



HRMS & OLQR have moved!

Department of Personnel

PPA Presentation

Patty Peterson

3/26/09

New DOP website!

<http://www.dop.wa.gov>



The screenshot shows the homepage of the Washington State Department of Personnel website. At the top, there are navigation links: Contact DOP, About Us, Topic Index A-Z, Forms, Publications, and Calendar. The main header features the 'HR' logo, the text 'Washington State Department of Personnel', and the URL 'http://www.dop.wa.gov'. A search bar with a 'GO' button is also present. Below the header is a horizontal menu with buttons for Home, Strategic HR, Compensation & Job Classes, Training, Recruitment, Rules, Diversity, Payroll, and More DOP Services. The main content area is divided into several sections: 'News and Events' with a photo of a man and text about layoffs and a hiring freeze; 'HR Professionals' with a list of services and a link to 'More for HR Professionals'; 'State Employees' with a list of services and a link to 'More for Employees'; and 'Managers & Supervisors' with a list of services and a link to 'More for Managers'. At the bottom, there are two promotional boxes: one for a layoff information session and another for leadership speaker series DVD sets. The footer contains contact information and copyright details.

Contact DOP | About Us | [Topic Index A-Z](#) | [Forms](#) | [Publications](#) | [Calendar](#)

HR Washington State Department of Personnel <http://www.dop.wa.gov> [GO](#)

[Home](#) [Strategic HR](#) [Compensation & Job Classes](#) [Training](#) [Recruitment](#) [Rules](#) [Diversity](#) [Payroll](#) [More DOP Services](#)

News and Events

Layoff information and resources are available for [employees](#) and [employers](#).

Governor Gregoire signs a bill enacting a [hiring freeze](#) for state employment. See Q&A for [state agencies](#) or [job seekers](#).

[More News and Events »](#)

HR Professionals

- Performance & Accountability
- Overview of Our Services
- HR Manager's Meetings
- Director's Meeting Info
- Workforce Data & Trends
- HRMS Support

[More for HR Professionals »](#)

State Employees

- Employee Self Service
- Layoff Info & Resources
- Employee Assistance Program
- Combined Fund Drive

[More for Employees »](#)

Managers & Supervisors

- Layoff Info & Resources
- Leadership Development
- Performance Management

[More for Managers »](#)

Job Seekers

- Find state jobs at careers.wa.gov
- Check out our job openings

**Have you been impacted by a layoff?
Are you worried that you might be?**

Attend a half-day layoff [information session](#).

Next sessions: [March 24](#) and [April 6](#).

**Boxed DVD sets
Leadership Speaker Series**

Get the newly released 2008-09, or the 2006-07 Leadership Speaker series.

[See the order form](#) for more information.

Visit access.wa.gov | Find a Job at DOP | Site Feedback | Privacy Statement | Accessibility | 360.664.1960

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HRMS information is found under the Payroll tab



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Contact DOP | About Us | Topic Index A-Z | Forms | Publications | Calendar

HR Washington State Department of Personnel <http://www.dop.wa.gov>

Home Strategic HR Compensation & Job Classes Training Recruitment Rules Diversity **Payroll**

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[More News and Events »](#)

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[More for HR Professionals »](#)

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Human Resource Management System

The screenshot shows the HR website for the Washington State Department of Personnel. The page is titled "Payroll" and features a navigation menu with options like Home, Strategic HR, Compensation & Job Classes, Training, Recruitment, Rules, Diversity, Payroll, and More DOP Services. A red box highlights the breadcrumb "Home > Payroll" and a red arrow points to it from the right. The main content area includes a "Payroll" section with "Employee Self Service" links, a "Human Resource Management System" link (highlighted with a red box), "Calendars and Schedules", and "Payday FYI" links. A "Related Links" sidebar contains "Salary Schedules" and "Total Compensation" links, and a "Contact Us" section for payroll-related questions.

Contact DOP | About Us | [Topic Index A-Z](#) | [Forms](#) | [Publications](#) | [Calendar](#)

HR Washington State
Department of Personnel

[Home](#) | [Strategic HR](#) | [Compensation & Job Classes](#) | [Training](#) | [Recruitment](#) | [Rules](#) | [Diversity](#) | [Payroll](#) | [More DOP Services](#)

[Home](#) > [Payroll](#)

Payroll

[Employee Self Service](#) »

- **Log on to Employee Self Service** to view your earnings statement, update personal information, and apply for jobs
- View first-time log on instructions (PDF file)
- View Tips & Help

[Human Resource Management System](#) »

- HRMS Support
- Training
- On-Line Quick Reference
- Personnel/Payroll Association

[Calendars and Schedules](#) »

- Employee Payday and Holiday Calendar
- HRMS Payroll Calendar
- HRMS Production Hours of Operation

[Payday FYI](#) »

- Current Payday FYI Announcements
- About Payday FYI
- Archived Announcements
- How to Send a Payday FYI

Related Links

- [Salary Schedules](#)
- [Total Compensation](#)

Contact Us

State Employees: contact your agency payroll office for payroll-related questions.



