

## Layoff Activity: HRMS Coding Tools and Resources

Implementing layoffs can result in different types of HRMS entries depending on the circumstances, such as separations, appointment changes, leaves of absence, and/or leave without pay. To ensure consistent and accurate data, OFM has compiled a few resources to assist agencies processing layoff related activity in HRMS. While this list doesn't include every tool or resource available, we thought these might be particularly helpful.

### Layoff Law & Policy Considerations

- Refer to Title 357 WAC, collective bargaining agreements, applicable laws, and agency policy for implementing layoffs.
- Check applicable state and local laws for employees working out of state or out of country.

### Layoff Action Types

The following action types may be applicable:

- [Appointment Change \(U3\)](#)
- [Leave of Absence – Active \(U8\)](#)
- [Leave of Absence – Inactive \(U9\)](#)
- [Return from Leave of Absence \(UA\)](#)
- [Separation \(U5\)](#)

### Layoff Action Reasons

There are multiple action reasons available for use related to layoff activity. For employees subject to layoffs, the following action reasons may be appropriate:

- [Demotion – In Lieu of Layoff](#)
- [Layoff](#)
- [Layoff – Temp Reduction of Hrs](#)
- [Layoff – Temporary](#)
- [Layoff – Voluntary](#)
- [Layoff – Option Accepted](#)

For employees not subject to civil service rules or collective bargaining agreements, the following additional action reasons may be appropriate:

- [Adjust Hours Worked](#)
- [End of Appointment](#)
- [Exempt](#)

There are additional action reasons that may apply, depending on the circumstances. Also not listed above are layoff action reasons relating to hiring from a layoff list. Review the full list of action reasons and their definitions on the [HRMS Data Definitions](#) web page.

## Absence Types

There are multiple absence types available for use related to layoff activity. Be sure to refer to rules, collective bargaining agreement, or agency policy on how the employee's unpaid absence should be treated in leave accrual calculations.

The following three unpaid absence types are configured to count the unpaid hours as time in pay status for vacation and sick leave accrual calculations:

- LWOP Tmp Layoff/AgyAction (9396)
- LWOP Tmp Layoff/LegAction (9397)
- LWOP Tmp Layoff/ShrdWork (9403)

The following additional unpaid absence types may also be applicable, but are not counted as time in pay status for vacation and sick accrual calculations:

- LWOP Vol to Reduce Layoff (9041)
- LWOP – Emergency (9391)

The following paid absence types may be applicable, if allowed by Title 357 WAC or collective bargaining agreement:

- Shrd Lv Temp Layoff (9399)
- Vac Lv Temp Layoff (9398)

There could be additional paid or unpaid absence types that may apply, depending on the circumstances.

## Winshuttle Scripts

Winshuttle scripts are available for processing high volume actions (uploading 30 or more records from Excel to HRMS). Refer to the [Winshuttle scripts](#) page on the HRMS Support Hub for a complete list of available scripts.

Questions about Winshuttle scripts or send the appropriate completed spreadsheets to [HereToHelp@ofm.wa.gov](mailto:HereToHelp@ofm.wa.gov).

## Reports

There are many reports available in WWA and HRMS to assist in preparing for layoffs, validating layoff related HRMS entries, and reporting layoff activity. A few helpful reports may include:

- [WWA ad hoc queries](#)
- [WWA Layoff Activity \(HPA008\)](#)
- [Actions Report \(ZHR RPTPA807\)](#)
- [Date Specifications Report \(ZHR RPTPA765\)](#)
- [Flexible Employee Data Report \(ZHR RPTPAN02\)](#)
- [IT1018 Position Cost Distribution \(ZHR RPTFI1018\)](#)
- [Movement/Turnover Report \(ZHR RPTPYU26\)](#)
- [Wage Type Reporter \(PC00 M99 CWTR\)](#)

Refer to the [Reports page](#) on the [HRMS Support Hub](#) for a full list of available HRMS report procedures. Refer to the [Washington Workforce Analytics web page](#) for more information on running reports in WWA.

## HRMS Unemployment Audit

For agencies preparing for possible layoffs, it is recommended to routinely audit the hours and wages sent to Washington's Employment Security Department (ESD) for unemployment reporting. To determine what has been reported by OFM to ESD, use the [Wage Type Reporter \(PC00 M99 CWTR\)](#) with the following selections:

- **Company Code** – WA01
- **Personnel Number** (Optional if running for specific employee or group of employees)
- **Personnel Area** (optional if running for your agency)
- **Payroll Area** – 11
- **Period:**
  - Q1 – 12/16 to 3/15
  - Q2 – 03/16 to 06/15
  - Q3 – 06/16 to 09/15
  - Q4 – 09/16 to 12/15
- **Wage Types:**
  - /5UH (hours reported)
  - /710 (wages reported)

If you find an employee has not been reported to ESD for unemployment purposes, the most likely cause is an exemption from Tax Type 010 – *Employer Unemployment Tax* (for Tax Authority WA – Washington) on the Other Taxes US (0235) infotype. If an employee has been

incorrectly exempted, you should immediately contact ESD to request an amendment of hours and wages previously reported and take one of the following actions within HRMS:

- [Copy and Update Other Taxes US Record](#) – use this option if the employee has other exemptions on their record that should remain.
- [Change Existing Other Taxes US Record](#) – use this option if the employee has no other exemptions and the record should be delimited.

## NW Supported Employment

When reviewing agency workforce data in preparation for or during layoffs, be sure to include the Employee Group field so you can identify the type of position. Supported employment positions will be identified with NW SupportedEmployment (G) in the Employee Group field.

Refer to [RCW 41.04.780](#), [Supported Employment in State Government](#), and [OFM layoff guidance](#) for more information on how supported employment is considered during layoffs.

## Additional Resources

OFM website links for more layoff and HRMS coding resources:

- [Furlough and Layoff Information for Employers](#)
- [HRMS Data Definitions](#)
- [HRMS Support Hub](#)
- [Title 357 WAC](#)
- [Collective Bargaining Agreements](#)

Other agency website links for information on unemployment, health benefits, and retirement plans:

- [Employment Security Department – Layoffs and Employee Notifications](#)
- [Health Care Authority – Public Employee Benefits](#)
- [Department of Retirement Systems – Employer Information](#)

## Contacts

- OFM State HR Rules: [Rules@ofm.wa.gov](mailto:Rules@ofm.wa.gov)
- OFM State HR Labor Relations: [LaborRelations@ofm.wa.gov](mailto:LaborRelations@ofm.wa.gov)
- OFM HRMS Data Definitions: [StrategicHR@ofm.wa.gov](mailto:StrategicHR@ofm.wa.gov)
- OFM HRMS Technical Support: [HeretoHelp@ofm.wa.gov](mailto:HeretoHelp@ofm.wa.gov)