OFFICE OF FINANCIAL MANAGEMENT
Compensation Data Collection for the 2025-27 Biennial Budget Process

1.1	**Compensation Data for Collective Bargaining and Budget Processes**
Context	The Washington State Legislature passed the Personnel System Reform Act in 2002. As a result, the Governor's Office, supported by the Labor Relations Office (LRO), negotiates collective bargaining agreements for state agencies (including a portion of higher education).
	The nature of collective bargaining requires the Office of Financial Management (OFM) to have salary data at the employee level. It is difficult to anticipate which elements may be bargained, so OFM needs to be prepared for proposals that may group employees by bargaining unit, classification, range and step, years of service, and so on. Additionally, OFM assumes the Governor may want to consider various options for non-represented state employees.
	• Click **here** for more information about the Labor Relations Office and existing 2023-2025 collective bargaining agreements.
Purpose	The purpose is for OFM to collect detailed data at the same level for all state employees to calculate and budget compensation changes.

1.2	**What is the role of the Office of Financial Management?**
Objective	OFM's objective is to facilitate the collection and use of data needed for budgeting and to support the collective bargaining process.
	The collective bargaining scope outlined above presents the need for the Labor Relations Office to collect employee compensation data. The data will be used to calculate and budget potential employee compensation changes resulting from salary negotiations, as well as budget compensation changes for non-represented employees.
Data security	OFM will observe strict security procedures in the collection and use of employee data. Social security numbers will not be loaded from HRMS or from higher education data into OFM's Compensation Impact Model (CIM) and very few OFM staff will have access to this data. The output used in bargaining and the budget system will be rolled up to at least the agency, program, bargaining unit, or classification level, and will not contain any individual employee identifiers.

1.3	**What is the role of agencies and institutions?**
Objective	Agencies and higher education institutions will update and validate employee compensation data for submittal to OFM no later than May 3, 2024 if updates are needed or submittals have not been done.
	### Agency & higher education reminders regarding data preparation:
	Agencies should release the version of SPS data that reflects their projected maintenance level salary base for 2025-27 to OFM. It is **strongly** encouraged that agencies begin with a fresh data download, unless you are certain that your current file contains the correct job class codes and assignment pay for all classified staff that match OFM's Office of State Human Resources Director's current salary schedule.
	• Please note that salary increases and step progressions scheduled to occur between the file preparation and the end of the biennium will be applied systematically by OFM.

- o This includes general wage increases scheduled but not yet in effect for both exempt and classified employees.
- We have seen agency submittals with FTEs much higher or lower than we would expect. It is very important that you run a projection and related reports to ensure your position file reflects anticipated FTE and salary levels.
  - o This should include appropriated, non-appropriated and non-budgeted positions.
- All bargaining unit coding and all represented staff are correctly coded to bargaining units and their corresponding pay scale types. Ensure all non-represented bargaining unit coding is accurate for both classified and exempt positions.
  - o Add vacancies if needed (filling in all required fields, including the Bargaining Unit code)
- Retirement system codes are entered for all employees. For employees who are not members of a retirement system or positions that are not eligible for retirement, including students, use the code NE.
- Only positions requiring relief have the backfill indicator selected. This applies to positions where an incumbent is absent or the position is vacant, another employee must provide coverage for the vacant position's scheduled shift.
  - o Only indicate the position that requires the backfill/relief, not the position that may provide relief for a vacant or absent backfill/relief position
- The Work County Code and the Work City Name must be accurate for each position. Among other uses, this data will be used to determine position eligibility to apply the five percent King County premium pay systematically.
- Hourly employees have an accurate work period percent to reflect an annual average percentage for time they are paid.
- If you have seasonal employees or part-time employees, please determine the average annual percent 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.
  - o Example: You have staff who work only April through September — they work 5 months at full time, 1 month at 88 hours, and 6 months at 0% time. Calculate the average this way: 5 x 176 = 880 hours + 88 hours + 0 hours = 968 hours. Divide 968/2088 (# of work hours in a year) = 46%. Enter 46% into the % Full Time field.
- Account codes are verified, do not use Account 03K Industrial Insurance Premium Refund Account or 290 Savings Incentive Account as a funding source for compensation data.
- A manual collection of data on agency assignment pay is not necessary. Assignment pay or additional premium pay data will be extracted from Statewide HR and added on to the base salary as appropriate. This will include, but is not limited to IT supervisor premium, shift premium pay, as well as Group A, B, and C assignment pays. If your agency averages fund splits, be aware this method could result in incorrect funding if salary increases are implemented for targeted job classifications.

Additional tips for general government only

- Select a current HRMS payroll file in SPS, "HR Data Load," to work from to build your compensation data submittal. Load data into a newly created position file within SPS.
- Please make corrections to funding sources and percentages.
- Either remove or end positions that are not funded through the end of the 2025-27 Biennium (based on your current budget).
- Please verify an appropriation index (AI) for all employees is used, as SPS uses the AI to

- identify the account and expenditure authority type for each employee for the release to CIM.
- Please Do not create multiple positions in SPS to mimic step increases by ending one position and creating a second position at the higher step. This creates system issues when the data is loaded from SPS to CIM (each record is counted as a different position, resulting in multiplied staffing data). Step increases are handled automatically in both systems for classified staff. For exempt staff, use the average biennial salary for each person. **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 check the Special Pay box 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. **Note: We are aware that SPS may populate an error when wage type increases are automatically included. The error states that "The salary does not match salary in the state salary schedule". If this happens please select the correct range and step for the employee's _base_ salary and save.**

Additional tips for higher education only

- Please select a new payroll file in CIM-AI to work from as you build your compensation data submittal. **Note:** CTC will do this for community colleges and technical schools.
- 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.
- OFM is no longer using separate health insurance funding splits, there is no longer a need to define and provide that data.
- If the institution has multiple positions with the appointment end date related to the quarter or semester, a bulk update is recommended. Positions that end before 07/01/2025 will not be loaded to CIM. 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 please submit a ticket to the OFM Help Desk

In closing & additional assistance

We greatly appreciate your time and dedication in providing the most accurate data, so that we can work together to ensure the funding and budget data submission runs as smoothly as possible.
- If you experience technical issues using the SPS or CIMAI applications, for questions about SPS, or to sign up as a user, submit a ticket to the OFM Help Desk at HereToHelp@ofm.wa.gov.

  - SPS Job Aid
  - SPS CIM Data Instructions
  - CIMAI Job Aid