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**Welcome!** (5 minutes)

Steve Nielson, Office of Financial Management

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**DOP Update**

HRMS Upgrade Status (15 minutes)

Cherie Willhide, Department of Personnel

**About e**

Department of Personnel is in the final phase of upgrading software and hardware for the state's Human Resource Management System (HRMS). The upgrade brings system software and hardware up to industry standards, and ensures the continuation of product warranties and compatibility with Microsoft products.

**Learn e**

- § Review of E-Recruiting through the Portal (Launch B) October 22
- § Discuss technology upgrades to the HR/Payroll system (Launch C) November 12
- § FAQs and review of system availability schedule and plan

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HRMS Upgrade Information (20 minutes)

Lesia Terry and Janet Pasion, Department of Personnel

**About e**

§ Department of Personnel has identified a number of low-impact and cosmetic system differences as a result of the Upgrade. The HRMS Training Team will be providing a summary of the changes and provide a peek at the upgraded HRMS.

**Learn e**

- § Learn what has changed
- § Review a sample of the "before and after" document that will be posted on the OLQR (On-Line Quick Reference)
- § View a demonstration of the upgraded HRMS

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**Break** (10 minutes)

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HRMS Communications and Tips (20 minutes)

Nadine Cummings, Department of Personnel  
Steve Nielson, Office of Financial Management

**About e**

Wage Types, Absence Types, and Infotypes in HRMS

**Learn e**

Learn about these resources, and how you can use the Wage Type Assignment – Display G/L Accounts (PC00\_M99\_DKON) report to find the General Ledger accounts that wage types will post to in OFM's Agency Financial Reporting System (AFRS).

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**Shared Leave – Terminated Employees** (20 minutes)

Steve Nielson, Office of Financial Management  
DOP Rules will also be available for Q&A

**About e**

When shared leave is reverted to the donors, and one of the employees has left the state, what should you do? If an employee has not paid back a travel advance, do you have to follow the overpayment procedures in the State Administrative and Accounting Manual (SAAM) Section 25.60? <http://ofm.wa.gov/policy/25.80.htm>

**Learn e**

Vacation Leave is not sent to the employee. If it is within the five year limit, Sick Leave is returned to the employee's balance. Per RCW 43.03.190, you can deduct the travel advance amount through payroll without employee signature.  
[http://apps.leg.wa.gov/RCW/default.aspx?cite\\_43.03.190](http://apps.leg.wa.gov/RCW/default.aspx?cite_43.03.190)

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**Closing** (5 minutes)

Steve Nielson

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Driving Directions to OB2  
Parking Near OB2  
GA Campus Web site

<http://www.ga.wa.gov/Visitor/direction.htm>  
<http://www.ga.wa.gov/Park/visitor.htm>  
<http://ga.wa.gov/News/CampusUpdates.htm>