1 INTRODUCTION

1.1 Our purpose is to help you accomplish Personnel Actions effectively and promptly.

This Manual provides an explanation of the improvements that have been made to the personnel and position action processing system now used by state agencies and the Personnel Cabinet.

We are very excited about our computer system that has been in existence since 1983. We will continue to make enhancements and accept recommendations that agencies may have that would improve the Personnel System.

1.2 Recommended Procedures to be Used by State Agencies.

(1) Use the XP System as much as possible to enter P-1s. Much of this Manual can be eliminated if you use the XP System, since the computer automatically checks for required fields and for the correct nature of action code combinations. This also means the error rate in P-1 preparation for your agency is dramatically reduced. The P-1 preparation and process time will also be significantly improved.

(2) Agencies should train more than one individual to create, enter and review P-1s. Those individuals will be the ones to be contacted by the Processing Branch if there is a problem with the P-1. This will assure that your agency has a low rejection rate for P-1s sent to the Personnel Cabinet.

(3) Agencies that have a separate staff that handles payroll processing should give payroll access to the on-line Pending file on CICS. This allows your payroll staff to proceed with the coding of any necessary payroll transactions. Then, if the P-1 is approved, the payroll staff needs only to process those transactions. Even if some P-1s are disapproved by the Personnel Cabinet, the time saved by having most coding of payroll transactions done will assure smooth payroll processing by avoiding high peak workloads that are caused by waiting on the P-1 listing before doing such coding.

(4) Send the P-1 to Personnel <u>prior</u> to the effective date of the action. Most of the time, this will assure that the action is processed on time. Do not hold P-1s with the idea of accumulating a "batch" before sending them to the Personnel Cabinet. Sending them when they are ready for review provides greater assurance that they will be processed within the time-lines needed. The Personnel Cabinet is staffed to handle peak times, but

holding P-1s and accumulating batches by even a few agencies can cause normal volumes to be greatly exceeded.

(5) On termination P-1s, it is very important that you obtain the employee's present address and make any needed change on the terminating P-1. Be sure to list the address change as the first action. The reason for this is to assure that your agency's payroll officer can mail the employee's W-2 at the end of the year. If the correct address is not on the W-2, it will be returned to your payroll officer by the postal service, thereby causing extra work.