

Personnel/Payroll Association (PPA) Meeting – March 26, 2008

PPA Chair, Wendy Harris (DOC), opened the meeting.

1. Job Classification Changes

Lisa Skriletz, DOP, presented information on [Classification and Pay Revisions](#). Lisa covered the process DOP uses to establish new classes or make changes to existing classifications. After a classification has been changed and adopted by the DOP Director, agencies that use the classifications need to update Position and Person information in HRMS:

Update the Position

- § Use OLQR User Procedure Position Compensation – Maintain.
- § The User Procedure says to use “Copy”, but we recommend using “Create” because it will pull all the new information in from the Job Class.

Update the Person

- § Use OLQR User Procedure Basic Pay Indirectly or Directly Valued.
- § Be sure to review the “Level” field to make sure the Step is correct.

For ongoing information about job classification changes as they may occur, go to the Director of Personnel Meetings page on the DOP Web site.

Audience Q&A:

Q: In July, 2007, many job titles changed and became longer and are either all caps or lower case (not consistent). Also, the entire text of some longer titles doesn't always display on our reports. Why?

A: *The inconsistent formatting is cosmetic and will be changed as a title is updated for other reasons. Regarding the title length, we were not able to identify any HRMS reports that would not display the entire title – please let us know if you have found specific HRMS reports where this is a problem.*

There was a “short title” field in PAY1 that displayed an abbreviated title. The corresponding field in HRMS is now used to display the Job Class Code as it's adopted by the Director. It may be that some agency external (shadow) systems are not configured to the same maximum number of characters in some fields. The HRMS Job Class Title field is a maximum of 40 characters. Reports produced from these external systems could potentially cut titles off if the field size is not consistent with HRMS. During the original HRMS implementation, Interface Functional Specifications were provided to agencies along with Mapping Documents that stated field sizes, and these are available on the HRMS Support Web site on the HRMS Interfaces page.

2. Electronic 941 Filing

Steve Nielson, OFM, polled agencies about filing Form 941 Employer's Quarterly Federal Tax Returns electronically, rather than mailing hardcopy reports. No agencies in attendance at the PPA Meeting were currently using electronic filing, but many would be interested in more information. Steve will work with DOP to determine what's involved, however due to the HRMS Upgrade, it will be 2009 before any potential action could be taken.

Form 941 reports federal taxes (withholding, social security, and Medicare) deposited through the Electronic Federal Tax Payment System (EFTPS).

3. Effective Dating in HRMS

JoAnne Saunders (WSDOT), Margeret Nelson (CTED), Jean Farrell (DOC), and Wendy Harris (DOC) presented information on [Effective Dating in HRMS](#), including how inappropriate dates can cause payroll Redlines. Audience questions on this topic were captured, and the completed Q&A will be posted as soon as possible. We also ask that agencies let us know what additional Infotypes might be helpful to add to the [Effective Dating Infotypes](#) spreadsheet. *Note: both of these documents have been revised since the March 26 PPA Meeting. If you have a handout from that day, please click on the links provided above for updated materials.*

Review the handouts on [Redlines, Division by Zero, and Address Changes](#).

Effective dating regarding employee address changes is one of the events that **can potentially** cause a payroll Redline (more on this when the Q&A is published). Patty Jackvony (DSHS) has shared their internal [Name/Address Change](#) form which they've updated for HRMS fields that capture this information. Agencies might be interested in adopting a similar format for their internal name/address change procedures. The link on the form to their intra-DSHS portal where savings bonds address changes can be made has been disabled, but agencies may have links which direct their employees to savings bonds forms on their own Web sites.

Another Effective Dating error can be caused when Infotype 0027 Cost Distribution is not properly end dated when employees separate. The gaining agency will receive a Delimit Cost Distribution infotype during the Appointment Change, which the gaining agency should delimit and contact the losing agency as a courtesy to notify them.

Communication between losing and gaining agencies is essential to coordinating successful employee transfers and rehires. Use the Agency Contact List on the HRMS Support Web site Agency Contacts List Page page to find out who to contact at the losing/gaining agency.

• Off-Cycle Workbench vs. ACH Reversals

Robin McCord (DOP Help Desk) presented information on the HRMS Off-Cycle Workbench, and how that differs from the ACH Reversal process. During the presentation, Robin identified an error in the handout, so if you have a copy from the meeting, please replace it with the updated [Off-Cycle Workbench vs. EFT Reversal](#).

• HRMS Upgrade

Cherie Willhide and Dennis Gustafson (DOP) gave an overview of the HRMS Upgrade. Visit the new HRMS Upgrade page on the HRMS Support Web site for information.

4. Next PPA Meeting

The next PPA Meeting is April 29. Watch for details about the April 2008 PPA Meeting on the HRMS Support Message Center and the PPA page, where you can also view the PPA Calendar.