

Personnel/Payroll Association

PPA Meeting – April 29, 2008



HRMS Upgrade - Status

n Where are we?

- Passwords
- Business Intelligence (BI) Queries
- SAPgui available 4/29

Cherie Willhide and Dennis Gustafson, DOP

ISD Update

n IRS Federal 941 Quarterly Reporting

Chris Phillips, DOP HRMS Functional Team

Help Desk HRMS Tips – DOP Help Desk

View Infotype Titles and Numbers

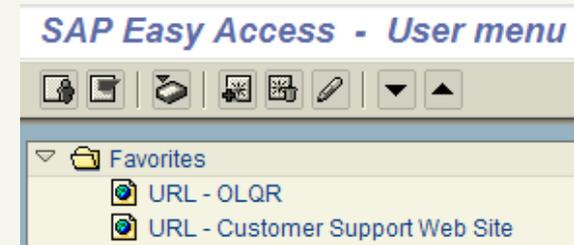
Display Organizational Assignment (0001)

To see Infotype Numbers displayed in the *Title Bar* with the *Title*:

- Click on *System* in the menu bar at the top of the SAP screen
- Select *User Profile*, and then *Own Data*
- Click on the *Parameters* tab
- Find the *Parameter ID HR_DISP_INFITY_NUM*
- Enter an *x* in the *Parameter Value* field and click *Save* 

Help Desk HRMS Tips – DOP Help Desk

Add URL to SAP Easy Access Menu



- Select *Favorites* at SAP Main Menu
- Click on *Add other objects*
- Select *Web address or file*, and Green check
- Enter the *Text* you want displayed in your Favorites list
- Paste the URL in the *Web address or file*, and Green Check

A screenshot of the "Add a Web address or file path" dialog box. The dialog has a title bar with a folder icon and the text "Add a Web address or file path". It contains three input fields: "Text" with the value "OLQR", "Web address or file" with the value "http://win-shrweb.dis.wa.gov/olqr/nav/index.htm", and "Continuation" which is empty. At the bottom of the dialog are two buttons: a checkmark icon and an "X" icon.

“24 x 7”

- n What does 24 x 7 mean to you?
- n How and why do agencies use 24 x 7?
- n 24 x 7 process issues related to a 24 hour-per-day operation.

24 x 7 – Dept. of Agriculture

Hourly Employee – all hourly employees are set up with a 24x7 schedule.

n PA40 – Actions - Infotype 0000

Personnel Actions

Action Type	Personn...	EE group	EE subgr...
New Hire			
Change of Status			
Concurrent Employment			
Appointment Change			
Quick Hire			
Rehire - Quick Hire			
Separation			
Rehire			
Paid Leave of Absence			
Unpaid Leave of Absence			
Return from Leave of Absence			
Group 2 to 1 New Hire/Trnsfr			
Group 2 to 1 Rehire/Transfer			
Group 1 to 2 Sep/Trnfrs			
Conversion Correction			
Non-Payroll EE New Hire			

24 x 7 – Dept. of Agriculture

n Organizational Assignment – Infotype 0001

Enterprise structure	
CoCode	WA01 STATE OF WASHINGTON
Pers.area	4950 Dept of Agriculture
Subarea	0003 Exempt
Cost Ctr	4950000000 DEFAULT AGENC...
Bus. Area	4950 Department of Agriculture
Fund	

Personnel structure	
EE group	B Civil Service Exempt
Payr.area	11 Semi-monthly
EE subgroup	05 H-OT Elig>40hrs/wk
Contract	Exempt

Organizational plan	
Percentage	100.00
Position	71010352 7011
	COMM GRADER
Job key	51001325 99999
	COMMODITY GRADER
Exempt	N
Org. Unit	30007719 PPD-PP -Ento
	Plant Protection - Ent...
Org.key	582-99

Administrator	
PersAdmin	<input type="checkbox"/>
Time	PSP PLANT SERVICES PRGM
PayrAdmin	<input type="checkbox"/>

