



**F** OFFICE OF  
INANCIAL **M**ANAGEMENT

# HRMS DATA STEWARDS

PPA Meeting

May 24, 2016

# HRMS DATA STEWARDS: ORIGINS

## Fall 2013 – Data Definitions Lean Process Improvement

- Included representatives from:
  - Core HRMS Data Definitions workgroup
  - DNR, DOT, DSHS, and LNI
- The group proposed creating a static HRMS Data Stewards group to serve as the point of contact for matters related to HRMS definitions and processes
- The first HRMS Data Stewards meeting was May 2014
- Currently 31 of the 42 general government agencies with 100+ employees are represented

# HRMS DATA STEWARDS: ROSTER

## Who are the HRMS Data Stewards?

AGR - Jenifer Graf

ATG - Jasmine Malan

COM - Sue Richards

CTS - Sarah Fox

DES - Casey Kiser

DFI - Manny Udabe

DFW - Rebecca Fetter

DOC - Linda Sutherland

DOH - Kim Francis

DOL - Alysha Myers

DOR - Julie Stephens

DOT - Sarah Smith

DNR - Pat Curry

DRS - Joy Feist

DSHS - Michelle Harvey

DVA - Sarah Conly

ECY - Dawn Russell

ESD - Claire Barrett

GMB - Shirley Bayon

HCA - Holly Sage

LCB - Sharon Pecheos

LNI - Russ Throop

LOT - Shelby Sheldon

MIL - Mistina Venesky

OAH - Jason Johnson

OFM - Jim Jenkins

OIC - Lindsey Henderson

OSPI - Theresa Ellsworth

PARKS - Shawn Dubler

UTC - Debbie Aguilar

WSP - Melissa Rasmussen

# HRMS DATA STEWARDS: ROLE

**What is the role of an agency HRMS data steward?**

- **Represent their agency's HRMS data needs**
- **Promote the use of HRMS Data Definitions**
- **Ensure agency business processes adhere to data standards**
- **Lead agency participation on HRMS data definition activities by:**
  - Assisting in drafting definitions, process documentation, and communications
  - Participating in data definition workgroups or delegating participation to an agency subject matter expert
  - Championing agency HRMS data clean-up efforts

