



December 6, 2023

Clean-up Telework Data by May 1

Kaitly Cazares and Erica Munro

OFM

OFFICE OF FINANCIAL MANAGEMENT

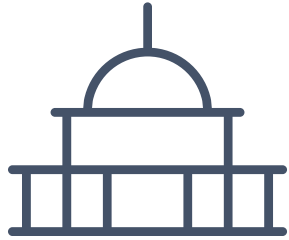


The “Ask”

OFM is asking all agencies to audit and clean-up telework data in HRMS by May 1, 2024.



Why is accurate telework data important?

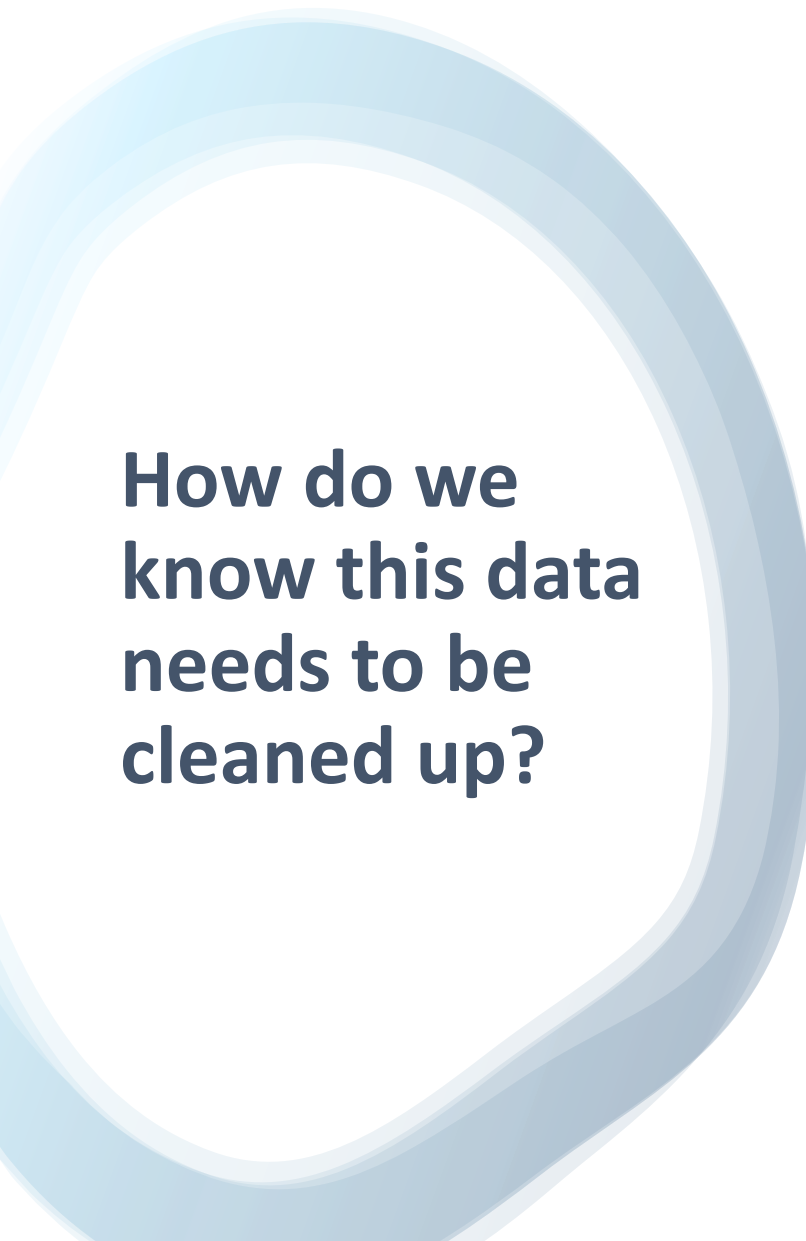


Accurate telework participation is crucial to making informed decisions on space use, facility planning, budget development, and workforce planning.

How will the data be used?

On May 1, 2024, HRMS telework data will be imported into the Facilities Portfolio Management Tool (FPMT).

OFM will use the data to create the state's Six-Year Facilities Plan and when working with agencies on lease renewals.



How do we know this data needs to be cleaned up?

- As of 10/31/23, HRMS data shows:
 - 5,225 employees with blank telework status
 - 6,034 employees with obsolete telework participation values
 - 3,190 positions coded as not eligible for telework, but have an employee participating in telework one or more days per week



What resources are available?

- [HRMS Data Definitions Resource Guide](#)
 - Telework (EE)
 - Telework (POS)
- [HRMS Data validation guide](#)
- [HRMS Support Hub](#)
 - User procedures
 - Winshuttle scripts



Ensure you have a process in place to maintain telework participation as work schedules and/or telework agreements change.

Agency HR processors can maintain employee telework participation and position telework eligibility in HRMS.

If agency process allows, employees can request changes to their telework participation in MyPortal on the My Modern Work Environment Tile.

Questions?

For HRMS data definition and coding questions, contact StrategicHR@ofm.wa.gov

For questions about how telework data is used in facility planning or to report telework data anomalies, contact OFMFacilitiesOversight@ofm.wa.gov

OFM

OFFICE OF FINANCIAL MANAGEMENT