

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
Bureau of Human Resources

April 12, 1993

HUMAN RESOURCES MEMORANDUM 5-93

TO: Agency Personnel Officers and Directors of
Administrative Services

SUBJECT: Changes to Position Control Processing

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The MFASIS project team has completed improvements to position control forms and screens that will eliminate the need to submit "Position Add/Change" forms for position actions.

Data that was contained on the Position Add/Change Form has been added to the Position Detail Record, and the data has been rearranged on the PDR in the same order that the data appears on position control screens. This will facilitate data entry and inquiry.

Enclosed are new Position Detail Record forms for all active positions in your agency. Effective with the receipt of these new forms, agencies may begin to use the PDR's as turn-around forms for all position changes. No Position Add/Change Forms will be required when the new form is used.

Since agencies will not have PDR's for any new position to be created, a new form, New Position Requisition (Form PER 51) will be used to establish new positions. This form is essentially a blank copy of the new PDR and will replace the need to submit the Position Add/Change Forms for new positions. Copies of this form are enclosed and will be available through the Central Warehouse.

Screen Changes

The following screen changes will be implemented in conjunction with this effort. These changes will appear on MFASIS screens as of Friday, April 9th.

H7JU1

- * "Work Schedule" has been changed to "Shift"
- * "Org 1-4/Supervisor" has been changed to "ORG Codes"

H7LU1

- * "Unit Div" has been changed to "Layoff Unit Div
- * "Org Unit" has been changed to "Layoff Org Unit"
- * These two fields have been transposed on the screen so that layoff org unit appears on the screen before layoff unit division.

HMSU1

- * The third digit of the appropriation unit will be updated with a correct value of "1" to indicate Personal Services.

New Documentation to be Distributed

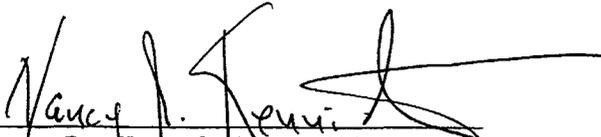
New MEASIS documentation for establishing new positions has been written which provides detailed instructions for completing the New Position Requisition Form. This documentation will be distributed to all holders of MEASIS procedures manuals in the near future.

The documentation for maintaining position data will not be updated at this time, however agencies are advised to make pen and ink changes to the documentation, removing all references to the Position Add/Change Form.

Deadline for the Use of Old Forms

The new forms may be used immediately upon receipt, and the Bureau of the Budget is asking that all position requests be processed on the new forms no later than Friday, April 23, 1993. All position action requests received by the Bureau of the Budget after April 23 must be submitted on the new forms. Requests that are received on the old forms will be returned to the agency.

Thank you.



Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES