

HRMS Organizational Management

Establish WMS Inclusion Criteria

Organizational Management Processor uses this procedure to establish Inclusion Criteria relationships for Washington Management Service (WMS) positions, using transaction code PO13. The Inclusion Criteria are needed for WMS Activity reporting as required by WAC 357-58-565.

IMPORTANT-PLEASE READ!!

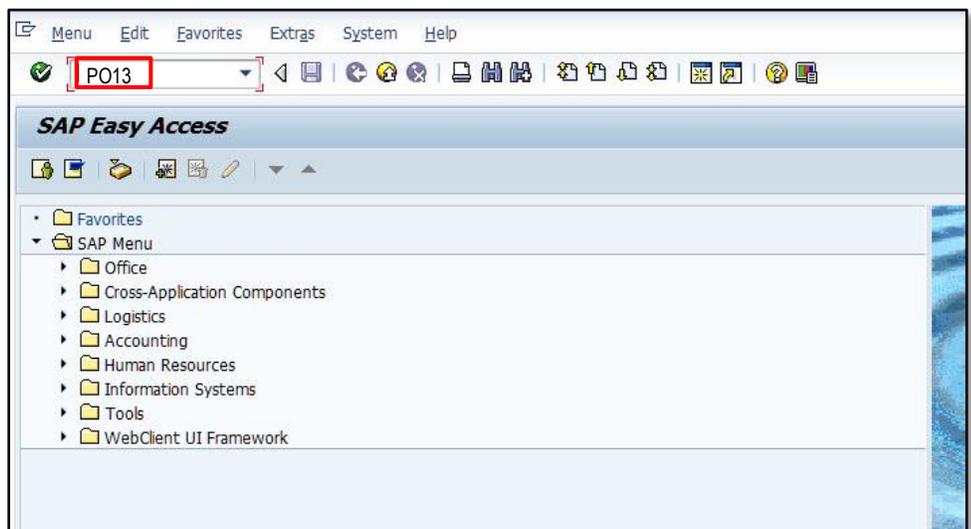
Upon receipt of the WMS Position Evaluation Summary form from your agency's WMS Coordinator (or HR Office), perform this procedure when assigning appropriate inclusion criteria for your WMS positions. Based on your organization's WMS transition strategy and/or internal process, your agency WMS Coordinator has documented additions or revisions to inclusion criteria for WMS positions.

Agency WMS Coordinators will document the appropriate inclusion criteria on the WMS Position Evaluation Form (or alternate form approved by OFM State HR Office).

In accordance with WAC 357-58-035, to be included in the WMS, a position must meet at least one of the following five inclusion criteria:

- 1) Formulates statewide policy or directs the work of an agency or agency subdivision;
- 2) Administers one or more statewide policies or programs of an agency or agency subdivision;
- 3) Manages, administers, and controls a local branch office of an agency or an agency subdivision, including the physical, financial, or personnel resources;
- 4) Has substantial responsibility in personnel administration, legislative relations, public information, or the preparation and administration of budgets; and/or
- 5) Functions above the first level of supervision and exercises authority that is not merely routine or clerical in nature and requires the consistent use of independent judgment.

1. Enter transaction code "PO13" in the Command field and press **Enter**,
OR
Follow the menu tree:
Human Resources→
Organizational Management→*Expert Mode*→*Position*.



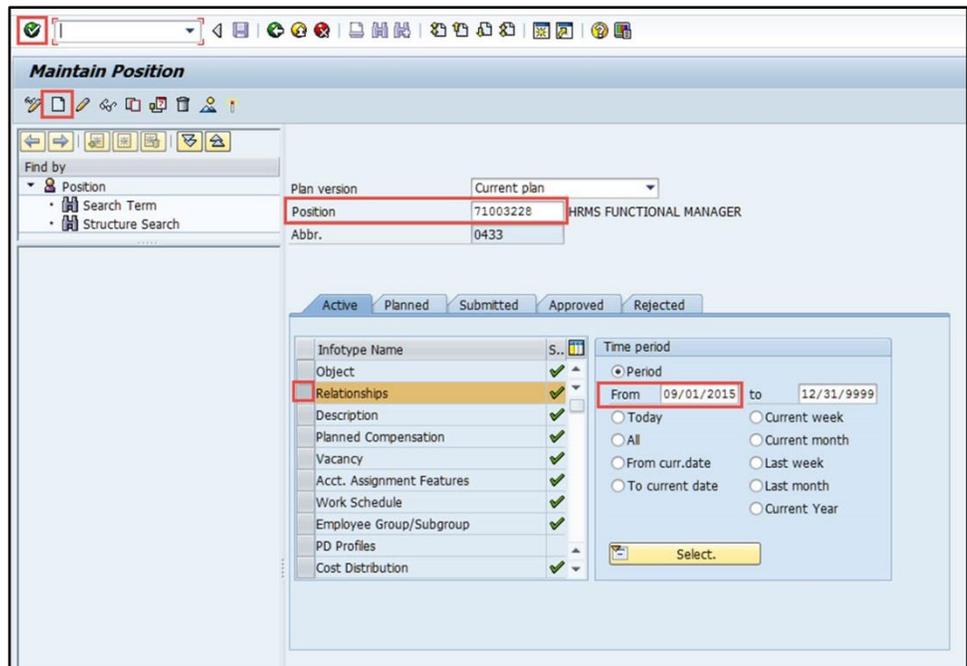
2. Enter the position number in the **Position** field.

