

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
Bureau of Human Resources

June 22, 1992

HUMAN RESOURCES MEMORANDUM 17-92.

TO: Personnel Managers, Administrative Services Directors

SUBJECT: Discretionary Target Hours

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

The following criteria were used to select employees for whom hours have been automatically loaded:

- * Employment status = 1 (active)
- * Admin unit = A,B,E,F,Y,D,H,X,M,O
- * Employment date must be current
- * 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 redlined.

Agencies are requested to check this report to ensure that hours are correct for all employees. Changes or corrections must be entered on HOBUG and supporting PER 110A's must be submitted to this Bureau by Friday, July 17, 1992.

NOTE 1, Administrative Unit O Employees: Employees in administrative unit O have all been allocated 8 days off without pay. Agencies must verify that this is correct for all employees in this administrative unit. Employees must have received the July 1, 1991 7% general increase in order to be required to take this time off without pay.

NOTE 2, Redlined Employees: Some employees who were redlined when discretionary hours were initiated last year have since come off redline. Because these employees cannot be identified by the system, these employees have been given the full time off target hours. However, time off for these employees must be prorated for this coming year. Agencies must identify these employees and make these corrections.

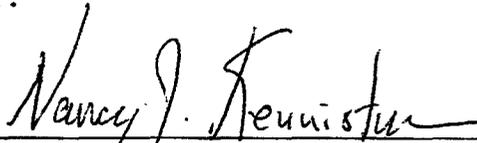
Additionally, agencies must check all redlined employees and enter target hours for all employees who received the increase(s) but were redlined after these increases or are redlined for other reasons.

Entering Hours for Employees Not Automatically Loaded

Agencies must enter target hours on HOBUE6 for all active employees who owe time off but for whom target hours could not be loaded automatically. For example, targets must be entered for all seasonal, project and acting capacity employees.

This must be completed by Friday, July 17, 1992. These employees are listed on the enclosed report titled "MSEA/Confidential Employees with No Time Off Target Hours".

Submit Form PER 110A 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.



Nancy J. Kerniston, Director
BUREAU OF HUMAN RESOURCES

Attachment