

HRMS Coding Reference Guide

Non-Represented Management Positions and Employees

Guidelines for coding non-represented management positions and employees in HRMS. Refer to HRMS Data Definitions Resource Guide for HRMS definitions. Refer to HRMS Non-Employee Coding Reference for additional Board/Commission Member detail.

Position (PO13)	Washington Management Service (WMS)	Exempt Management Service (EMS)	Board/Commission Members (Salaried), Elected Officials, SOSA, At-Will
Object (1000)			
Object Name	Working Title (40 char max)	Working Title (40 char max)	Working Title (40 char max)
Object Abbreviation	Agency-specific position number or short-text (12 char max)	Agency-specific position number or short-text (12 char max)	Agency-specific position number or short-text (12 char max)
Relationship (1001)			
Job Is described by (B 007)	WMS BAND 1 (50003921) WMS BAND 2 (50003922) WMS BAND 3 (50003923) WMS BAND 4 (50003924) Do not use WMS BAND 5 (50003925)	EMS B-code assigned to the position, for positions under the salary setting authority of the State HR Director (Do not use generic "EMS" codes) Reference B-code listing by agency here: Exempt Compensation Listing	Agency established job code or designated "EX" code (Do not use generic "J" codes) Examples include: Director (EX011) Board Member (EX028) Chair (EX029) OFM Manager (OFM011)
Management Type Is assigned to (A 108)	Agency assigns coding based on management type definitions (see the HRMS Data Definitions Resource Guide): Management Policy Consultant	Agency assigns coding based on management type definitions (see the HRMS Data Definitions Resource Guide): Management Policy Consultant	Agency assigns coding based on management type definitions (see the HRMS Data Definitions Resource Guide): Management Policy Consultant
Market Segment Is assigned to (A 108)	Agency assigns coding based on market segment definitions (see the HRMS Data Definitions Resource Guide)	Agency assigns coding based on market segment definitions (see the HRMS Data Definitions Resource Guide)	N/A
JVAC Assigned To (A Z09)	Agency assigns JVAC code based on appropriate job value assessment chart	Agency assigns JVAC code based on appropriate job value assessment chart	N/A
Primary Inclusion Assigned To (A Z07) Secondary Inclusion - <i>if applicable</i> Assigned To (A Z08)	Agency assigns appropriate coding based on WAC 357- 58-035 (see HRMS Data Definitions Resource Guide): Adm one or more SW Policies/Prgms Form SW Policy or Dir Wk of Agy/SAgy Funct Abv Fst Lvl Sup /Use Indep Jdgment Mngs, Adm, and Ctrls Local Branch Off Sub Resp Pers/Leg/Info Admin of Bdgt	N/A	N/A

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Position (PO13)	Washington Management Service (WMS)	Exempt Management Service (EMS)	Board/Commission Members (Salaried), Elected Officials, SOSA, At-Will
Description (1002)			
Position Evaluation Date	Date of most recent position evaluation	N/A	N/A
Account Assignment Features (1008)			
Personnel Subarea	For non-represented positions: WMS (0002) For represented positions, select the applicable bargaining unit	Exempt (0003)	Exempt (0003) Elected (0012) Boards/Commissions (0013)
Employee Group (1013)			
Employee Group	Permanent (0) Project (C)	Civil Service Exempt (B)	Appointed (9) Board/Commission (A) Civil Service Exempt (B) Elected (8)
Planned Compensation (1005)			
Pay Grade Type	For non-represented positions: Non-Represented (00) For represented positions, select the applicable union	Non-Represented (00)	Non-Represented (00)
Pay Grade Area	WMS (02)	EMS (41)	Agency assigns based on desired classification of expenditures (see the HRMS Data Definitions Resource Guide) Examples include: Board Members (55) Elected Official (34) Non-Pay Scale (40)
Pay Grade and Level - <i>Pay Level must correspond with Pay Grade</i>	Pay Grade / Pay Level: BAND 1 / 01 BAND 2 / 02 BAND 3 / 03 BAND 4 / 04 MEDICAL / MD	Pay Grade / Pay Level: BAND 1 / 01 BAND 2 / 02 BAND 3 / 03 BAND 4 / 04 BAND 5 / 05 SPEC MKT / SM MEDICAL / MD	01 / 01

Personnel Subarea, Employee Group, Job, and Pay fields are inherited from the position. In some situations these fields may be overridden for the employee. However, in most instances, these fields will be the same for both the position and the employee.

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Employee (PA30/PA40)	Washington Management Service (WMS)	Exempt Management Service (EMS)	Board/Commission Members (Salaried), Elected Officials, SOSA, At-Will
Organizational Assignment (0001)			
Personnel Subarea	For non-represented positions: WMS (0002) For represented positions, select the applicable bargaining unit	Exempt (0003)	Exempt (0003) Elected (0012) Boards/Commissions (0013)
Employee Group	Permanent (0) Project (C)	Civil Service Exempt (B)	Appointed (9) Board/Commission (A) Civil Service Exempt (B) Elected (8)
Job Key	WMS BAND 1 (50003921) WMS BAND 2 (50003922) WMS BAND 3 (50003923) WMS BAND 4 (50003924) Do not use WMS BAND 5 (50003925)	EMS B-code assigned to the position, for positions under the salary setting authority of the State HR Director (Do not use generic "EMS" codes) Reference B-code listing by agency here: Exempt Compensation Listing	Agency established job code or designated "EX" code (Do not use generic "J" codes) Examples include: Director (EX011) Board Member (EX028) Chair (EX029) OFM Manager (OFM011)
Contract (Appt Status)	WMS Review (23) Permanent (#) Acting (09) Project (20)	Exempt (16)	Exempt (16) Board/Comm (25) Non-Employee (24) Temporary (01)
Basic Pay (0008)			
PS Type	For non-represented positions: Non-Represented (00) For represented positions, select the applicable union	Non-Represented (00)	Non-Represented (00)
PS Area	WMS (02)	EMS (41)	Agency assigns based on desired classification of expenditures (see the HRMS Data Definitions Resource Guide) Examples include: Board Members (55) Elected Official (34) Non-Pay Scale (40)
PS Group / Level - <i>the Level must correspond with PS Group</i>	Pay Grade / Pay Level: BAND 1 / 01 BAND 2 / 02 BAND 3 / 03 BAND 4 / 04 MEDICAL / MD	Pay Grade / Pay Level: BAND 1 / 01 BAND 2 / 02 BAND 3 / 03 BAND 4 / 04 BAND 5 / 05 SPEC MKT / SM MEDICAL / MD	01 / 01