



Out of State (OOS) Payroll Update

Payroll Vendor RFI's

There are multiple RFI's to find OOS payroll service vendors. Recommend review of existing RFI's prior to initiating a new RFI.

If your agency is contracting with a service provider and the work requires new uploads or downloads to HRMS, please contact strategichr@ofm.wa.gov to consult on system needs prior to initiating an agreement. State HR cannot guarantee system changes to support agency/vendor requirements.

Federal New Hire Reporting Requirement for Out of State Employees

Communication will be coming out to general government and higher education organizations on the requirement to register as a multistate employer if you have employees working out of state. Doing so will keep us in compliance with both state and federal law. We have researched this issue and consulted with the Division of Child Support New Hire Program and the Federal Administration for Children & Families for the appropriate remedy.

State law requires all employers to report new hire information to the Washington State Central Registry. OFM is the designated reporting agent to send general government and higher education new hire data to the registry every pay period. However, federal law requires employers to report new hire information in each state they have employees unless they are registered as a multistate employer and have designated a reporting state. To maintain existing centralized reporting for new hire information and avoid additional reporting at the agency level, GG and HE agencies will need to register as multistate employers and designate Washington as the reporting state for their Employer Identification Number (EIN). Information will be provided on how to register as a multistate employer.

Enterprise Tax Information Resource

Working with the PPA subcommittee we identified an enterprise resource for information on other state tax laws. Agency subcommittee members were given trial access to the tool for testing the end of June. This is a web-based tool that users can log into and research state requirements and has payroll calculators that can be used for validation. A recommendation has been forwarded and approved to purchase an annual enterprise subscription. Both general government and higher education organizations will have access to this tool.

Once the contracting process is completed, more information will be forthcoming on getting access to the new resource.

Standard Occupational Codes (SOC) in HRMS

There is a new requirement to report standard occupational coding to ESD by October 1, 2022.

- State HR Enterprise Class & Comp is leading the effort to assign SOC's to all job classes in HRMS. They will coordinate with agencies as appropriate on agency unique job classes.
- SAP will be releasing an update for HRMS that will capture the six-digit SOC code and allow for reporting. OFM ITS is monitoring for the SAP release.
- State HR is working on the business process for implementation and ongoing maintenance of SOC's.