

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 2015-17 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. If you don't have your user id and/or password for the CIM-AI application, contact the DES Solutions Center. Email: solutionscenter@des.wa.gov; Phone: (360) 407-9100.
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 2015-17 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 2013 actuals, and will compare the total operating budgeted FTEs to your operating 2015-17 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: If you don't have your user id and/or password for the CIM-AI application, contact the DES Solutions Center.

Email: solutionscenter@des.wa.gov

Phone: (360) 407-9100

Step 2: Logon to the System

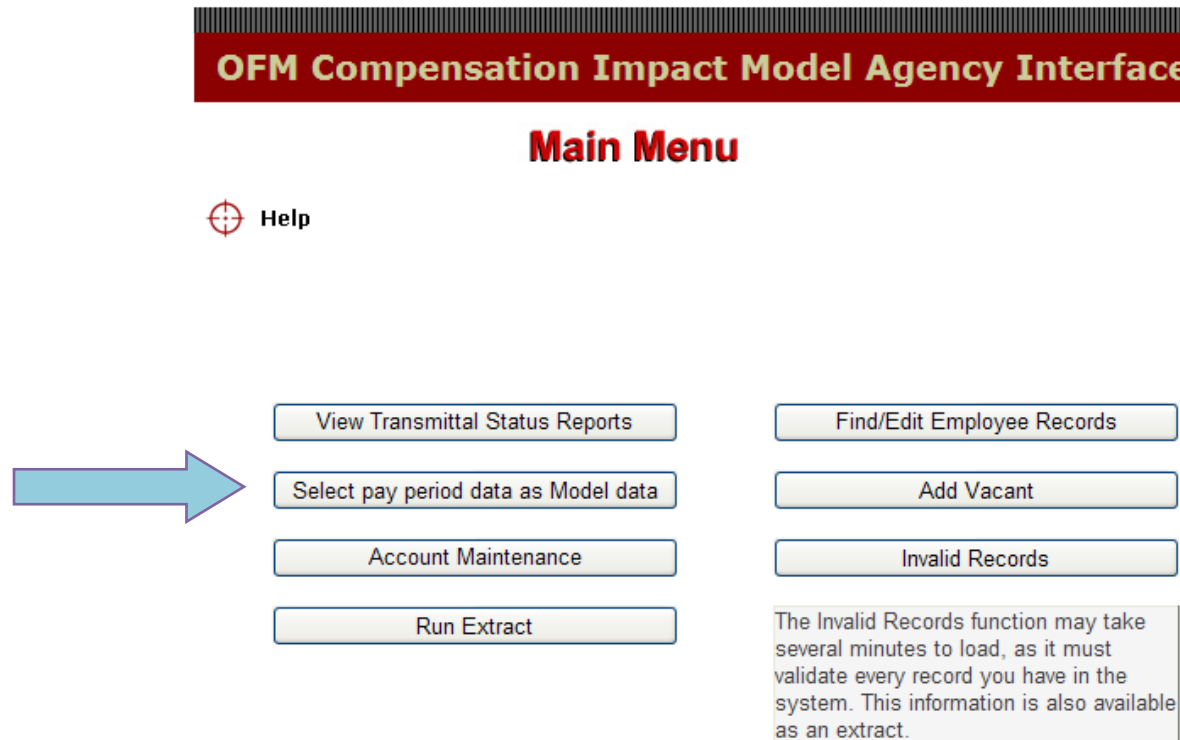
Here is the link to the fortress entrance for CIM-AI: <https://fortress.wa.gov/ofm/cimai/>. The first screen you come to looks like this: Log-on to the system.

The screenshot shows a web browser window titled "Statewide Human Resources Data Management (Login Screen) - Windows Internet Explorer". The address bar displays "http://contracts.ofm.wa.gov/cimai/". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar shows various icons for navigation and utility. The main content area features a red banner with a laptop icon and the text "Statewide Human Resources Data Management". Below the banner, the text "Version 3.0.16" is visible. The login form consists of two input fields labeled "Name" and "Password", followed by a "Login" button. A yellow warning icon and text at the bottom of the form state: "The OFM Compensation Impact Model Agency Interface will be unavailable Thursday, October 27th, 2011, beginning at 5 p.m. for mandatory maintenance. Planned restart is 7 p.m. unless problems are encountered." The status bar at the bottom of the browser window shows "Done", "Trusted sites", and a zoom level of "100%".

