



HRMS/BI Temporary Layoff Report

Personnel/Payroll Association

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Department of Personnel**



HRMS/BI Temporary Layoff Report

Purpose of the Temporary Layoff Report

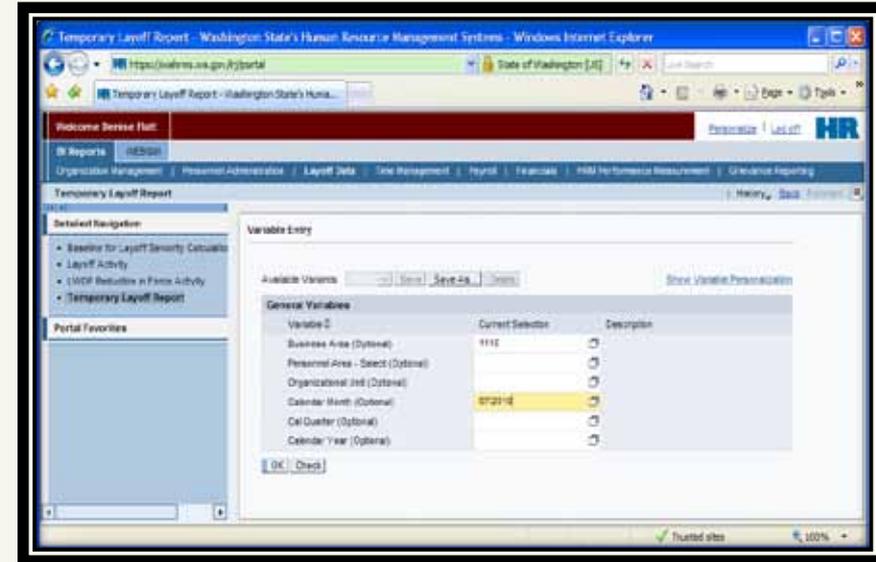
- n Provide a high level, monthly overview of the amount and hours associated with ESSB 6503 – Temporary Layoff-related Activities

Business area	Calendar Year/Month	Total Count of Paid EEs	Temp Layoff Count of EEs	Temp Layoff - hrs	Temp Layoff - Amt	% of Paid EEs taking Temp Layoff	Vac Lv in Lieu of Temp Layoff - Count of EEs	Vac Lv in Lieu of Temp Layoff - hrs	Vac Lv in Lieu of Temp Layoff - Amt	% of Paid EEs taking Vac Lv in Lieu of Temp Layoff
0110 House of Representatives	07/2010	302								
0120 State Senate	07/2010	240								
0120 Joint Transportation Comm	07/2010	5	3	12.0	400.00	60.0				
0140 Joint Leg Audit and review Com	07/2010	26	5	48.0	2,227.14	19.2				
0200 Leg Eval & Account Prog Comm	07/2010	9	5	10.0	385.95	55.6				
0300 Office of State Actuary	07/2010	13	3	18.5	505.96	23.1				
0300 Joint Leg Systems Committee	07/2010	48	11	54.5	1,760.75	23.9				
0400 Statute Law Committee	07/2010	36								
0450 Supreme Court	07/2010	63	8	47.0	1,594.03	65				
0450 State Law Library	07/2010	10	8	78.0	1,976.31	80.0				
0400 Court of Appeals	07/2010	106	4	61.0	1,446.40	2.9				
0500 Commission on Judicial Conduct	07/2010	13	7	60.0	2,456.81	53.8				
0500 Off. Administrator Courts	07/2010	364	121	1,620.0	55,273.14	33.2				
0600 Office of Public Defense	07/2010	14	1	8.0	305.26	7.1				
0570 Office of Civil Legal Aid	07/2010	1	1	6.0	451.97	100.0				
0750 Office of the Governor	07/2010	54	31	392.1	12,565.49	94.4				
0600 Office of the Lieutenant Gov	07/2010	7	1	42.0	736.77	14.3				
0620 Public Disclosure Commission	07/2010	25								
0800 Office of The Secretary of St	07/2010	331	5	40.0	920.24	1.5				
0860 Gov. Office of Indian Affairs	07/2010	2	2	16.0	496.47	100.0				
0870 Com Asian-Pacific Amer Affairs	07/2010	2	2	16.0	509.33	100.0				
0900 Office of State Treasurer	07/2010	62								
0910 Redistricting Commission	07/2010	2	2	16.0	392.90	100.0				
0850 Office of State Auditor	07/2010	376								
0990 WA Citizen's comm on salaries	07/2010	2	2	10.0	362.79	100.0				
1000 Office of the Attorney General	07/2010	1,285								

HRMS/BI Temporary Layoff Report

Running the Report

- n Select BI Reports > Layoff Data > Temporary Layoff Report
- n Enter Agency Business Area or Personnel Area and date selection
- n Result:



The screenshot shows the 'Temporary Layoff Report' interface displaying the results of the report. The table shows data for Business Area 1110 - Department of Personnel and Calendar Year/Month 072010. The table columns include Total Count of Paid EEs, Temp Layoff - Count of EEs, Temp Layoff - Hrs, Temp Layoff - Amt, % of Paid EEs taking Temp Layoff, Vac Lv in Lieu of Temp Layoff - Count of EEs, Vac Lv in Lieu of Temp Layoff - Hrs, and Vac Lv in Lieu of Temp Layoff - Amt.

