

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
Bureau of Human Resources

April 7, 1993

HUMAN RESOURCES MEMORANDUM 4-93

TO: Agency Personnel Officers and Directors of
Administrative Services

SUBJECT: Changes to MFASIS Organization and Location Codes

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The purpose of this memorandum is to inform agencies of potential changes to the methods used to identify employee and position "location" in the MFASIS system, and to solicit comments from users prior to designing and implementing any changes.

The Problem: Multiple Uses for ORG Codes

The "Organization" fields that are maintained on HOBUS are used for multiple, and potentially conflicting purposes:

Report Sorting and Control - Organization codes are used by MFASIS to sort most payroll and personnel reports, including the 198 report and check sorting. Report sorting dictates much of the way payroll and personnel work on MFASIS can be organized by user agencies. Reports are sorted by ORG1, ORG2, ORG3, and ORG4.

"Bureau" Identification - ORG1 usually identifies the bureau in which the employee works, and is used by the Bureau of Human Resources for organizational analysis reporting to the Legislature and the Executive.

Mail Station - ORG1 identifies mailing location via a table maintained by the Bureau of Human Resources which translates ORG1 to mailing stations. Mail station is used for all mass mailings to employees.

EEO "SMSA/Function" Code - ORG1 is used to identify the functional area under which an employee resides for Federal EEO reporting purposes. ORG1 drives key information necessary to produce the EEO-4 report that must be submitted to the Federal Government each year.

Use of a single ORG1 field for all of the above uses requires a certain amount of compromise in each individual case. Conflicts between users have and will continue to occur, and are expected to occur with greater frequency as reorganizations begin to happen with greater frequency.

The potential for unresolvable conflict is increasing, and the lack of flexibility offered to line agencies in organizing their work via the ORG report sorting capability remains a problem to some agencies.

Additionally, from the standpoint of efficiently maintaining data on an automated system, much of this data is not maintained in the proper place. The location of an employee for each of the above uses is driven by position assignment. As employees transfer from one position to another, the changing location of the employee should be updated automatically based on position information. Lack of such information in the position record also makes it impossible at the present time to identify the "location" of vacant positions, for any of the above purposes.

Proposed Changes to "Location" data

This Bureau, in cooperation with the MFASIS technical team, is considering creating new data fields in MFASIS for several of the above uses, so that maximum flexibility exists within the system. Additionally, we are considering maintaining most of these fields in the proper place in the system, i.e. the position record, and automatically transferring this information to the employee record upon position assignment.

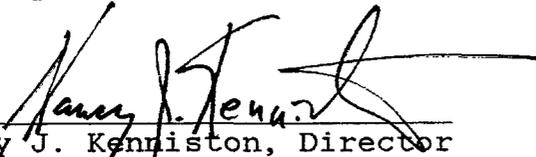
We believe that this will pay off in the long run with a reduced potential for conflict between uses, more efficient data maintenance, and less potential for error.

The enclosed information explains these proposed changes in detail.

Please review this information and provide any comments or concerns that you may have to this Bureau no later than May 1, 1993.

Your input is necessary to ensure that any changes made to location data best meets the needs of both line and central agencies.

Thank you.



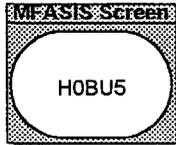
Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES

MFASIS Human Resource System

Proposed Changes to Organization & Location Codes

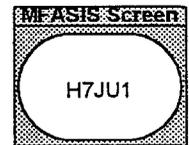
4/5/93

Organization Codes:



REPORT ORGS

ORGANIZATION Codes under the employee screen H0BU5 will be renamed to "REPORT ORGS". **Line agencies will be able to add new codes and rearrange employees** under these codes to match their processing needs. The other uses of ORG1 will be moved from the H0BU5 Report Orgs field to a new field on the position record. Edits will remain on the ORG1 field but line agencies will be able to request new ORG1 values and move employees among them.

