

2011 Instructions for Using the Statewide Human Resources Data Management System (aka CIM-AI--Compensation Impact Model-Agency Interface)

High Level Summary of the Process

For the purpose of collecting compensation data for the 2013-15 Biennial Budget development cycle, institutions of higher education are submitting data to the Compensation Impact Model-Agency Interface (CIM-AI), and using an interface to check the data and fill in vacancies where positions were vacant when the data was submitted to OFM. This should be a simple process with just a few steps, outlined below. Each step is detailed on the following pages.

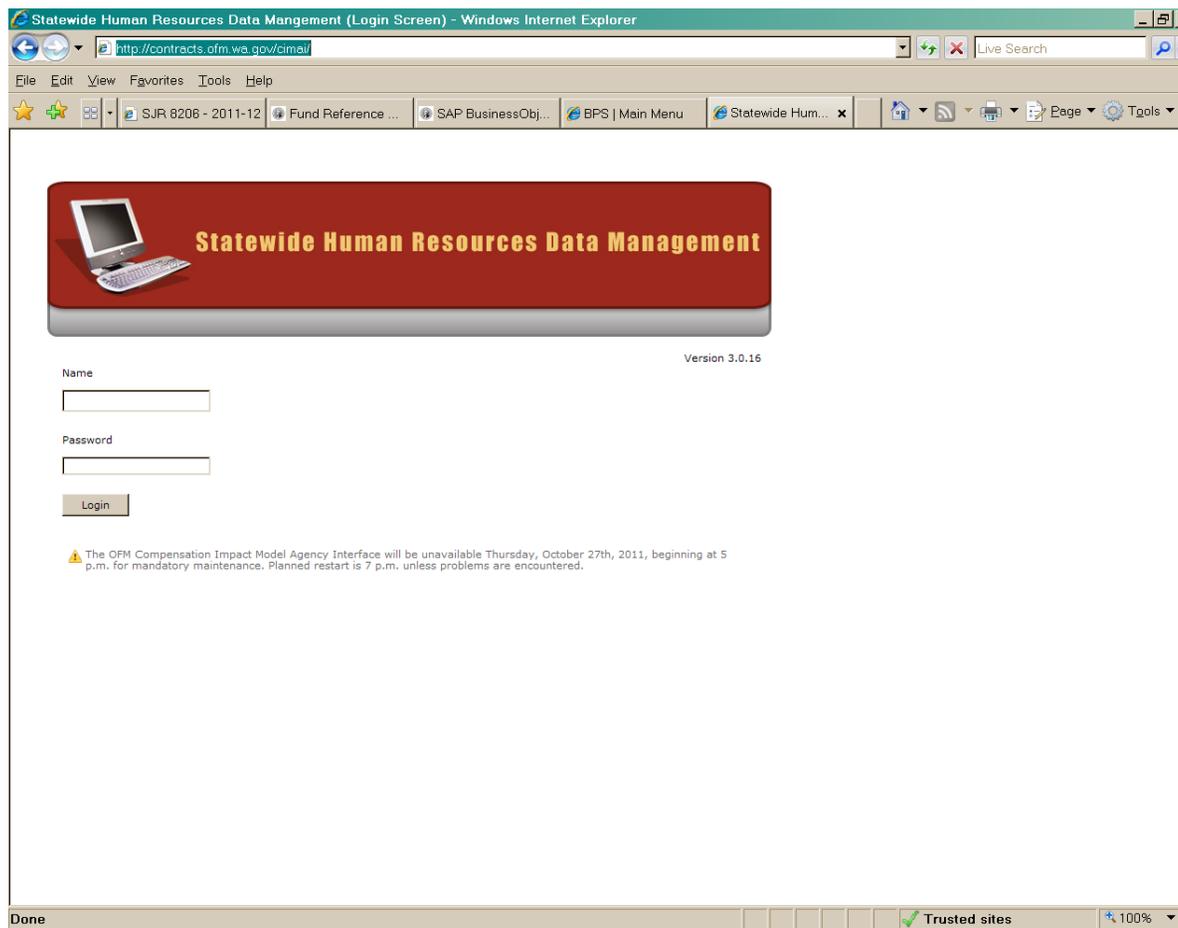
1. You should have received an email with your logon and password for using the system from Pam Davidson. If you don't have it or can't find it, email Pam at Pam.Davidson@ofm.wa.gov. Phone is 360.902.0550.
2. Logon to the system: Here is the link to the fortress entrance for CIM-AI: <https://fortress.wa.gov/ofm/cimai/>
3. Choose the payroll submittal you want to use (see pages 4 through 6 for instructions). You have the option to load just part of your data. See page 5 for detail on this option.
4. Once your data is loaded, your next step is to check the extract to see if there are existing records that need corrected.
5. If there are records with errors, click the **Edit Record** button to the right of the item to correct the error identified on the error screen.
6. Once errors are corrected, move to the **Extract** screen, and run the B6-Salary, B6-Pension, and B6-Insurance extracts (at the bottom of the list) to determine how your data compares to where you should be for your 2013-15 Maintenance Level. **This determination should be based on budgeted FTEs--especially FTEs charged to GF-S (001-1). OFM will compare your final 001 FTE and salary level to your FY 2011 actuals, and will compare the total operating budgeted FTEs to your operating 2013-15 Maintenance Level as a reasonability check.** There are also a number of other extracts you can run, such as Staff Union/Bargaining Unit Listing that will help you see if you have the correct number of represented vs. non-represented staff. And, you can run your own B6 Reports that separate staff into groups, including faculty, exempt, represented, etc.
7. From the main menu, go to the **Add Vacant** screen to add your missing types of positions (for example, you are missing 27 faculty members, but you add one "average" faculty, then replicate it elsewhere).
8. Once you've added the individual vacant positions you need, go to the main menu, then to **Find/Edit Employee Records** to replicate the added vacant positions.
9. Once you are finished replicating your missing positions, rerun your B6, B6-P, and B6-I extracts to recheck your bottom line.
10. If you are too high or too low, you can repeat steps 7, 8, and 9 above. If adding whole positions is not the answer, you can adjust individual positions to change pension systems, the health insurance flag, or salary fund splits. Use the **Find/Edit Employee Records** to adjust individual records.

Now each instruction will be repeated, with screen prints and more detail for the various steps.

Step 1: You should have received an email with your logon and password for using the system from Pam Davidson. If you don't have it or can't find it, email Pam at Pam.Davidson@ofm.wa.gov. Phone is 360.902.0550.

