

OPM 01-12

DATE: January 25, 2001

TO: All Appointing Authorities

FROM: Oscar B. Jackson, Jr., Administrator and
Cabinet Secretary of Human Resources

RE: Payroll/Personnel Discrepancies Report

For the past several months, the Office of Personnel Management has been providing agency Human Resource Managers a monthly report of possible payroll/personnel discrepancies. This report essentially compares data reported in the OPM Payroll System to that reported in the OPM Personnel Management Information System and identifies certain differences which may reflect a discrepancy. Agencies are then required to review this report and make corrections as needed.

Since April 2000, significant progress has been made in reducing the number of possible discrepancies reflected on the report from a total of 5,349 to 2,082 in January, 2001. In addition, 42 agencies had no reportable discrepancies in January and 31 had less than five. Everyone involved is commended for the efforts made to achieve these results.

However, evaluation of the discrepancies appearing on the report for the past few months indicates that, in many cases, there is still too much time between the effective date of an action and the date it is eventually reported in the personnel system. For example, in reviewing the reports for December, 2000, we noted several actions (appointments, separations, promotions, and salary adjustments) in the payroll system which had an effective date in October of 2000 (or even earlier), but had not been posted in the personnel system even as late as December 27th. On the January, 2001 reports, actions occurring in early December were still not posted even after January 15th. This indicates that we need to continue our review of the procedures being used to report personnel actions and determine where changes can be made to insure that human resources management information is updated in a timely and systematic manner.

Questions concerning this matter may be referred to David Hays, Director of the OPM Classification Division, at 521-6329 or Jim Lippert, Assistant Administrator for Management Services, at 521-2169.