Agency Standard Work Instructions for Completing Personnel Fiscal Impact Statements (FIS) for Classification Proposals

**Agency Human Resources Staff**

**Receive and review** electronic request for FIS from Office of Financial Management (OFM) State Human Resources (SHR) Analyst.

- Follow standard work instructions and see form example. The example form is the first two pages of the FIS form. The portion of the form you will complete begins on page three. Detach the example before submitting.
- Determine which programs are affected by the FIS request (if applicable); determination is based on the job classes affected.
- Review the classification/compensation action requested in question one on page one.
- Check off whether positions are represented or non-represented.
- Enter responding agency name and code.
- Enter your contact information in the “HR Contact” box.
- Make sure the next person in the process has a copy of the standard work instructions and example form.

**Forward FIS to agency fiscal staff** (and program contacts, if applicable) and discuss it with them in person, by phone, or email.

- Ensure everyone understands the action requested in question one on page one.
- Provide data on the number of positions and salaries of affected job classes.

**Agency Fiscal Staff**

**Complete the fiscal portion of the FIS form**, using the proposed effective date to calculate fiscal impact. Contact your agency’s assigned OFM Budget Analyst with any questions or concerns related to the fiscal impact or explanation thereof.

- Thoroughly answer questions 2 and 3 and indicate whether there is a fiscal impact in question 4.
- Complete fiscal table on page two.
- Enter your contact information in the “Fiscal Contact” box.
- Forward FIS to the CFO or lead fiscal staff for review.

Fiscal impacts should reflect the cost of the action for all three biennia listed on the form (e.g., the impact of a salary increase is the cost difference between the current and proposed salary and benefits).

**Agency Reviewer (CFO or Lead Fiscal Staff)**

**Review completed FIS.**

- Ensure information is accurate and thorough.
- Enter your contact information in “Reviewed by” box.
- Return to your agency’s HR contact listed on the top of the form.

**Agency Human Resources Staff**

**Print and forward** FIS to agency head (director, president, etc.) for review, certification and signature.

**Agency/Institution Head**

**Review, certify, and sign** hard copy of FIS and return to agency HR contact.

**Agency Human Resources Staff**

**Scan and submit.** Detach the example before scanning and submitting the certified and signed FIS via email to Personnel.FIS@ofm.wa.gov. Copy the OFM SHR Analyst who initiated the request.

**Wait for contact from OFM Budget.** Contact may be questions directed to agency fiscal or HR staff, or a copy of the approved FIS and notice to SHR.