24 x 7 – Dept. of Agriculture

n Planned Working Time - Infotype 0007

PersArea	4950	Dept of Agriculture	EEGroup	B	Civil Service Exempt		
PSubarea	0003	Exempt	EESubgroup	05	H-OT Elig>40hrs/wk	Status	Active
Start	11/01/2006	To	12/31/9999	Chg.	11/14/2006	00025529	

Work schedule rule	
Work schedule rule	R030 24/7: M-Sn, 24 hpd
Time Mgmt status	1 - Time evaluation of actual times
<input type="checkbox"/> Part-time employee	Additional time ID 01

Working time	
Employment percent	100.00
Daily working hours	24.00
Weekly working hours	168.00
Monthly working hrs	174.00
Annual working hours	2080.00
Weekly workdays	7.00

24 x 7 – Dept. of Agriculture

n Basic Pay – Infotype 0008

Find by

- Person
- Collective search help
- Search term
- Free search

PersArea 4950 Dept of Agriculture EEGroup B Civil Service Exempt

PSubarea 0003 Exempt EESubgroup 05 H-OT Elig>40hrs/wk Status Active

Start 07/01/2007 to 12/31/9999 Chgd 11/15/2007 00922872

Subtype 0 Basic contract

Salary

Reason	19	Initial Appointment	Capacity util. level	100.00
PS type	00	Non-Represented	Work hours/period	87.00 Semi-monthly
PS area	40	Non-Pay Scale	Next increase	
PS group	01	Level 01	Annual salary	25,056.00 USD

Wa...	Wage Type Long Text	O.. Amount	Curr...	L.. A..	Number/unit	Unit
1001	Base Rate / Hourly Wage		12.00 USD	<input checked="" type="checkbox"/>	0.00	

Personnel/Payroll Association – April 2008

24 x 7 – Dept. of Agriculture

- Dept. of Agriculture Timesheet - for hourly employees, all hours are reported on a timesheet and entered on the CAT2 screen.

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T		
7																					
8	Work Week:	From Week Day		Sunday			to Week Day		Saturday			From Time		12 Mid		to Time		New Schedule(s)			
9		From Week Day					to Week Day					From Time				to Time		Date of Schedule Change			
10	Schedule:	From Week Day					to Week Day					From Time				to Time		Date of Schedule Change			
11		From Week Day					to Week Day					From Time				to Time		Date of Schedule Change			
12	Designation:	<input checked="" type="checkbox"/> Schedule		<input type="checkbox"/> Non Scheduled		<input checked="" type="checkbox"/> OT Eligible		<input type="checkbox"/> OT Exempt		Pay Type:		<input checked="" type="checkbox"/> Hourly		<input type="checkbox"/> Monthly		<input type="checkbox"/> Represen		<input type="checkbox"/> Shift		<input checked="" type="checkbox"/> Non Represented	
13																				Date of Schedule Change:	
14	<input type="checkbox"/> 1st - 15th	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	TOTAL				
15	<input checked="" type="checkbox"/> 16th - 31st	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
16	Day of	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M				
17	(am. pm.)	From	7:00 AM	7:00 AM	7:00 AM	7:00 AM	7:00 AM	7:00 AM		7:00 AM	7:00 AM	7:00 AM	7:00 AM	7:00 AM	7:00 AM	7:00 AM	7:00 AM				
18	To		3:30 PM	3:30 PM	3:30 PM	3:30 PM	3:30 PM	3:30 PM		3:30 PM	3:30 PM	3:30 PM	3:30 PM	3:30 PM	3:30 PM	3:30 PM	3:30 PM				
19	From																				
20	To																				
21	From																				
22	To																				
23	Less Meal/Break		0.50	0.50	0.50	0.50	0.50			0.50	0.50	0.50	0.50	0.50	0.50		0.50				
24	TOTAL HOURS WORKED	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	8.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	8.0			88.0
25	Overtime Paid																				0.0
26	Comp/Exchg																				0.0
27	OT Hours at Straight Time																				0.0
28	Reg. Hrs. Worked	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	8.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	8.0			88.0
29	Shift Diff.																				0.0
30	OT Shift Diff																				0.0
31	Call Back																				0.0
32	Holiday Pay																				0.0
33	LEAVE INFORMATION																				