Business area	Calendar Year/Month	Total Count of Paid EEs	Temp Layoff - Count of EEs	Temp Layoff - Hrs	Temp Layoff - Amt	% of Paid EEs taking Temp Layoff	Vac Lv in Lieu of Temp Layoff - Count of EEs	Vac Lv in Lieu of Temp Layoff - Hrs	Vac Lv in Lieu of Temp Layoff - Amt
1110 - Department of Personnel	072010	107	101	1,516.5	47,550.75	96.0			

What's included?

n Default information

– By Agency and Calendar Month:

- § Count of Employees with Temporary Layoff hours
- § Number of Temporary Layoff hours (Wage Type 1304 – LWOP Temp Layoff)
- § % of Employees taking Temporary Layoff hours in the agency
- § Count of Employees with Vacation Leave in Lieu of Temporary Layoff hours
- § Number of Vacation Leave in Lieu of Temporary Layoff hours (Wage Type 1351 Vac Lv Temp Layoff)
- § % of Employees taking Vacation Leave in Lieu of Temporary Layoff hours in the agency
- § Count of Employees with Shared Leave in Lieu of Temporary Layoff hours
- § Number of Shared Leave in Lieu of Temporary Layoff hours (Wage Type 1352 – Shared Lv Temp Layoff)
- § % of Employees taking Shared Leave in Lieu of Temporary Layoff hours in the agency

What's included, cont

n Optional Information

- Temporary Layoff, Vacation Leave in Lieu of Layoff, Shared Leave in Lieu of Layoff by:
 - § Calendar Quarter/Year
 - § Contract Type (state status)
 - § Employee Group (position status)
 - § Employee Subgroup (full/part-time status)
 - § Job & Job Class Code
 - § Organizational Unit
 - § Pay Scale Area & Pay Scale Type
 - § Personnel Subarea (represented / non-represented status)
 - § Position
 - § Work Contract (appointment status)

- n Due to BI security restrictions, Employee name is NOT included in the Temporary Layoff report.

When Should I Run the Report?

- n BI data for the Temporary Layoff report is loaded semi-monthly after regular Payroll processing. (Usually one day after Payroll Day 4 completes).
- n Temporary Layoff data should be run after both pay periods have been completed to ensure alternative days and adjustments are included.
- n For example, to report Temporary Layoff hours for September 7th, run the report on or after October 6th.

HRMS/BI Temporary Layoff Report

Who Sees the Temporary Layoff Data?

- n DOP publishes statewide Temporary Layoff Data to the Strategic HR website under [Legislatively Mandated Temporary Layoff \(Furlough\) Activity Data](#):

WA State Employee Data

The data on this page focuses on employees of state agencies under the jurisdiction of the Governor and other elected officials (the Executive Branch). With noted exceptions, employees in higher education, the legislative and judicial branches, and certain others, such as some seasonal employees, are not included.

For further information about the Executive Branch workforce, please see the [2009 State Workforce Report](#).

Executive Branch Workforce Highlights (as of 7/31/2010)

Categories:		
Headcount Total	63,022	See more headcount data
Classified Total	94.8%	
Classified Employees	88.1%	
Classified Management (WMS)	6.7%	See WA Mgmt. Service trend
At-Will Total	5.2%	
At-Will Employees	3.4%	
At-Will Management	1.8%	
Average Turnover Rate	0.3% (FY10)	See more turnover data
Mandated Temp Layoff/Furlough Rate*	35%	See more mandated temp layoff / furlough data
Total Employer Initiated Layoff Separations since 7/1/00	747	See more employer initiated layoff activity data
Salary (average for full-time employees)	\$52,500	
Salary (median for full-time employees)	\$49,368	

Legislatively Mandated Temporary Layoff (Furlough) Activity Data

Senate Bill 6503 State Agencies - Reduction in Operating Expenses ([ESSB 6503](#)), related to closing state agencies on specified dates was signed into law on April 27, 2010. The new law provides that agencies must close on the ten (10) days specified in the bill, unless the agency has a compensation reduction plan that is approved by the Office of Financial Management (OFM). The law also identifies certain activities that are exempt from the compensation cost reductions. Agencies identify activities that meet the exemption criteria in law, no central data is available to the Department of Personnel for reporting.

Mandatory layoffs are in addition to the standard **employer initiated layoff activities** agencies are conducting to offset the revenue shortfall.

This data reflects all state employees temporarily laid off who are paid through the central payroll system. This includes Executive Branch agencies, Legislative and Judicial Branches, and seasonal employees. It does not include Higher Education or the Board of Volunteer Firefighters.

Please Note: The Estimated Temporary Layoff (furlough) Salary Savings column in the table below does not reflect the total state savings. This data does not include:

- Savings generated by agencies with an approved compensation reduction plan
- Savings related to employer-paid share of payroll taxes.

Temporary Layoff / Furlough Activity Data

Month	# Employees Paid	# Employees Temp Laid Off	% of Employees Temporarily Laid Off	Est. Temp Layoff Salary Savings	# of State Agencies with Temp Layoffs
July 2010	65,097	22,029	35%	\$5,039,877	72
August 2010					
September 2010					
October 2010					
December 2010					
January 2011					