



## HRMS Training Updates

- **New HRMS online training development** - State HR has a contractor on staff to develop a new suite of online HRMS training that will be accessible and sustainable. This effort began in January 2020. All HRMS users will receive a survey request to solicit information on training needs specific to their role(s) in HRMS. This user community feedback is critical to the training development, please encourage your staff to participate.
- **HRMS Support Hub progress** – The team has completed the draft Processor’s Guide that will go out to agency SME’s for review and then finalized for posting. The next topic to undergo updating will be the Benefits user procedures. January Hub releases included the information listed below:
  - Improvements related to [Employee Affirmative Action and Demographic Data Efforts](#):
    - [Personal Data](#) user procedures have been updated to include the new Gender Identity and Sex Assigned at Birth fields, as well as tips and instruction to assist with this system change.
    - [Additional Personal Data](#) user procedures have been created to assist with the addition of LGBTQ+, Military Spouse, and Military Service updates.
    - [Military Service](#) user procedures have been updated to include new processing tips.
    - [New Hire Action \(PA\) – Create New Hire](#) Action user procedure has been updated to support each of the Personnel Administration module changes identified above.
    - [Rehire Action \(PA\) – Create Rehire Action](#) user procedure has been updated to support each of the Personnel Administration module changes identified above.
  - Improvements related to new [Commercial Driver’s License Regulations](#):
    - [Residence Status](#) user procedures have been created to store and track information for employees with required CDLs.
- **HRMS Updates & Notifications** – Majority of HRMS users are not subscribed to the e-mail distribution list for HRMS updates and notifications. This distribution list is use to provide users with timely, critical information needed to accurately perform work within the system. There will be a business process change to automatically subscribe all HRMS users so they get the system notifications.



## IT Professional Structure

### Current Activities

- **ITPS State HR Consultation:**
  - **Ramp down** - Agency's with data conflicts between the HRMS position job class and the evaluation job class in the IT Position Evaluation Tool will receive information from State HR requesting review and correction. Data clean required prior to consultation process release.
  - **Expert evaluation reviews:** The ITPS Governance Committee supports the requirement for additional review on any positions evaluated at the 'Expert' level. State HR is developing a process to coordinate the reviews. The committee, while interested, does not want to be a bottleneck to getting timely reviews. State HR to have a process in place by the end of February. ITPS Coordinators will receive the finalized process information.
- **ITPS Governance Committee** - The kick-off meeting for the committee was held on January 28, 2020. The committee web page is now available on the OFM website under [State HR > IT Professional Structure > ITPS Governance Committee](#).
- **ITPS Coordinators:**
  - Quarterly meeting held January 27, 2020. Coordinators receive detailed information and updates. It is the expectation that they share information with internal HR and IT management. All are encouraged to have regular check-ins with their coordinators if that is not already in place.
  - New ITPS Coordinator's distribution list established, similar to the HR Managers, so that the group can communicate internally with each other as well as receive communications from State HR.

### Rules & Appeals Status

- **Current Director Review Backlog:**
  - 986 total Director Review Requests pending
  - 859 IT cases (*out of 1,044*)
  - 127 Non IT cases
- To date there has been one case filed to the Personnel Resources Board.
- The Director Review Program currently has one FT DR Specialist vacancy – recruitment in progress.
- DR Specialists are assigned specific agencies/institutions – The Specialists will gain knowledge about the employers IT positions which will help them process the cases faster.
- Requesting agencies send in new ITPS position allocation letters for positions with existing appeals to [Directorreview@ofm.wa.gov](mailto:Directorreview@ofm.wa.gov). A request will also go out to the ITPS Coordinators to loop them in.