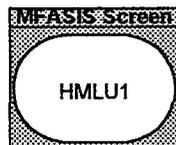


POSITION ORGS

The new field "Position Orgs" will be added to the H7JU1 screen to contain the existing organizational codes. EEO Category will be determined from the new Position ORG1 value. "Position Orgs" will initially be established as the H0BU5 ORGANIZATION value, but would not have to be the same as "Report Orgs" from that point on. ORG1 in the new Position Orgs field will indicate the "Bureau" a position is assigned to in the same manner that the H0BU5 ORG1 value does today.

"Position Orgs" will rename the existing field "ORGANIZATION" on the H7JU1 screen (formerly SUPERVISOR) now in use for this purpose by several agencies.

Mailing Location:



MAILING LOCATION

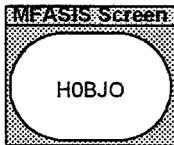
The field "Mailing Location" on the HMLU1 screen will become the source for the address used in 'organizational' mailings to employees, replacing the current use of the ORG1 on H0BU5. New codes will be developed to identify the proper mailing stations for employees in each agency (perhaps based on the existing ORG1 technique). Agencies would be responsible for maintaining the correct location codes to allow these mailings to be performed.

A new table of valid mailing locations will be established to allow these codes to be edited.

MFASIS Human Resource System

Proposed Changes to Organization & Location Codes

Employee Location:

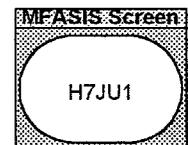


**LOCATION
CODE**

The physical location of each employee is currently captured on the H0BJO screen in "LOCATION CODE", as the Minor Civil Division (MCD) in which the employee works.

With these changes the location code will be maintained on the H7JU1 screen and loaded to the H0BJO location at position assignment. Transfers and new hires will automatically pick up the position location code when the salary is changed under the H0BU5 screen.

LOCATION CODE on the H0BJO screen will become a display-only field.



LOCATION

Establishment Code:

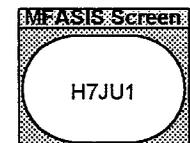


**ESTABLISHMENT
CODE**

Each employee is assigned a 4 character "Establishment Code" to allow proper Wage & Hour reporting to the Department of Labor each quarter. This code will be moved to the position from the H0BJO Screen and maintained there. As with the location code, above, Establishment Code will be copied to the H0BJO screen when salary is changed under the H0BU5 screen and become display-only.

Establishment code will be automatically assigned to employees when they are hired or transfer (in the salary determination process under the H0BU5 screen).

A table of valid establishment codes will be developed for each agency to edit for proper values.



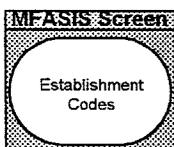
**ESTABLISHMENT
CODE**

MFASIS Human Resource System

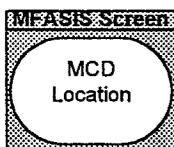
Proposed Changes to Organization & Location Codes

Tables & Edits:

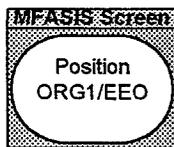
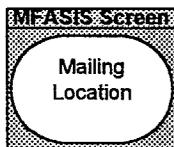
Existing control tables will be used to edit location codes in most cases, with updates to the existing values where they are required. Two new control tables will be needed to assist on the maintenance of proper location values.



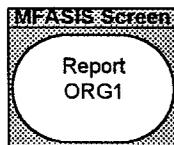
A new table will be required to edit the Establishment Codes as one does not currently exist.



Existing tables under the H7Q01 screen controlling both MCD codes and mailing locations will be separated into individual screens for purposes of clarity. Values will be developed for the assignment and control of Mailing Location, perhaps based on the existing ORG1 table now maintained for this purpose.



The existing ORG1 to EEO code crossreference & control table will be continued, but applied to the 'Position Org1' field on the H7JU1 screen. EEO Category will be determined from this table and the Position Org1 value.



A new ORG1 control table will be created (initially with the same values as the existing ORG1/EEO table) to edit the 'Report Orgs' field on the H0BU5 screen and to allow the Report and Position Org values to diverge.