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.



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 Undergraduate Student Employees

☐ Load Faculty
☐ Load Graduate Student Employees

☒ Classified Employees Loaded by Default

Number of successful data loads found: 63

1				
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 Undergraduate Student Employees

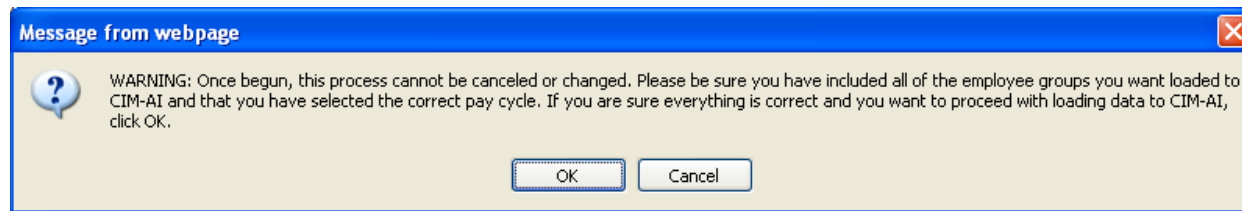
☐ Load Faculty
☐ Load Graduate Student Employees

☒ Classified Employees Loaded by Default

Number of successful data loads found: 63

1				
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
2009	August	2	8/26/2009 11:11:00 PM	Release

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



- 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

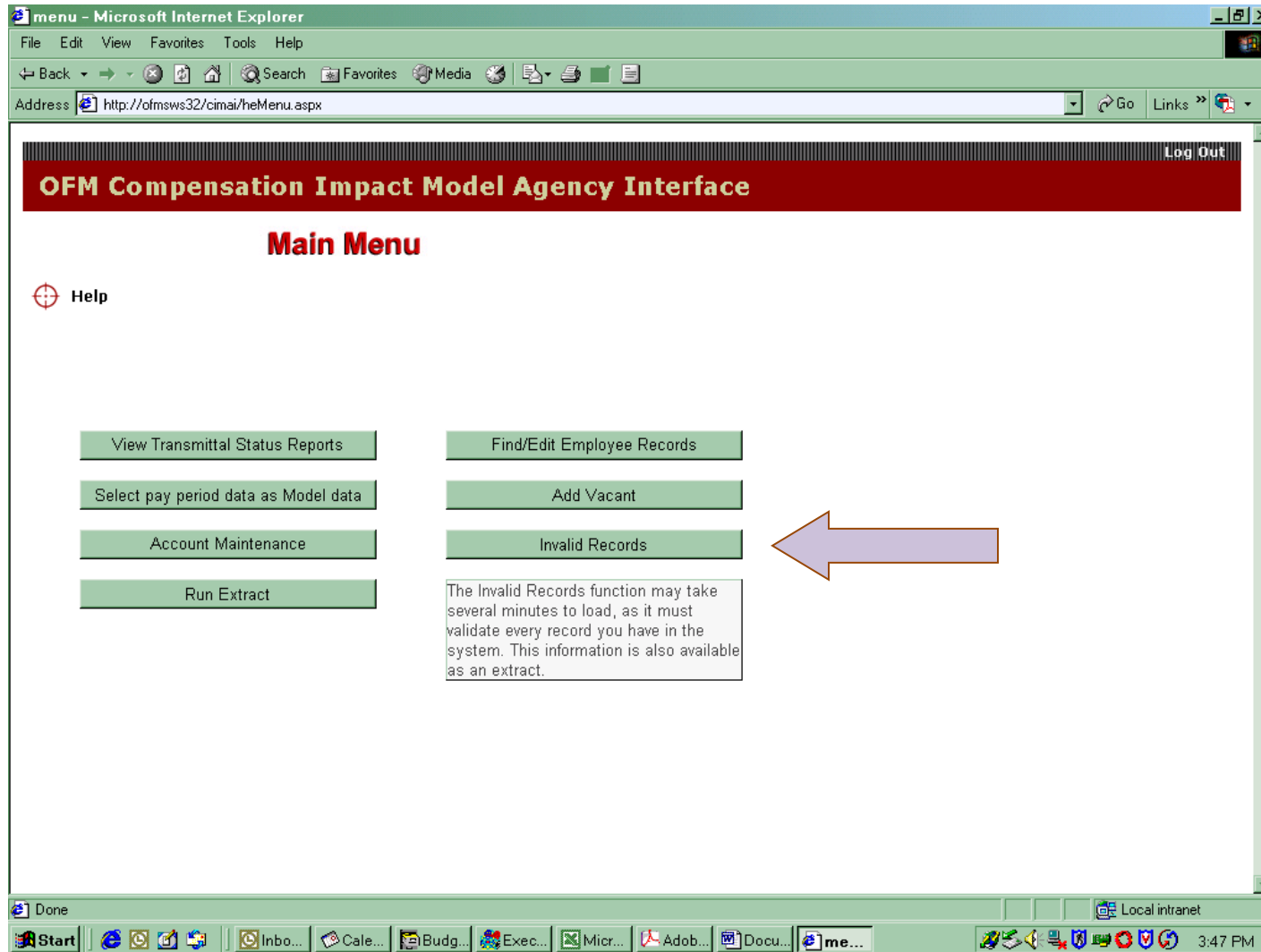
umber of successful data loads found:44 A data load has been completed. See highlighted record.