Step 2: Logon to the System

Here is the link to the fortress entrance for CIM-AI: <https://fortress.wa.gov/ofm/cimai/> The first screen you come to looks like this: Log-on to the system (If you didn't receive an email with your log-on and password, email Pam Davidson at Pam.Davidson@ofm.wa.gov).



Step 3. Load data from OFM’s Statewide HR database to CIM-AI

NOTE: Not all individuals have authority to load data and, therefore, access to this button. The State Board will load the data for all Community and Technical Colleges. Agencies should notify Pam Davidson as to who at their agency should have that access. If you are not responsible for loading data, you can skip this section.

Click on the “Select pay period data as Model data” button.

OFM Compensation Impact Model Agency Interface

Main Menu

Help

View Transmittal Status Reports

Find/Edit Employee Records

Select pay period data as Model data

Add Vacant

Account Maintenance

Invalid Records

Run Extract

The Invalid Records function may take several minutes to load, as it must validate every record you have in the system. This information is also available as an extract.

1. Check those employee groups that you want loaded. Classified employees are loaded by default.

Log Out

OFM Compensation Impact Model Agency Interface

[Main Menu](#)

Successful Data Loads

 Help

Please check employee groups to be loaded: Large data loads may take a few minutes to complete.

Load Non-Faculty Exempt Employees
 Load Faculty
 Classified Employees Loaded by Default
 Load Undergraduate Student Employees
 Load Graduate Student Employees

Number of successful data loads found:63

Year	Month	Payroll Cycle	Dataload Date	Release Data
2008	January	1	1/24/2008 4:20:00 PM	Release
2008	January	2	2/7/2008 4:23:00 PM	Release
2008	February	1	2/21/2008 3:40:00 PM	Release
2008	February	2	3/7/2008 8:32:00 AM	Release
2008	March	1	3/21/2008 10:54:00 AM	Release
2008	March	2	4/14/2008 8:32:00 AM	Release



2. Select the Pay Period of data you want to load by clicking the appropriate Release button. Clicking on column heading "Dataload Date" **twice** will sort the data load in descending order (most recent first).

Please check employee groups to be loaded: Large data loads may take a few minutes to complete.

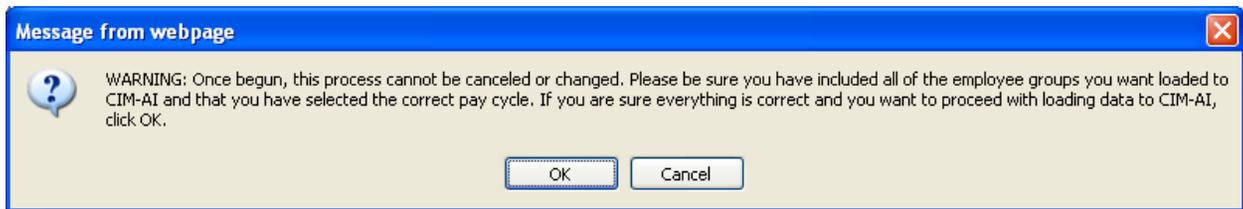
Load Non-Faculty Exempt Employees
 Load Faculty
 Classified Employees Loaded by Default
 Load Undergraduate Student Employees
 Load Graduate Student Employees

Number of successful data loads found:63

Year	Month	Payroll Cycle	Dataload Date	Release Data
2009	November	1	11/23/2009 7:25:00 AM	Release
2009	October	2	11/6/2009 11:03:00 AM	Release
2009	October	1	10/23/2009 12:05:00 PM	Release
2009	September	2	10/7/2009 11:36:00 AM	Release
2009	September	1	9/23/2009 2:56:00 PM	Release



3. The data load can only be performed once, so you will get this opportunity to accept your selections, or cancel and reset your selections.



4. Click Ok when you're ready to proceed. The data load may take up to three or four minutes for large data sets.

Please check employee groups to be loaded: Large data loads may take a few minutes to complete.

Load Non-Faculty Exempt Employees
 Load Faculty
 Classified Employees Loaded by Default
 Load Undergraduate Student Employees
 Load Graduate Student Employees

umber of successful data loads found:44 A data load has been completed. See highlighted record.

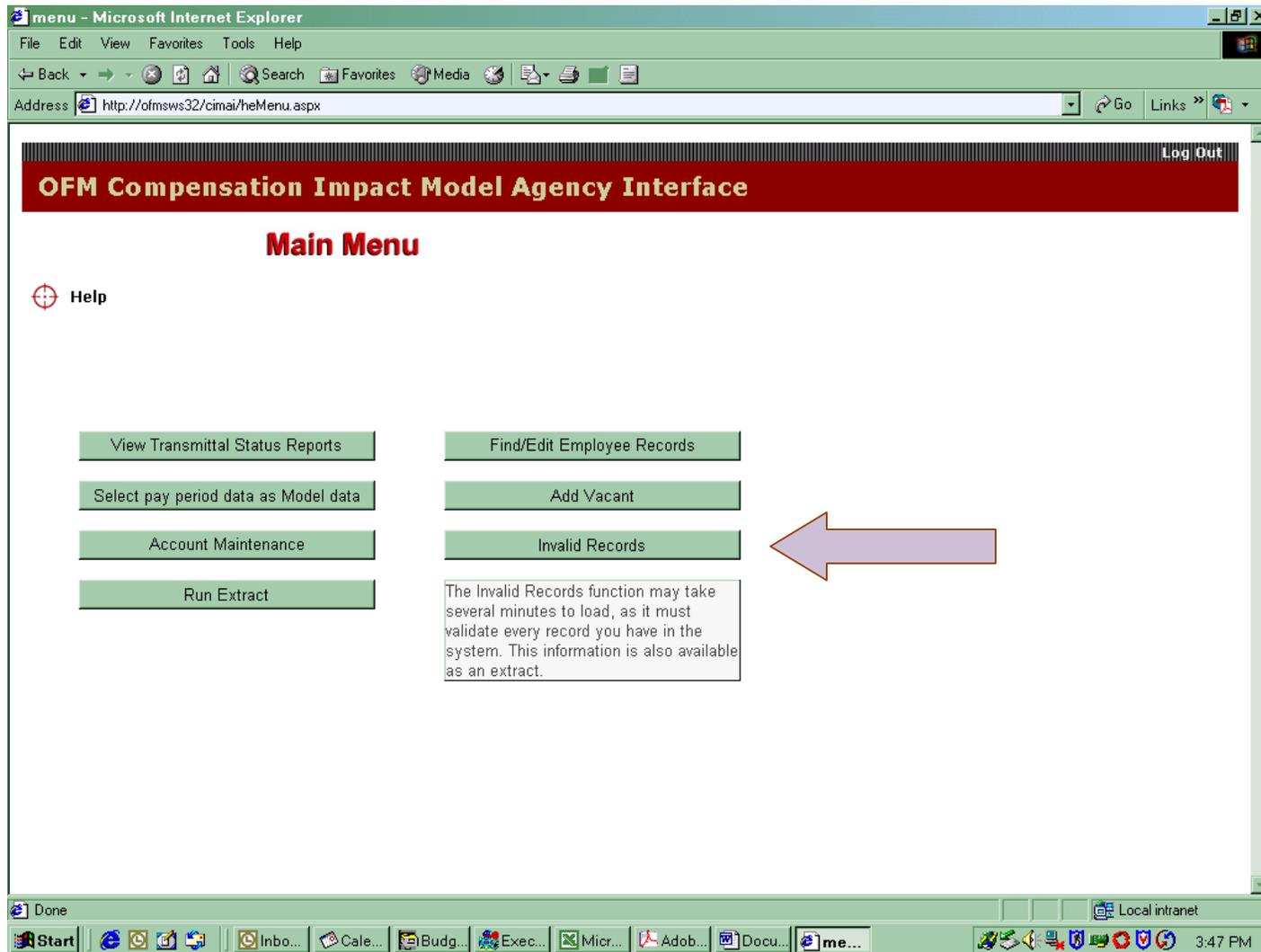
Year	Month	Payroll Cycle	DataLoad Date
009	November	1	11/19/2009 4:45:00 PM
009	October	2	10/22/2009 7:47:00 AM
009	October	1	10/21/2009 3:16:00 PM
009	September	2	10/9/2009 10:16:00 AM
009	September	1	9/22/2009 10:56:00 AM
009	August	2	9/9/2009 8:16:00 AM
009	August	1	8/25/2009 10:16:00 AM