[Contact DOP](#) | [About Us](#) | [Topic Index A-Z](#) | [Forms](#) | [Publications](#) | [Calendar](#)

HR Washington State Department of Personnel

[Home](#) | [Strategic HR](#) | [Compensation & Job Classes](#) | [Training](#) | [Recruitment](#) | [Rules](#) | [Diversity](#) | [Payroll](#) | [More DOP Services](#)

[Home](#) > [Payroll](#) > [Human Resource Management System](#) > [Training](#)

[Print Friendly](#)

HRMS Training

HRMS Training is designed for Washington State Human Resource professionals who use the HRMS system as a part of their daily work to handle recruitment, process data, perform transactions, and access reports.

Getting the Training you Need
 You should know what roles and functions you will be performing within your agency. In order to have a successful training experience you should have the following knowledge:

- Basic knowledge of Microsoft Windows.
- Basic knowledge of internet navigation skills.
- General understanding of HRMS.
- General understanding of assigned HRMS roles.

HRMS Personnel/Payroll Training is based on roles. You need to attend training for each of the roles assigned to you by your agency.

HRMS E-Recruiting Training is not based on roles. You need to attend training regardless of what roles you are assigned in E-Recruiting by your agency.

Instructor-led Courses:

- [HRMS Basics \(1/2 Day\)](#)
- [HRMS Benefits \(1 Day\)](#)
- [HRMS Employee Hiring, and Processing \(2 Days\)](#)
- [HRMS Financial Reporting \(1 Day\)](#)
- [HRMS Garnishments \(1/2 Day\)](#)

Related Links
 » [BI Training](#)
 » [Course Manuals](#)

Address
 600 South Franklin
 PO Box 47530
 Olympia, WA 98504-7530

Contact Us
 Phone: 360-664-1921
 Fax: 360-586-6695
Email Us

Reasonable Accommodation

HRMS Support
 Payroll Calendars & Schedules
 Training
 On-Line Quick Reference





Washington State Department of Personnel

Contact DOP | About Us | Topic Index A-Z | Forms | Publications | Calendar

Home Strategic HR Compensation & Job Classes Training Recruitment Rules Diversity Payroll More DOP Services

Home > Payroll > Human Resource Management System > Training [Print Friendly](#)

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[Course Manuals](#)

Course Manuals

HRMS Support
 Payroll Calendars & Schedules
 Training
 On-Line Quick Reference

HRMS End User Training Manuals
 The following course manuals are provided to give you more detailed information on the functionality of HRMS. They provide step-by-step illustrations of many of the HRMS processes. As a reminder, these course manuals are subject to change.

Note: These are large files and will take a few minutes to download.

Contact Us
 360-664-6400 or [E-mail](#)

Course Manuals	Format	Size	Date
HRMS Basics	PDF	9 MB	03/12/09
HRMS Benefits	PDF	7 MB	11/19/07
HRMS Employee Hiring and Processing	PDF	5 MB	05/10/07
HRMS Financial Reporting	PDF	5 MB	01/29/08
HRMS Garnishments	PDF	33 KB	02/05/08
HRMS Maintain Payroll Master Data	PDF	9 MB	08/06/08
HRMS Organizational Management	PDF	5 MB	05/07/08
HRMS Payroll and Reports	PDF	8 MB	11/19/07
HRMS Personnel Time Recording	PDF	7 MB	09/11/08
HRMS Quotas	PDF	5 MB	03/20/09

Updated: 3/20/09

ILT
 Course
 Manuals

From the Course Manuals page select the On-Line Quick Reference from the left side to navigate quickly to that page.

On-Line Quick Reference

The screenshot shows the Washington State Department of Personnel HRMS website. The breadcrumb trail is: Home > Payroll > Human Resource Management System > On-Line Quick Reference > Print Friendly. The left sidebar contains a menu with 'On-Line Quick Reference' highlighted in a red box. A dropdown menu is open, listing: Functional Areas and Roles, Job Aids, HRMS Reports, User Procedures, Course Manuals, and Glossary. The main content area is titled 'Course Manuals' and 'HRMS End User Training Manuals'. A table lists various HRMS manuals with columns for Format, Size, and Date.

	Format	Size	Date
PDF	PDF	9 MB	03/12/09
PDF	PDF	7 MB	11/19/07
PDF	PDF	5 MB	05/10/07
PDF	PDF	5 MB	01/29/08
PDF	PDF	33 KB	02/05/08
PDF	PDF	9 MB	08/06/08
PDF	PDF	5 MB	05/07/08
PDF	PDF	8 MB	11/19/07
PDF	PDF	7 MB	09/11/08
PDF	PDF	5 MB	03/20/09

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GO

- Home
- Strategic HR
- Compensation & Job Classes
- Training
- Recruitment
- Rules
- Diversity
- Payroll
- More DOP Services

Payroll - HRMS

- HRMS Support
- Payroll Calendars & Schedules
- Training
- On-Line Quick Reference ▶

[Home](#) > [Payroll](#) > [Human Resource Management System](#) > On-Line Quick Reference [Print Friendly](#)

On-Line Quick Reference

The On-Line Quick Reference (OLQR) contains instructional materials to help you perform day-to-day tasks in the Human Resource Management System (HRMS).

It is organized by functional areas and roles, job aids, HRMS reports, user procedures, course manuals, and glossary.

- [Functional Areas and Roles](#)
- [Job Aids](#)
- [HRMS Reports](#)
- [User Procedures](#)
- [Course Manuals](#)
- [Glossary](#)

Related Documents

[HRMS Upgrade Impacts](#)

Contact Us

360-664-6400 or [E-Mail](#)

Updated: 3/9/09