho. Status:

- Implementation of Oregon is now scheduled for early 2024. Outstanding questions on tax types must be answered prior to implementing in the system and they will not be done before HRMS support stacks start the end of the month.
 - HRMS support stacks work starts the end of September. Until the scope of changes from SAP are known, it is unclear how long the work will take. All HRMS updates/changes are on hold until stacks are done. Historically, support stacks are done in time for year-end payroll activities. This puts the project implementation in the system out to January 2024 as the earliest opportunity.
- With the change in schedule, the plan is to use the extra time to also get the requirements for Idaho verified with the goal to implement multiple states at one time. Identification of the next two states is still outstanding.
- Once we have sufficient data integrity, we can identify the remaining two states and start the work to get their tax information verified for implementation. The constraint is the lack of employee out-of-state addresses in the system.
 - A winshuttle script has been created and will be posted to the HRMS Support Hub [Winshuttle](#) web page for agencies to access and use to load employee out of state addresses in HRMS. Contact OFM Help Desk for additional support at heretohelp@ofm.wa.gov.
- Also crucial is updating and maintaining telework/flex work coding in HRMS. There is some overlap with out of state data needs and the more accurate data we have in the system the better for processing accurate payroll.

Performance Based Incentives & Recognitions Awards Reporting

Reminder! Beginning fiscal year 2023, the Office of Financial Management is reporting performance-based incentives and recognition awards on the [Workforce Data & Trends website](#).

- The [Performance Based Incentives and Recognition Awards](#) webpage replaces the annual legislative report with the same name.



- The existing "Recording Cash Recognition Awards" document will be replaced with a new "Incentives and Awards HRMS Coding Guide".
 - It will include information about entering one-time payments in HRMS; reporting lump-sum payments to Division of Child Support; and information about the new Workforce Data & Trends webpage and which wage types are included in that reporting.
 - It will be linked with the user procedure as a related resource.
 - HRMS Data Stewards will review it next week. Once finalized it will be published to the [HRMS data definitions](#) web page.
- Agencies are still required to enter their incentives and award payments in HRMS. OFM will continue to annually review the data and may ask agencies to verify and provide additional explanation about the payments.

State HR Website

Updates to the website are:

- State HR currently publishes approximately 70 documents on the [HR Forms](#) web page on the State HR website. Work is in process to conduct accessibility reviews of all the documents on the HR forms page. This work began late last year and has slowly picked up speed.
 - Any document with a 2023 date will have undergone a review.
 - Salary schedules are also under review for accessibility.
- A new webpage is now posted under the Workforce Data & Trends section, [Employee data privacy](#). This information is in response to questions about the release and redaction of employee data by State HR.

HRMS Remediation

Like most agencies, OFM is reviewing all systems that are impacted by the implementation of One WA Phase 1 Financials as part of the legacy system remediation work. The decision was communicated to agencies that HRMS will be remediated to change out the AFRS Chart of Accounts (COA) coding to the Workday Functional Data Model (FDM) coding.

- This work is being done by OFM as the legacy system owner, not by the One WA Project Team.
- Impacted agencies have been asked to provide contacts for this effort. These may be different individuals in your organization from your AST leads who are working with the One WA Project Team.
- Once your agency provides your list of contacts, OFM is scheduling meetings to work 1x1 with each agency to address concerns and needs.
- Questions about the HRMS remediation work should be directed to OFMmiHRMSRemediation@ofm.wa.gov.