



HRMS Data Definition Project & HR Management Report Update

Personnel Payroll Association Meeting
July 29, 2009

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HRMS Data Definition Project Topics

- Purpose
- Project Team
- Location on Web
- Cleanup

Purpose

- Ensure HRMS data is consistent, accurate, and complete across all agencies for agency specific and statewide reporting purposes
 - Define HRMS data fields and define dropdown options where applicable
 - Identify erroneous data entry/coding practices
 - Work with agencies to begin cleanup efforts in HRMS
- “State of the State” report will be provided to the Governor, Legislature, media and public in the fall. Project and data cleanup efforts are critical to data integrity.

Project Team

- DOP Representatives from:
 - HR
 - Personnel Services Division
 - HRMS Functional Team
 - Rules
 - Payroll
- Agency Representatives from:
 - DSHS
 - DOC
 - DOT
 - GA
 - AGR
 - ECY
 - LRO

Location on Web

- Accessible from the **On-Line Quick Reference** page under **HRMS Data Definitions Project**:

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



Cleanup

- July 7th message out to agencies
- Cleanup activities to be complete by August 31, 2009
- **DO NOT MAKE RETROACTIVE CHANGES.** Use Copy action and use the current date as the effective date when making corrections
- Refer to handout - HRMS Data Cleanup – Question and Answer on Retroactive Changes and Payroll Processing

HR Management Report Topics

- HRM Report Timing
- Report Information
- Training / Resources

HRM Report Timing

- Due to DOP October 15th
- Reporting Period: FY09 – July 1, 2008 – June 30, 2009
- First report since October 2008

Report Information

- Report template has been streamlined
- Agency reports are compiled into a Statewide Roll-up report which is presented to the Governor, Cabinet, and at Government Efficiency GMAP
- Each agency's HRM Report and the Statewide Rollup report will be posted on the DOP website in November

Training / Resources

- Training sessions and labs: August 18 – September 11
- Communication on how to register for training sessions/labs sent July 23rd to HR Managers Listserv
- Information and HRM report template available on the Strategic HR section of the DOP website under HR Management Performance and Accountability:

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