

Ohio Department of Administrative Services
Bob Taft, *Governor*
Scott Johnson, *Director*

Human Resources Division
28th Floor
30 East Broad Street
Columbus, Ohio 43215

614.466.3455 voice
614.466.5127 fax



August 22, 2001

Payroll Letter 809

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: New Certification Application on HRDPROD

A new Certification application has been developed on the HRDPROD region to replace the current CICS HRMS region's certification application. On September 1, 2001, the CICS HRMS region will no longer be available and agencies must use the new application. To access the new Certification application type 'CERT' from a blank screen and press the enter key. The following menu will appear:

```
CERT                               Certification Main Menu                               08-20-2001 10:47
-----Description-----          ----Key Selection Value(s)----
1. Individual Look-Up
2. Civil Service Examination Info
3. Certification Data
4. Start the Referral Process
5. Referral Disposition Update      Cert no.
6. Referral Logs/History
7. Reprint Certification Lists      Agency, Cert No.
8. Agency Tools
9. Certification On-Line Queries

Option  _
Key     _____
      F3=Exit  ESC=Exit
```

Agencies will only have access to Option '8' – Agency Tools. This will allow access to

1. Create a Referral Checklist
2. Most Recent Exam Date Report

If you have any questions on CERT, please contact the Certification Services Unit at (614) 466-4194. We thank you in advance for your patience while the Human Resources Division migrates to this new application.

To obtain access to the new application, please complete the attached 'HR2K User Security Access Request Form', which now includes the CERT application. If you have any additional questions, please contact the Office of Payroll Administration at (614) 466-6915.

RLC/jam
Attachment