Year	Month	Payroll Cycle	Dateload Date
009	November	1	11/19/2009 4:45:00 PM
009	October	2	10/12/2009 7:17:00 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

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

Invalid Records Report - Microsoft Internet Explorer

Address: http://contracts.ofm.wa.gov/cimai/heMenu.aspx

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

Taskbar: Start, Internet, Inbo..., Cale..., Micr..., 200..., Bud..., Exec..., Inv..., 11:20 AM

Step 5. Correct Invalid Records

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

Search & Edit People/Positions - Microsoft Internet Explorer

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

OFM Compensation Impact Model Agency Interface

Log Out

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

Done Internet

Start Inbox - ... Calend... Micros... 2006 Cl... Budget... Executi... Searc... 11:23 AM

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

Edit Compensation for this Person/Position - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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

OFM Compensation Impact Model Agency Interface Log Out

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

Step 2

Compensation 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		

Done

Start Internet

Inbox - ... Calend... Micros... 2006 Cl... Budget... Executi... Edit C...

11:24 AM

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

File Edit View Favorites Tools Help

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

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)--Plan

EEO: Clerical / Secretarial

☒ Eligible for Insurance ☐ Position Backfill Flag

Look up the salary amount.

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

FTEs for this position: 1

Save Changes for this record

Return to Compensation List

Done Start Internet 11:25 AM

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 application titled "Invalid Records Report - Microsoft Internet Explorer". The address bar shows "http://ofmsws32/cimai/heMenu.aspx". The application has a navigation menu with options: Main Menu, Add Vacant, Search Person/Position, Compensation, Funding, and Invalid Records (which is currently selected). Below the menu, there is a "Log Out" link and a "Help" icon. The main content area displays "Invalid Records" and a message "Select a record below to edit. Number of records found:1". A table with the following structure is shown:

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 for the record "Thomas J North". The table is labeled "Page 1" at the top and bottom. The Windows taskbar at the bottom shows the Start button and several open applications, including Inbo..., Cale..., Bud..., Exec..., Micr..., Ado..., Doc..., and Inv... The system clock shows 3:49 PM on 11/4/2013.

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

Search & Edit People/Positions - Microsoft Internet Explorer

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

OFM Compensation Impact Model Agency Interface [Log Out](#)

[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

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
Thomas J North	01/01/00	Edit		<input type="button" value="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.

OFM Compensation Impact Model Agency Interface

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

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**.

Edit Funding for this Person/Position - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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

Log Out

OFM Compensation Impact Model Agency Interface

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

Funding Step 3

Help

Funding for: Thomas J North (375-Central Washington University)
Working title: Asst Dir for At / Job Title: Asst Dir for Ath/BusAffairs

Fund: Approp Type:

Prorated Percent:

Funding is at 100.1% for this position. It must be 100%.