Personnel/Payroll Association – April 2008

24 x 7 – Dept. of Agriculture

n CAT2

Data Entry Period 03/16/2008 - 03/31/2008 Week 11, 2008

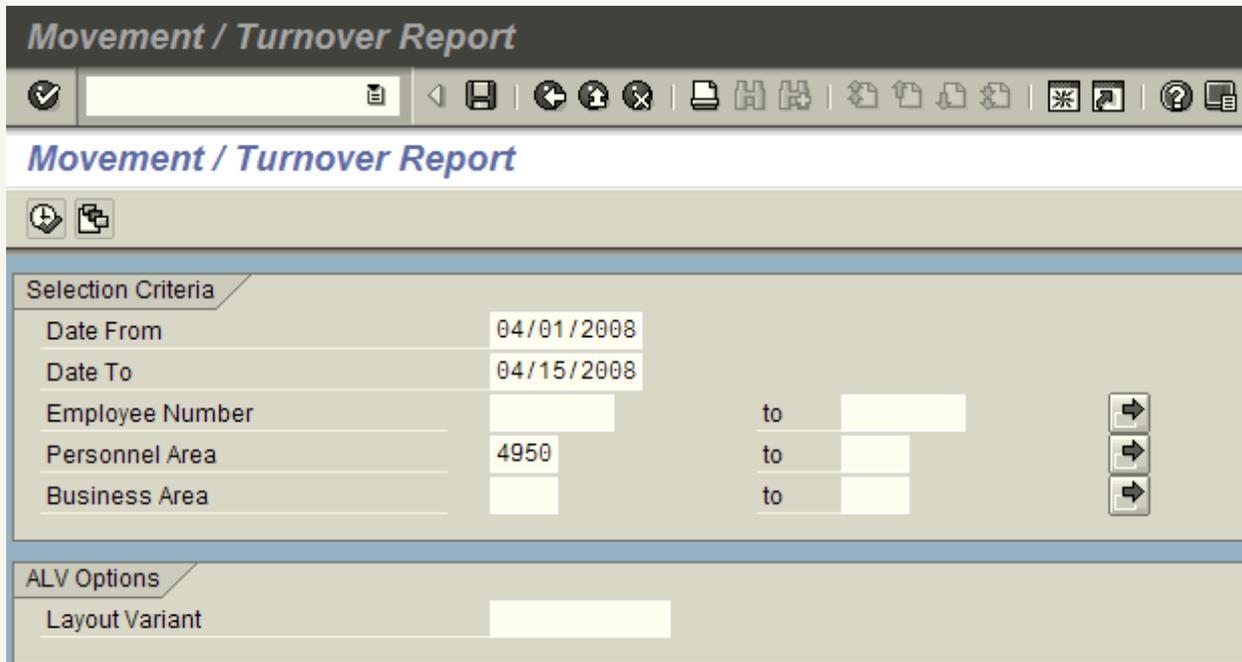
Data Entry Area

LT	A/A...	Wa...	Position	MU	03/16	03/17	03/18	03/19	03/20	03/21	03/22	03/23	03/24	03/25	03/26	03/27	03/28	03/29	03/30	03/31
				H	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24
				H	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		1200		HR		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			8.0

24 x 7 – Dept. of Agriculture

n Movement / Turnover Report ZHR_RPTPYU26

- Use to identify employees who had movement in or out of the agency or sub-agency (Business / Personnel Area).



The screenshot shows the SAP 'Movement / Turnover Report' interface. At the top, there is a title bar and a toolbar with various icons. Below the toolbar, the report title 'Movement / Turnover Report' is displayed. The main area is divided into two sections: 'Selection Criteria' and 'ALV Options'. The 'Selection Criteria' section contains the following fields:

Selection Criteria	
Date From	04/01/2008
Date To	04/15/2008
Employee Number	<input type="text"/>
Personnel Area	4950
Business Area	<input type="text"/>

Below the 'Selection Criteria' section, there are three 'to' fields with corresponding input boxes and right-pointing arrows, likely for selecting additional criteria or filters.