3. Click  **Enter**.

4. Click the box to the left of infotype **Relationships**.

5. In the *Time period* area, enter the effective date of the record in the **From** field.

6. Click  **Create**.



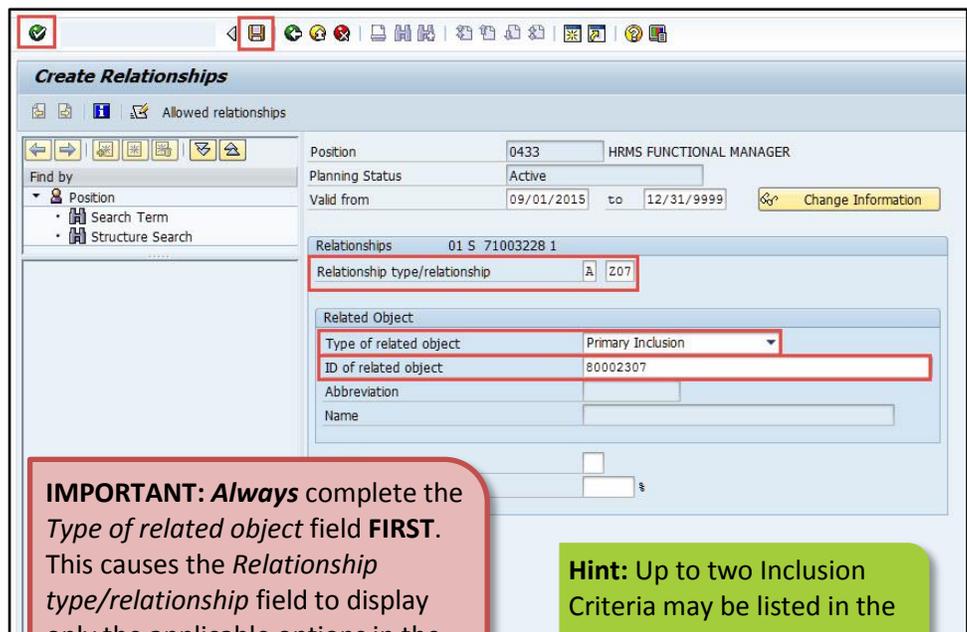
7. Choose **Primary Inclusion** from the *Type of related object* drop-down list.

8. Click on the *Relationship type/relationship* matchcode and choose **A Z07**.

9. Enter the *ID number* to which the original object is related in the **ID of related object** field.

10. Click  **Enter**.

11. Click  **Save**.



IMPORTANT: *Always* complete the *Type of related object* field **FIRST**. This causes the *Relationship type/relationship* field to display only the applicable options in the drop-down list.

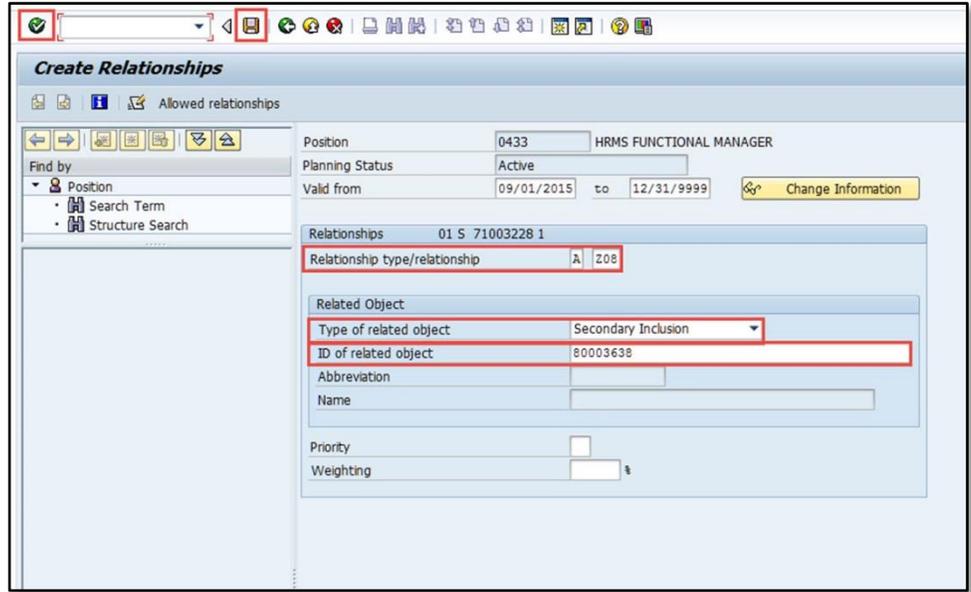
Hint: Up to two Inclusion Criteria may be listed in the system.

Establish WMS Inclusion Criteria (cont.)

12. To add a *Secondary Inclusion*, repeat steps 7-11, but select **Secondary Inclusion** as the *Type of related object*.

The *Relationship type/relationship* for this action will be **A Z08**.

This completes the transaction to Establish WMS Inclusion Criteria.



Create Relationships

Allowed relationships

Find by

- Position
- Search Term
- Structure Search

Position: 0433 HRMS FUNCTIONAL MANAGER
Planning Status: Active
Valid from: 09/01/2015 to 12/31/9999 [Change Information](#)

Relationships: 01 S 71003228 1

Relationship type/relationship: A Z08

Related Object

Type of related object: Secondary Inclusion
ID of related object: 80003638
Abbreviation:
Name:
Priority:
Weighting: