



PERSONNEL ACTION COMPLIANCE REVIEW – FOR DECENTRALIZED AGENCIES ELECTRONIC REVIEW FORM

In an effort to provide quality service to our customer agencies, the Ohio Department of Administrative Services (DAS) is committed to making the Personnel Action (PA) Decentralization Program succeed. We are endeavoring to streamline as many of the processes as possible. We will be conducting the annual compliance review by electronic means. Following are the procedures for conducting Annual Personnel Action Compliance Reviews.

- We will ask for a copy of your PA Log of Personnel Actions processed from the date of decentralization or date of the last annual review until present.
- Provide a minimum of **three** Personnel Actions (with required attachments) for each code (A01's, A02's A03's etc.) in each category (appointment, separation, interruption etc.) that you have used since the previous review.
- Provide copies of most recent advance step hires granted (no more than **seven**) with all supporting documentation (e.g., request, approval, resume, application, position description etc.).
- Complete the following questionnaire, which may require updated documents to be attached.
- You may also find attached a list of specific PA's your analyst has requested to review.
- We are requesting that the above documents be in our office no later than **08/15/2004** to ensure your compliance review is completed in a timely manner.

We thank you in advance for completing the forms. If you have any questions or comments regarding this program or the traditional onsite review, contact your State Services assigned analyst, or dial (614) 466-3670 and your call will be directed to the appropriate analyst.

ELECTRONIC PERSONNEL ACTION COMPLIANCE REVIEW QUESTIONNAIRE

Please complete the following questionnaire in its entirety.

Name of Agency:

Agency Designee:

Name of Director:

Address:

E-Mail Address:

Telephone Number: () -

Date:

1. **AGENCY POLICY AND PROCEDURES**

Have there been any updates to your Decentralization Policy? If yes, please note below if there has been a revision, addition or deletion and submit a copy of your new policy.

2. **SIGNATURE AUTHORITY**

Have there been any changes to signature authorizations? If yes, please note below and submit a copy of the signature authorization document.

3. **COMPUTER CODE AUTHORITY**

Have there been any changes in persons responsible for PA terminal entry or approval? If yes, please note below and submit a completed copy of both "User Security Access Request Form" and "Request for Expanded Computer Access".

4. **CERTIFICATION DOCUMENT**

Is your PA Certification Document up to date? Yes No

If no, please submit a copy with your packet. This would be change in Appointing Authority, HR Administrator, Fiscal Officer or Legal Counsel.

5. ADVANCE STEP APPOINTMENTS

Please explain your process for approval of Advanced Step Appointments. Who approves these appointments?

6. GOVERNOR'S OFFICE

How do you track PA's that need to be sent to the Governor's office that are over \$30.00 per hour.

7. DAS-CERTIFICATION

What is your process for Certification approval?

8. TRAINING

Do you have any training needs? If yes, please list the needs below.

9. ESSENTIAL DOCUMENTS

Please indicate how you have access to the following documents (e.g. hardcopy, internet, etc):

PA processing manual	<input type="checkbox"/> Hardcopy	<input type="checkbox"/> Internet	Other
Ohio Revised Code	<input type="checkbox"/> Hardcopy	<input type="checkbox"/> Internet	Other
Ohio Civil Service Laws & Rules Annotated	<input type="checkbox"/> Hardcopy	<input type="checkbox"/> Internet	Other
Applicable bargaining unit contracts	<input type="checkbox"/> Hardcopy	<input type="checkbox"/> Internet	Other
Classification Specifications	<input type="checkbox"/> Hardcopy	<input type="checkbox"/> Internet	Other
Classification pay book	<input type="checkbox"/> Hardcopy	<input type="checkbox"/> Internet	Other

10. PERSONNEL ACTIONS

How often do you submit PA's to Das to update employee's permanent personnel file?

Daily Weekly Monthly Other (please specify)

What is the total number of PA's processed since your last review? _____