

Administrative Policy No. 19.25.07

Subject: Internal Controls - HRMS Input for Self, Relative, or Household Member

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Authorizing Source: State Administrative & Accounting Manual (SAAM):
[Chapter 20](#), Internal Control and Auditing
[Chapter 25](#), Payroll
DSHS IT Security Policy Manual, [Chapter 2](#), Personnel and
Use of State Resources
DSHS Admin Policy [18.64](#), Standards of Ethical Conduct for
Employees

Effective Date: September 1, 2011

Revised: February 11, 2020

Approved By: **Original signed by Judy Fitzgerald**
Assistant Secretary / Chief Financial Officer

Purpose

The purpose of this policy is to prohibit Department of Social and Health Services (DSHS) employees from inputting any data related to themselves, their current or former relatives, or any current or former household member into the Human Resource Management System (HRMS), unless specifically authorized in writing to do so by their appointing authority.

Scope

This policy applies to all DSHS employees authorized to enter initial or updated data into the Human Resource Management System (HRMS).

This policy does not apply to the Employee Self-Service (ESS), on-line recruiting system, or other systems specifically designed for employees to enter their own personal information.

Additional Resources:

Revised Code of Washington (RCW) [26.60.030](#),
Domestic partnerships created by subdivisions of the state.

Definitions

Domestic partner means two adults who meet the requirements for a valid state registered domestic partnership as established by RCW [26.60.030](#) and issued a certificate of state registered domestic partnership by the secretary of state.

Department refers to the Department of Social and Health Services (DSHS)

On-line recruiting system means the, web-based tool for managing the process of filling positions (e.g., classified, management, exempt) within Washington state government. This term does not refer to Neo-Gov.

Employee means an individual in DSHS who:

1. Is paid a salary, or wages, and receives benefits for work performed for the department;
2. Has been issued a state employee identification number;
3. Is recognized as a state employee by the state Department of Enterprise Services (DES); and
4. Is paid through the Human Resource Management System (HRMS).

Employee Self-Service (ESS) is the enterprise, web-based tool operated by Washington Technology Solutions that is a feature of the state's personnel and payroll application, the Human Resource Management System (HRMS).

Household member means a person who resides in the same home as an employee and with whom the employee has some reciprocal, natural, or moral support relationship. This does not include a person sharing the same general house when the living style is primarily that of a dormitory or commune.

Human Resource Management System (HRMS) is the central personnel and payroll application for Washington State government. It serves all state government agencies, and provides a common data system.

Relative means:

1. A parent, grandparent, spouse, sister, sister-in-law, brother, brother-in-law, child of an employee, stepparent, parent-in-law, stepchild, grandchild, foster child, legal ward, domestic partner; or
2. Any other blood or marital relation not covered in number 1 (above) who has an established shared, residence with the same domicile as the employee.

Segregation or separation of duties means to divide work responsibilities or assignments among multiple staff members in an effort to reduce the risk of error and fraudulent or inappropriate actions by one single employee performing all functions.

Source documentation means original documents used to initiate an action in HRMS such as leave slips, time cards, or time and attendance records.

Policy

A. Department employees must not input data regarding themselves, a relative or household member into HRMS.

1. To help ensure segregation of duties, employees responsible for inputting data must not enter data pertaining to themselves, a relative or household member, this includes family members or former family members. Supervisors must assign this input to another individual with HRMS input capabilities.
2. If this segregation of duties is not possible, staff must discuss options and document agreements made for data entry with appropriate authorized staff. This documentation must be saved and made accessible for auditing purposes.

B. Appointing authorities, or their designee, must review employee input into HRMS to ensure compliance with this policy every pay period.

Upon completion of these reviews, appointing authorities or their designee must retain proof of the input review (initial and date) for audit purposes within the local office for a period of three years, and in archives for the applicable records retention period. This proof could consist of a simple review signature or initial and date on the hard-copy report reviewed.

C. Appointing authorities, or their designee, must develop written procedures to comply with this policy.

D. Failure to comply with this policy and entering information into HRMS on yourself or a household member could result in disciplinary action, up to and including dismissal.

HRMS defaults to the user's personnel ID number, when information is entered into the system. If a user enters information on themselves in error, they must report the occurrence to a supervisor immediately for corrections by a different user.