5. The pay period you have selected will be highlighted when the data load is complete. You should also get an email notification.

6. Once the data is loaded, you can begin working with the data immediately.

Step 4. Check for Invalid Records

Once in the system, check the **Invalid Records** (button on bottom, right) extract to see if there are records that need corrected.



If there are invalid records, the list will look like this. To edit a record, click on the pencil icon on the right.

Name	Error Description	Action
ELIZABETH H BEERS		Missing or Invalid Appropriation Type (6), [Pencil Icon]
ELIZABETH MARIE GREGGAIN		Missing or Invalid Appropriation Type (6), [Pencil Icon]
ERIC E NILSSON		Missing or Invalid Appropriation Type (6), [Pencil Icon]
ERIC RICHARD SPANGENBERG	Salary appears to be invalid. (20833.33, Pay Unit Code: M) ,	Missing or Invalid Appropriation Type (6), [Pencil Icon]
ERICA S GUTTMAN		Missing or Invalid Appropriation Type (6), [Pencil Icon]
ERIN M CHESTER		Missing or Invalid Appropriation Type (6), [Pencil Icon]
ESTHER L MCCALL	Invalid Job Class Code. (002246),	[Pencil Icon]
EUGENE A ROSA		Missing or Invalid Appropriation Type (6), [Pencil Icon]
FARIDA SELIM		Missing or Invalid Appropriation Type (6), [Pencil Icon]
FLOY ZIEGLER		Missing or Invalid Appropriation Type (6), [Pencil Icon]
FONDA WIER		Missing or Invalid Appropriation Type (6), [Pencil Icon]
FRANCES HERRERA		Missing or Invalid Appropriation Type (6), [Pencil Icon]
FREDDI L VANGEMERT		Missing or Invalid Appropriation Type (6), [Pencil Icon]
FREDERICK SCHUETZE		Missing or Invalid Appropriation Type (6), [Pencil Icon]
GARRET HART		Missing or Invalid Appropriation Type (6), [Pencil Icon]
GARY B SHELTON		Missing or Invalid Appropriation Type (6), [Pencil Icon]
GARY G MEADOWS		Missing or Invalid Appropriation Type (6), [Pencil Icon]
GARY R FREDRICKS		Missing or Invalid Appropriation Type (6), [Pencil Icon]

Step 5. Correct Invalid Records

This will take you to the Search screen, where you will click on **the Edit Compensation** pencil icon.

OFM Compensation Impact Model Agency Interface

Main Menu Add Vacant **Search Person/Position** Compensation Funding Invalid Records

Search Person/Position Step 1

Help

Search Criteria

Name

Position #

Job Class

Job Class Title

Bargaining Unit

Include Vacant Positions
and/or
 Include Filled Positions

Search Clear All Max Num of Recs: 250

Results: Edit/Select the person/position from below Number of records found:1

Page 1

Name	Anniversary Date	Edit Person	Edit Compensation	Delete
ESTHER L MCCALL	10/15/97	Edit		Delete

Page 1

This will take you to the Compensation screen, where you will click on the **Edit Compensation** pencil icon.

OFM Compensation Impact Model Agency Interface

Main Menu Add Vacant Search Person/Position **Compensation** Funding Invalid Records

Compensation **Step 2**

Help

Compensation for: ESTHER L MCCALL (365-Washington State University)

Compensation: Select the compensation record from below to edit.

Position #	Job Class / Working Title	Salary Unit	Salary Amount	Edit Compensation	Edit Funding
0388380903450	Secretary Ld / Secretary Ld	MONTHLY	\$2,864.00		

In this case, the error is a missing Job Class. This person is Classified, so should have a specific job class selected. Use the drop down box, scroll to the correct job class, select it, then hit **Save Change for this Record** on bottom, right.

Edit the selected compensation record - Microsoft Internet Explorer

Address: <http://contracts.ofm.wa.gov/cimai/comp.aspx>

OFM Compensation Impact Model Agency Interface Log Out

Main Menu | Add Vacant | Search Person/Position | **Compensation** | Funding | Invalid Records

Compensation Step 2

Help

Compensation for: ESTHER L MCCALL (365-Washington State University)

Classified by RCW: Subject to the civil service provisions of RCW chapter 41.06 (Classified)

Bargaining Unit: 04-Non-Represented 4 Year Higher Education | Position Start Date: 01/20/2006

Job Class: [Empty] | Number of Months: 12

Salary Range: [Empty] | Student Job: Not a Student

Salary Step: [Empty] | Working: Secretary Ld

Salary Unit Code: MONTHLY | Periodic Increment Date: 04/01/2002

Work Period Percent: 100 | Work County: WHITMAN

Salary Unit Amount: 2864 | Retirement: P2-Public Employees Retirement System (PERS)--Plar

EEO: Clerical / Secretarial

Eligible for Insurance | Position Backfill Flag

The calculated monthly salary amount for budgeting purposes is \$2864

FTEs for this position: 1

Save Changes for this record

Return to Compensation List

Another possible error is with the funding record. If so, click the **Edit Record** button to the right of the item to correct the error.

