

HRMS Data Cleanup – Question and Answer on Retroactive Changes and Payroll Processing

DOP has launched the HRMS Data Definitions Project which will provide standard definitions of HRMS field names and dropdown list options and begin HRMS data cleanup activities going forward. The goal is to ensure HRMS data is consistent, accurate, and complete across agencies for agency-specific or statewide reporting purposes.

The following information is from the [7/9/2009 HRMS Data Cleanup](#) communication:

“Please correct improper entries in HRMS.

IMPORTANT: DO NOT MAKE RETROACTIVE CHANGES. Use Copy action and use the current date as the effective date when making corrections. Retroactive changes will trigger payroll runs for each payroll from the time the updates were made.”

The Data Cleanup is a statewide effort. If retroactive master data changes for the purposes of Data Cleanup are done on a statewide basis, it could substantially **increase** the number of pay periods that have to be recalculated and could cause a delay in the Day 1 – 3 payroll processing and unexpected payroll results.

Q How would a retroactive data correction affect payroll?

A Retroactive changes entered in many infotypes or fields in HRMS will cause payroll to recalculate the employee’s pay from the effective date of the change to the current pay period even if there isn’t a change in the amount paid. Retroactive changes cause the statewide payroll processes to run much longer. The number of potential retroactive changes due to this data cleanup project could:

- Cause an extremely long payroll run time on Days 1 - 3. A significant delay in payroll processing would result in late notification of errors to agencies and could delay statewide access to HRMS to enter corrections and master data updates.
- Affect an employee’s tax calculation due to the tax table update for the 4/10/2009 payroll if the retro activity crosses Pay Periods 4, 5, or 6. Please refer to the communications sent 3/26/2009 titled “[HRMS - IRS 2009 Tax Table Updates in HRMS](#)” and 4/8/2009 titled “[HRMS \(reminder\) - IRS 2009 Tax Table Updates in HRMS](#)”.

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- Trigger retroactive time evaluation recalculations. This would further delay and extend the Day 1 – 3 payroll processing.
- Cause errors in financial reporting (AFRS) if the retro has cross fiscal year/biennium impact or creates changes in cost distribution.
- Cause ALAS errors if the employee was in multiple Business Areas within the retro period.

Q Are there situations where agencies should enter the correct retroactive effective date?

A Yes, **if the retroactive correction affects the employee's pay** (for instance, the error caused the employee to be overpaid or underpaid) then you should enter the correct retroactive effective date. However, we believe the information being corrected due to the Data Cleanup Project is not likely to affect an employee's pay.

Q Is there any other way to notate the correct information in the employee's record?

A Yes, we would recommend entering a note on the infotype being changed that describes the correction and when it should have been effective. To enter a note or message on the infotype being changed, go to Edit and select Maintain Text. Enter the text information in the note and save. Please refer to the User Procedure for "[Infotype Messages](#)" in the OLQR :

http://www.dop.wa.gov/SiteCollectionDocuments/Payroll/HRMSSupport/TrainingAndOLQR/UserProcedures/infotype_message.doc.

Information on Maintain Text can also be found in the [January 29, 2009 PPA Meeting Minutes](#) on the PPA page at:

<http://www.dop.wa.gov/payroll/PPA/Pages/default.aspx>