



# ASSIGNMENT PAY CODING IMPROVEMENT PROJECT

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STATE HUMAN RESOURCES

Presentation to the Personnel/Payroll Association

# WHAT WE'RE DOING

- **Launching the project to clean up assignment pay (AP) coding**
  - Involves developing, testing, and implementing new wage type codes, definitions, and business rules to correspond with types of assignment pay and pay adjust reasons
- **Agencies will need to switch to new codes once they are implemented**
  - Agencies will not be able to use old codes – they will be delimited in HRMS
    - Exception: existing WSP-specific assignment pay codes
  - Agencies will have approximately 3 months to clean-up their AP coding; anticipating this would occur between August and October of 2014
  - Agencies should prepare for the switch to new codes by reviewing current use of assignment pay
  - Applies to general government agencies

# WHY THIS MATTERS

- **OFM has an interest in greater consistency and accountability in the use of assignment pay.**
  - Currently, there is no consistent, reliable method of identifying assignment pay activity in HRMS.
  - Time, Leave, and Attendance (TLA) system will require accurate assignment pay coding.
- **Background:**
  - Assignment Pay Workgroup composed of agency HR, state HR, DES, LR was formed.
  - Many agencies completed the assignment pay survey.
  - Survey data was used to analyze the current state and develop recommendations for improvement.
  - One of those recommendations was to improve the consistency and accuracy of assignment pay coding in HRMS.

# WHAT WE'RE HOPING TO ACHIEVE

- **Consistent and accurate coding so that we – agencies and OFM, have**
  - accurate AP data for agency reporting and monitoring
  - less risk to agencies and state due to incorrect / inappropriate use of AP
  - less time required for reporting AP use to Labor Relations
  - accurate data to prepare for collective bargaining and budgeting, and
  - data consistency between HRMS and TLA.
- **Additional benefits to agencies include:**
  - Targeted and up to date training materials
  - Better understanding of how to code AP in HRMS
  - Better understanding of all AP codes and definitions
  - Opportunity to provide input regarding AP-related business needs/rules

# CURRENTLY FORMING WORKGROUPS

- **Core Agency Workgroup**

- Requested participation from agencies that use agency-specific or a variety of assignment pay types and/or have a high volume of usage

- **Extended Agency Workgroup**

- Requested participation from any agency interested in participating in workshop sessions covering different types of assignment pay

# WORKSHOP SESSIONS

- **Plan**
  - **Prior to workshops** – provide drafts of proposed codes, definitions, rules, and pay adjust reasons to participants for review
  - **Kickoff session** – review project goals, roles, expectations
  - **Several ½ day workshop sessions** – each session covers several types of assignment pay
    - Group similar types of assignment pay together
    - Agencies that use these types of assignment pay now, or may want to in the future, can participate in workshop sessions of interest to them
  - **Closeout session** – resolve any remaining questions
- Our aim is to minimize the “ask” of agencies while providing ample opportunity for agency input

# NEXT STEPS

- Agency workshop participants – watch for meeting notices and email with draft documents to review.
- Agencies who have not yet opted to participate – watch for email with schedule of workshop sessions; if interested in participating in particular sessions, let us know.
- We'll be sharing more information on the timeline and what agencies can do to prepare as it becomes available.
- Let us know if you have questions or concerns. Email us at:
  - [StrategicHR@ofm.wa.gov](mailto:StrategicHR@ofm.wa.gov)