The screenshot shows a web browser window titled "Invalid Records Report - Microsoft Internet Explorer". The address bar shows the URL "http://ofmsws32/cimai/heMenu.aspx". The page header includes a "Log Out" link and a navigation menu with options: "Main Menu", "Add Vacant", "Search Person/Position", "Compensation", "Funding", and "Invalid Records".

The main content area is titled "Invalid Records" and includes a "Help" link. Below this, it says "Select a record below to edit." and "Number of records found:1".

The table below shows the record details:

Name	Person Issues	Compensation Issues	Funding Issues	Edit Record
Thomas J North			Invalid Funding - Total of funds not = 100% (100.10%),	

An arrow points to the pencil icon in the "Edit Record" column of the table.

You will first be taken to this screen. You will click on **Edit Compensation**.

Search & Edit People/Positions - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://ofmsws32/cimai/errReport.aspx

Log Out

OFM Compensation Impact Model Agency Interface

Main Menu Add Vacant **Search Person/Position** Compensation Funding Invalid Records

Search Person/Position Step 1

Help

Search Criteria

Name

Position #

Job Class

Job Class Title

Bargaining Unit

Include Vacant Positions
and/or
 Include Filled Positions

Search Clear All Max Num of Recs: 250

Results: Edit/Select the person/position from below Number of records found:1

Page 1

Name	Anniversary Date	Edit Person	Edit Compensation	Delete
Thomas J North	01/01/00	Edit		Delete

Page 1

Done Local intranet 4:38 PM

You will then be taken to the Compensation screen. If the error relates to funding, click on the **Edit Funding** pencil icon.

Log Out

OFM Compensation Impact Model Agency Interface

Main Menu Add Vacant Search Person/Position **Compensation** Funding Invalid Records

Compensation Step 2

Help

Compensation for: Thomas J North (375-Central Washington University)

Compensation: Select the compensation record from below to edit.

Position #	Job Class / Working Title	Salary Unit	Salary Amount	Edit Compensation	Edit Funding
ADM0022050908	Asst Dir for At / Asst Dir for At	MONTHLY	\$4,343.08		

As can be seen in the example below, the error is caused by funding not equaling 100 percent. Click on **Select/Edit** and correct the prorated percent, then click on **Save Changes**.

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'OFM Compensation Impact Model Agency Interface'. The browser's address bar shows 'http://ofmsws32/cimai/comp.aspx'. The page has a red header with the title and a navigation menu with buttons for 'Main Menu', 'Add Vacant', 'Search Person/Position', 'Compensation', 'Funding', and 'Invalid Records'. The 'Funding' button is highlighted.

Below the header, the page is titled 'Step 3' and includes a 'Help' icon. The user information is displayed as 'Funding for: Thomas J North (375-Central Washington University)' and 'Working title: Asst Dir for At / Job Title: Asst Dir for Ath/BusAffairs'.

Form fields include 'Fund:' and 'Approp Type:' dropdown menus, and a 'Prorated Percent:' text input field. Action buttons are 'Insert New Funding Record', 'Save Changes', and 'Cancel / Refresh Page'. A red error message states: 'Funding is at 100.1% for this position. It must be 100%'.

Below the error message, a table lists funding records for editing. A purple arrow points to the 'Select/Edit' icon for the first record.

Fund	Approp Type	Prorated Percent	Select/Edit	Delete
148-Inst of Hi Ed-Dedicated Local Acct	6-Non Appr	14.5		
001-General Fund	1-State	85.6		Delete

The Windows taskbar at the bottom shows the system clock at 4:39 PM and the text 'Local intranet'.

Step 6: Use extracts/reports to determine your FTEs, Salary Base, Pension Base and Insurance Head Counts

Once errors are corrected, move to the **Extract** screen, and run the B6 reports. OFM recommends using the new B6 reports. The older *B6-Salary*, *B6-Pension*, and *B6-Insurance* extracts may also be helpful. All of the B6 reports are at the bottom of the list. Use them to determine how your data compares to where you should be for your **2013-15 Maintenance Level**. You can also run the other extracts for varying detail of your data. For example, you might want to run the *Staff union/bargaining unit report* to ensure that your split of represented to non-represented staff is correct.

OFM Compensation Impact Model Agency Interface Log Out		
Main Menu		
Extracts		
 Help		
Title	Description	Open in Excel
Agency Activity Extract (30 days.)	This extract is for internal system users only. It shows the number of updates done by all the agencies, and who they were done by, for the last 30 days.	Open
Extract of CIMAI errors	Administrator only extract. Shows all errors stored in the database by the Overlay application. Ordered by date descending.	Open
Invalid records listing	A listing of invalid records for your agency. This extract contains the exact same information found on the Invalid Records screen.	Open
Staff detail listing	A listing of the staff for your agency, including person, compensation and funding detail.	Open
Staff union/bargaining unit listing	A listing of the staff for your agency and union/bargaining unit membership.	Open
Version Compare (Pre Model)	A report that compares two model versions (data prior to placement in model tables). For 07-09 compare versions 1 and 2.	Open
Agency Budget By Fund and Appropriations Type.	Included are the Estimated Biennial Budget, Average Annual Salary, and the FTE's. These are grouped by fund and appropriations type.	Open
Agency Budget Estimate	A calculated biennial estimate of the salary cost of all employees for an agency. This is a tool to help determine whether your data is close to your budgeted Maintenance Level. Excludes hiring phased in beyond 7/1/05.	Open
Back Fill Staff	A report showing the staff designated as back fill.	Open
Benefits Extract	Provides Benefits information for an agency. (Person ID, Position Number, Name, Payroll Subagency, Appointment Category, Job Class, Working Title, Bargaining Unit, Insurance Eligibility, Position Backfill Flag, I-732 Flag, Medical Aid, Retirement System)	Open
Funding Extract	Person ID, Position Number, Name, Job Class, Working Title, Salary Unit, Salary Unit Amt, Salary Range, Salary Step, Salary Payment Months, Fund, Appropriation Type, Work Period Percent, Funding Proration, program, Student Job, EEO	Open
Payroll Extract	This Extract provides payroll information for an agency. (Person ID, Position Number, Name, Job Class, Working Title, Salary Unit, Salary Unit Amount, Salary Range, Salary Step, Periodic Increment Date, % of Time Worked, EEO, Student)	Open
Staff identified as I-732	Employees by agency who have the I-732 flag set to "Y"	Open
Your agency bargaining units	A list of the valid bargaining units for your agency.	Open
B6 Insurance Head Count Details	Provides Insurance Eligibility counts for Represented and Non-Represented employees for a single agency.	Open
B6 Insurance Head Count Details (CTC) - State Board Only	Provides Insurance Eligibility counts for Represented and Non-Represented employees for Community and Technical Colleges and the State Board for CTCs	Open