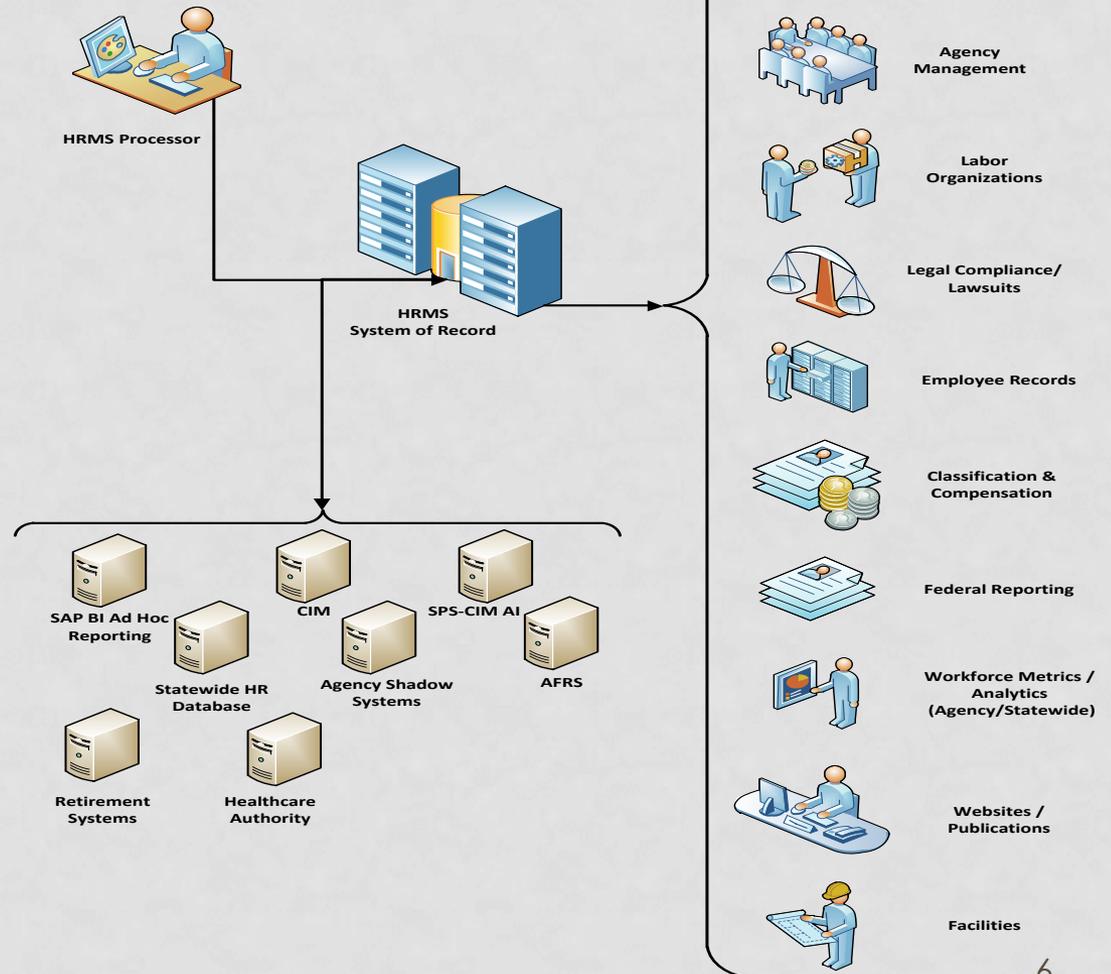
# HRMS DATA STEWARDS: CURRENT ACTIVITIES

**What is this group currently working on?**

- **Date Specifications Project**
  - Defining the Date Types
  - Gathering report requirements
  - Developing guidance on calculating date adjustments
- **Vacancy Indicator Project**
  - Defining the Vacancy Indicator selections
  - Gathering report requirements
  - Developing job aid(s) with additional information/explanation
- **Data Integrity (ongoing discussions)**
  - Why having accurate data is important
  - Examples of mismatched or inaccurate data
  - Possible solutions, suggested improvements

# WHO USES HRMS DATA?

## The Importance of HRMS Data Integrity



# HRMS DATA INTEGRITY: IMPACTS

What happens if HRMS data is not accurate?

- **Employees receive incorrect pay and/or benefits**
- **Possible penalties from audits**
  - DOL / FLSA
  - IRS
  - ACA
- **Financial projections and budget allotments are inaccurate**
- **Legislative, policy, and strategy decisions based on inaccurate workforce data analysis and conclusions**

# HRMS DATA INTEGRITY: STATE HR

## What will State HR do to support accurate data?

- **Coordinate data definition activities**
- **Provide data tidbits at quarterly HRMS Data Stewards meetings**
- **Respond to questions about HRMS procedures and coding**
- **Facilitate discussions on auditing / error checking**
  - HRMS Reporting Group meetings
  - What reports to run, what to look for, how often
- **Partner with WaTech to evaluate and prioritize HRMS system change requests**
- **Partner with WaTech to review and improve HRMS-related resource materials and training**

# HRMS DATA INTEGRITY: AGENCIES

**What support do we ask of HRMS processors?**

- **Champion the importance of accurate data**
- **Communicate among HR and Payroll Offices**
- **Consistently follow HRMS Data Definitions and agency business processes and user procedures**
- **Work closely with your HRMS Data Steward:**
  - **Provide input on HRMS data definition activities**
  - **Discuss HRMS-related process and coding questions**
  - **Raise concerns about data inconsistencies**
  - **Share ideas on how to improve data integrity**



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For questions, please contact:  
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