

WFP Planning FY2020

Frequently Asked Questions

- 1.) Does the wage data need to be included as indicated in the Diversity & Inclusion section of Key Data Tab 2?

For FY2020, the template was designed with flexibility for agencies to choose whether they wanted to include wage data in their workforce plans. On the Agency Profile Tab, it is requested to enter the wage employee data along with classified employees. Then it is requested to break out the total employee data by race and gender.

In Key Data Tab 2, in the Diversity and Inclusion section it states in the instructions that it is required to enter both wage and classified data for the calculations to be correct. Since it was offered for agencies to decide if they wanted their plans to be classified employee data only, we have created a template version 2020.6.2 that will ensure that the programming is based on classified data entry only. Download this version if you plan to enter ONLY CLASSIFIED EMPLOYEE DATA in your workforce plan if not, you may continue to use version 2020.6.



DHRM Workforce
Planning and Report C

Note: Please still include the wage data on the Agency Profile tab as shown below. If you choose on Key Data Tab 2, to exclude wage data from your calculations, the tool will subtract the data entered for wage on the Agency Profile Tab.

Agency Workforce Details			
Employee Demographics (Type)			
	FY19	FY20	
Total Employees	--	--	
Classified Employees	--	--	
Wage Employees	--	--	
Employee Demographics (Type - Higher Ed. Only)			
Total Classified			
Total Hourly			
Total Instructional			
Total Research			
Total A/P Faculty			
University Staff			
Total Adjunct			
Total Other **			
**For Other, Please Specify Below:			
[Redacted Box]			
Employee Demographics (Race)			
	FY19	FY20	
Total White			
Total Black or African American			
Total Hispanic or Latino			
Total Asian			
Native			
Gender			
Races			
Other			
Employee Demographics (Gender)			
Male			
Female			
Total MEL**		FY19	FY20
Maximum Employment Level			
Position Demographics			
	FY19	FY20	
Total Positions	--	--	
Classified Positions	--	--	
Wage Positions	--	--	
Positions by EEO Code			
Officials and Administrators	--	--	
Professionals	--	--	
Technicians	--	--	
Protective Service Workers	--	--	
Paraprofessionals	--	--	
Admin. Support	--	--	
Skilled Craft Workers	--	--	
Service/Maintenance	--	--	
Faculty	--	--	
Other	--	--	
EEO Codes taken from PMIS.			

Please include the wage information here, even if you only want to report on classified data on Key Data Tab 2

- 2.) How do I get my 'code' to enter into the template for previous year data to be loaded? The codes have been loaded for each agency in the HuRMan Agency Repository. All PMIS agencies should have a designee who is able to get the report with that information. If you have trouble with getting your code, contact [Sumi Lanneau](mailto:Sumi.Lanneau@huc.edu), 804.441.5273.

- 3.) Will the Best Practices that are noted in the Agency Profile be auto populated in the Best Practices tab on the template? **Yes, any information that is marked as 'started' or 'continuing' will auto populate in the Best Practices tab in the template.**
- 4.) Step 7 on the Key Data tab looks like it is new for this year. Will those data points come from DHRM provided data? **Yes, we have a report that tracks employee transfers within the state for PMIS to PMIS agencies as well as data that is reported as promotion in PMIS. We will be extracting that data as it is in PMIS as of 6.30.2020.**

Step 7: Please enter all information regarding internal promotions and internal transfer data.

Status: Incomplete

Internal Promotions and Internal Transfer Data			
Do not include Executive Positions (Agency Head & Direct Reports) in this section			
Total Employee Transfers / Promotions		Total Employee Promotions / Internal Transfer by Race	
	Promotion	Transfer	
Total Internal Transfers or Promotions			Promotion
			Transfer
Total Employee Promotions / Internal Transfer by Gender			
	Promotion	Transfer	
Total Male			White
Total Female			Black or African American
			Hispanic or Latino
			Asian
			American Indian or Alaskan Native
			Hawaiian or Other Pacific Islander
			Two or More Races
			Unknown or not Entered