

DEPARTMENT OF ADMINISTRATION
Bureau of Human Resources

October 18, 1991

HUMAN RESOURCES MEMORANDUM 43-91

TO: Commissioners, Agency Heads, Administrative Services
Directors, Personnel Officers

SUBJECT: Discretionary Target Hours

Enclosed are reports that list all employees for whom annual discretionary target hours have been automatically loaded on HOBUE6 and all employees for whom manual entry is required.

The following criteria were used to select employees for whom hours could be automatically loaded:

- * Employment status = 1 (active)
- * Admin Unit = A,B,E,F,Y,D,H,X
- * Employment date must be valid
- * Position type must not be seasonal (4,5,6), intermittent (3,6,9,C), project (7,8,9), or acting capacity (D,E)
- * Voluntary reduction in position hours must not be reduced from part-time (P code for reduced hours)
- * Employee must not be a teacher.

Target hours were calculated identically to the method used to calculate target hours on PER 110. Although hours should be correct for all employees who have been automatically updated, agencies are requested to spot check this report. Report any difficulties to the Bureau of Human Resources immediately.

Agencies must enter target hours on HOBUE6 for all active employees for whom target hours could not be automatically loaded. This must be completed by Friday, November 1, 1991. These employees are listed on the enclosed report titled, "MSEA/Confidential Employees with No Time Off Target Hours."

Targets must be entered for all employees on this list except for teachers and for those employees who are involuntarily redlined. Agencies must check all redlined employees and enter target hours for any employees who received the July increase, but are redlined for other reasons. Agencies employing teachers must submit plans for taking the necessary time off to this Bureau, along with lists of all teachers and the dollar target for each teacher that will be processed as TEMPOFF pay this fiscal year.

Submit Form PER 110 to the Bureau of Human Resources as changes are made to employee records. This supporting documentation is required for these initial entries and for any change to target hours that may be required during the year.

A copy of the HOBUE screen, indicating the location of the **time off target hours** field is attached for your reference.



Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES

Attachment

> GU 50505,00412345600

ON H0BU6

-----EMPLOYEE STATUS INFORMATION-----

COMP #-> 50505 EMP # -> 00412345600 NAME --> RUPERT W ST HILAIRE

APPOINTMENT TYPE-----> A	APPOINT END DATE ----> 11/01/87
CIVIL SERVICE STATUS -> Y	REDLINED INDICATOR -> Y
TYPE OF HIRE -----> C	OFFICE EXTENSION ----> YTR
EMPLOYMENT STATUS-----> 1	TERMINATION CODE-----> 10
TERMINATION DATE-----> 00/00/00	RETIREMENT DATE-----> 00/00/00
START LEAVE DATE-----> 12/01/88	RETURN LEAVE DATE----> 07/09/89
LONGEVITY DATE -----> 01/01/62	DT LAST STATUS CHG--> 07/12/90
DATE OF LAST CHANGE----> 07/09/91	DT LAST SALARY CHG--> 11/29/90
DATE OF LAST REVIEW----> 06/10/89	DT LAST CHECK -----> 00/00/00
PREVIOUS W-2 ISSUED----> 0	REASON LAST PAY CHG-> 7
COMP HOURS TO DATE-----> 00001.00-	COMP HRS TAKEN YTD -> 00095.00
ADJUSTED SVC DATE -----> 12/25/70	UNPAID LEAVE REASON > 0
FLEX SPENDING AMOUNT -> .00	FLEX NON TAXABLE ----> .00
TIME OFF TARGET HOURS-> 1.00	STD HOURS/DAY -----> 8.0
PROBATION TYPE -----> A	PROBATION BEG DATE -> 12/31/90
CERTIFICATION NUMBER -> _____	PROBATION END DATE -> 06/15/91

10/18/91 08:45:35 MTLN ACTION _____

ENTER TIME OFF
TARGET HOURS HERE