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TO: Directors of Personnel/Human Resources

FROM: Nicholas Vagianelis

SUBJECT: Position Abolishments (BD-98s)

DATE: November 21, 2002

Effective the week of November 25, 2002, agencies will also have the ability to abolish positions (old BD-98) in NYSTEP. Previously, only the Division of Budget could initiate such transactions. Instructions for using this new feature are attached. They should be filed in your NYSTEP System User Manual. Any NYSTEP user with permission to initiate TPM actions will now have access to the "Abolish Position (BD-98)" menu item.

Please be advised that there is no Division of Budget or Civil Service workflow for these actions. Once submitted, the action is final and the position will be abolished in the NYSTEP database. Reports on these transactions can be generated through "TPM Tracking Reports."

If you have questions on using this transaction, please call the Civil Service Help Desk at (518) 457-5406.

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Director, Division of Classification & Compensation

Attachment