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Sent: Thursday, December 27, 2012 4:14 PM
To: HRMSCOMMUNICATIONS@LISTSERV.WA.GOV
Subject: HRMS Communication -- New coding options and definitions to ensure accurate statewide and agency reporting

Enterprise Services Communication – 12/28/12

What? New/Updated Action Type, Action Reason, Work Contract and Non-Employee codes related to HRMS Data Definitions

Who? HRMS HR and Payroll Offices

Why? Inform agencies of a new coding options and definitions in HRMS to ensure more accurate statewide and agency level reporting

When? Distribute immediately

Message: In order to accurately report on the state's workforce, the HRMS Data Definitions team – including representatives from the Office of the State HR Director (OSHRD), Rules, Labor Relations Division (LRD), and participating agencies – have recommended updates to current Action Type, Action Reason, Work Contract, and Non-Employee coding options. Definitions for these options have been compiled in a new HRMS Data Definitions Resource Manual available on the [HRMS Data Definitions](#) website.

More information on what's new and impacts are outlined below.

For comprehensive information on HRMS Data Definitions activities and updates, visit:

<http://hr.wa.gov/payroll/HRMS/OnLineQuickReference/Pages/HRMSDataDefinitions.aspx>

HRMS Data Definitions – What's New?

Action Types:

- Modified the Paid/Unpaid Leave of Absence action names to Leave of Absence – Active/Inactive
- Defined Action Type codes

Action Reasons:

- Modified existing Action Reasons in HRMS. Modifications include updates to text for more consistency in naming as well as re-naming many reasons to “ZDNU” for “Do not use”
- Added new Action Reasons where gaps existed
- Defined Action Reason codes

Work Contracts:

- Added new Work Contract (appointment status) codes and definitions to more accurately reflect the appointment status of an employee. These new appointment status codes allowed the elimination of many action reason codes (such as Exempt Separation, WMS Appt with Review)
- Updated existing Work Contract code definitions

Non-Employees:

- Added new codes to capture “Non-Employee” groups such as ESD Participants (Wex, Americorp, WA Service, etc), EYC Crew, National Guard, Pages, Reservists, Vetcorps, WCC Crew, as well as Board/Commission members receiving a stipend, Superior Court Judges, Work Study Students and Retired Firefighters to:

- Work Contract
 - Employee Group
 - Personnel Subarea
 - Pay Scale Type
 - Pay Adjust Reason
 - Action Reasons
- Non-Employee coding guidance will be distributed in a separate HRMS communication.

Impacts:

- HRMS/BI Portal Reports reflect the new Action Type/Reason and Work Contract code options, with new categories and some modifications for more accurate reporting – see link under Business Intelligence (BI) Reports Impacted below for more information
- Agencies will need to re-evaluate ad-hoc queries to ensure they reflect new codes and capture any updated categories
- Agencies may not be able to compare past report results with the new reports due to new codes, code modifications, new categories – *Note: it will be necessary to keep most ZDNU codes in ad hoc queries to capture historical data*
- **Do not use codes in HRMS that have been changed to “ZDNU”!**
If an existing code does not meet an agency business need, contact the Office of the State HR Director for assistance/guidance
- **Do not make retroactive changes to action reason or work contract codes!**

Business Intelligence (BI) Reports Impacted:

HR Management-related Reports:

- All:
 - Removed Executive Branch restrictions to allow Legislative and Judicial branch agencies to run the reports (Overtime reports will still include Executive Branch comparison only)
- HRM Types of Appointments (ZZPA_M03_QGM04)
- HRM Separations During Review Period (ZZPA_M03_QGM05)
- HRM Formal Disciplinary Actions Taken (ZZPA_M03_QGM13)
- HRM Turnover (ZZPA_M03_QGM15):

Note: For complete details of updates to HR Management-related reports, see the *HRM Report Description and Definitions* document link on the [HR Management Report Process](#) website.

Other BI Portal Reports:

- Layoff Activity (ZZPA_M03_QLAR)
- Classification Turnover (ZZPA_M03_QCLTO)

HRMS Reports Impacted:

Added Work Contract to:

- Actions Report (ZHR_RPTPA457)
- Movement / Turnover Report (ZHR_RPTPYU26)

Questions? Contact:

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