



OFFICE OF
FINANCIAL **M**ANAGEMENT

DCP AUTO-ENROLL

**HRMS Data Stewards
And HR Managers
November 2, 2016**

DCP AUTO-ENROLL

How is HRMS affected by DCP auto-enroll implementation?

- Effective January 1, 2017, new full-time employees will be auto-enrolled in the Deferred Compensation Program (DCP)
 - New or existing participants can now elect to defer percentage amounts
 - DRS has asked WaTech to send a file each pay period that includes information on the newly hired full-time employees

DCP AUTO-ENROLL

Who will be included in the HRMS file to DRS?

- Newly hired employees identified by Action Type field on the Actions (0000) infotype; employees with the following action types during that pay period will be included:
 - New Hire (U0) and Quick Hire (UI)
 - Rehire (U6) and Rehire Quick Hire (UK)
- Full-time employees identified by Part-time Employee check box on the Planned Working Time (0007) infotype:
 - Part-time Employee box is blank = Full-time Employee and will be included in the file

3

DCP AUTO-ENROLL

Who will be excluded from the HRMS file to DRS?

- Part-time employees identified by Part-time Employee check box on the Planned Working Time (0007) infotype:
 - Part-time Employee box is checked = Part-time Employee and will be excluded from the file
- Some "non-employee" groups have been identified as not eligible for DCP and will be excluded from the file:
 - Retired Firefighters and Reserve Officers (Payroll Area 10)
 - Ecology Youth Corps (Personnel Area 4611)
 - Washington Conservation Corps (Personnel Area 4612)
- New employee actions entered retroactively will not be included:
 - New Hire, full-time employee that starts on February 13 isn't entered into HRMS before end of Day 3 on February 21. This employee will not be included in the file and will not be picked up on subsequent files; and therefore will not be auto-enrolled.

4

DCP AUTO-ENROLL

New HRMS data definition:

- Part-time Employee check box will be formally defined:
 - Select Part-time employee for an employee who is scheduled to work less than that required of a full-time employee.
- The part-time employee check box is important for several reasons:
 - Will be used to help determine eligibility for DCP auto-enrollment
 - Determines how hours are calculated during payroll process
 - Used in Enterprise Reporting to identify part-time employees
- Once finalized, Part-time Employee check box definition will be added to:
 - HRMS Data Definitions Resource Guide
 - HRMS F1 Help

5



OFFICE OF
FINANCIAL MANAGEMENT

For questions, please contact:
StrategicHR@ofm.wa.gov

Automatic Enrollment Scenarios

November 2016

State Agency (HRMS) employee changes employment/employer:

New Employer	HRMS State Agency	Non-HRMS State Agency	Higher Education/ Local
Break in Service	New Hire File to DRS.	New Hire File to DRS.	New Hire File to DRS.
No Break in Service	HRMS Agency Transfer Process supports current DCP deferral amount as it does currently. In January, this process will also support the employees' original opt out choice.	New Hire File to DRS. Instruct employee they will get welcome letter on the 3% default – then they can login to change deferral amount back to what they had with their prior employer or choose a new amount or do nothing if 3% is what they want. Making a change will cause deferral amount to occur sooner than the 3% default.	New Hire File to DRS.
Retiree* Returning to Work	Will be on the new hire file and DRS will remove before sending to our Record Keeper.	DRS will remove any RRTW on the new hire file before sending to our Record Keeper.	Same as for non-HRMS.
"Retro payroll employees"	Will not be on the new hire file.	?	?

From retirement systems administered by DRS*

For employees that transfers between Higher Education and State Agencies:

- Benefits like health care, seniority, leave balances and accrual rates transfer
- DCP doesn't
 - Currently these employees must re-enroll with DCP
 - Starting in January, they will be automatically enrolled

Automatic Enrollment Scenarios

November 2016

State Agency (Non-HRMS) employee changes employment/employer:

New Employer	HRMS State Agency	Non-HRMS State Agency	Higher Education/ Local
Break in Service	New Hire File to DRS.	New Hire File to DRS.	New Hire File to DRS.
No Break in Service	New Hire File to DRS. Instruct employee they will get welcome letter on the 3% default – then they can login to change deferral amount back to what they had with their prior employer or choose a new amount or do nothing if 3% is what they want. Making a change will cause deferral amount to occur sooner than the 3% default.	New Hire File to DRS. Instruct employee they will get welcome letter on the 3% default – then they can login to change deferral amount back to what they had with their prior employer or choose a new amount or do nothing if 3% is what they want. Making a change will cause deferral amount to occur sooner than the 3% default.	New Hire File to DRS.
Retiree* Returning to Work	Will be on the new hire file and DRS will remove before sending to our Record Keeper.	DRS will remove any RRTW on the new hire file before sending to our Record Keeper.	Same as for non-HRMS.
"Retro payroll employees"	Will not be on the new hire file.	?	?

