



OFFICE OF
FINANCIAL MANAGEMENT

HRMS REPORTING GROUP AND HRMS DATA STEWARDS

HR Managers Meeting

May 4, 2016

HRMS REPORTING GROUP UPDATE

What has happened since the last report out to HR Managers?

- **October 2015 meeting**
 - Information on the telework/flex work project
 - Disability employment reporting requirements (SHB 1636)
 - Washington Workforce Analytics (WWA) project update
- **January 2016 meeting**
 - Demo: Workforce Gaps Dashboards
 - Demo: Position address using PPOSE
 - Updates to Class Distribution Query in BI
- **April 2016 meeting**
 - Data requests related to collective bargaining
 - Upcoming changes to Movement / Turnover report
 - Updating the group's charter
 - Error checking / auditing reports

HRMS REPORTING GROUP: CURRENT ACTIVITIES

What is this group currently working on?

- **Charter update**
 - Formalizing the shift from BI-focused to incorporate all HRMS-related reporting
- **Error checking / auditing reports**
 - Agencies sharing information about best practices
 - June meeting: Linda Sutherland (DOC) and Claire Barrett (ESD)
 - Identify reports to run and what to look for
- **Report demonstrations**
 - Organizational Management reports
 - Movement / Turnover report
- **Report requirements for Monitoring of Tasks report**
- **Excel Tips and Tricks**

HRMS DATA STEWARDS: ROLE

What is the role of an agency HRMS data steward?

- Represent their agency's HRMS data needs
- Promote the use of HRMS Data Definitions
- Ensure agency business processes adhere to data standards
- **Lead agency participation on HRMS data definition activities by:**
 - Assisting in drafting definitions, process documentation, and communications
 - Participating in data definition workgroups or delegating participation to an agency subject matter expert
 - Championing agency HRMS data clean-up efforts

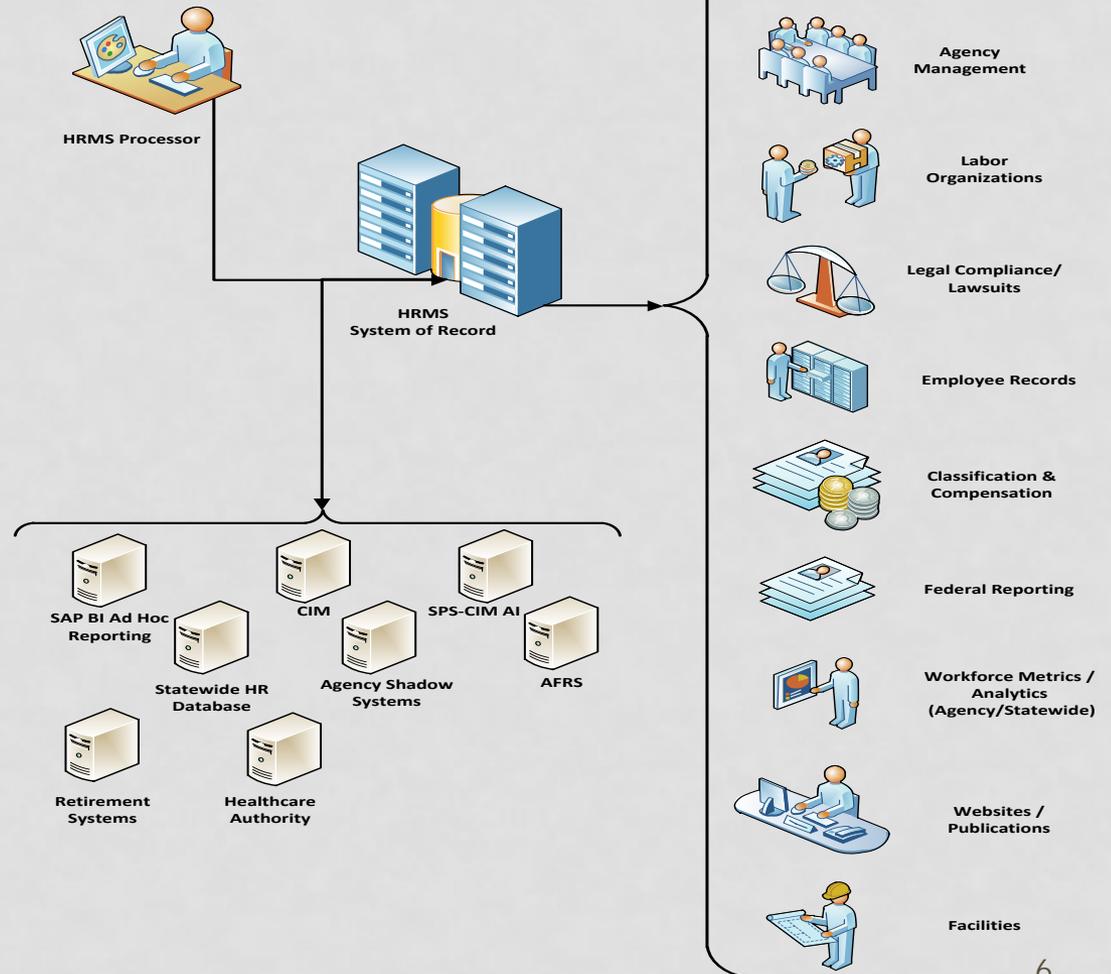
HRMS DATA STEWARDS: CURRENT ACTIVITIES

What is this group currently working on?

- **Date Specifications Project**
 - Defining the Date Types
 - Gathering report requirements
 - Developing guidance on calculating date adjustments
- **Vacancy Indicator Project**
 - Defining the Vacancy Indicator selections
 - Gathering report requirements
 - Developing job aid(s) with additional information/explanation
- **Data Integrity (ongoing discussions)**
 - Why having accurate data is important
 - Examples of mismatched or inaccurate data
 - Possible solutions, suggested improvements

WHO USES HRMS DATA?

The Importance of HRMS Data Integrity



HRMS DATA INTEGRITY: IMPACTS

What happens if HRMS data is not accurate?

- Employees receive incorrect pay and/or benefits
- Possible penalties from audits
 - DOL / FLSA
 - IRS
 - ACA
- Financial projections and budget allotments are inaccurate
- Legislative, policy, and strategy decisions based on inaccurate workforce data analysis and conclusions

HRMS DATA INTEGRITY: STATE HR

What will State HR do to support accurate data?

- Coordinate data definition activities
- Provide data tidbits at quarterly meetings
- Respond to questions about HRMS procedures and coding
- Facilitate discussions on auditing / error checking
 - HRMS Reporting Group meetings
 - What reports to run, what to look for, how often
- Partner with WaTech to evaluate and prioritize HRMS system change requests
- Partner with WaTech to review and improve HRMS-related resource materials and training

HRMS DATA INTEGRITY: AGENCIES

What support do we ask of the HR Managers?

- **Champion the importance of accurate data and the level of effort required to produce it**
- **Encourage your HRMS Data Steward to:**
 - Actively participate in meetings and data definition activities
 - Communicate with agency HRMS end users and subject matter experts about data definition activities and data tidbits
 - Understand agency HRMS data customers' needs
- **Help your agency recognize your HRMS Data Steward as an HRMS data expert**
 - Coordinate communication among HR and Payroll offices
 - Ensure agency business processes and procedures are adjusted to adhere to data standards
- **Direct your HRMS processors to consistently follow agency business processes and user procedures**

HRMS DATA INTEGRITY: GAPS

Are there other things we should be doing to improve data integrity?

- *Excluding changes that are system constraints due to HRMS priorities and configuration costs*



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