Funding: Select the funding record from below to edit.

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		<input type="button" value="Delete"/>

Done Local intranet 4:39 PM

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 **Next Biennium 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 CIMA1 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.

Some columns vary depending upon the agency. For example, only 4-year institutions have Graduate Student employees. Generally the columns will be as wide as the column title. These were narrowed manually to fit more columns in the view.

B6 Salary & FTE Details (New)

Microsoft Excel

Home Insert Page Layout Formulas Data Review View Developer

Clipboard Font Alignment Number Styles Cells Editing

A3 380

B6SalaryNWageRpt_new_352_winsuranceInRecord.xlsx

excelExtract.aspx [Read-Only]

	B	C	D	E	F	G	H	I	J	K	L	M	N	
1														
2	1													
3														
4		Fund-Exp.	Total	Total	Faculty	Faculty	Exempt	Exempt	Classified	Classified	Classified	Classified	Graduate	Graduate
5		Auth. Type	FTEs	Salary	FTEs	Salary	FTEs	Salary	Represented	Represented	Non-	Non-	Student	Student
6	2			Base		Base		Base	FTEs	Salary Base	Represented	Represented	FTEs	Salary Base
7	3	001-1	1275.8	82356683	467.2	41136426	258.3	19093954	435.8	19005627	3	136476	47.7	1400553
8	4	065-1	28.5	1465140	0	0	0	0	28.5	1465140	0	0	0	0
9	5	145-6	115.2	3891122	9.9	559993	36	1380598	17.2	669219	0	0	4.5	162435
10	6	148-6	139.5	6528501	11.3	681803	39.5	2464767	64.8	2759630	0	0	0	0
11	7	440-6	1.9	75122	0	0	0	0	1.9	75122	0	0	0	0
12	8	443-6	2.3	127800	0	0	1.5	102665	0	0	0	0	0	0
13	9	448-6	12.7	498196	0	0	0.7	55649	11.5	431766	0	0	0	0
14	10	450-6	89.8	5013075	0	0	10.7	924730	75.6	3993119	0	0	0	0
15	11	460-6	1.1	45401	0	0	0	0	1.1	45401	0	0	0	0
16	12	522-6	46.3	1600765	0	0	9.6	549263	10.8	425126	0	0	0	0
17	13	524-6	19.3	671787	0	0	1.1	84152	13.3	496716	0	0	0	0
18	14	528-6	21.8	814260	0	0	1.6	105595	16.9	646918	0	0	0	0
19	15	570-6	58.2	1912267	0.1	7572	15.4	840439	10.4	364837	0	0	0	0
20	16	573-6	126	3543207	0	0	26.7	1411255	46.2	1568216	0	0	0.4	10647
21	17	846-6	0.6	26012	0.1	12416	0	0	0.5	13596	0	0	0	0
22	18	850-6	19.2	416234	0	0	0.5	34967	0.6	19802	0	0	0	0
23	19													

B6 Pension Base Details (New)

Microsoft Excel

Home Insert Page Layout Formulas Data Review View Developer

Clipboard Font Alignment Number Styles Cells Editing

excelExtract.aspx [Read-Only]

