



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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TO: Agency Budget Officers, Human Resources and Payroll Managers

FROM: Melinda Aslakson, Senior Compensation and Policy Analyst, State Human Resources
Pam Davidson, Senior Budget Assistant to the Governor

SUBJECT: UPDATE OF AGENCY COMPENSATION DATA FOR 2017-19 CALCULATIONS FOR COLLECTIVE BARGAINING AND BUDGET DEVELOPMENT

With the start of a new biennium, the State Human Resources Division and Budget Division of the Office of Financial Management (OFM) are gearing up to collect the compensation data for use in the 2017-19 collective bargaining process that commences February 2016 and in budget development later that year. Agencies must update their Salary Projection System (SPS) (general government) and Compensation Impact Model Alternate-Interface (CIM-AI) (higher education) data for submittal to OFM. This data will be used for preliminary calculations; you will also have an opportunity during May 2016 to adjust your data for changes made in the 2016 supplemental budget.

Two additional points regarding process:

- Institutions of higher education will receive instructions for CIM-AI separate from this memo.
- Files for the collection of data on agency assignment pay will be sent in separate emails to each agency.

Reminders regarding data preparation:

- **Please remember that operating budget FTEs and salaries should be the best approximation to your 2017-19 projected operating budget Maintenance Level as you can make at this time.** In the past, we have seen some agencies that appear to be much higher or lower than we would expect. It is very important that you run a projection and related reports to ensure your position file reflects expected FTE and salary levels before you submit data to OFM;
- Select a recent HRMS payroll file to work from as you build your compensation data submittal;
- Update the next increase date (PID) **in HRMS** for anyone not at their top step *at least one pay period prior to getting a new file for CIM*;
- In SPS, **do not create multiple positions** in an effort to mimic step increases by ending one position and creating a second position at the higher step. Doing so causes issues when the data is loaded from SPS to CIM (each record is counted as a different position, resulting in doubling or tripling of your staffing data). Step increases are handled automatically in both systems for classified staff. For exempt staff, just use the average biennial salary for each person. Any duplicative records will have to be deleted from the data;
- Do not include extra positions to cover funding increases for overtime pay; this distorts the agency's base pay;

- Vacant positions tied to general service salary schedules, with steps A through M, shall not be assigned higher than step L;
- In SPS, do NOT “merge in old files” without express permission from OFM. Doing so causes data errors in our model, because some old files don’t contain all of the data we need;
- Double-check your **bargaining unit coding** to ensure that all represented staff are coded appropriately to bargaining units, or to non-represented codes (both classified and exempt);
- Check to make sure you have **retirement system codes for all employees**. For employees who are not members of a retirement system, use the code NE;
- In the past, we have sometimes found that the number of health insurance flags far exceeds the number of employees eligible for health insurance in the Health Care Authority’s records. Please check that your health insurance flags are set only for those employees eligible for health insurance, and that those not eligible are not checked;
- Check to ensure only the positions requiring relief have the backfill indicator checked; Note, this typically applies to positions in work units requiring 24/7 coverage, such as prisons and hospitals;
- Update the Work County Code and the *new* Work City Name to ensure it is accurate for each position; Note, Work City Name will transfer from HRMS to SPS where a dropdown list will be available (by November 2) consisting of US census designated cities plus some unincorporated areas based upon agency business need. Work City Name should be available in CIMAI by November 10;
- Ensure that hourly employees have an accurate work period percent to reflect an annual average percentage for time they are paid;
- Correct fund source, if necessary. Agencies must not use Account 03K Industrial Insurance Premium Refund Account or 290 Savings Incentive Account as a funding source for compensation data;
- In SPS, check to make sure you have an appropriation index (AI) for all employees. SPS uses the AI to identify the account and expenditure authority type for each employee on the release to CIM.

Friday, January 29, 2016 is the deadline for data completion. SPS users should release data to OFM by that date. CIM-AI users should let us know when your data is ready to be loaded (**no later than January 31, 2016**). This data will immediately be used to begin cost projections for salaries, health care and pensions.

For questions regarding SPS, or to sign up as an SPS user, please contact the Washington Technology Solutions (WaTech) Solutions Center at (360) 407-9100 or solutionscenter@watech.wa.gov.

Link to the system tutorial: <https://budgetlogon.ofm.wa.gov/library/SPSTutorial.pdf>

For questions regarding CIM-AI, or to sign up as a CIM-AI user, please contact the WaTech Solutions Center at (360) 407-9100 or solutionscenter@watech.wa.gov. When instructions are complete, you can find them at: <https://fortress.wa.gov/ofm/cimai/helpFiles/help.pdf#comp>.

For questions regarding collective bargaining, contact Melinda Aslakson at (360) 407-4106; email: Melinda.Aslakson@ofm.wa.gov. For questions regarding budgeting, contact Pam Davidson at (360) 902-0550; email: Pam.Davidson@ofm.wa.gov. We very much appreciate your attention and effort towards providing the best possible data, in order to ensure we get the most accurate funding in your budget.