

PERSONNEL ACTION DECENTRALIZATION **CERTIFICATION CHECK LIST**

Information in numbers 1, 2, and 3 must be submitted along with the request for PA Decentralization Certification to the DAS, HRD HCM/HR Support. This must be done before the initial on-site review is conducted. Items not indicated in bold will be reviewed at the on-site review. The items on this checklist must be completed before an agency receives certification to decentralize their PA process.

1. **AGENCY POLICY AND PROCEDURES**

Submit a written policy of internal procedures for the processing and approval of personnel actions. Our suggestion is that the policy covers the entire spectrum of PA processing within the agency so that it will be easily accessible to human resource administrators and employees. We suggest that policies include the following information:

- General agency summary of the process in narrative format or a flow chart from initiation point to final approval.
- Document tracking.
- Procedure for error correction.
- Information regarding maintenance of records.
- Identification of who is accountable to ensure that the policy is properly followed.
- Statement of intent indicating that the agency will continue to be in compliance with all elements of the Ohio Revised Code as well as directives set by the Governor's Office and the Department of Administrative Services regarding PA processing and approval.

2. **SIGNATURE AUTHORITY**

A separate document should be submitted stating the name of the appointing authority and listing all employees that will have signature authority and listing all employees that will have signature authority for PAs. If not included on the document above, copies of signature documents should be attached.

3. **COMPUTER ENTRY CODE AUTHORITY**

List including the name and emplid of employees who will be responsible for entering and approving PA's

_____4 **CERTIFICATION DOCUMENT (Appendix D)**

The PA decentralization certification document located at the back of the PA decentralization manual will need to be signed by all those involved in the PA decentralization process.

MEMORANDUM

TO: Jennie Wright HR-Manager
DAS
HR Support

FROM: _____
(Name) (Title)

(Agency)

DATE: _____

SUBJECT: Request for Certification of Agency Personnel Action Decentralization

This memorandum serves as an official request for the Department of Administrative Services to grant certification to our agency for the process of approving and processing our own personnel actions. We have received the preliminary information for decentralization and at this time are submitting the following requested documents for the initial DAS review:

- **AGENCY POLICY AND PROCEDURES**
Written policy for the processing and approval of personnel actions.

- **SIGNATURE AUTHORITY**
A document with the names of the agency appointing authority and all employees who have signature authority on personnel actions. Signature documents are included as well.

- **COMPUTER ENTRY CODE AUTHORITY**
Information stating what staff will be responsible for approving and entering PA's in OAKS.

Along with these documents, we are also confirming that the information on the Certification Check List for agency PA decentralization is complete and our agency is ready for DAS' initial on-site review.

Attachments

PERSONNEL ACTION DECENTRALIZATION
CERTIFICATION DOCUMENT

I have read this document and understand the responsibilities and liabilities that our agency will be undertaking with the decentralized personnel action (PA) process. It is my understanding that we will now be responsible for the approval and processing of PAs, which must be consistent with the Civil Service Laws and Rules for the State of Ohio.

I understand that DAS will continue to be available for technical advice and training, but with this document, substantial responsibility and liabilities associated with the PA process will be transferred including the increased responsibility for documentation of PAs for employees' positions. This agency agrees to provide DAS, Division of Human Resources copies of PAs and accompanying attachments, understanding that DAS will continue to review PAs for tracking purposes and will conduct reviews as necessary.

In the case that this agency is found delinquent in processing PAs that are consistent with the Civil Service Laws and Rules for the State of Ohio, after appropriate notification and attempts to resolve problems, I understand that DAS reserves the right to revoke this certification. If this occurs, it may be necessary to return the approval and processing of PAs to DAS until the problems are remedied.

This document will be kept on file at both the DAS and agency level. It will be this agency's responsibility to notify DAS of any changes in our internal policy as well as signature changes by providing an updated certification document.

AGENCY

AGENCY APPOINTING AUTHORITY

AGENCY HUMAN RESOURCES ADMINISTRATOR

AGENCY FISCAL ADMINISTRATOR

AGENCY LEGAL COUNSEL

DAS REVIEWER

DATE