	A	B	C	D	E	F	G	H
1								
2	Agency	Retirement System	Fund	Appropriation Type	Total FTEs	Total Pension Base	Faculty FTEs	Faculty Pension
3	380	H1 - Hi Ed Pension System--5% Contribution Rate	001 - General Fund - Basic Account	1	60	3678085	30.9	23
4	380	H1 - Hi Ed Pension System--5% Contribution Rate	145 - Inst of Hi Ed-Grants/Contracts Acct	6	3.9	156491	0.6	
5	380	H1 - Hi Ed Pension System--5% Contribution Rate	148 - Inst of Hi Ed-Dedicated Local Acct	6	7.6	314795	0.3	
6	380	H1 - Hi Ed Pension System--5% Contribution Rate	522 - Inst of Hi Ed-associated Students	6	1	40785	0	
7	380	H1 - Hi Ed Pension System--5% Contribution Rate	570 - Inst of Hi Ed-other Enterprises	6	4.1	204667	0	
8	380	H1 - Hi Ed Pension System--5% Contribution Rate	573 - Inst of Hi Ed-housing & Food Acct	6	8.9	349163	0	
9	380	H2 - Hi Ed Pension System--7.5% Contribution Rate	001 - General Fund - Basic Account	1	232.5	18601191	166.8	141
10	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
11	380	H2 - Hi Ed Pension System--7.5% Contribution Rate	148 - Inst of Hi Ed-Dedicated Local Acct	6	12.4	737054	0.7	
12	380	H2 - Hi Ed Pension System--7.5% Contribution Rate	443 - Inst of Hi Ed-data Processing Acct	6	1	69862	0	
13	380	H2 - Hi Ed Pension System--7.5% Contribution Rate	522 - Inst of Hi Ed-associated Students	6	3.2	172025	0	
14	380	H2 - Hi Ed Pension System--7.5% Contribution Rate	524 - Inst of Hi Ed-bookstore Account	6	1.1	62300	0	
15	380	H2 - Hi Ed Pension System--7.5% Contribution Rate	570 - Inst of Hi Ed-other Enterprises	6	6	305716	0	
16	380	H2 - Hi Ed Pension System--7.5% Contribution Rate	573 - Inst of Hi Ed-housing & Food Acct	6	6.7	391102	0	
17	380	H3 - Hi Ed Pension System--10% Contribution Rate	001 - General Fund - Basic Account	1	311.1	29765879	200.1	202
18	380	H3 - Hi Ed Pension System--10% Contribution Rate	145 - Inst of Hi Ed-Grants/Contracts Acct	6	6.7	424637	2.3	1
19	380	H3 - Hi Ed Pension System--10% Contribution Rate	148 - Inst of Hi Ed-Dedicated Local Acct	6	18.2	1369085	4.8	3
20	380	H3 - Hi Ed Pension System--10% Contribution Rate	443 - Inst of Hi Ed-data Processing Acct	6	0.5	32803	0	

Ready 100%

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 2013 actuals, and will compare the total operating budgeted FTEs to your operating Next Biennium 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.