B6 Insurance Head Count Details	Provides Insurance Eligibility counts for Represented and Non-Represented employees for a single agency.	Open
B6 Insurance Head Count Details (CTC) - State Board Only	Provides Insurance Eligibility counts for Represented and Non-Represented employees for Community and Technical Colleges and the State Board for CTCs.	Open
B6 Insurance Head Counts by Account (CTC) - State Board Only (New)	Provides Insurance Eligibility counts by B6 Group and Account (Fund and Appropriation Type) for all community and technical colleges and the State Board for CTCs.	Open
B6 Insurance Head Counts by Account (New)	Provides Insurance Eligibility counts by B6 Group and Account (Fund and Appropriation Type) for individual agencies.	Open
B6 Pension Base Details (CTC) - State Board Only (New)	FTEs and Annual Pension Base by Retirement System, Account (Fund and Expenditure Authority Type) and B6 Group (includes all community and technical colleges and the State Board for CTCs)	Open
B6 Pension Base Details (New)	FTEs and Annual Pension Base by Retirement System, Account (Fund and Expenditure Authority Type) and B6 Group	Open
B6 Pension Contribution Base Details	Provides annual pension base and FTE counts by Retirement System, Fund, and Appropriation Type.	Open
B6 Pension Contribution Base Details (CTC) - State Board Only	Provides annual pension base and FTE counts by Retirement System, Fund, and Appropriation Type for Community and Technical Colleges and the State Board for CTCs.	Open
B6 Salary & FTE Details (CTC) - State Board Only (New)	FTEs and Annual Salary Base by Account and B6 Group (includes all community and technical colleges and the State Board for CTCs)	Open
B6 Salary & FTE Details (New)	Summarizes Annual Salary Base and FTEs by Account and B6 Group	Open
B6 Salary and Wage Details	Summarizes Annual Salary Base and FTEs for Represented and Non-Represented employees by Appointment Category, Fund, and Appropriation Type.	Open
B6 Salary and Wage Details (CTC) - State Board Only	Summarizes Annual Salary Base and FTEs for Represented and Non-Represented employees by Appointment Category, Fund, and Appropriation Type for Community and Technical Colleges and the State Board for CTCs.	Open



The extracts run in Excel, and can be saved as Excel files, so you can sort, print, or send to others for review. If you have MS Office 2007, it is best to open the Extract and then Save As an Excel file (.xlsx). If Excel is already open, you may have to click on a current Excel document in order to activate the file download. In addition, a newly selected extract will not open if you haven't saved (with alternate file name) or closed the previous extract.

B6 Pension Base Details (New)

Agency	Retirement System	Fund	Appropriation Type	Total FTEs	Total Pension Base	Faculty FTEs	Faculty Pension
380	H1 - Hi Ed Pension System--5% Contribution Rate	001 - General Fund - Basic Account	1	60	3678085	30.9	23
380	H1 - Hi Ed Pension System--5% Contribution Rate	145 - Inst of Hi Ed-Grants/Contracts Acct	6	3.9	156491	0.6	
380	H1 - Hi Ed Pension System--5% Contribution Rate	148 - Inst of Hi Ed-Dedicated Local Acct	6	7.6	314795	0.3	
380	H1 - Hi Ed Pension System--5% Contribution Rate	522 - Inst of Hi Ed-associated Students	6	1	40785	0	
380	H1 - Hi Ed Pension System--5% Contribution Rate	570 - Inst of Hi Ed-other Enterprises	6	4.1	204667	0	
380	H1 - Hi Ed Pension System--5% Contribution Rate	573 - Inst of Hi Ed-housing & Food Acct	6	8.9	349163	0	
380	H2 - Hi Ed Pension System--7.5% Contribution Rate	001 - General Fund - Basic Account	1	232.5	18601191	166.8	141
380	H2 - Hi Ed Pension System--7.5% Contribution Rate	145 - Inst of Hi Ed-Grants/Contracts Acct	6	9.8	589588	2.1	1
380	H2 - Hi Ed Pension System--7.5% Contribution Rate	148 - Inst of Hi Ed-Dedicated Local Acct	6	12.4	737054	0.7	
380	H2 - Hi Ed Pension System--7.5% Contribution Rate	443 - Inst of Hi Ed-data Processing Acct	6	1	69862	0	
380	H2 - Hi Ed Pension System--7.5% Contribution Rate	522 - Inst of Hi Ed-associated Students	6	3.2	172025	0	
380	H2 - Hi Ed Pension System--7.5% Contribution Rate	524 - Inst of Hi Ed-bookstore Account	6	1.1	62300	0	
380	H2 - Hi Ed Pension System--7.5% Contribution Rate	570 - Inst of Hi Ed-other Enterprises	6	6	305716	0	
380	H2 - Hi Ed Pension System--7.5% Contribution Rate	573 - Inst of Hi Ed-housing & Food Acct	6	6.7	391102	0	
380	H3 - Hi Ed Pension System--10% Contribution Rate	001 - General Fund - Basic Account	1	311.1	29765879	200.1	202
380	H3 - Hi Ed Pension System--10% Contribution Rate	145 - Inst of Hi Ed-Grants/Contracts Acct	6	6.7	424637	2.3	1
380	H3 - Hi Ed Pension System--10% Contribution Rate	148 - Inst of Hi Ed-Dedicated Local Acct	6	18.2	1369085	4.8	3
380	H3 - Hi Ed Pension System--10% Contribution Rate	443 - Inst of Hi Ed-data Processing Acct	6	0.5	32803	0	

Step 7: Adding Vacants

Once you have run your B6 extracts and have determined the types of positions that are vacant, you are ready to add your vacant positions. This determination should be based on budgeted FTEs—especially FTEs charged to GF-S (001-1). OFM will compare your final 001 FTE and salary level to your FY 2011 actuals, and will compare the total operating budgeted FTEs to your operating 2013-15 Maintenance Level as a reasonability check.

