



HRMS Updates

New HRMS Basics eLearning Course Now Available

The newly developed HRMS Basics online training course is now available in the Learning Management System (LMS). This is a brand-new course, not an update of the previously provided course. OFM worked with the HRMS Community to develop this new course. Feedback from the HRMS Training Survey that went out to HRMS users in February 2020 was key to the design and course content.

The new course title is OFM HRMS Basics and it is a featured course in the LMS. This course is required for all new HRMS users and is approximately 90 minutes. Certificates can be printed upon completion of the course. Additionally, course participants are asked to complete the course evaluation before they exit the course. The feedback will be critical in the development of additional new HRMS courses.

Work has already begun on the next eLearning course - HRMS Reporting Basics. No training has previously been available on running reports from HRMS. Significant community feedback guided the decision to make this the next course to be developed.

HRMS User Agreement – New System Pop-Up

A new HRMS User Agreement pop-up notification has been implemented to continue to raise awareness about the secure nature of the human resource and payroll system data. All HRMS users are responsible for ensuring HRMS information is secure from unauthorized access and disclosure.

Beginning July 29, 2020 users will see the pop-up message below each time they log into HRMS.



This system pop-up does not replace the requirement for employee confidentiality/non-disclosure agreements administered by user agencies.

IT Professional Structure Updates

Current Activities

- **ITPS Position Evaluation Training**
 - The Enterprise Class & Comp Team is revising the classroom curriculum for virtual training. Zoom licenses have been purchased for this purpose.
- **ITPS State HR Consultation:**
 - Continue to work with agencies and HE on data clean up to support getting organizations released from the consultation process.
- **ITPS Governance Committee:**



- The ITPS Governance Committee did not meet in March, April, or July due to COVID-19 priorities for the members.
- A change in membership occurred in the large agency HR representation. Melisa Olsen left her position as the Department of Corrections HR Director. Using the voting conducted earlier this year, the nominee with the next highest votes for the category, Marty Graf from the Employment Security Department, was selected to replace Melia on the committee.
- **ITPS Coordinators:**
 - Quarterly meeting held July 7, 2020

Appeals Status – July 2020

Director Review case backlog as of 7/27/20:

- Total backlog - 843
 - 104 Non-IT
 - 739 IT

Total completed Directors Review's from 10/1/19 – 7/27/20:

- Total 189
 - 68 Non-IT
 - 121 IT

IT Position Directors Reviews

NOTE: *There are currently 7 IT determinations completed that will be reviewed and sent out by the end of the month. These 7 are NOT included in the numbers below*

Total # of IT Cases where a determination has been issued	121
Total Determinations that stayed the same	56
Stayed as IT Professional (Family and/or Level)	38
Stayed as IT Paraprofessional (ITST1 or ITST2)	8
Stayed as Excluded	10
Total Determinations that changed	65
Job Family changed	4
Job Level changed (<i>level went up 41, level went down 0</i>)	42
Job Family and Level changed	5
Paraprofessional changed to Professional (Family and Level)	12
Paraprofessional changed to Paraprofessional (example: ITST1 changed to ITST2)	1
Determinations changed from Professional or Paraprofessional to exclude from ITPS	0
Determinations changed from Excluded to Professional (Family and Level)	1

Personnel Resources Board

There have been 18 IT cases filed to the PRB. No IT decisions have gone out yet.