



Ohio Department of Administrative Services

HUMAN RESOURCES DIVISION
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BOB TAFT, GOVERNOR

C. SCOTT JOHNSON, DIRECTOR

February 23, 2000

Payroll Letter 770

To: Payroll Officers, Personnel Officers, Labor Relations Officers and Fiscal Officers of
All Departments, Institutions, Boards and Commissions

From: Robert L. Cruse, State Payroll Administrator

Subject: Personnel Action Processing

Every pay period the Office of Payroll Administration receives calls from agencies regarding a Personnel Action (PA) that was not posted and approved on Position Control in time to be transferred to payroll. The DAS policy is that PA's will not be posted directly to payroll because of the problems it creates. The system was designed so that when a PA is posted/approved on Position Control the action and the data entered go through various edits that determine the validity of the data and the approval of the action. The next step in the process is the bi-weekly maintenance where calculations are performed and data is transferred to the payroll file. When these processes are by-passed by posting the action/data directly to the payroll file there are a number of problems that occur causing your agency and DAS staff additional work and possibly improper payment. Therefore adherence to this policy is crucial.

To assist you with understanding the new policy and to alleviate any issues that may occur, the following steps will be initiated in the near future:

- We will produce a report by agency each pay period showing any PA that has been posted but not approved as of payday, the last day of the pay period before maintenance. This will be PA's that have an effective date to be transferred to payroll during the maintenance run. A copy of this report will be distributed to the agency Personnel Officer and the DAS/HRD Human Resources Analyst assigned to the agency. The PA's on this list should either be approved or withdrawn.
- We will conduct hands-on training of PA processing including the posting and approval of PA's via the POSU application. A detailed explanation (with examples) of the relationship between the prime record and the X, Y and Z records; as well as an explanation of the Position Control Log file.
- We will develop and implement an additional maintenance for Wednesday evening after payday to process any PA's posted and/or approved on Monday, Tuesday and Wednesday.

As soon as the training is developed and a training facility is secured, you will be sent a schedule of classes along with an enrollment form. When the other processes are developed and tested you will receive notification prior to implementation. In addition to these new processes, please find attached an updated version of the calendar that was previously distributed. The calendar along with the example show the proper time period for processing PA's to ensure that maintenance and payroll are successful.

If you have any questions regarding this memo, please contact me at (614) 466-2986.

RLC/bc

Attachment

PERSONNEL ACTION PROCESSING

| JANUARY 2000 | | | | | | |
|--------------|------------------------------|---------|----------------------------------|----------|---|--|
| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
| | | | | | | 1 APPROVED PA'S ADDED TO PAYROLL |
| 2 | 3 EMPLOYEE STARTS WORK | 4 | 5 PA PROCESSING PERIOD | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 PA PROCESSING PERIOD | 13 | 14 PAY DAY MAINTENANCE BEGINS AT 4:00 P.M. POSU NOT AVAILABLE | 15 APPROVED PA'S ADDED TO PAYROLL |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 PAY DAY EMPLOYEE'S FIRST PAY CHECK | 29 APPROVED PA'S ADDED TO PAYROLL |
| 30 | 31 | | | | | |

PERSONNEL ACTION PROCESS

The State Services Section of the Human Resources Division processes, posts and approves Personnel Actions (there are some agencies that have been decentralized and therefore, process their Personnel Actions). The Personnel Action Process is the first step in the HR2K System to add a person to the system, make a change in an employee's status (such as a promotion or transfer), place an employee on leave, reinstate an employee or separate an employee. To understand the process as it relates to the processing of payroll, please follow the example by using the calendar provided.

Example - A person is appointed to your agency and starts work on Monday, January 3, 2000. The approved Personnel Action for the appointment is received on Monday, January 3, 2000; the Personnel Action is processed, approved and posted to the Position Control File prior to 4:00 P.M. Friday, January 14, 2000. On Saturday, January 15, 2000 HR2K Maintenance is run and all approved Personnel Actions on the Position Control File that are effective during the pay period January 2, 2000 through January 15, 2000 are added to the Payroll File. In this example, the approved Appointment Personnel Action was received within the allotted time frame and the person was added to the front of your agency's payroll. You make the proper entries to the new employee's payroll record no later than 9:00 P.M. Thursday, January 20, 2000 and the employee receives their first pay check on Friday, January 28, 2000. This example is the perfect scenario and is what actually happens with the majority of all Personnel Actions. If that same Personnel Action was received, processed, posted and the approval did not take place until after January 14, 2000, the new employee is not on payroll and will not receive their first pay check without a request for a manual check from the appointing authority to the Director of the Office of Budget and Management. It is very important to submit and/or process PA's within the appropriate time period.

When the Personnel Action Process is not completed in the proper time period, some agencies have requested that we create a record directly on Payroll. This causes many problems for both you and our Payroll Services Unit because the HR2K Maintenance is being by-passed. In addition to the work required by both you and our Payroll Services Unit there are other problems that occur involving duplicate payroll records when the next pay period is processed, data not transferred from Position Control to Payroll and data not computed accurately (such as step indicator). These are just a few examples; there are several more and each one leads to more work at both ends.