For example, you may find that you are missing 27 faculty positions, 3 custodial positions, 4 administrators, and 2 accounting positions. You can, if you wish, load each position one at a time. However, you can also create one “average” position for each category, and then clone it. After each position is cloned, you can go into individual positions and tweak them for funding variation, etc., but the easiest way to do this is to create the average faculty, using a reasonable average fund split, assumption about retirement system, insurance eligibility, etc., and just clone that one position 26 times and be done with it.

To do this, you’ll need to have the following information for each type of vacant position:

- Description (this can be a person’s name, or a description of the position, such as “Vacant Custodial”);
- Working Title;
- Bargaining Unit Code;
- Classified under RCW 41.06, or Exempt;
- Job Class Code;
- Position Type;
- Salary Range;
- Salary Step;
- Whether the salary unit is Monthly or Hourly;
- Salary Unit Amount (base pay amount for the range/step);
- Work Period Percent
- Position Start Date (should be a future date)
- Number of Months per year the position works;
- Whether the incumbent would be a student, graduate student, or not a student (drop down box);
- Work County (drop down box);
- EEO Code (drop down box);
- Retirement System Code;
- Eligible (or not) for Health Insurance;
- Whether the position requires backfill

This completes the first screen; save this data, and then you will be taken to a funding screen.

On the funding screen, you will need to add funding sources that add up to 100% of the funding for this position. It can be one source, or numerous sources, but before it can be saved to the database, the total funding must be 100%.

So, if you have your list of vacant positions at the ready, return to the **Main Menu** and select **Add Vacant**. Fill in the necessary fields, and at the bottom of the screen, click on **Save Person and Compensation Data**.

Description: 

Working Title:

Bargaining Unit Code: 

Classified by RCW: Subject to the civil service provisions of RCW chapter 41.06 (Classified)
 Exempt from the civil service provisions of RCW chapter 41.06

Job Class Code:

Salary Range:

Salary Step:

Position Type: 

Salary Unit Code: Monthly
 Hourly

Salary Unit Amount: (See text box tool tip):

Work Period Percent:

Position Start Date: 

Number of Months:

 **The calculated monthly salary amount for budgeting purposes is \$4200**

 **The calculated FTE for this position is: 0.75**

Student Job: 

Work County: 

EEO Code: 

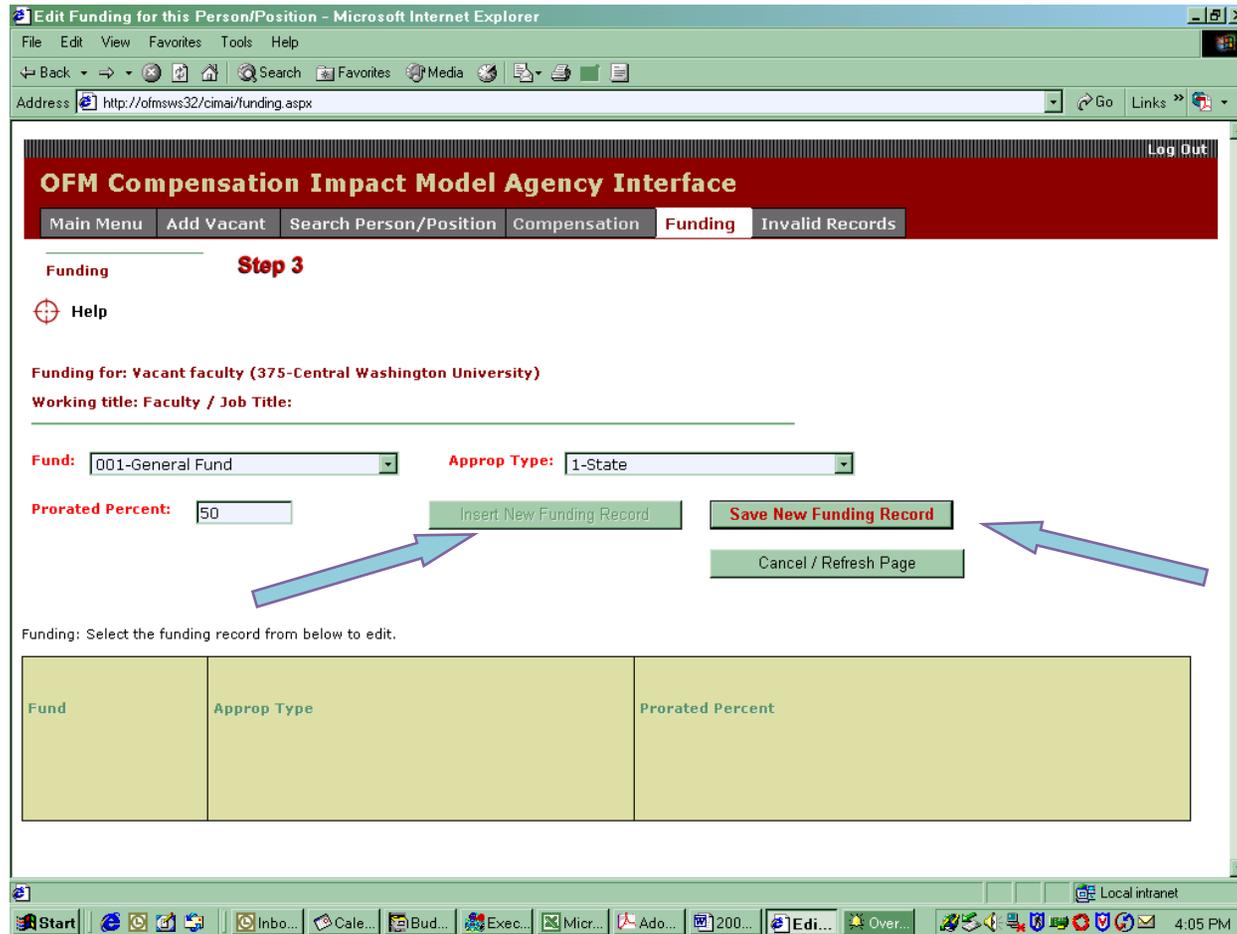
Retirement System Code: 

Eligible for Insurance Position Backfill Flag



Once you save this vacant position you will still need to fill in the funding for this position. Press save and the funding page will be loaded and positioned on this vacant position. If you

You will then be taken to the Funding screen, where you first click on **Insert New Funding Record** in the middle of the screen. Insert each funding source with the appropriate fund and approp type, and the prorated percent amount, then click on **Save New Funding Record**.



Continue adding funding sources until you reach 100% for this record.