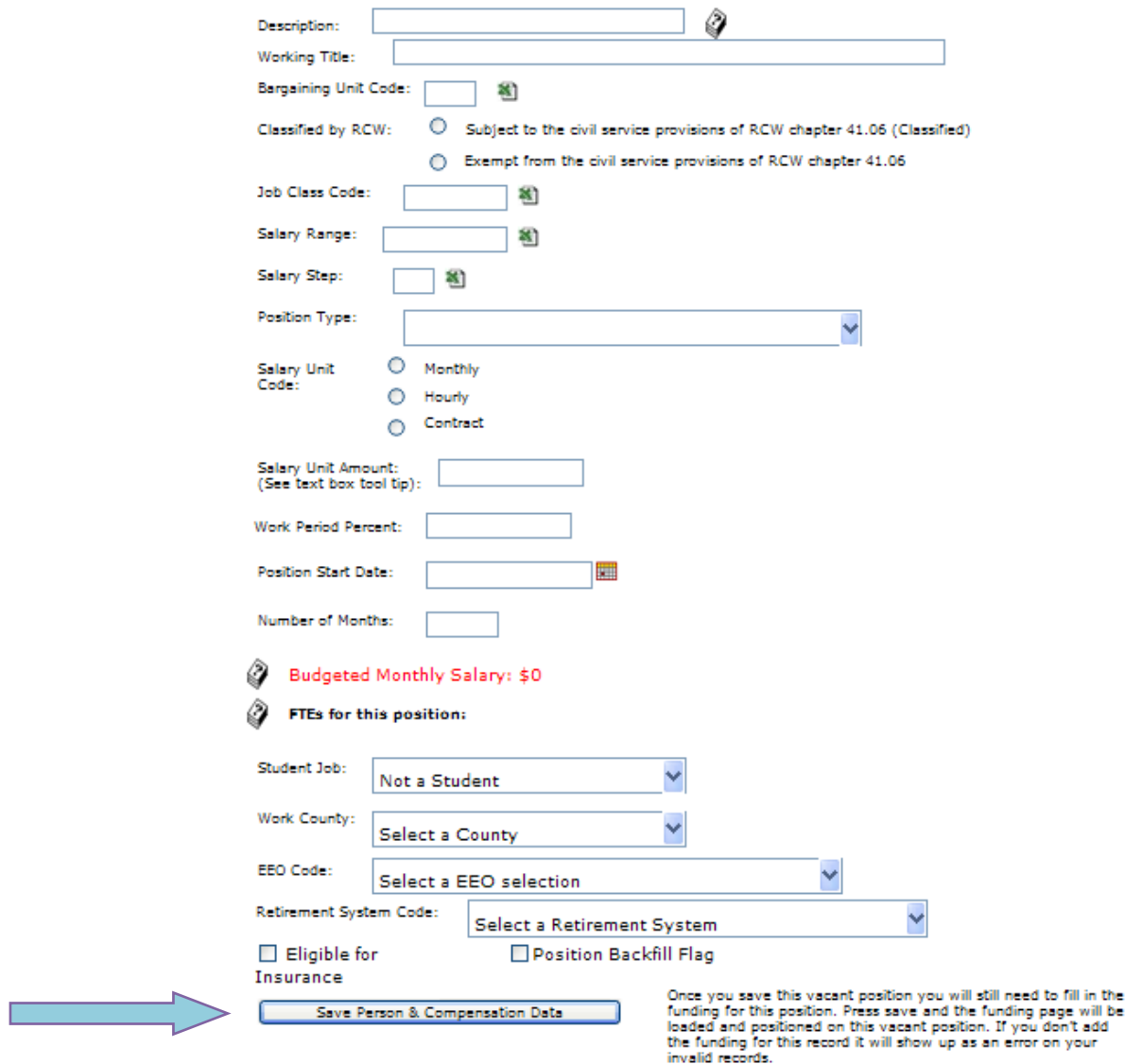
To do this, you’ll need to have the following information for each type of vacant position:

- 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**.



The screenshot shows a web-based form for adding a vacant position. The form includes the following fields and options:

- 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 ☐ Contract
- Salary Unit Amount: (See text box tool tip):
- Work Period Percent:
- Position Start Date:
- Number of Months:
- Budgeted Monthly Salary: \$0
- FTEs for this position:
- Student Job:
- Work County:
- EEO Code:
- Retirement System Code:
- ☐ Eligible for Insurance ☐ Position Backfill Flag
- Save Person & Compensation Data**

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 don't add the funding for this record it will show up as an error on your invalid records.

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**.

OFM Compensation Impact Model Agency Interface

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

Step 3

Help

Funding for: Vacant faculty (375-Central Washington University)
Working title: Faculty / Job Title:

Fund: 001-General Fund Approp Type: 1-State

Prorated Percent: 50

Insert New Funding Record Save New Funding Record
Cancel / Refresh Page

Funding: Select the funding record from below to edit.

Fund	Approp Type	Prorated Percent
------	-------------	------------------

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:




Insert New Funding Record

Save Changes

Funding is at 100% for this position.

Cancel / Refresh Page

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.

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. You can mass delete all the cloned copies of a parent record if you don't change their name(s) in the person record of the cloned copies.
4. **If you clone a clone and plan to replicate the clone, CHANGE THE NAME of the clone you plan to replicate in the person portion of the record *before cloning*.** If you don't and you later delete clones of the parent clone, *you will also delete all of the clones of the child clone that is also a parent.*

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.

