

SR 80333
Human Resources and Benefits – Labor Relations
Myria Butler
January 9, 2003

Change the Method of Deliver of the Employee Roster file from Annual to Monthly

The Labor Relations Unit is requesting that programming be developed that will change the timing of delivery of the Union Employee Roster provided to the unions via the FTP site. It is being requested that the current delivery method of a once-per-year Annual File (full file) with weekly updates change to a once-per-month Full File with weekly changes thereafter for the balance of the month.

- Each first Tuesday of month, a Monthly Full File should be created and delivered to the unions via the FTP site
- Weekly Change Files should be created and delivered for the balance of the Tuesdays in the month
- The Monthly Full File will need to report changes to the unit using the current Action Description Codes of A, C, and D with the addition of a new Action Description of “U” indicating that an employee’s record has not changed since last reported
- A change will also need to be made so that the unions’ mailing house will receive additions to the unit when the Monthly Full File is run so the unions can meet their Hudson Notice obligation