



HHS BULLETIN B-05-002

Health and Human Services Enterprise Transition Dates for Position Classification and FLSA Audits

Purpose

To ensure adequate time for the transition of the job audit function to Convergys.

Directive

Effective Monday, August 1, 2005, requests for position classification and Fair Labor Standards Act (FLSA) audits are to be submitted to the accessHR Service Center via the new accessHR website. To ensure adequate time for transition of the audit function to Convergys, the following schedule must be implemented.

<u>Dates</u>	<u>Type of Audits That May Be Submitted to the HHSC Classification Office</u>
June 20 Through June 30	Emergency audits only *
July 1 Through July 31	None

* Emergency Audits – Those audits deemed by a HHS agency’s Chief Operating Officer to be critical to the operations of the agency. Reviews may be for new, filled, or vacant positions, but the number of audits should be limited. Requests for audit projects (e.g., reorganizations or restructures) will be evaluated by the HHS Human Resources Director and, if approved for implementation, will be coordinated with Convergys.

The HHS Classification Office will use the month of July to complete ongoing enterprise-wide projects and audit requests received prior to July 1. Audits not completed by the HHSC Classification Office by July 31, 2005, will be forwarded to the accessHR Service Center for completion.

More details regarding the new process for submitting audit requests will be provided by the accessHR project team prior to August 1. Please share this information with your agency’s managers and supervisors as soon as possible.

Inquiries

Inquiries concerning the process delineated in this bulletin should be directed to: Lois Ferguson at (512) 438-3572 or by email at lois.ferguson@hhsc.state.tx.us.