

HR Analytics & Systems Update

HR Managers Meeting, 10/1/2025

➤ FY25 HR Management Report – Next Steps

- Executive Branch agencies achieved an outstanding 96% response rate by the due date, with no extension requests. **Thank You!!**
- Cross-functional topic teams are analyzing responses and will complete their work before the end of October.
- Leadership and OFM Communications will receive a draft report in November for review and finalization.
- The FY25 HR Management Report will be published in December.

➤ 2025 Employee Engagement Survey - Live!

- The survey launched today, October 1, and will remain open through October 31 for responses.
 - Agencies will have an additional week to submit paper copy responses.
- This year's survey also supports reporting requirements for Executive Order 25-06: *Transforming Customer Experience and Service Delivery in State Government Operations*. Responses from the Your Washington survey—linked to employees who indicate they provide direct customer service—will be shared with agencies to support internal assessment and improvement.
- Studies show organizations achieve higher participation rates when leaders communicate the actions being taken (or considered) based on survey results. To support this year's survey, leaders at all levels are encouraged to share with staff how results are used to drive continuous organizational improvement.

➤ FY25 Disability Employment Report – Status

- Thank you to Executive Branch agencies that submitted the required hiring data. RCW requires these and other data points to be included in the report for all agencies.
- State HR is proposing request legislation to update RCW language, enabling more modern and flexible analytics reporting.
- The FY25 report will be published in November.

➤ **ITPS Evaluation Tool – System Update**

- For awareness: The IT PET, built on the ServiceNow platform, is now running on the platform's latest release, implemented in September.
- The IT Services Team is assessing potential impacts on the IT PET, including changes to user login processes.
- Additional details will be shared once the review is complete and any system updates are confirmed.

➤ **Workforce Data – Quick Tip**

- As we head into legislative session, we often receive requests for data combinations not available in the posted PowerBI dashboards. An “old school” option is also available: the Workforce Data web page includes a spreadsheet with five-year trend data by Executive Branch agency:
 - [Workforce Performance Measures Data](#) [Excel]
 - [Workforce Performance Measures Definitions](#) [PDF]
- To safeguard privacy, Safe Harbor rules apply to demographic data for agencies with 10 or fewer employees. Small agencies that would like drill-down data can contact us at Strategichr@ofm.wa.gov and we can provide the information directly.

➤ **HRMS Update – Leave Approval Workflow Reporting**

- New HRMS release yesterday! The [Flexible Employee Data Report](#) (ZHR_RPTPAN02) has been enhanced by adding three new Leave/MyPortal Modern Work Environment Tile (MWE) field options:
 - Leave/MWE Approver EE#
 - Leave/MWE Approver Name
 - Leave/MWE Approver Position Number

The Leave/MWE approval workflow is based on the supervisor and employee position relationships in HRMS such as “is line supervisor of” or “reports to” position. If a supervisor’s position is vacant, the Leave/MWE approval request will roll up the organizational hierarchy to the next filled supervisor’s position for the approval.

- This functionality tied to supervisory organization coding being maintained in HRMS. All HRMS user agencies should have supervisory org coding in the system regardless of whether you use MyPortal. Please note that this information is a critical data requirement for moving to Workday ERP.