

## ***DOP Information Systems Communication – 07/10/08***

- What?**        **New** - HRMS Communications Listserv
- Who?**        HRMS HR and Payroll Offices
- Why?**        New listserv for HRMS Communications and Information
- When?**       **Important** - distribute immediately

**Message:** DOP has created a new listserv which will replace our current PERPAYREPS (PPA) listserv\* and three Outlook distribution lists that we've been using to send HRMS Communications to users. The new **HRMS Communications** listserv is **effective today**. However, we will continue to send communications to both the new and existing listservs and distribution lists **through July 17** to validate that everyone was successfully subscribed to the new listserv.

***Please read this communication carefully and watch for a follow-up e-mail within one hour verifying your automatic subscription to the new listserv.***

### **Why are we making this change?**

A single listserv will make it easier for you to make sure you are receiving all important HRMS Communications. Everyone on the new listserv will receive all information and only one e-mail (currently you may receive more than one separate e-mail with the same information, **or** you may miss information if you aren't on both the PERPAYREPS listserv and one or more distribution lists).

### **What do agencies need to do to join or leave the listserv?**

- If you have received this e-mail directly from **DOP** (not forwarded to you by someone else in your agency), you will already be an HRMS Communications listserv subscriber.

The e-mail you are reading now has been sent to you using the existing listserv and distribution lists. We will send you a second e-mail using the new listserv.

- § **If you receive the follow-up e-mail within one hour, you won't need to do anything additional.**
- § **If you do not receive a follow-up e-mail within one hour, please use the information in the next bullet to self-subscribe, or contact the DOP Help Desk if you need more help.**

- If someone else has forwarded this e-mail to you, you can subscribe to the HRMS Communications listserv by going to <http://listserv.wa.gov/cgi-bin/wa?A0=HRMSCOMMUNICATIONS>. To register and create a password, click on “**Log In**” and then “**get a new LISTSERV password.**”
- You may remove yourself from the list by sending an e-mail to [hrmscommunications@listserv.wa.gov](mailto:hrmscommunications@listserv.wa.gov) with the message in the body: unsubscribe HRMSCOMMUNICATIONS "your full name."

### **Are there other ways agencies can access HRMS information?**

Yes – in addition to e-mailing information to you using the new listserv, we will continue to:

- Post HRMS Communications on the [HRMS Message Center](#) page, on the [HRMS Customer Support](#) Web site.
- Send system ZAlert messages regarding system availability, critical system status, and payroll pickup times.
- Provide the [Agency Contact List](#) on the [Contacts/Help Desk](#) page. **DOP uses this list** to contact you by phone, and to e-mail “targeted communications” which affect only a select number of agencies. **Agencies use this list** to contact other agency HR and payroll offices to coordinate employee transfers, or for information sharing. Please take a few minutes now to view your information and e-mail any updates to the [DOP Help Desk](#).

### **Is there anything else agencies need to know?**

- We are strongly encouraging agencies to consider subscribing **agency-maintained distribution lists** to the new HRMS Communications listserv, rather than individual subscribers. Many agencies already have distribution lists with all appropriate HRMS HR, payroll, financial, benefits, time, and security administrator contacts. One advantage of an agency-owned/maintained distribution list is that it would most likely be consistently accurate as staff changes take place. If you have questions or need help establishing a distribution list, please contact your agency’s network division.
- We are also making changes to the way we provide agencies with payroll error lists and assistance with error resolution – we will be sending more information about these new processes later this week.

*\*A listserv is a special usage of e-mail that allows for widespread distribution of information to internet users. There are several types of listservs including Announcement, Discussion, and*

*Moderated. The HRMS Communications listserv is an **Announcement listserv**, which is a one-way-only posting, like getting a newsletter. **You cannot Reply or Reply All to an Announcement listserv.** If you have questions or comments, please contact the DOP Help Desk using the contact information below.*

**Questions? Contact:**

DOP Help Desk: (360) 664-6400

Email Contact: [HelpDesk@DOP.WA.GOV](mailto:HelpDesk@DOP.WA.GOV)

## ***DOP Information Systems Communication – 07/10/08***

**What?**        ***New*** - HRMS Communications Listserv – ***Follow-Up Notice***

**Who?**        HRMS HR and Payroll Offices

**Why?**        New listserv for HRMS Communications and Information

**When?**       ***Important*** - distribute immediately

**Message:**   This e-mail is a follow-up to an HRMS Communication sent earlier today. **If you've received this e-mail, you are already subscribed to the new HRMS Communications listserv, and you don't need to do anything further.** Effective today, all HRMS Communications will be sent using this new listserv. Thank you for your support as we apply this new process.

**Questions? Contact:**

DOP Help Desk: (360) 664-6400

Email Contact: [HelpDesk@DOP.WA.GOV](mailto:HelpDesk@DOP.WA.GOV)