

Appendix P 2021 HE Specification Change Order

Purpose

To improve the quality of data in the Statewide HR database to better support collective bargaining, budget processes and reporting.

Timeline

Change Order Summary Release:	March 30, 2021
Higher Education Testing Time Frame:	May 26, 2021 – June 26, 2021
Implementation Date:	June 30, 2021

Change Order Notes

Changes from the prior specification are **bolded and underlined**, except for minor edits and re-ordering.

Business Rules

5.3.8 Job Class Code, Job Class Title and Position Title

- a. Provide valid job class codes and titles for classified positions or appointments. Applies to both the higher education job class table (Table 5) and the job table (Table 2). The job class title provided in Table 5 is to automatically become the Job Class Title in Table 2.¹
- b. Do not prepend or append State HR codes with extraneous numbers or letters (example: do not send 169A00 or 00169A in place of 169A).
- c. Use only State HR approved **Washington General Service** Job Class codes for classified positions.
- d. Set the job class code to an institution-defined code for non-classified/exempt jobs. 99999999 is not valid for non-classified/exempt positions.
- e. **Do not use State HR approved Washington General Service job class codes for non-classified/exempt positions or appointments.**
- f. Job Class data for exempt positions must be provided in both the job record (Table 2) and the higher education job class record (Table 5).
- g. Each unique code must have one and only one unique corresponding title.
- h. Each If the classified flag is N, the appointment category must be one²
- i. unique title should have one and only one code.²
- j. As a general rule, the institution-defined code for non-classified/exempt jobs should remain the same over time. Exception: A change to a new HR system might result in changes to codes/titles; however, from that point in time, the codes would again be consistent – same code for the same title going forward.
- k. Provide position title for all employee job records; this should be a meaningful title that communicates the work being performed by the employee. In some HR systems, this is called “working” title. For classified, the job class title and the position title may be the same.

¹ Critical level error – Codes will be validated against OFM codes

² No change in validation at this time

5.3.13 Appointment Category and Classified Flag

The appointment category code in the job file record must align with the classified flag in the corresponding higher education job class file record

- i. **If the classified flag is Y, the appointment category must be zero**
- ii. **If the classified flag is N, the appointment category must be one**

Data Dictionary

Data Element	Description and Data Values	Table	Data Type	Length
Appointment Category Code	<p><u>The code used to indicate if the appointment is subject to civil service provisions listed in chapter 41.06 (classified employees) of the Revised Code of Washington (RCW).</u></p> <p><u>Data Values</u></p> <p><u>0 = Subject to the civil service provisions of RCW chapter 41.06 (Classified)</u></p> <p><u>1 = Exempt from the civil service provisions of RCW chapter 41.06; includes Technical College classified</u></p>	Job	char	1
Classified Flag	<p><u>Y = Job is considered classified based on the provisions of RCW 41.06.</u></p> <p><u>N = Job is considered exempt based on the provisions of RCW 41.06.</u></p>	Higher Education Job Class	char	1

File/Table Changes

Changed Data Elements

Table	Changed Data Element	Definition	Change	Type/Length	Required
Job	Bargaining Unit Code	The code used to identify the bargaining unit for employees represented by a labor union.	<p><u>NEW bargaining unit codes have been defined for represented faculty and exempt staff and other represented employees not covered by RCW 41.80.</u></p> <ul style="list-style-type: none"> • <u>Use code 0332 for 2 Year Represented (Non-41.80) Higher Education</u> • <u>Use code 0333 for 4 Year Represented (Non-41.80) Higher Education</u> 	Char (4)	Y
Job	Job Class Title	The standard official job class title for the job class code of the employee's job.	<p><u>The size of the field is changing from 40 characters to 100.</u> <u>No change to the validation.</u></p>	<u>Varchar (100)</u>	Y
Job	Position Title	The institution's title for the employee's position. This may or may not be the same as job class title. It is not uncommon for the job class title and position title to be different for "in training" positions (Example: Training position HRC 1-3; The first year, the job class title would be Human Resource Consultant 1 and the position title Human Resource Consultant 3. The second year, the job class title would be Human Resource Consultant 2 and the position title Human Resource Consultant 3. Third year and beyond, both titles would be Human Resource Consultant 3.)	<p><u>The size of the field is changing from 40 characters to 100.</u> <u>No change to the validation.</u></p>	<u>Varchar (100)</u>	Y
<u>Job</u>	<u>Employee Sub Group (AKA Overtime Eligibility Status)</u>	<p><u>The code used to identify a job/position's overtime eligibility status.</u></p> <p><u>00 = Hourly OT exempt</u> <u>01 = Monthly OT exempt</u> <u>05 = Hourly OT eligible</u> <u>06 = Monthly OT eligible</u> <u>08 = Not eligible</u></p> <p><u>NOTE: Use 08 for contract, piece rate and stipend positions (records with pay unit code C, P or S)</u></p>	<p><u>NEW field</u></p> <p><u>To be the 23rd field in the job table, located between Equal Employment Opportunity Code and the Pay Unit Code fields.</u></p>	<u>Char (2)</u>	<u>Y</u>

Validation Changes

Table	Order	Data Element	Size	Validation	Error Severity	Required
Job	21	APPOINTMENT CATEGORY CODE	1	<p>Use 0 or 1</p> <ul style="list-style-type: none"> <u>If the Classified Flag in the Higher Education Job Class file is Y, the appointment category must be zero.</u> <u>If the Classified Flag in the Higher Education Job Class file is N, the appointment category must be one.</u> 	Critical	Y
Job	23	<u>EMPLOYEE SUB GROUP</u> <u>(AKA OVERTIME ELIGIBILITY STATUS)</u>	2	<ul style="list-style-type: none"> <u>If pay unit is H:</u> 00 (Hourly OT exempt) or 05 (Hourly OT eligible) <u>If pay unit is M:</u> 01 (Monthly OT exempt) or 06 (Monthly OT eligible) <u>If pay unit is C, P or S: 08 (Not eligible)</u> 	Critical	Y
Job Higher Education Job Class	10	JOB CLASS CODE	12	<ul style="list-style-type: none"> <u>Classified positions</u> (classified flag in the job class file is Y) <ul style="list-style-type: none"> <u>Must match the Washington General Service job class code as defined by OFM State HR (Note: this is conceptually the same as the prior specification, but is phrased differently)</u> Must not be prefixed or suffixed with other numbers or characters but must match the published State Human Resources codes exactly. <u>Non-classified/exempt positions (classified flag in the job class file is N)</u> <ul style="list-style-type: none"> <u>Must not match a Washington General Service (classified) code as defined by OFM State HR</u> <u>Code 99999999 is not valid for non-classified/exempt positions. (Note: the 99999999 rule is not new, but it was not previously included in the validation section.)</u> <u>Both classified and exempt positions</u> <ul style="list-style-type: none"> Must be present in both the job and higher education job class files. Job class codes should have one and only one unique title. This field CANNOT be blank. Primary Key Constraint in the Job Class file 	Critical	Y
Job	12	POSITION TITLE	100	<p>Not Null May match the job class title field.</p> <p><u>Removed the “in training” explanation as that information belongs in, and is already in, the data dictionary.</u></p>	Critical	Y