



Secretariat

ST/IC/1994/38
30 August 1994

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: INTRODUCTION OF A REVISED INTERIM PERSONNEL ACTION
NOTIFICATION FORM PRIOR TO THE IMPLEMENTATION OF
IMIS RELEASE II AT HEADQUARTERS

1. The purpose of the present circular is to inform the staff that a revised Personnel Action Notification form will replace IMIS.01 (9-93), which was introduced in ST/IC/1993/53 of 21 September 1993 in connection with the implementation of the first release of the Integrated Management Information System (IMIS) at Headquarters.
2. The revised form, designated as IMIS.01 (8-94), presents the personnel action information in a more condensed format on a single page which can be generated by a laser printer on regular letter-size paper with the United Nations letterhead. The Personnel Action Notification form contains five blocks of information. They are: (a) the staff member's personnel and appointment information, which will always appear; (b) information on dependants (which will only appear when the data on dependency is entered or modified, or when a personnel action to reappoint a former staff member, to convert a staff member's appointment, or to return a staff member from special leave without pay, is processed, or when a staff member begins participating in the Pension Fund); (c) a listing of all data elements changed by the personnel action; (d) manually entered entitlement information such as who authorized the personnel action, Allotment account number, Base salary, Post adjustment, Dependency allowance, and other entitlements, as appropriate; and (e) the name of the Personnel/Administrative Assistant who finalized the personnel action and the name of the Personnel/Executive Officer who approved the personnel action. The system will generate the names based on the authorized user's ID and the dates the personnel action was finalized and approved. As a result of this revision, no manual entry is needed after printing. A signature will no longer be necessary. A sample of the revised form appears in the annex to the present circular.

3. This revision is an interim improvement perding the implementation of Release II, which will automate the calculation of the entitlements mentioned in (d) above. Another revision will be issued at that time to replace the manual entry of entitlement values with the system-generated amounts.

Annex



PERSONNEL ACTION - NOTIFICATION ADMINISTRATIVE

(A) APPOINTMENT INFORMATION

1 PA#: 24519 2 PA TYPE: Initial Appointment 3 PA EFFECTIVE DATE: 01/06/1994
 4 INDEX #: 62940 5 NAME (LAST, FIRST, MID / TITLE): Reeves, Jean P. / Mr. 6 MARITAL STATUS: Married
 7 SEX: Male 8 DATE OF BIRTH: 27/05/1961 9 NATIONALITY: French 10 VISA STATUS: G4
 11 TYPE OF APPOINTMENT: Fixed-Term 12 EFFECTIVE DATE: 01/06/1994 13 EXPIRATION DATE: 31/05/1995 14 EOD DATE: UN 01/05/1994 15 UNCS 01/06/1994
 16 UNS 01/06/1994
 17 FUNCTIONAL TITLE: Administrative Officer 18 REG: P 19 SPA: 3 20 TEMP: 1 21 NEXT INCREMENT: 01/06/1995
 22 POST #: OLD POST #: 5948 23 POST INC. EFF. DATE: 01/06/1994 24 EXP. DATE: 31/05/1995 25 ACCEL Y/N: N
 26 ORG UNIT: Geneva Section 27 DUTY STATION: New York 28 PLACE OF HOME LEAVE: Paris
 29 PLACE OF RECRUITMENT: New York 30 CHEQUE DISTRICT CODE: 222 31 OFFICE CODE: 555
 32 PENSION FUND: Y 33 PARTICIPATION DATE: 01/06/1994 34 EXCLUSION REASON:

(B) DEPENDENCY INFORMATION

NAME OF DEPENDANT INDEX # 38 DATE OF BIRTH 39 STAFF MEMBER
 35 SPOUSE: Reeves, Marie C. / Ms. 62921 20/10/1966 N
 36 CHILDREN:

37 SECONDARY:

(C) CHANGED DATA

(D) ENTITLEMENTS/REMARKS

PA Authorized by: Director of RPD
 Allotment Account #: MOA20100TP-3004
 Base Salary (Gross): 52,274
 Post Adjustment (S, D, N/A): Dependency
 Dependency Allowance:
 Assignment Grant of \$2000

PERS/ADH ASST: 60870 Roderick, Regina DATE: 11/08/1994 APPROVING OFFICER: 60882 Russin, Hillary DATE: 11/08/1994

COPY 1 - OHRM - PERSONNEL RECORD UNIT COPY 4 - EXECUTIVE OFFICE
 COPY 2 - OPPBF - ACCOUNTS DIVISION COPY 5 - STAFF MEMBER
 COPY 3 - PENSION FUND
