

All ARS Users

Subject: ARS Location Report – Agency Location Changes

Date: 1/4/2021

The New York State Department of Civil Service would like to remind NYS agencies of their responsibility to periodically run the ARS Location Report to verify which locations within your agency currently display within ARS. The Report can be run for either “active” or “inactive” locations of your agency.

**ARS Location Report:**

The ARS Location Report displays the locations currently listed for your agency. It is important to keep these up to date as the information listed in Locations is used to report where the injured/ill employee works and where the Incident occurred.

You can find the Location Change Request (page) by going to: Workforce Monitoring > Health and Safety > ARS Reports > **Location Report**.

For more detailed information on running the ARS Location Report, please visit the ARS Online Manual at:

<https://www.cs.ny.gov/man/ars/manual/LocationReport.cfm>

**Agency Location Changes:**

In order to ensure your agency's work locations and ARS contact information is kept up to date in ARS, the Personnel Administrator can Add, Change or Delete agency locations and ARS contact information for the agencies they are responsible for by submitting an electronic request in ARS.

You can find the Location Change Request (page) by going to: Workforce Monitoring > Health and Safety > Location Related > **Location Change Request (LCR)**.

For more detailed information on maintaining your agency locations please visit the ARS Online Manual at:

<https://www.cs.ny.gov/man/ars/manual/AgencyLocationChanges.cfm>

For questions related to ARS location addresses or data, please email or phone the ITS Service Desk at:

[FixIt@its.ny.gov](mailto:FixIt@its.ny.gov)

1-844-891-1786