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MISSISSIPPI STATE PERSONNEL BOARD

MEMORANDUM

TO: Elected Officials, Agency Directors, and Personnel Officers

FROM: Don Thompson
State Personnel Director

DATE: May 13, 2008

SUBJECT: Fiscal Year 2009 Policy Memorandums and Suspension of Processing

Due to minimal changes made to the Fiscal Year 2009 Policy Memorandums, the State Personnel Board will not offer the Variable Compensation Plan (VCP) Training this year. The 2009 Policy Memorandums, Budget Instructions and Human Resources Needs Narrative for Fiscal Year 2010 are available online at www.spb.state.ms.us.

On **May 29**, agency records in SPAHRS necessary for operation during Fiscal Year 2009 will be copied from the current fiscal year to the new fiscal year. Those records include Position Program Budget information. Please notify your Classification and Compensation analyst of any modifications made to the FY 2009 Position Program Budget records prior to **May 29** to ensure that your information is not deleted. However, we would prefer that you wait until after **July 1** to make changes to FY 2009 Position Program Budget.

SPB staff will begin reviewing all transactions on Monday, **June 9**, to determine if a resolution can be reached prior to the **June 20** cutoff date. Any transactions which cannot be resolved by June 20 will be returned without action for processing at a later date. At the same time, we ask that you begin the process of clearing all transactions from your system. This includes transactions that have been keyed into the system but have not been transmitted for approval to the State Personnel Board.

In addition, beginning on **June 20, 2008**, the State Personnel Board staff will be finalizing plans for the Fiscal Year 2009 conversion. Please be aware that the final system update is scheduled for close of business on Friday, **June 20, 2008**. Therefore, we ask that you **DO NOT** enter any transactions into SPAHRS after this date. As of Monday, **June 23, 2008**, agencies will still have access to SPAHRS. However, we ask that you do not enter any transactions other than those specifically requested by the State Personnel Board. After **June 23, 2008**, agencies will have read-only access to SPAHRS. **DO NOT** enter any transactions with a **July 1, 2008**, effective date until after the Fiscal Year 2008 conversion process has been completed.

Your assistance in completing these tasks will be greatly appreciated. Should you have any questions or need additional assistance, please do not hesitate to contact the office of Classification and Compensation at 359-2764.

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