The 'ALV Options' section contains the following field:

ALV Options	
Layout Variant	<input type="text"/>

24 x 7 - DSHS

n Planned Working Time - Infotype 0007

- Employee has a 24x7 schedule (R030)

PSubarea	00JD	Juv Reh	EESubgroup	06	M-OT Elig>40hrs/wk	Status	Active
Start	06/16/2006	To	12/31/9999	Chg.	06/30/2006	00794738	
Work schedule rule							
Work schedule rule	R030	24/7: M-Sn, 24 hpd					
Time Mgmt status	1 - Time evaluation of actual times						
<input type="checkbox"/> Part-time employee	Additional time ID						00
Working time							
Employment percent	100.00						
Daily working hours	24.00						
Weekly working hours	168.00						
Monthly working hrs	174.00						
Annual working hours	2080.00						
Weekly workdays	7.00						

24 x 7 - DSHS

n Basic Pay – Infotype 0008

- Can be used to verify the employee is salaried and actual amount the EE will receive for working all hours reported in CATS using WT1223, less any LWOP input and plus any overtime or earned wage codes.

PSubarea 00JD Juv Reh EESubgroup 06 M-OT Elig>40hrs/wk Status Active
 Start 07/01/2007 to 12/31/9999 Chgd 06/28/2007 SYSUPD1

Subtype 0 Basic contract

Pay scale

Reason	00	No Reason	Capacity util. level	100.00
PS type	01	WFSE	Work hours/period	87.00 Semi-monthly
PS area	01	Standard Progression	Next increase	
PS group	47	Level L	Annual salary	48,396.00 USD

Wa...	Wage Type Long Text	O..	Amount	Curr...	I...	A...	Number/unit	Unit
1003	Pay Period Salary		2,016.50	USD	I	<input checked="" type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		

IV 08/15/2007 - 12/31/9999 2,016.50 USD

Personnel/Payroll Association – April 2008

24 x 7 - DSHS

- n CAT2 – example showing 96 hrs available. EE had 16.0 hrs LWOP, 6 hrs OT, 6 hrs shift diff OT, 6 hrs regular shift diff hrs. On this screen do not input more leave hrs that there are available in WT 1223. If more hrs are needed, there may be an increase needed in the amount of hrs 1223.

Data Entry Period		08/01/2007 - 08/15/2007		Week		31.2007													
Data Entry Area																			
LT	A/A...	Wa...	Position	MU	08/01	08/02	08/03	08/04	08/05	08/06	08/07	08/08	08/09	08/10	08/11	08/12	08/13	08/14	08/15
				H	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24
				H	0	0	0	0	0	8	0	0	0	0	8	0	0	0	0
		1223		HR	96.0														
		1058		HR				2.0			2.0			2.0					
		1079		HR				2.0			2.0			2.0					
		1232		HR				2.0			2.0			2.0					
	9033			H						8					8				

24 x 7 - DSHS

- n In order to cover available hours per day, due to various reasons, some agencies have elected to post available WT1223 hours on a daily basis in CATS, which helps eliminate some Redlines, e.g., mid-period salary changes. If you agency has elected daily posting, the screen would look similar to:

	1223	HR	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
	1058	hr				2			2				2				
	1079	hr				2			2				2				
	1232	hr				2			2				2				
	9033	h						8							8		

24 x 7 - DSHS

- n ZCAT6 (if posting needed in same day) – if inputting and needing to check pay on the same day a ZCAT6 is necessary to allow the transfer, prior to doing a Simulation.

