

HRMS Coding Reference Guide

IT Professional Structure Implementation

Guidelines for coding the implementation of the IT Professional Structure in HRMS. Refer to HRMS Data Definitions Resource Guide for HRMS definitions. Refer to HRMS user procedures if needed (such as Appointment Change (PA) - Transfer Same Agency procedure).

Position (PO13)	Existing Positions transitioning to the IT Professional Structure at Implementation	Who Will Make the Change in HRMS?
Object (1000)		
Object Name:	Working Title (40 char max). For WA Classified General Service positions, this should match the job classification title (job family and level).	OFM Technology Services
Relationship (1001)		
Job: Is described by (B007)	Job classification (job family and level). Based on the position evaluation results.	OFM Technology Services
Management Type: Is assigned to (A108)	Not applicable to WA Classified General Service positions. If the position was previously WMS, then end date the relationship.	Agency
Market Segment: Is assigned to (A108)	Not applicable to WA Classified General Service positions. If the position was previously WMS, then end date the relationship.	Agency
JVAC: Is assigned to (AZ09)	Not applicable to WA Classified General Service positions. If the position was previously WMS, then end date the relationship.	Agency
Management Type: Is assigned to (A108)	Not applicable to WA Classified General Service positions. If the position was previously WMS, then end date the relationship.	Agency
Primary Inclusion: Assigned To (AZ07)	Not applicable to WA Classified General Service positions. If the position was previously WMS, then end date the relationship(s).	Agency
Secondary Inclusion: Assigned To (AZ08)		
Account Assignment Features (1008)		
Personnel Subarea:	Bargaining unit or non-represented category. Changes will be needed for all positions moving out of WMS, and any other positions resulting in representation changes. Note: Update this field prior to OFM Technology Services processing the automated position changes. Doing so will allow the automated changes to set the position's Pay Scale Type to align with the Personnel Subarea. If this field is not updated first, agencies will also need to update the position's Pay Scale Type field.	Agency
Planned Compensation (1005)		
Pay Scale Type:	Based on representation status. Note: This field is based on the position's Personnel Subarea. If changes are needed, enter the new Personnel Subarea field before OFM Technology Services processes the automated position changes. Doing so will allow the automated changes to set the position's Pay Scale Type to align with the Personnel Subarea. If Personnel Subarea is not accurate at the time of the automated changes, agencies will need to update both the position's Personnel Subarea and Pay Scale Type fields.	OFM Technology Services (Agency action may be needed)
Pay Scale Area:	IT-Standard Prog. (11)	OFM Technology Services
Pay Scale Group:	Assigned range, based on position evaluation results.	OFM Technology Services
Pay Scale Level:	A To M	OFM Technology Services

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Action (PA40)	Existing Employees transitioning to the IT Professional Structure at Implementation	Who Will Make the Change in HRMS?
Action Type:	Appointment Change (U3)	Agency
Action Reason:	Reclassification (75)	Agency
Organizational Assignment (0001)		
Most fields will populate based on the position assigned. Review all fields for accuracy and make any updates as needed, such as to the Contract, Org Key, and Administrator fields. Be sure to save this infotype during the action, whether any changes were made or not.		Agency
Contract Elements (0016) - Optional		
This infotype is included in the Appointment Change Action. Movement into the ITPS would not typically affect this infotype, and the infotype can be skipped. However, make appropriate changes and save if necessary.		Agency
Communication (0105) - Optional		
This infotype is included in the Appointment Change Action. Movement into the ITPS would not typically affect this infotype, and the infotype can be skipped. However, make appropriate changes and save if necessary.		Agency
Planned Working Time (0007) - Optional		
This infotype is included in the Appointment Change Action. Movement into the ITPS would not typically affect this infotype, and the infotype can be skipped. However, make appropriate changes and save if necessary.		Agency
Telework/Flex Work (Employee) (9106) - Optional		
This infotype is included in the Appointment Change Action. Movement into the ITPS would not typically affect this infotype, and the infotype can be skipped. However, make appropriate changes and save if necessary.		Agency
Date Specifications (0041) - Optional		
Date Type Prior PID (04)	If applicable, add, update, or remove the employee's Prior PID.	Agency
Basic Pay (0008)		
Reason:	Salary Adjust-Leg Action (05) Y Rate (Non WMS Only (07)	Agency
PS type:	Based on representation status. Will default based on position's planned compensation.	Agency
PS Area:	IT-Standard Prog. (11). Will default based on position's planned compensation.	Agency
PS group:	Assigned range, based on position evaluation results. The employee's PS group should match the Pay Scale Group of the job the employee is assigned.	Agency
PS Level:	Employee's assigned step.	Agency
Next inc.:	Enter a Next Increase Override Date for every employee not at Step M.	Agency
Wage Type:	1001 - Base Rate / Hourly Wage 1003 - Pay Period Salary 1016 - Supervisor Differential Any other additional pay applicable	Agency
Amount:	This field should only be entered for employees who are paid above the salary range maximum (y-rated), or for amount-based wage types. Do not enter an amount on wage types 1001 and 1003 for employees who are paid according to the IT Standard Progression salary schedule.	Agency
Ind.val.:	This is a system-populated field based on whether the employee's pay is derived from a salary schedule (I) or directly entered in the Amount or Annual Salary fields (blank). Employees should have this field set to I - indirectly valued, unless they are paid above the salary range maximum (y-rated).	Agency

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Action (PA30)	Existing Employees transitioning to the IT Professional Structure at Implementation	Who Will Make the Change in HRMS?
Monitoring of Tasks (0019) - <i>Optional</i>		
Task Type: Step M Date	Enter the date the employee should move to Step M. This new task type should be used to include prior time spent at Step L or M that counts towards the employee's future eligibility to Step M.	Agency