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To our Agency Budget Officers, Human Resources and Payroll Managers,

Subject: May Update of Agency Compensation Data for 27-29 for Collective Bargaining and Budget Development

With the passage of the 2026 supplemental budget, the Office of Financial Management (OFM) State Human Resources and Budget Divisions request agencies update the compensation data they submitted in January 2026.

As indicated in the [2027-29 Collective Bargaining and Budget Development Compensation Data](#) gathering instructions sent in late 2025, we are now opening the window for agencies and higher education institutions to make updates to their SPS (general government) and CIMAI (higher education) data for resubmittal to OFM to reflect any needed adjustments. OFM will use this data for developing compensation costs to inform the 2027-29 collective bargaining process as well as budget development.

It is likely that agencies will need to adjust their data for changes made to staffing levels in the 2026 supplemental budget. It is not necessary to reconstruct the data submittal entirely. Rather, you should be able to add, subtract, or modify records to approximate the changes made in the recently enacted budgets or incorrect data submitted in January 2026.

Data will be used immediately to begin cost projections for changes to salaries, health care, and pensions. OFM requests this data be submitted no later than **Friday, May 1, 2026:**

- ✚ General government agencies must release your data within SPS.
- ✚ Higher education institutions must notify OFM (HereToHelp@ofm.wa.gov) when your data is ready to be loaded from CIMAI.

To ensure a smooth handoff of data and costing experience, please take a moment to review the following reminders and specific guidance for submission of this data.

Key Reminders About Data Preparation

- **Operating budget FTEs and salaries should be based on your best approximation of your 2027-29 maintenance level salary base.** Please note that salary increases and step progressions scheduled to occur between your file preparation and the end of the biennium will be applied systematically by OFM, not by agencies submitting data. This includes general wage increases scheduled but not yet in effect for both exempt and classified employees.
- **Position file should reflect anticipated FTE and salary levels.** In the past, we have seen some agencies with FTEs much higher or lower than we would expect when submitting to OFM. Agency projections should include appropriated, non-appropriated and non-budgeted positions.

- **Confirm your bargaining unit coding.** Ensure all represented staff are coded to bargaining units and their corresponding pay scale types. Ensure all non-represented bargaining unit coding is accurate (both classified and exempt).
- **Ensure there are retirement system codes for all employees.** For employees who are not members of a retirement system, and for positions that are not eligible for retirement, including students, use code NE for “not eligible.”
- **Positions requiring relief should have the backfill indicator checked.** This applies to positions where if an incumbent is absent or the position is vacant, another employee must provide coverage for the vacant position’s scheduled shift. Only apply this indicator to the position that requires the backfill/relief, not to the position that may provide relief for a vacant or absent backfill/relief position. Misappropriating backfills can be especially detrimental to complete costing impacts.
- **The Work County Code and the Work City Name should be accurate for each position.** Among other uses, this data will be used to determine position eligibility to apply the five percent (5%) King County premium pay systematically.
- **Hourly employees need to have an accurate work period percentage.** It should reflect an annual average percentage for time they are paid.
- **For seasonal employees or part-time employees,** determine the average annual percentage of time worked and indicate that figure in the % Full Time field. Please note that the Variable Part-Time field in SPS does NOT translate to OFM’s Compensation Impact Model.
 - ✚ **Example:** You have staff who work April through September. They work 5 months at full time (174 hours per month), 1 month at 88 hours, and the remaining 6 months at 0 hours. Calculate the average this way: $5 \times 174 = 870 \text{ hours} + 88 \text{ hours} + 0 \text{ hours} = 958 \text{ hours}$. Divide $958/2088$ (# of work hours in a year) = 45.88%. Enter 46% into the % Full Time field.
- **Correct the account code, if necessary.** Do not use Account 03K Industrial Insurance Premium Refund Account or 290 Savings Incentive Account as a funding source for compensation data.
- **If your agency averages fund splits,** be aware this method could result in incorrect funding if salary increases are implemented for targeted job classifications.
- **Periodic increment dates should be consistent with salary schedules.** Inaccurate periodic increment dates result in employee records not reaching the corresponding step(s) according to the salary schedule.
- **Ensure that salary ranges for job classes align.** Please do not attempt to increase a position’s salary range to account for premium pay, assignment pay, or other compensation.

General Government Update Guidance

- **Do** select a current HRMS payroll file in SPS, “HR Data Load,” to work from as you build your compensation data submittal.
- **Do** check to make sure you have an appropriation index (AI) for all employees as SPS uses the AI to identify the account and expenditure authority type for each employee on the release to CIM.
- **Do not** create multiple positions in SPS to mimic step increases by ending one position and creating a second position at the higher step. Step increases are handled automatically when the data is loaded from SPS to CIM for classified staff. For exempt staff, use the average biennial salary for each person. Any duplicative records will

have to be deleted from the data.

- **Do not** include extra positions to cover funding increases for overtime pay as this distorts the agency's base pay.
 - **Do not** create a new file, do NOT "Copy/Merge" in old files in SPS without express permission from OFM. Old files do not contain all the data we need and may cause data errors in our model.
 - **Do not** check the "Special Pay" box in order to adjust for assignment and/or premium pay such as dual language, IT Supervisor, King County premium, etc. Position pay information for assignment pay, standby, call back, shift differential and other types of premium pay are loaded from another data source. Specific types of position pay are combined with base pay, when appropriate, using wage type level business and projection rules within CIM. This includes matching payroll data based on HRMS assigned position number. Agencies that use agency assigned positions numbers within their SPS file will likely not have a complete payroll data by position match.
 - For questions about SPS or to sign up as a user, submit a ticket to the OFM Help Desk at HereToHelp@ofm.wa.gov. Here is a link to the [SPS Tutorial](#).
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Higher Education Update Guidance

- **Do** select a new payroll file in CIM-AI to work from as you build your compensation data submittal.
- **Do** your best to provide accurate account coding by position, with the understanding that higher education account splits for General Fund-State and tuition will be determined later and updated systematically.
- **Do not** provide health insurance funding splits. OFM is no longer using this information.
- Mass updates can be applied for the following fields: Appointment end date, work period percent, scheduled work months and the three salary fields. To arrange for a mass update, submit a ticket to the OFM Help Desk emailing HereToHelp@ofm.wa.gov. If your institution has many positions with appointment end dates related to the quarter or semester, you will want to request a mass update. Positions that end before 7/1/2027 will not be loaded into CIM.
- If your institution has a substantial number of Fund codes to update a manual update can be done by sending a request to HereToHelp@ofm.wa.gov.
- For questions regarding CIMA-AI or to sign up as a user, please contact the OFM Help Desk at HereToHelp@ofm.wa.gov. Here is a link to the [CIM-AI Instructions](#).

We greatly appreciate your efforts to provide the best possible data to ensure we get the most accurate funding in your budget.

For collective bargaining details, contact [Labor Relations](#).

For budget details, contact your [Budget Advisor](#).

For Classified Salary Schedules contact [Class and Compensation](#).

If you experience technical issues with SPS or CIM-AI applications, please contact the OFM Help Desk by email at HereToHelp@ofm.wa.gov.

Thank you,

Compensation Policy Team & Budget Team
Office of Financial Management