Number of unsuccessful postings:	0
Number of data records read:	12
Number of successful postings:	12

Personnel/Payroll Association – April 2008

24 x 7 - DSHS

- n Simulation Printout – the results below verify the EE had 96.0 hrs available and 16.0 hrs were LWOP. Note the 96.0 hrs input actually decreases when LWOP is entered. It will also decrease when leave is entered to show Paid Leave in the proper columns. Placing the items into CATS this way will report proper hrs to DRS and calculate OT correctly based on hrs available in pay period.

	Rate	Retro-active Hours	Amount	Rate	Current Period Hours	Amount	Year To Date Amount
EARNINGS							
Pay Period Salary					80.00	1,680.42	17,228.01
Lump Sum \$756 Ins Pay							756.00
Shift Df Hrly all Agys				0.60	6.00	3.60	3.60
shift df .50 for all agys							0.75
OT Shift Df Hrly all Agys	0.60	7.00	4.20	0.60	6.00	3.60	7.80
OT shift df .50 all							0.75
Call Back Hours all agy							58.36
Unpaid Absences					16.00	336.08	336.08
annual leave for all agys							886.66
Sick pay for all agys							4,769.70
Vac. Time in lieu of Sick							3,653.18
Pers Holiday pay-all agys							173.32
Shared lv taken all agys							2,778.07
Holiday pay for all agys							536.93
Comp Time taken-all							228.75
Comp Time in lieu of Sick							243.30
*** Total Earnings			4.20			2,213.03	32,147.98

Personnel/Payroll Association – April 2008

24 x 7 - DSHS

- n Expanded Sim shows 86.0 hrs reported to DRS (80 regular and 6 OT); shift diff **monetary value** reported to DRS, but **hrs** are not reported to DRS. Below, you will see 1,876.95 reported for EE's retirement.

* 9190 J1 Base (R				1,680.42
* 9195 Rtmnt Base				1,876.95
* 9196 Plan1 Base				1,876.95
* 9225 Rtmnt Hour		86.00		
* 9501 Employee C		77.89-		77.89-
* 9511 Employer C		114.87		114.87
3 /001 Valuation 01		21.01		
3 /002 Valuation 01		23.18		
3 /003 Valuation 01				2,016.50
3 /005 Valuation 01		21.01		
3 /BER Benefits E 01				468.63
3 1003 Pay Period 01		80.00		1,680.42
3 1058 Shift Df H 01	001	0.60	6.00	3.60
3 1079 OT Shift D 01	001	0.60	6.00	3.60
3 1216 Overtime P 01	001	10.55	6.00	63.30
3 1223 Salary Hou 01	X 07 001		96.00	

24 x 7 - DSHS

- n EEs should have a 24x7 schedule only if absolutely necessary/agency requirement.
- n EEs with 24x7 schedules may be required to have their time reviewed, signed, and reported to Time and Attendance Processor by their Supervisor.
- n EEs with 24x7 schedules receive ½ monthly salary for number of hrs reported in CATS using WT1223. If EE terms mid-period see instructions for reporting changes.
- n DRS receives total regular hrs keyed using WT1223 in CATS, less any LWOP, and receives additional reported hrs for OT.
- n Amounts in wages earned column should not be included in total hrs for WT1223

24 x 7 - DSHS

- n Employee termed 7/19/07 mid-period. Hours available would not work due to mid-period termination/change. Planned Working Time Infotype 0007 was updated to show a FULL 5 8s at 40 hours a week.

Start Date	End Date	WS rule	T.	Empl.	MoHrs	Wk.hrs	Hrs/da	WkD...	P	LI	AI
07/16/2007	12/31/9999	FULL	9	100.00	174.00	40.00	8.00	5.00			00
11/16/2006	07/15/2007	R030	9	100.00	174.00	168.00	24.00	7.00			00

24 x 7 - DSHS

- n Leave without pay was keyed into CATS to eliminate the hours the employee did not work.

LT	A/A...	Wa...	Position	MU	07/16	07/17	07/18	07/19	07/20	07/21	07/22	07/23	07/24	07/25	07/26	07/27	07/28	07/29	07/30	07/31
				H	8	8	8	0	0	0	0	0	0	0	0	0	0	0	0	0
				H	3	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0
	9003			H	3															
	9033			H			8													

- n Pay was figured correctly for the number of hours available vs. the number of hours the employee worked in the period.