Funding for: Faculty w/Hlth Ret-H1 (365-Washington State University)

Working title: FT Faculty / Job Title:

Fund: 843-Exceptional Faculty Award Endo

Approp Type: 6-Nonappropriated Funds

Prorated Percent: 25

Insert New Funding Record

Save New Funding Record

Funding is at 75% for this position. It must be 100%.

Cancel / Refresh Page

Funding: Select the funding record from below to edit.

Fund	Approp Type	Prorated Percent
001-General Fund	1-State	50.0
145-Inst of Hi Ed-Grants/Contracts Acct	6-Non Appr	25.0

This example shows a completed funding record with three funding sources, and funding totals 100%. You are now finished with this vacant record.

Funding for: Faculty w/Hlth Ret-H1 (365-Washington State University)

Working title: FT Faculty / Job Title: _____

Fund:

Approp Type:

Prorated Percent:

Funding is at 100% for this position.



Funding: Select the funding record from below to edit.

Fund	Approp Type	Prorated Percent	Select/Edit	Delete
001-General Fund	1-State	50.0		<input type="button" value="Delete"/>
145-Inst of Hi Ed-Grants/Contracts Acct	6-Non Appr	25.0		<input type="button" value="Delete"/>
843-Exceptional Faculty Award Endowment	6-Non Appr	25.0		<input type="button" value="Delete"/>

Step 8. Replicate Vacants

**Best Practice: Run the invalid records check *again* before replicating records, so that you don't get numerous clones with the same error(s).
Note: if you forget and have clones with errors, you can mass delete the clones, fix the error and then re-replicate.**

When you have finished adding one each of your vacant records, and are ready to clone them, go from the Funding Screen to the Search Person/Position screen. Check the box **Include Vacant Positions**, and uncheck the box **Include Filled Positions**, and click on **Search**. This will give you the full list of every vacant position you added. Choose one position to start with, and click on **Replicate Record** on the right side of the record.

The screenshot shows a web browser window titled "Search & Edit People/Positions - Microsoft Internet Explorer". The address bar shows "http://contracts.ofm.wa.gov/cimai/search.aspx". The main content area is titled "OFM Compensation Impact Model Agency Interface" and has a navigation menu with "Mail", "Search Person/Position", "Compensation", "Funding", and "Invalid Records". The "Search Person/Position" tab is active, and the page is labeled "Step 1".

Under "Search Criteria", there are input fields for "Name", "Position #", "Job Class", "Job Class Title", and "Bargaining Unit". To the right of these fields are two checkboxes: "Include Vacant Positions" (checked) and "Include Filled Positions" (unchecked). A blue arrow points to the "Include Vacant Positions" checkbox. Below the search criteria are "Search" and "Clear All" buttons, and a "Max Num of Recs:" dropdown set to "250". A blue arrow points to the "Search" button.

The results section shows "Results: Edit/Select the person/position from below" and "Number of records found:1". Below this is a table with the following structure:

Name	Anniversary Date	Edit Person	Edit Compensation	Delete	Replicate Record
Pam's test vacant		Edit		Delete	Replicate

A blue arrow points to the "Replicate" button in the table. The table is labeled "Page 1" at the top and bottom.

The replication screen appears, as below, recapping the detail of the position, with a box at the top, which you fill in with the number of times you want this position replicated (from 1 to 999 times). Fill in the box, and click on **Replicate**.

Vacant Position Replication



Enter the number of Copies you would like to create (1 to 999)

Replicate

Please review this record carefully before replicating it. It cannot be changed on this form. Once you launch the replication process it cannot be halted.

Parent record details

Vacant position created by Pamela Johnson on Dec 9 2009

Position/Compensation details

Description: Faculty w/Hlth Ret-H1

Working Title: FT Faculty

Washington State University

Bargaining Unit: 0019

Classified by RCW: Exempt from the civil service provisions of RCW chapter 41.06

FTE for this position: 0.7500

Job Class:

Salary Range:

Salary Step:

Salary Unit: MONTHLY

Percent of Time Worked: 100.0000

Salary Amount: \$5,600.00

Position Start Date: 7/1/2010

Number of Months for this position: 9

Retirement System: H1-Hi Ed Pension System--5% Contribution Rate

Work County: Whitman County

EEO Code: 13-Faculty

Student Job: Not a Student

Here's the continuation of the replication screen.

Salary Step:

Salary Unit: MONTHLY

Percent of Time Worked: 100.0000

Salary Amount: \$5,600.00

Position Start Date: 7/1/2010

Number of Months for this position: 9

Retirement System: H1-Hi Ed Pension System--5% Contribution Rate

Work County: Whitman County

EEO Code: 13-Faculty

Student Job: Not a Student

Position Backfill Flag Eligible for Insurance

Funding details Funding is at 100% for this position

Fund	Approp Type	Prorated Percent
001-General Fund	1-State	50.0
145-Inst of Hi Ed-Grants/Contracts Acct	6-Non Appr	25.0
843-Exceptional Faculty Award Endowment	6-Non Appr	25.0

Once you click on **Replicate**, a dialogue box will ask you if you are sure you want to replicate the position XX # of times. If you are sure, then click on **OK**.

Enter the number of Copies you would like to create (1 to 999)

Please review this record carefully before replicating it. It cannot be changed on this form. Once you launch the replication process it cannot be halted.

Parent record details

Vacant position created by Pamela Johnson on Dec 9 2009

Position/Compensation details

Description: Faculty w/Hlth Ret-H1

Working Title: FT Faculty

Washington State University

Bargaining Unit: 0019

Classified by RCW: Exempt from the civil service provisions of RCW chapter 41.06

FTE for this position: 0.7500

Job Class:

Salary Range:

Salary Step:

Salary Unit: MONTHLY



You will then get a message indicating that you have been successful in your replication task. Repeat your needed replications, and remember that, if you need to, you can adjust individual records by going back to the Search Person/Position screen, search for all vacants, then Click on **Edit Compensation** to drill down and change either Compensation record information (job class, insurance eligibility, bargaining unit, etc.) or Funding information.

Enter the number of Copies you would like to create (1 to 999)

Success, you created 25 copies of this vacant position.

Parent record details

Vacant position created by Pamela Johnson on Dec 9 2009

Position/Compensation details

Description: Faculty w/Hlth Ret-H1

Working Title: FT Faculty

Washington State University

Bargaining Unit: 0019

Classified by RCW: Exempt from the civil service provisions of RCW chapter 41.06

FTE for this position: 0.7500

Job Class:

Salary Range:

Salary Step:

Cloned Records have the name of the Parent Record suffixed with a hyphen and number.

