

Ohio Department of Administrative Services
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Payroll Letter 808

To: Payroll Officers, Personnel Officers, Labor Relations Officers and Fiscal Officers of All Departments, Institutions, Boards and Commissions

From: Robert L. Cruse, State Payroll Administrator

Subject: AGYO – Agency Contacts Screen

State Payroll Administration has created a new screen to track detailed information regarding various agency officers and coordinators. The information on all agencies is available to everyone who has access to the HR2K system. You may access this screen by entering AGYO and the payroll number from a blank screen or by pressing F4 from your agency's payroll header record.

AGYO 100 000	Agency Contacts	06/29/2001 15:15
DAS - ADMINISTRATION		
X	Executive Officer: C SCOTT JOHNSON	Tel (614) 466-2136 Ext _____
-	HR Administrator: ALLISON SHAEFFER	Tel (614) 466-2136 Ext _____
-	Labor Contact: ANNE K VANSKOY	Tel (614) 466-2136 Ext _____
-	Payroll Contact: SHARON Y ALLEN	Tel (614) 466-2136 Ext _____
-	Fiscal Contact: PETER COCCIA	Tel (614) 466-2136 Ext _____
-	Personnel Contact: RAMONA SWAYNE	Tel (614) 466-2136 Ext _____
-	EEO Contact: PHYLLIS A GORMAN	Tel (614) 466-2136 Ext _____
-	Computer Contact: _____	Tel (614) 466-2136 Ext _____
-	Benefits Contact: _____	Tel (614) 466-2136 Ext _____
-	Training Contact: _____	Tel (614) 466-2136 Ext _____
Type an `X` beside the desired contact and press ENTER for detail information		
Salutation: First Name: C		
Middle: SCOTT Last Name: JOHNSON Suffix:		
Phone #: 614 - 466 - 2136 Ext.: Fax #: 614 - 000 - 0000		
Address1: 30 E BROAD ST 40TH FLOOR Address2:		
City: COLUMBUS State: OH ZIP: 43266 - 0401		
E-Mail:		
F1=Update F3=Exit F4=PAYU F5=Contact List		
F10=Prev Contact F11=Next Contact F7=Prev P/R F8=Next P/R		

The bottom section of the AGYO screen displays detailed information on any of the contacts listed above by typing an 'X' beside the desired contact and pressing enter. The employee(s) in your agency that have the authority and access to update the PAYH screen have the authority and access to update the information for each of your agency's contacts. Payroll Administration has placed the information that was on the PAYH screen on the AGYO screen; however, there is additional information that is needed. It will be the responsibility of each agency to update the missing information and to keep the information current. Payroll Administration utilizes this information for the distribution of all materials.

AGYO also provides a statewide roster of each type of contact. To obtain the roster for a specific officer or coordinator, from the AGYO screen, type an 'X' next to the officer or coordinator and press the F5 (Contact List) key.

Executive Officers List Screen			
To EDIT Enter "X" beside the Agency and press F12.			
_ 051-000	PHIL RICHTER	Tel (614) 466-3205	Ext _____
_ 053-000	ROBERT S TONGREN	Tel (614) 466-8574	Ext _____
_ 054-000	CAROLYN S KNIGHT	Tel (614) 466-7264	Ext _____
_ 055-000	BETTY D MONTGOMERY	Tel (614) 466-8911	Ext _____
_ 070-000	JAMES M PETRO	Tel (614) 466-2468	Ext _____
_ 090-000	JOSEPH T DETERS	Tel (614) 466-6735	Ext _____
_ 095-000	JACQUILINE WILLIAMS	Tel (614) 728-8339	Ext _____
_ 100-000	C SCOTT JOHNSON	Tel (614) 466-2136	Ext _____
_ 100-100	C SCOTT JOHNSON	Tel (614) 466-2136	Ext _____
_ 100-200	C SCOTT JOHNSON	Tel (614) 466-2136	Ext _____
_ 100-300	C SCOTT JOHNSON	Tel (614) 466-2136	Ext _____
_ 100-400	C SCOTT JOHNSON	Tel (614) 466-2136	Ext _____
_ 110-000	THOMAS M ZAINO	Tel (614) 466-3020	Ext _____
_ 116-000	KIEHNER JOHNSON	Tel (614) 466-6700	Ext _____
_ 124-000	JAMES R SPRAGUE	Tel (614) 466-7046	Ext _____
_ 124-001	JAMES R SPRAGUE	Tel (614) 466-7046	Ext _____
_ 125-000	JEFFERY J TAYLOR	Tel (614) 644-8573	Ext _____
F12=Detl F3=Exit F7=Prev F8=Next F9=Left F10=Right ENTER=Display			

Use F7 and F8 keys to page backward and forward. Type an 'X' next to the agency number and press F12 to display the agencies list of contacts. Using F9 and/or F10 from the roster screen you can obtain detailed information on the individual listed.

If you have any comments and/or suggestions, please contact the Office of Payroll Administration at (614) 466-6915.

RLC/jam