

**From:** HRMS Communications [HRMSCOMMUNICATIONS@LISTSERV.WA.GOV] on behalf of Gustafson, Dennis (DES) [dennis.gustafson@DES.WA.GOV]  
**Sent:** Thursday, December 27, 2012 4:14 PM  
**To:** HRMSCOMMUNICATIONS@LISTSERV.WA.GOV  
**Subject:** HRMS Communication -- New coding for non-employees, board and commission members, and elected officials

## **Enterprise Services Communication – 12/28/12**

**What?** New Coding for Non-Employees, Board/Commission Members, and Elected Officials in HRMS  
**Who?** HRMS HR and Payroll Offices  
**Why?** Inform agencies of new coding options in HRMS  
**When?** Distribute immediately

**Message:** To accurately report on the state's workforce, the following new HRMS codes are available to identify **non-employees** such as AmeriCorps workers, work study students, and retired firefighters.

For comprehensive information on HRMS Data Definitions activities and updates, visit:  
<http://hr.wa.gov/payroll/HRMS/OnLineQuickReference/Pages/HRMSDataDefinitions.aspx>

### **Non-Employee coding updates include:**

#### **Employee Group**

- J - Non-Employee

#### **Personnel Subarea**

- 0005 - Non-Employee

#### **Work Contract**

- 24 - Non-Employee

#### **Pay Scale Type/Pay Grade Type**

- 13 - Non-Employee

#### **Pay Adjust Reason**

- 25 - Non-Employee

#### **Action Reasons**

- PA40 Action Type transactions have new Non-Employee Reasons for processing personnel actions related to non-employees.

#### **Board / Commission Members – Salaried vs Stipend**

Agencies with **board and/or commission members** who receive a **stipend** should use the new non-employee coding. Agencies with **salaried board and/or commission members** may use the new coding:

#### **Personnel Subarea**

- 0013 – Board/Commission

### **Work Contract**

- 25 – Board/Commission

### **Elected Officials**

The **Personnel Subarea** for Elected Officials may now be accurately coded with:

#### **Personnel Subarea**

- 0012 – Elected

The *HRMS Non-Employee Coding Reference Guide* available on the [HRMS Data Definitions](#) website identifies the key fields in HR Master Data and Positions that have new options.

### **Actions Required:**

- **Effective December 28, 2012**, agencies should begin using new non-employee codes for any new individuals who should be excluded from state headcounts.
- **By March 1, 2013**, agencies should have all existing non-employees updated with the new codes. **Do not make retroactive changes!** Updates should be for the current time period.

### **Questions? Contact:**

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