

## **DOP Information Systems Communication – 7/9/09**

- What?** HRMS Data Cleanup – Employee Group, Contract, Contract Type, Pay Scale/Pay Grade Area
- Who?** HR and Payroll offices
- Why?** Ensure HRMS data consistency and accuracy
- When?** Distribute immediately

### **Message:**

#### **HRMS Data Cleanup**

The HRMS Data Definitions Project Team asks agencies to identify and correct improper entries in the following HRMS fields for the 1st phase of the HRMS Data Definitions Project (*for information on the HRMS Data Definitions Project, see the [July 6, 2009 HRMS Data Definitions Project communication](#)*).

- **Employee Group** (position status)
- **Contract** (appointment status)
- **Contract Type** (permanent state status)
- **Pay Scale Area / Pay Grade Area** (such as Standard Progression, WMS, Legislative, etc)

To help agencies identify improper entries, the HRMS Data Definitions Project Team has put together tools to assist in HRMS data cleanup efforts:

- **HRMS Agency Cleanup – Employee Group, Contract, Contract Type, Pay Scale Area –** MS Excel file that includes all employees in the agency and pertinent information such as Org Unit, Job, Position, Employee Group, Contract, Contract Type, Pay Grade Area/Pay Scale Area. Use this document to identify improperly coded individuals. Click on the + to the left of your Personnel Area to view the information for your agency. **Note: please refer to the original HRMS Communication e-mailed to you on 7/9/09 for access to the spreadsheet, or contact the DOP Help Desk.**

The following resources are available on the new [HRMS Data Definitions](#) page on the DOP [OLQR \(On-Line Quick Reference\)](#):

- **Common HRMS Data Entry Issues - Employee Group, Contract, Contract Type, Pay Scale Area** – List of common data entry errors found in HRMS for Phase 1 of the HRMS cleanup activities.
- **Employee Group Definitions** – Employee Group (position status) options with definitions and examples.
- **Contract Definitions** – Contract (appointment status) options with definitions and examples.
- **Contract Type Definitions** – Contract Type (permanent state status) options with definitions and examples.
- **Pay Scale Area Definitions** – Pay Scale Area/Pay Grade Area options with definitions.

**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.

### **Deadline**

**All phase 1 HRMS Data Definitions Project cleanup activities to be complete by August 31, 2009 - no later than September 30, 2009.**

### **Questions? Contact:**

DOP Help Desk: (360) 664-6400

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