Administrative Policy No. 19.25.07

Subject:	Internal Controls - HRMS Input for Self, Relative, or Household Member
Information Contact:	Office of Accounting Services Chief, (360) 664-5716

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:	June 18, 2024
Approved By:	**Original approved by Richard Pannkuk** Assistant Secretary / Chief Financial Officer

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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 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.

Employee means an individual in DSHS who:
1.   Is paid a salary, or wages, and receives benefits for work performed for DSHS;
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.   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.

My portal-employee self-service (ESS) is an employee self-service tool available to all state employees to manage their email address, mailing address, residence address, emergency contacts, earning statement and demographics.

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.

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 of duties means to separate or divide work responsibilities or assignments among multiple staff members 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, timecards, or time and attendance records.

Policy

A.   **DSHS employees must not input data regarding themselves, a relative, or household member into HRMS, this includes family members or former family members.**
1.   Supervisors must assign data pertaining to the above list to another individual with HRMS input capabilities.

2.   If work that violates the prior paragraph is in the queue of employees inputting data into HRMS, they must immediately notify their lead or supervisor and work will be reassigned.

3.   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 by the staff supervisor.

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

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, or digital equivalencies.

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

D.   **An employee's failure to comply with this policy could result in disciplinary action, up to and including dismissal.**