

Frequently Asked Questions for Workforce Planning FY21

- When is the due date for plan submission? **September 30th, every year the plans are due on this date.**
- Where can I find instructions to help with completing the template? **The DHRM Workforce Planning Page will help you locate webinars and step-by-step instructions. Also, instruction links are embedded into the template.**
- If I need help with my workforce plan template, who do I call for help? **During Sumi's transition, email the workforce planning box (dhrm.wfp@dhrm.virginia.gov) and you will receive a response back.**
- When will data reports become available? **This year data reports will become available in mid-July. The reports will be placed in the HuRMan Repository again this year.**
- What are the PMIS screens that internship data can be keyed into now, that you mentioned during the webinar on June 23, 2021?

To view the role codes:

PSROLE , 89001										ROLE SCROLL				
----- 44 PER129ACM 06/23/2021 11:14:43														
Role	PA	S	Bd	C	E	O	T	W	Min	Max	Role Abbreviation	#Pos	#Emp	

89001	SW	D	UG	E			N	N	Y	10400	52000	Intern - Paid	0	0
89002	SW	D	UG	E			N	N	Y	00000	01000	Intern-Unpaid	0	0

To create a role and enter the intern role code in the position field code field: PSW130

For further questions about this, email ihelp@dhrm.virginia.gov