From retirement systems administered by DRS*

For employees that transfers between Higher Education and State Agencies:

- Benefits like health care, seniority, leave balances and accrual rates transfer
- DCP doesn't
 - Currently these employees must re-enroll with DCP
 - Starting in January, they will be automatically enrolled

Automatic Enrollment Scenarios

November 2016

Higher Education employee changes employment/employer:

New Employer	HRMS State Agency	Non-HRMS State Agency	Higher Education/ Local
Break in Service	New Hire File to DRS.	New Hire File to DRS.	New Hire File to DRS.
No Break in Service	New Hire File to DRS.	New Hire File to DRS.	New Hire File to DRS.
Retiree* Returning to Work	Will be on the new hire file and DRS will remove before sending to our Record Keeper.	DRS will remove any RRTW on the new hire file before sending to our Record Keeper.	Same as for non-HRMS.
"Retro payroll employees"	Will not be on the new hire file.	?	?

From retirement systems administered by DRS*

For employees that transfers between Higher Education and State Agencies:

- Benefits like health care, seniority, leave balances and accrual rates transfer
- DCP doesn't
 - Currently these employees must re-enroll with DCP
 - Starting in January, they will be automatically enrolled

11 State Agencies & Automatic Enrollment

November 1, 2016

Organization's Name	Payroll System/Process	Payroll Schedule	Participants
APPLE COMMISSION WA ST	Sage 100	1-15 paid on 15 th 16-30 paid on 30 th Cutoff is 5 days prior to pay date	6...100%
BAR ASSOCIATION WA ST	ADP *Uses SFT v WBET	1-15 paid on 15 th 16-30 paid on 30 th Cutoff is 6 days prior to pay date	56...41%
BEEF COMMISSION WA ST	QuickBooks	1-15 paid on 15 th 16-30 paid on 30 th Cutoff is 16 days prior to pay date	0 of 5
DAIRY PRODUCTS COMMISSION	Wells Fargo Payroll Processing services	1-31 paid on last day of month Cutoff is 10 days prior to pay date	7...47%
FRUIT COMMISSION WA ST	Anita	1-15 paid on 15 th 16-30 paid on 30 th Cutoff is 10 days prior to pay date	10...38%
GRAIN COMMISSION WA	Sage Mass Version 100	1-31 paid on last day of month Cutoff is 10 days prior to pay date	5...83%
HOP COMMISSION WA	QuickBooks	1-31 paid on last day of month Cutoff is 11 days prior to pay date	0 of 3
POTATO COMMISSION WA ST	QuickBooks	1-31 paid on last day of month	0 of 9

** Not included in CAPR/ARMS*

11 State Agencies & Automatic Enrollment

November 1, 2016

Organization's Name	Payroll System/Process	Payroll Schedule	Participants
APPLE COMMISSION WA ST	Sage 100	1-15 paid on 15 th 16-30 paid on 30 th Cutoff is 5 days prior to pay date	6...100%
BAR ASSOCIATION WA ST	ADP *Uses SFT v WBET	1-15 paid on 15 th 16-30 paid on 30 th Cutoff is 6 days prior to pay date	56...41%
BEEF COMMISSION WA ST	QuickBooks	1-15 paid on 15 th 16-30 paid on 30 th Cutoff is 16 days prior to pay date	0 of 5
DAIRY PRODUCTS COMMISSION	Wells Fargo Payroll Processing services	1-31 paid on last day of month Cutoff is 10 days prior to pay date	7...47%
FRUIT COMMISSION WA ST	Anita	1-15 paid on 15 th 16-30 paid on 30 th Cutoff is 10 days prior to pay date	10...38%
GRAIN COMMISSION WA	Sage Mass Version 100	1-31 paid on last day of month Cutoff is 10 days prior to pay date	5...83%
HOP COMMISSION WA	QuickBooks	1-31 paid on last day of month Cutoff is 11 days prior to pay date	0 of 3
POTATO COMMISSION WA ST	QuickBooks	1-31 paid on last day of month	0 of 9

