



OFFICE OF FINANCIAL MANAGEMENT

Compensation Data Collection for the 2011-13 Biennial Budget Process

1.1 Compensation Data for Collective Bargaining and Budget Processes

Context The Washington State Legislature passed the Personnel System Reform Act in 2002. As a result the Governor's Office, supported by the Labor Relations Office (LRO), negotiates collective bargaining agreements for state agencies (including a portion of higher education).

The nature of collective bargaining requires the Office of Financial Management (OFM) to have salary data at the employee level. It is difficult to anticipate which elements may be bargained, so OFM needs to be prepared for proposals that may group employees by bargaining unit, classification, range and step, years of service, and so on. Additionally, OFM assumes the Governor may want to consider various options for non-represented state employees.

- Click [here](#) for more information about the Labor Relations Office and the 2009-2011 collective bargaining agreements.

Purpose The purpose is for OFM to collect detail data at the same level for all state employees in order to calculate and budget compensation changes.

1.2 What is the role of the Office of Financial Management?

Objective OFM's objective is to facilitate the collection and use of data needed for budgeting and to support the collective bargaining process.

The collective bargaining scope outlined above presents the need for the Labor Relations Office to collect employee compensation data. The data will be used to calculate and budget potential employee compensation changes resulting from salary negotiations, as well as to budget compensation changes for non-represented employees.

Data security OFM will observe strict security procedures in the collection and use of employee data. Social Security Numbers will not be loaded from HRMS or from higher education data into OFM's Compensation Impact Model (CIM) and very few OFM staff will have access to this data. The output used in bargaining and the budget system will be rolled up to at least the agency, program, bargaining unit, or classification level, and will not contain any individual employee identifiers.

1.3 What is the role of agencies and institutions?

Objective Agencies and higher education institutions will update and validate employee compensation data for submittal to OFM no later than January 31, 2010.

State “General Government” Agencies

Agencies should release to OFM the version of SPS data that reflects their projected maintenance level salary base for 2011-13. It is **strongly** encouraged that agencies begin with a fresh data download, unless you are certain that your current file contains the correct job class codes and assignment pay for all classified staff that match Department of Personnel’s current salary schedule.

Agencies that make use of Personnel Area codes should not begin their data download until SPS has been updated to include this field. The system changes are being worked on now and are expected to be completed by November 23. These agencies are:

111	Department of Personnel
245	Military Department
300	Dept of Social and Health Services
305	Department of Veterans Affairs
310	Department of Corrections
405	Department of Transportation
540	Employment Security Department

Using the Salary Projection System, agencies will:

1. Load data from current Department of Personnel GAP files;
2. Make corrections to funding sources and percentages;
3. Add vacancies if needed (filling in all required fields, including the Bargaining Unit code);
4. Either remove or end positions that are not funded through the end of the 2009-11 Biennium;
5. Flag positions requiring backfill (primarily agencies with 24-hour institutions).
6. Flag those positions eligible for the Initiative 732 salary increases (only School for the Blind and Washington State Center for Childhood Deafness and Hearing Loss).

Higher Education Institutions

Higher Education institutions will select the pay period (year, month and pay cycle) from their regular Statewide Human Resources submittals which will most closely match their maintenance level salary base for 2011-13 in CIM-AI. The selection will trigger an automatic load of that data into the Compensation Impact Model – Agency Interface (CIM-AI). Institutions can subsequently make corrections to funding sources and percentages, remove positions that are not funded into 2011-13, add vacancies if needed (filling in all required fields, including the Bargaining Unit code), flag positions requiring backfill (primarily agencies with 24-hour institutions) and designating positions eligible for the Initiative 732 salary increases.

Please note Fund 840 has been made an invalid account in CIM-AI, so we can make certain that no position that is state funded is coded with this clearing account. Higher

Education agencies should ensure that records coded with this account are recoded to a valid account.

A separate email from Pam Davidson will ask each higher education institution to provide the names, email addresses, and phone numbers of those employees who can select the pay period for release and who are to be given access to the CIM-AI system for data updates. Instructions for using that system will be sent to those who are given system access.

Given the limited reporting capabilities of CIM-AI, OFM will offer the creation of special reports to higher education institutions to confirm data completeness and accuracy. Sample reports will be provided later this fall by Pam Davidson, OFM Budget Division, for review and commentary before they are needed for actual data collection reconciliation.

Important Data Considerations

It is vital that agencies and institutions verify the accuracy of all of the information being submitted in this process. Please make sure that the following issues are addressed in the submittal of your data. These fields need to be accurate and complete for vacant positions as well:

- **Accurate bargaining unit coding**, to ensure accurate funding for each negotiated contract;
- **Accurate work period percent for both hourly and part-time employees**—currently HRMS defaults hourly staff to 100 percent, and many higher education hourly records are set at a percentage so small that very little compensation dollars are calculated for them;
- **Accurate work county on each employee's record**, for potential geographic pay calculations;
- **Accurate personnel area on each employee's record**, for potential assignment pay calculations (General Government agencies only).

Once the data is updated and validated by agencies and institutions, it will be used by OFM's LRO when salary negotiations commence.

Note: Data updates made via the Salary Projection System Interface cannot be loaded back to the DOP system. This data is intended solely for the use of OFM's Budget Division and Labor Relations Office. In order to have corrections made permanently, it is best to make them in the HRMS system before downloading your data into SPS.

Timeline

General Government Agencies will have access to their data and the ability to update it via SPS in two phases:

Phase I (Now through late January 2010, agencies will use SPS to update and validate their data.

Phase II (In May 2010): Agencies will use SPS to update and validate their data to better match their 2011-13 Maintenance Level.

Higher Education Institutions will have access to their data and the ability to update it via the CIM Agency Interface in two phases:

Phase I (November 23rd through late January 2010, agencies will use CIM-AI to update and validate their data.

Phase II (In May 2010): Agencies will again use CIM-AI to update and validate their data to better match their 2011-13 Maintenance Level.

How to get additional help

If you have additional questions or need further assistance with the Salary Projection System, please contact the Budget Portfolio Systems Help Desk at:

- Helpline: (360) 725-5278

- E-mail: ofmbass@ofm.wa.gov

Or refer to the SPS Tutorial found in the BASS Help Library at

<http://bass.ofm.wa.gov/BASSPR/library/SPSTutorial.pdf>

If you have additional questions or need further assistance with the Compensation Impact Model-Agency Interface, contact Pam Davidson at 360.902.0550, pam.davidson@ofm.wa.gov, or Karen Durant at 360.725.5153, karen.durant@ofm.wa.gov.