**This FAQ has been created for general government human resource professionals to assist them in answering questions about the Recognition and Retention, Retention and other lump sum payments. *It is not intended for COVID-19 up-to-date incentive payments.*** *Please refer to your respective collective bargaining agreement (CBA) for more specific information regarding the lump sum payments. If you have questions not covered by this FAQ or your CBA, please contact your agency’s HR labor relations manager.*

1. **Will my agency receive a list of employees receiving a lump sum and the amount of their lump sum? *\*Updated\****

No, Office of Financial Management (OFM) will not be providing a list of eligible employees. OFM will provide guidance to agencies in determining eligible employees as details are finalized.

1. **Will the lump sums require manual keying by the agency**?

It depends on agency preference. OFM is creating wage types for the various lump sum payments contained within the 2023-25 collective bargaining agreements and 2023-25 enacted operating budget. Agencies can manually enter or submit a Winshuttle request to OFM Help Desk.

To ask OFM to input the lump sum payments, please submit a [PA30\_IT0015\_Create-1.xlsx](https://support.hrms.wa.gov/sites/default/files/public/resources/Windshuttle/PA30_IT0015_Create-1.xlsx) or [PA30\_IT0015\_Create\_WithAssignment-1.xlsx](https://support.hrms.wa.gov/sites/default/files/public/resources/Windshuttle/PA30_IT0015_Create_WithAssignment-1.xlsx) Winshuttle Spreadsheet to OFM Help Desk no later than close of business on July 17, 2023.

1. **For a union entitled payment, does an employee have to be a dues-paying member of a Union to be eligible for a lump sum payment?**

An employee does not have to be a dues-paying member of a Union, but their position must be represented by a participating Union on July 1, 2023.

1. **Are part-time represented employees eligible for a union entitled lump sum payment?**

Yes, if they otherwise qualify; however, part-time employees may receive a pro-rated amount. Refer to the represented employee’s CBA for additional information.

1. **Are non-represented employees (in either Washington General Service or management positions) eligible for the recognition and retention lump sum payment? *\*Updated\****

Yes, employees assigned to a non-represented position on July 1, 2023, are eligible for the recognition and retention lump sum payment. Non-represented higher education employees are not eligible for the recognition and retention lump sum payment.

Non-represented employees include all employees who are not represented by collective bargaining agreement in Washington General Service, Washington Management Service, and Exempt Management Service. If additional questions remain, refer to the enacted budget for specific authority and funding provisions.

1. **What is the amount of the recognition and retention lump sum for non-represented general government employees in either Washington General Service or management positions?**

The recognition and retention lump sum payment amount is $1,000. The amount is prorated for part-time employment.

1. **What are the conditions for non-represented general government employees to receive the recognition and retention lump sum payment? *\*Updated\****

To be eligible, employees must have been hired on or before July 1, 2022 and still employed on July 1, 2023 without a break in service. General government employees who meet the definition of career seasonal are not considered to have had a break in service. The employee will receive a lump sum amount based on their conditions of employment on July 1, 2023.

1. **Are part-time, non-represented general government employees eligible for the recognition and retention lump sum payment?**

Yes, part-time non-represented general government employees are eligible and will receive a pro-rated amount.

1. **If an employee occupies more than one position within general government or higher education, will they receive multiple lump sum payments?**

No, general government employees will receive a one-time lump sum payment regardless of occupying more than one position. Representation status of the position will not impact eligibility. Non-represented higher education positions are not a factor in determining eligibility for the recognition and retention lump sum payment.

1. **Who processes the payment for employees who occupy more than one position within general government or higher education? *\*Updated\****

The agency for the position for which an employee works the majority of their hours will be responsible for processing the lump sum payment. Payment eligibility is based on employee’s position on July 1, 2023. The lump sum payment will not exceed one thousand dollars ($1,000)**.**

For concurrent employees, coordinate with the employee’s other employer(s) to determine payment eligibility and amount.

Non-represented higher education employees are not eligible for the recognition and retention lump sum payment.

1. **When calculating the recognition and retention lump sum for part-time general government employees, how are the hours determined for employees who hold more than one part-time and/or on call position? *\*Updated\****

The cumulative number of hours from all positions are used. The lump sum payment will not exceed one thousand dollars ($1,000)**.** Refer to the represented employee’s CBA or non-represented rules for additional information.

For concurrent employees, coordinate with the employee’s other employer(s) to determine payment eligibility and amount.

Hours worked within a non-represented higher education position are not considered when determining prorated payment amount.

1. **Will this lump sum be taxed?**

Yes.

1. **Will this lump sum be included in my earnings for retirement purposes?**

Yes.

1. **Will union dues be deducted from my lump sum payment? *\*Updated\****

Possibly. Union dues are deducted from lump sum payments as proscribed by the union. Refer to the represented employee’s CBA for details.

1. **Which amount will an employee receive if they were full-time on June 30, 2023, and became part-time (or vice versa)?**

An employee’s full-time or part-time status prior to July 1, 2023, is not a factor. The employee will receive a lump sum amount based on their conditions of employment on July 1, 2023.

1. **Is the lump sum payment amount between the various collective bargaining agreements the same?**

No,please refer to your respective collective bargaining agreement (CBA) for more specific information regarding lump sum payments.

1. **Will an employee receive a lump sum payment if they leave state service on or before July 1, 2023?**

No, because the employee is no longer employed on July 1, 2023.

1. **Will an employee receive a lump sum if they leave state service *after* July 1, 2023? *\*Updated\****

Yes, assuming they meet all other eligibility criteria. Employees who meet the criteria for a lump sum payment on July 1, 2023, will receive the lump sum. The lump sum payment does not need to be paid back if employees leave state service after July 1, 2023.

1. **Which wage types should agencies use to make these payments? *\*New\****
The following wage types are available for paying recognition and retention, retention and other lump sum payments:
* Lump Sum – No Union Dues (1912) \*New
* Recruit/Ret Inc-No Union (1913) \*New
* Recruit/Retention Incent (1132)

Use the appropriate wage type depending on the type or reason for payment, and whether the payment is subject to union dues or not. Refer to the [HRMS Data Definitions Resource Guide](https://ofm.wa.gov/state-human-resources/workforce-data-and-planning/hrms-data-definitions/hrms-data-definitions-resource-guide) for wage type data definitions.

1. **How are part-time employee pro-rated amounts determined? *\*New\****

Part-time employees who are eligible for a lump sum payment may need their payment amount pro-rated based on the number of hours in pay status during FY23 in proportion to that required for full-time employment. Hours in pay status includes regular working time and paid leave. It does not include paid overtime.

1. **What reports should agencies use to help identify eligible employees? \*New\***
There are many reports available that agencies can use, such as:
* Flexible Employee Data Report (ZHR\_RPTPAN02) - could be used to help identify eligible employees; consider including employment status, unbroken service date, personnel subarea (bargaining unit), part-time indicator.
* Actions Report (ZHR\_RPTPA807) - could be used to confirm an employee hasn’t had a separation action during the prior fiscal year.
* Wage Type Reporter (PC00\_M99\_CWTR) or Payroll Posting Report (ZHR\_RPTPY126) - could be used to identify hours in pay status for part-time employees.
* Reference Personnel Numbers Report (S\_AHR\_61016358) - could be used to identify concurrent employees.
* WWA Ad Hoc reports – could be used in lieu of any reports listed above.

Refer to the Reports Procedures on the [HRMS Support Hub](https://support.hrms.wa.gov/) or the [Washington Workforce Analytics](https://ofm.wa.gov/it-systems/reporting-systems/washington-workforce-analytics) web page for more information on running reports.