

# Personnel/Payroll Association (PPA)

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May 22, 2019

## MINUTES

### Implementation of IT Restructure Within HRMS

Erica Munro  
Marty Graff  
Office of Financial Management

#### Highlights:

- A Governance Committee will be formed.
- The HR Professional Portal includes a list of job titles that will be impacted by the changes effective July 1, 2019.
  - The link under HR Professionals. Click on HR Professional Portal: <https://hr.wa.gov/>
  - There are flow charts to help figure out what adjustments are necessary, along with a spreadsheet and instructions.
  - The list will be removed by the end of July, 2019.
- The Step M date task will have to be manually tracked.
- There is a new wage type for the supervisor premium: 1016 Supervisor IT – Base Pay.
- Here is a link to the HRMS Data Definitions page. The new Coding Reference Guide for the IT Professional Structure Implementation can be found here: <https://ofm.wa.gov/state-human-resources/workforce-data-planning/hrms-data-definitions>

### Social Security Administration Update

Armond Joseph  
Stephanie Winker  
Social Security Administration



trainingWA\_OFM\_2  
019.pdf

#### Highlights:

- Refer to the attachment.

## **Employee Self Service Accessibility Project**

**Denise Flatt  
Stan Thomas  
Office of Financial Management**

### **Highlights:**

- The new name will be MyPortal.
  - Roll out schedule is late summer – early fall.
  - This system is more modern and an SAP product.
  - Employees will be able to submit leave, view earnings statements, and update their addresses.
  - The information such as leave and earnings statements from ESS should transfer to the new system.
  - Single sign on will be available.
- OFM is currently working on communication strategies.

## **Paid Family and Medical Leave: Timing of First Quarter 2019 Payment**

**Steve Nielson  
Office of Financial Management**

### **Highlights:**

- The interface from HRMS to ESD is scheduled for June 4, 2019 [Note: The time period has been changed to the week of June 3, 2019].
- Can go into the portal after that time [Note: Per ESD May 28, 2019: The portal will not be available until July 1, 2019].
- Pay for first quarter by June 28, 2019 [Note: Per ESD May 28, 2019: Payment is due June 25, 2019].
- Pay what's in the portal [Note: ESD will send a commination to agencies].
  - +/- any manual adjustments {Note: Will address manual adjustments at a later time}.
- Watch for further communications.

## **Agency Contact List Changes**

**Steve Nielson  
Office of Financial Management**

### **Highlights:**

- The contact list will continue to be an Excel spreadsheet.
- We will be switching to the use of generic email address and phone numbers.
- Why? To simplify updates, security of not having actual names.
- Watch for further communications.

## **SAAM Updates**

**Steve Nielson  
Office of Financial Management**

### **Highlights:**

- 25.40.10 shared leave:
  - Evaluated every biennium.
  - Fringe benefit rate remains 46%.
- Garnishments 25.60:
  - Will update based on HB 1602.
  - Disposable earnings calculation.

## **Account Coding Between Fiscal Years (Subobjects BD and BK)**

**Steve Nielson  
Office of Financial Management**



FY\_Coding\_ER\_Health\_Ins.pdf

### **Highlights:**

- Refer to the attachment (updated 5/23/19 to include subobject BK –PFML employer costs).

### **Next Meeting:**

- Tuesday, September 24, 2019
- 9:00 – noon
- Helen Sommers Building, 106 11<sup>th</sup> Avenue, Olympia, WA