



**STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT**

"Working for Oklahoma"

OPM 11-30

DATE: August 1, 2011

TO: All Appointing Authorities

FROM: Oscar B. Jackson, Jr., IPMA-CP, Administrator and
Cabinet Secretary of Human Resources and Administration

A handwritten signature in black ink, appearing to read "Oscar B. Jackson, Jr.", positioned to the right of the "FROM:" field.

SUBJECT: Fiscal Impact Information on Form OPM-92 - Personnel Transaction Freeze Exception Request

In order that the Office of State Finance can better understand the effect of personnel transactions on agency budgets and how the freeze exceptions are affecting your agency's expenditures (increasing, decreasing or not changed), Brandy Manek, Deputy Director of Budget and Policy, Office of State Finance, has asked me to distribute the following instructions which should be included on all OPM-92's submitted to your appropriate Cabinet Secretary for approval:

Vacant Position – include the difference of the prior monthly cost (i.e. when it was last filled) with the new monthly cost (i.e. cost for the new person filling this position)

Reallocation of Existing Position – include the difference of the prior monthly cost with the new monthly cost

Allocation of New Position - include the monthly cost of this position (salary, benefits and taxes)

If you are gaining savings elsewhere to pay for increases, please include that explanation in the notes/comments section.

(Attached FYI is a copy of Form OPM-92, Personnel Transaction Freeze Exception Request.)

PERSONNEL TRANSACTION FREEZE EXCEPTION REQUEST

Date: _____

1. Agency Name/Number: _____

2. Position Type (check appropriate blocks):

Full Time Part Time Classified Unclassified Temporary Appointment

3. Transaction Type (check all that apply):

Fill a vacant position (new hire; reinstatement; promotion; demotion; or transfer to a vacant position).
Name/Title of previous Incumbent/Position Identification Number (PIN)/Date Vacated and reason position was vacated.

 Reallocation of a position (if this may result in the promotion of incumbent, check here)

 Allocation of a new position Request unclassified budget code

Legal Authority for position: _____

4. Projected Job Title and Code, Minimum Monthly Salary: _____

5. Anticipated net monthly cost of transaction: \$ _____

6. Projected effective date: _____

7. Sufficient funding is available in current and next year's fiscal budget: YES

8. Special conditions requiring this exception: _____

9. Agency Head Signature: _____ Date: _____

10. Rejected: REASON: _____

Approved: _____

Cabinet Secretary Signature

Date

11. AFTER APPROVAL, INSERT NAME AND EMPLOYEE ID OF PERSON AFFECTED

Name: _____ Employee ID: _____

Submit to Office of Personnel Management with Request for Personnel Action or other Appropriate Documents