Search Criteria

Name

Position #

Job Class

Job Class Title

Bargaining Unit

Include Vacant Positions and/or
 Include Filled Positions
or
 Non-Replicated Vacants Only

Max Num of Recs:

Results: Edit/Select the person/position from below

Number of records found:26

Page 1					
Name	Anniversary Date	Edit Person	Edit Compensation	Delete	Replicate Record
Faculty w/Hlth Ret-H1		Edit		Delete	Replicate
Faculty w/Hlth Ret-H1-96525922		Edit		Delete	Replicate
Faculty w/Hlth Ret-H1-96525923		Edit		Delete	Replicate
Faculty w/Hlth Ret-H1-96525924		Edit		Delete	Replicate
Faculty w/Hlth Ret-H1-96525925		Edit		Delete	Replicate
Faculty w/Hlth Ret-H1-96525926		Edit		Delete	Replicate
Faculty w/Hlth Ret-H1-96525927		Edit		Delete	Replicate
Faculty w/Hlth Ret-H1-96525928		Edit		Delete	Replicate

Instructions for Mass Deletion of Cloned Records

If you discover that you have created too many copies, you can mass delete all clones of a given parent record and then re-replicate the correct number of records using the following steps:

- 1. Open the Search Person/Position Screen.
- 2. Check the Non Replicated Vacant Positions Only box (and uncheck any other boxes)
- 3. If you have other boxes checked, you will get this error.

Search Criteria

Name

Position #

Job Class

Job Class Title

Bargaining Unit

Include Vacant Positions and/or
 Include Filled Positions
or
 Non-Replicated Vacants Only

Max Num of Recs:

If the Non-Replicated Vacants Only box is checked, you cannot include Filled or other Vacant Positions. Please uncheck the appropriate box(es).

Results: Edit/Select the person/position from below

4. Click the Search button.

Search Criteria

Name	<input type="text"/>	<input type="checkbox"/> Include Vacant Positions and/or
Position #	<input type="text"/>	<input type="checkbox"/> Include Filled Positions
Job Class	<input type="text"/> ▼	or
Job Class Title	<input type="text"/>	<input checked="" type="checkbox"/> Non-Replicated Vacants Only
Bargaining Unit	<input type="text"/> ▼	

Max Num of Recs: ▼

Results: Edit/Select the person/position from below Number of records found: 1

Page 1				
Name	Anniversary Date	Edit Person	Edit Compensation	Delete
Faculty w/Hlth Ret-H1		Edit		<input type="button" value="Delete"/>

Page 1

5. Click the Delete Button of the parent record. You will get an opportunity to cancel the delete.

Search Criteria

Name Include Vacant Positions and/or

Position # Include Filled Positions

Job Class

Job Class Title

Bargaining Unit

Message from webpage ✖

Are you sure you want to delete all replicated records cloned from this Person/Position? All deletions are FINAL.

Results: Edit/Select the person/position from below Number of records found:1

Page 1				
Name	Anniversary Date	Edit Person	Edit Compensation	Delete

6. If you have selected the correct Parent Record, then click OK.

7. You will get confirmation that the Cloned Records have been deleted.

Cloned Records Successfully Deleted

Number of records found:1

Page 1				
Name	Anniversary Date	Edit Person	Edit Compensation	Delete
Faculty w/Hlth Ret-H1		Edit		<input type="button" value="Delete"/>

Page 1

8. Uncheck the Non-Replicated Vacants Only box, and re-check the Include Vacant Positions box. Then click Search.

Search Criteria

Name
 Position #
 Job Class
 Job Class Title
 Bargaining Unit

Include Vacant Positions and/or
 Include Filled Positions
 or
 Non-Replicated Vacants Only

Max Num of Recs:

Results: Edit/Select the person/position from below Number of records found:1

Page 1					
Name	Anniversary Date	Edit Person	Edit Compensation	Delete	Replicate Record
Faculty w/Hlth Ret-H1		Edit		<input type="button" value="Delete"/>	<input type="button" value="Replicate"/>
Page 1					

9. Now you can re-replicate the Parent Record with the correct number of clones.

IMPORTANT NOTES:

1. You cannot delete a parent record unless you first delete all of its cloned copies.
2. You can delete cloned copies one at a time, which makes sense if you only need to delete a few.
3. If you want to clone a clone, CHANGE THE NAME of the clone you plan to replicate in the person portion of the record before cloning
 - a. Click Edit Person

Results: Edit/Select the person/position from below

Number of records found:26

Page 1					
Name	Anniversary Date	Edit Person	Edit Compensation	Delete	Replicate Record
Faculty w/Hlth Ret-H1		Edit		Delete	Replicate
Faculty w/Hlth Ret-H1-96525922		Edit		Delete	Replicate
Faculty w/Hlth Ret-H1-96525923		Edit		Delete	Replicate
Faculty w/Hlth Ret-H1-96525924		Edit		Delete	Replicate
Faculty w/Hlth Ret-H1-96525925		Edit		Delete	Replicate
Faculty w/Hlth Ret-H1-		Edit		Delete	Replicate

- a. Remove the suffix (hyphen and number).
- b. Change the Name to reflect the difference.
- c. Click Update

Page 1					
Name	Anniversary Date	Edit Person	Edit Compensation	Delete	Replicate Record
Faculty w/Hlth Ret-H1		Edit		Delete	Replicate
Faculty w/Hlth Ret-H2		Update Cancel		Delete	Replicate
Faculty w/Hlth Ret-H1-96525923		Edit		Delete	Replicate
Faculty w/Hlth Ret-H1-96525924		Edit		Delete	Replicate

- If you clone a clone, it automatically changes and becomes a parent record.
- If you clone a clone without renaming it then perform a mass delete of the original parent, the clones of both parent records will be deleted.

Step 9: Rerun Extracts

After adding vacancies and duplicating as needed, rerun your B6 Salary & FTE, Pension Base & Insurance Head Count extracts to determine if you have reached an accurate FTE, base salary, pension base, and insurance head counts by account.

Note: The New Insurance Head Count extract provides fund splits based on the Higher Education Fund Splits you provide to OFM. Notify Pam Davidson if your Health Care fund splits need to be updated.

Step 10:

Repeat Steps 7 through 9 until you have accurate FTE, base salary, pension base, and insurance head counts by account for your 2013-15 maintenance levels.

You should run the Invalid Records Check one last time as well.

Final Step

Once everything is complete, **notify Pam Davidson** at Pam.Davidson@ofm.wa.gov that you are finished with your CIM data.