

JAY INSLEE
Governor



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STATE OF WASHINGTON

WASHINGTON TECHNOLOGY SOLUTIONS

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June 13, 2017

TO: David Schumacher, Director
Office of Financial Management

From: Michael Cockrill, Director and State CIO
Washington Technology Solutions

A handwritten signature in blue ink, appearing to read "Michael Cockrill", positioned to the right of the "From:" line.

SUBJECT: Contingency Planning for State Agency Operations

WaTech, formally Consolidated Technology Services, serves all state agencies (as well as several tribal and local governments) as the central service provider for all utility-based infrastructure services and application support, including network operations and telecommunications, mainframe computing, IT security, shared email, storage, centralized PC and infrastructure support, and financial and administrative applications. With this charge, all WaTech services will continue to operate after June 30, 2017 to serve those agencies required to remain operational, even in the unlikely event that the state has not enacted a budget by that date, with the exception of appropriated services under the Office of the Chief Information Officer (OCIO). However, WaTech will be operating with a lower staffing level to address only time critical activities in order to minimize expenses to the State. This will likely result in temporary layoffs to about 200 staff.

One notable impact on workload would be within the state Office of Cyber Security (OCS). Because critical agency IT systems may be unattended during this time creating opportunistic conditions for cyber attackers, the state's Security Operations Center will require around-the-clock staffing to compensate for the absence of IT security personnel in agencies affected by the shutdown. OCS has provided guidance to help agencies that may be affected by the shutdown.

WaTech's continued operation is based on the following assumptions if a partial government shutdown occurs:

- Services will continue as they are today with a reduced staffing level to address only time critical activities, with the exception of the OCIO appropriated staff who will be temporarily laid off.
- Customer agencies will notify WaTech of any desired changes in their services.
- Department of Enterprise Services printing and mailing services will be operational.
- Revenue collections may be delayed from appropriated state agency customers.
- Funds necessary to continue operations will be available from the State Treasurer and will be replenished if revenue from customers is unavailable.

Immediate actions WaTech will provide include:

- Direction and support to agencies to ensure July 10, 2017 Payroll Processing (attached).
- Direction and support to agencies that will temporarily shut down in messaging to their customers (draft attached).
- OCS guidance as referenced above.

If you have any questions or need more information, please feel free to contact me.

Attachments

May 8, 2017

I wanted to reach out to you as your agency is doing contingency planning in the event there is not an enacted budget July 1, 2017. Although we expect that the 2017-2019 operating and capital budgets will be enacted prior to June 30, it is prudent that all state agencies prepare for the possibility that the Legislature may not make timely appropriations. You may be reviewing contracts and services that you have to confirm operability and impacts if the Legislature does not pass a budget appropriation by June 30. You are receiving this as you may have services that you depend on from WaTech.

The operations divisions of WaTech are “non-appropriated”, which allows us to continue to have authority to operate. Services that may be impacted due to the delayed budget enactment are related to the OCIO which provides policy and oversight. All other WaTech services will continue operations in support of the state’s critical business functions.

If you do have a special request or question related to contingency planning, please submit your message to the WaTech Support Center. Please identify your request as a **Government Shutdown Contingency Plan** to Support@WaTech.wa.gov or call (360) 586-1000 or (855) 928-3241. This will ensure your specific requests are handled appropriately.

Thank you.

Heidi Geathers | Deputy Director - Watech

Washington Technology Solutions (WaTech)

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Payroll Processing Contingency Plan

To ensure consistency in planning services to agencies, we have coordinated with the Department of Enterprise Services Printing and Mail services to be sure our two agencies are able to work in concert to meet your payroll needs in the event of a partial government shutdown.

PROCESSING THE JULY 10, 2017 PAYROLL

Washington Technology Services (WaTech) will be in operation to support processing of the July 10, 2017 payroll. Assuming that agencies affected by a shutdown will not be able to make corrections as of July 1, our general reminders include:

- New employees should be entered into HRMS as early as possible. Please take special care to enter new employees transferring from another agency to ensure continuity of pay, insurance etc.
- All employees' time and leave should be entered into HRMS as early as possible.
- All standard payroll activities performed to verify payroll need to be completed by June 30, 2017, including:
 - All end of biennium compensatory time payouts need to be keyed into HRMS
 - Retroactive adjustments (prior pay periods)
 - Leave adjustments (prior pay period)
 - Account/Budget coding changes
 - Hourly time sheet entry in CATS
 - All payroll error reporting and corrections
 - Run of the Match Code W payroll simulations on employees that have changes
 - All DRS and HCA updates

PAYROLL WARRANT AND PRINTED EARNING STATEMENTS DISTRIBUTION

Agency Action Required:

To prepare for the possibility of a partial government shutdown, agencies should provide the following notice to employees that receive a warrant in the workplace to get their consent to have their warrant mailed to their address in HRMS:

In the event of a partial governmental shutdown we will be unable to deliver your warrant for the July 10th payroll. You must contact the payroll office and make a request

to have your warrant mailed to you and confirm your address in HRMS or request the warrant be mailed to a different address.

Agencies currently using CMS insert for mailing of employee warrants, will not need to obtain additional consent from the employees and no further action is required.

Should a shutdown extend to July 6 when payroll warrants and printed earning statements are scheduled to be distributed, WaTech will distribute warrants and printed earnings statements as follows:

- **With employee consent:** Warrants and printed earnings statements will be mailed through CMS insert using the employee's address in HRMS or the provided address above.

Agencies must provide WaTech with a list of those employees who have provided consent by June 29th (as outlined above) to the WaTech Support Center.