24 x 7 – Dept. of Transportation

The screenshot shows the SAP 'Display Basic Pay (0008)' interface. The window title is 'Display Basic Pay (0008)'. The menu bar includes 'Infotype', 'Edit', 'Goto', 'Wage types', 'Extras', 'System', and 'Help'. The toolbar contains various icons for navigation and actions. The main content area is divided into several sections:

- Personnel Data:** PersArea 4050 Dept of Transportation, EEGroup 0 Permanent, PSubarea 0001 Non Represented, EESubgroup 01 Monthly(M) OT Exem..., Status Active, Start 07/01/2007 to 12/31/9999, Chgd 06/28/2007 SYSUPD1.
- Contract Data:** Subtype 0 Basic contract.
- Pay Scale Data:** Reason 00 No Reason, Capacity util. level 100.00, PS type 00 Non-Represented, Work hours/period 87.00 Semi-monthly, PS area 01 Standard Progression, Next increase, PS group 52 Level L, Annual salary 54,744.00 USD.
- Table:** A table with columns: Wa..., Wage Type Long Text, O., Amount, Curr..., I., A., Number/unit, Unit. The first row shows: 1003 Pay Period Salary, 2,281.00, USD, I, 0.00.
- Footer:** IV 04/25/2008 12/31/9999, 2,281.00 USD, RP0 (1) (700), ssvaphrpr3e1, INS.

24 x 7 – Dept. of Transportation

The screenshot shows the SAP 'Display Planned Working Time (0007)' interface. The main data fields are as follows:

PersArea	4050	Dept of Transportation	EEGroup	0	Permanent
PSubarea	0001	Non Represented	EESubgroup	01	Monthly(M) OT Exem... Status Active
Start	08/01/2006	To	12/31/9999	Chg.	06/23/2006 CONVERT2

Work schedule rule

Work schedule rule	R030	24/7: M-Sn, 24 hpd
Time Mgmt status	9 9 - Time evaluation of planned times	
<input type="checkbox"/> Part-time employee	Additional time ID	00

Working time

Employment percent	100.00
Daily working hours	24.00
Weekly working hours	168.00
Monthly working hrs	174.00
Annual working hours	2080.00
Weekly workdays	7.00

A pink callout bubble points to the 'R030 24/7: M-Sn, 24 hpd' field with the text: **R030 24/7 schedule is set up for all employees**

At the bottom of the screen, it says 'Data hidden by screen modifications' and 'RP0 (1) (700) ssvaphr3e1 INS'.

24 x 7 – Dept. of Transportation

n DOT Labor Screens

```
<OPTION                                LABOR COLLECTION                                CAA140B-S1
                                      DAILY LABOR BROWSE

ORG      EMPLOYEE      START
CODE     ID           MO DA  NAME
313330   XXXXXXXXXXXX    04 01  DOT EMPLOYEE'S NAME
        WORK        WORK  C/S OR  WORK X-ORG  SERVICE
        DATE      ORDER GP  OP   EQUIP   UNIT CHARGE REQUEST
        -----HOURS WORKED----- --EQUIP USAGE-- N
        REG   O/T   PENL  C/B   C/E  ADMIN  NUMBER  HRS  D
4/01/08 SICK
        1.5
4/01/08 W0123 01  0170
        6.5
4/02/08 W0123 01  0170
        8.0  1.0
4/03/08 SICK
        4.0
4/03/08 ANNUAL
        4.0
```

**THE TOTAL HOURS ARE SENT TO CAT2 BY
THE GAP 1 INTERFACE**

24 x 7 – Dept. of Transportation

Total hours are sent to the HRMS/CAT2 screens through the GAP1 interface.