Search & Edit People/Positions - Microsoft Internet Explorer

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

OFM Compensation Impact Model Agency Interface Log Out

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	Replicate Record
Pam's test vacant		Edit		Delete	Replicate

Page 1

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)

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

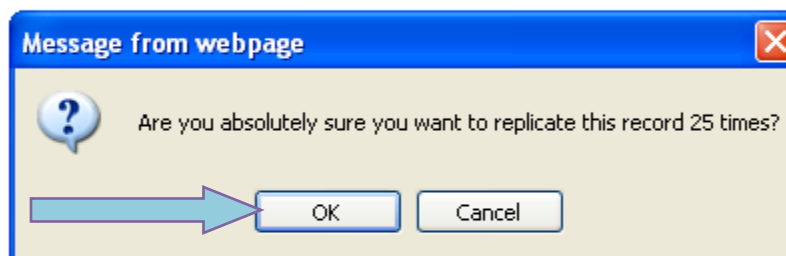
FTE for this position: 0.7500

Job Class:

Salary Range:

Salary Step:

Salary Unit: MONTHLY



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)

Replicate

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

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 Deleting a Single Clone Record

1. Open the Search Person/Position Screen.
2. Check the Include Vacant Positions checkbox.
3. Complete any other Search Criteria and then Click the Search button.
4. Click the Delete button for one of the cloned records.

Search Person/Position

 **Help**

Search Criteria

Step 1

Name

Position #

Job Class

Job Class Title

Bargaining Unit

☒ Include Vacant Positions
and/or



☐ Include Filled Positions

or

☐ Parent Vacant Positions 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	01/03/14	Edit		<input type="button" value="Delete"/>	<input type="button" value="Replicate"/>
Faculty w/Hlth Ret-H1-96580981	01/03/14	Edit		<input type="button" value="Delete"/>	<input type="button" value="Replicate"/>
Faculty w/Hlth Ret-H1-					

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 Person/Position **Step 1**

 **Help**

Search Criteria

Name	<input type="text"/>	<input checked="" type="checkbox"/> Include Vacant Positions and/or
Position #	<input type="text"/>	<input type="checkbox"/> Include Filled Positions
Job Class	<input type="text" value="v"/>	or
Job Class Title	<input type="text"/>	<input checked="" type="checkbox"/> Parent Vacant Positions Only
Bargaining Unit	<input type="text" value="v"/>	


Max Num of Recs:

Results: Edit/Select the person/position from below

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

- Complete any other Search Criteria and then Click the Search button.

Search Person/Position

 **Help**

Search Criteria

Step 1

Name

Position #

Job Class

Job Class Title

Bargaining Unit

☒ Include Vacant Positions
and/or

☐ Include Filled Positions

or

☐ Parent Vacant Positions Only

Max Num of Recs:

Results: Edit/Select the person/position from below

Number of records found:35


Page 1					
Name	Anniversary Date	Edit Person	Edit Compensation	Delete	Replicate Record
Vacant - Assoc Prof	07/01/12	Edit		<input type="button" value="Delete"/>	<input type="button" value="Replicate"/>
Vacant - Assoc Prof-96575482	07/01/12	Edit		<input type="button" value="Delete"/>	<input type="button" value="Replicate"/>
Vacant - Assoc Prof-96575483	07/01/12	Edit		<input type="button" value="Delete"/>	<input type="button" value="Replicate"/>
Vacant - Assoc Prof-96575484	07/01/12	Edit		<input type="button" value="Delete"/>	<input type="button" value="Replicate"/>
Vacant - Assoc Prof-96575485	07/01/12	Edit		<input type="button" value="Delete"/>	<input type="button" value="Replicate"/>

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

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

Message from webpage

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

OK

Cancel

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
Faculty w/Hlth Ret-H1	01/03/14	Edit		Delete


Page 1

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		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

Search Clear All Max Num of Recs: 250 v

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		Delete	Replicate
Page 1					

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

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

Replicating Cloned Records





Important Notes: If you clone a clone, it becomes a parent record.

If you clone a clone without renaming it and later perform a mass delete of the original parent, the clones of *both parent records will be deleted*. Therefore, it's best to ***always rename the clone that you intend to replicate!***

1. Change the name of the Clone to be Replicated:
 - a. Click the Edit button in the Edit Person column.
 - b. Remove the suffix (hyphen and number).
 - c. Change the Name to reflect the difference.
 - d. Click Update
2. Proceed with the “normal” replication process as outlined in Step 8 above.

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-H2		Update Cancel		Delete	Replicate
Faculty w/Hlth Ret-H1-96525923		Edit		Delete	Replicate
Faculty w/Hlth Ret-H1-96525924		Edit		Delete	Replicate

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 Next Biennium 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-AI data.