- Envelopes with an OFM return address will be used for agencies that do not have specific agency insert envelopes.
- If any of these warrants or printed earnings are returned, WaTech will notify the agency.
- **Without employee consent:** Agencies must develop a contingency plan to distribute the warrants. Please contact WaTech Support Center no later than June 29 to discuss these alternatives. **WaTech will not mail warrants and earnings statements to employees without consent.**

Agencies must notify employees the manner in which their warrants/paychecks and printed earnings statements will be provided to them on July 10th.

INSTRUCTIONS FOR "FAST ENTRY" FOR TEMPORARY LAYOFF ACTIONS IN HRMS

Leave Without Pay (LWOP) actions for temporary or emergency layoffs can be pre-entered into HRMS. In collaboration with OFM State Human Resources, instructions for "fast entry" of LWOP actions are provided in the section below.

The following LWOP absence types have been approved for use in the fast entry processing of LWOP:

- **9033 – LWOP** use for **non-represented** employees who are being temporarily laid off due to the budget not being enacted by July 1;

- **9391 – LWOP – Emergency** use for **civil service exempt** employees who are placed on emergency leave without pay due to the budget not being enacted by July 1;
- **9397 - LWOP Tmp Layoff/LegAction** use for **represented** employees who are being temporarily laid off due to the budget not being enacted by July 1.

Agencies can utilize user procedure [Fast Entry of Time Data \(PA71\)](#) to enter the LWOP absence type on mass employees. The LWOP absence type can be entered for the entire pay period and will reflect the employees work schedule hours on **IT2001 (Absences)**.

Agency Action:

- **Hourly Employees** - No action is required on hourly employees.
- **Monthly Salaried Employees** - Create the appropriate LWOP absence type effective for the entire pay period utilizing **PA71**.
- **24/7 Salaried Employees:**

Note: Agencies must first create a **Schedule Substitution (IT2003)** for the July 4 holiday, making it a working day, enabling them to enter LWOP for that day.

OPTION 1

- Create a valid work schedule for all employees for the entire pay period.
- Create the appropriate LWOP absence type effective for the entire pay period utilizing **PA71**.

OPTION 2

- Create WT1223 for 24 hours for one day (07/01/2017) utilizing PA71 with entry on the Employee Remuneration Info (IT2010).
- Create the appropriate LWOP absence type record effective 07/01/2017 to 07/01/2017 utilizing PA71.

IMPLEMENTING THE CONTINGENCY PLAN ON JUNE 26

WaTech will begin implementing the payroll processing contingency plan on June 26.

WaTech will process DAY0 followed by several iterations of DAY1.

Agencies not impacted by a government shutdown should continue to operate under the current published 2017 Payroll Processing Calendar.

Deadline: All agencies must complete payroll warrant cancellations/EFT reversals by June 26 8:00 p.m.

Processing and early DAY0 and multiple iterations of DAY1 schedule allows for the following:

- All interface (Gap) 1 and 101 agencies can provide files as early as June 26.
- WaTech will perform early DAY0 payroll processing on the night of June 26. Iterations of DAY1 will occur on the nights of 27, 28 and 29.
- Payroll Posting Error Reports (ALAS and RPCIPE) and agency spool files will be available on June 27, 28, 29 and 30.
- If deemed necessary, WaTech will process a noon payroll on June 30.
- **Locked Employees:** Agencies will need to ensure all employees with errors that caused them to be locked out of final processing receive payment as appropriate. Agencies impacted by the government shutdown must have a plan in the event of a locked employee receiving a warrant outside of HRMS.
- Agencies can run Match Code W payroll simulations in HRMS.
- Should a budget be passed prior to 8 p.m. on June 26, early processing will cease and normal payroll processing will resume on June 30.
- Should a budget be passed after June 26, normal scheduled processing will occur on June 30, 2017.
- If needed, a communication will be sent to the HRMS HR/Payroll community addressing the processing of the July 25, 2017 payroll in the event of the state budget not being passed.



Agnes Kirk
State Chief Information Security Officer
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To all state agency CIOs and CISOs,

In the unlikely event of a partial government shutdown, the threat of cyberattacks would increase because of the perception that fewer IT security staff are monitoring the state network. We recommend state agencies take the following steps to reduce their exposure to cyber threats:

- Turn off all unneeded workstations, laptops, printers, tablets, and servers.
- Block all internet traffic, except for necessary critical services, by placing inbound and outbound firewall rules to limit communication. Also, work with WaTech Secure Gateway Services to shut down reverse proxy configurations as appropriate.
- Limit the availability of services hosted by WaTech on the Public Government Network, in the cloud, or by business partners or other external connections.
- If your entire office is going to be shut down, work with WaTech to close off connections to the State Government Network.
- If you plan to make online services and applications available during the shutdown, you must have staff on-site to monitor these systems for unusual or malicious activity. If you cannot commit to this minimum staffing level, applications should be taken offline until normal operations resume.

The state Office of CyberSecurity, OCS, and WaTech will continue normal security operations. Those services will include:

- Monitoring the state security perimeter infrastructure.
- 24/7 scanning for anomalous activity at the perimeter and the secure gateways.
- Containing incidents with the controls we have at the most granular level available. This may require other services within that agency to be affected.
- In the event the office determines a significant threat emerges that could impact your agency and result in compromise or loss of state resources or data, OCS will take necessary steps, up to and including disconnecting from the network, to protect your agency's assets.

If you have any questions, please contact state IT Security Policy Manager Scott Bream at 360-407-8679 or scott.bream@ocs.wa.gov.

Sincerely,

Agnes Kirk, State Chief Information Security Officer