

**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE**

**DIVISION OF STAFFING SERVICES**

**GENERAL INFORMATION BULLETIN No. 09-03**

TO: Department and Agency Personnel, Human Resources, and Affirmative  
Action Officers  
FROM: Blaine Ryan-Lynch, Director of Staffing Services  
SUBJECT: Appointment Processing: Budget Division Approval Requirements  
DATE: April 9, 2009

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In order to comply with Budget Bulletin B-1186, the Department of Civil Service will apply the following guidelines in processing personnel transactions.

All transactions submitted on or before April 3, 2009 will be honored. Transactions submitted after April 3, 2009, which reflect appointments of individuals who began work on or before April 3, 2009, will also be honored providing that the necessary freeze waivers or exemptions were in place. Additionally, other commitments to fill positions where employees were scheduled to begin work after April 3, 2009 may be honored. In these cases, agencies must attest in writing to the Director of Staffing Services that such appointments resulted from hiring commitments made on or before April 3, 2009. Any such attestation must include: agency code, employee's name, item number, title, date of the commitment to hire, effective date of the appointment, and the last four digits of the employee's social security number. This information may be faxed to the Director's Office at 518-473-8890.

Otherwise, all provisions of Budget Bulletin B-1182 and General Information Bulletin 08-04 remain in effect.