

OFM Training

Salary Projection System

Course Description: This three and a half hour class will take participants through an exercise of developing staffing related cost estimates for allotments or other projection needs and will include a brief overview of the salary projection process. The exercises will focus on salary projection functions that are generally used by all agencies.

Target Group: Agency budget staff responsible for developing staffing cost estimates.

Prerequisite: This class will be conducted using the participant's agency payroll data. OFM must have a Budget Portfolio System Security form indicating access to SPS prior to the class date. This form is available on-line at <http://bass.ofm.wa.gov/basspr/library/security.pdf> or <https://services-bass.ofm.wa.gov/basspr/library/security.pdf> for Fortress Users.

Course Objectives: Upon completion of this course participants will understand:

- Loading personnel data from DOP's Human Resource Management System (HRMS);
- What errors are created by the HR data load and how to resolve them;
- List and filter options to view positions based on selected criteria;
- Updating position records as needed for an accurate projection;
- Running a salary projection and saving results; and
- Required reports for review of estimated staffing expenditures and allotment development.