<u>Wage type</u>	<u>Text</u>	<u>Total Hours</u>
1223	Assigned Hours	80.0
9048	Sick leave	8.0
9003	Annual leave	1.5
1003	Regular Hours	<u>70.5</u>
	Total Hours paid	80.0

24 x 7 – Dept. of Transportation

All employees except part-time employees show 24 hours scheduled in the day.

LT	AJA...	Wa...	Position	MU	03/01	03/02	03/03	03/04	03/05	03/06	03/07	03/08	03/09	03/10	03/11	03/12	03/13	03/14	03/15
				H	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24
				H	9.50	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		9048		H	8.0														
		9003		H	1.50														
		1223		HR	80.0														

24 x 7 Operations (some, but not all, receive interface feeds)

- n Department of Social & Health Services
- n Department of Transportation
- n Parks & Recreation Commission
- n Department of Agriculture
- n Labor and Industries
- n Dept. of Revenue
- n Washington State Patrol
- n Department of Health

“24 x 7 may not be the only issue”

24 x 7 – On-Line Quick Reference

- n Assignment Pay to Position Relationship_Create (P013)
- n Planned Work Time_Maintain (PA30)
- n CATS_Enter Overtime for a Salaried Employee (CAT2)
- n CATS_Enter Dollar Amounts (CAT2)
- n CATS_Enter Labor Distribution (CAT2)
- n CATS_Enter Absences (CAT2)
- n CATS_Enter Wage Types (CAT2)
- n CATS to HRMS Time Data Transfer (ZCAT6)
- n Planned Working Time_Maintain (PA30)
- n Time Management & Evaluation (Job Aid)
- n Personnel Time Recording (Job Aid)



Questions About?

About PPA – Executive Committee

PPA Executive Committee:

- n Comprised of representatives from agency HR and payroll staff and Central Support Agencies (DOP, OFM, DRS, HCA, OST).
- n Meets monthly to:
 - Determine issues and concerns of agency HR and Payroll staff and establish PPA Meeting agendas.
 - Coordinate Work Groups to build and present topics of interest.
 - Keep agency HR and Payroll staff informed!

Why are Monthly PPA Meetings Important?

- n Communication and standards for Washington State
- n Ongoing resource for the most current information
- n Training
- n Problem Solving – agencies helping agencies
- n Networking with other agencies
- n Encourages use of the tools available (HRMS)

Where We Are Heading

- n Proactive planning for relevant, engaging PPA Meetings on a regular schedule
- n Training, including “topic-building” - basics → advanced
- n Increased agency HR and payroll involvement in PPA
- n Increased CSA involvement and communication
- n Listening to your needs!

How YOU Can Become a Part of the PPA Future!

- n Tell us your agency issues, concerns, and training needs
- n Share solutions - how does your agency do “X”?
- n Volunteer for a PPA Work Group
- n Attend PPA Meetings and encourage others to attend – learn and build confidence!

Resources

- n PPA - <http://www.dop.wa.gov/HRMS/PPA/>
 - Wendy Harris, Chair (DOC) 360-725-8350
- n OFM - <http://www.ofm.wa.gov/resources/payroll.asp>
 - Steve Nielson 360-664-7681 or Steve Ketelsen 360-664-7777
- n DRS - <http://drs.wa.gov/default.htm>
 - Brian Berghoff 360-664-7165
- n HCA - <http://www.perspay.hca.wa.gov/>
 - Steve Norsen 360-412-4201
- n OST - <http://tre.wa.gov/>
 - Jackie Biss 360-902-8914 or Lesa Williams 360-902-8911

Resources - DOP

HRMS Customer Support Web Site

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

- § **Messages** – *Messages for end users*
- § **Resources** – *Reports, Absence/Wage Types, OLQR*
- § **Schedules** – *HRMS Payroll Calendar*
- § **PPA** – *Handouts and minutes from monthly meetings*

Contacts

Carol Wyckoff 360-664-6336

Nadine Cummings 360-664-6449

DOP Help Desk – 360-664-6400

Training – OEDS

<http://www.dop.wa.gov/Employees/TrainingAndDevelopment/default.htm>

PPA – We Can Put It All Together!

