

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE

DIVISION OF STAFFING SERVICES

GENERAL INFORMATION BULLETIN No. 11-02

TO: Department and Agency Human Resource, Personnel and Affirmative
Action Officers

FROM: Blaine Ryan-Lynch, Director of Staffing Services

SUBJECT: Electronic Reemployment Card System

DATE: June 1, 2011

The Department of Civil Service is pleased to announce the Electronic Reemployment Card System (ERCS). This system replaces the current paper card system and allows agencies to electronically submit personnel information to the Department for those employees entitled to reemployment rights under New York State Civil Service Law. Agencies will be able to electronically produce both the S-295.6 Agency Reduction Transfer Card ("Blue Card") and the S-295.5 Preferred List/Reemployment Roster Eligible Card ("Green Card") pre-populated with employee information from NYSTEP for distribution to employees. Once employees complete their portion of the card and return it to their agency personnel/human resource office, that information will be electronically entered into the ERCS. Agencies will retain the cards as verification of the employee's preference choices. Once submitted to this Department, agencies will receive an auto-generated confirmation e-mail of receipt.

While the paper card system functioned effectively for many years, agencies had to retrieve information from NYSTEP or seniority rosters and manually complete paper cards for each employee impacted. Cards were then sent to this Department to be manually entered.

Providing for the electronic production of cards containing employee information derived directly from NYSTEP, as well as an online system for the transmission of that information, will reduce the amount of data agencies will need to research and enter, decrease the need to verify information, insure data accuracy, eliminate the final data entry phase, and activate employee names in the system faster.

Implementation and Training

Implementation of the new system will begin in June of 2011. Training for agency personnel staff in the Albany area is being scheduled for the 2nd week in June with additional sessions to follow in NYC, Long Island, Syracuse, Rochester, and Buffalo. Agencies will be further advised of the specific dates, times and locations by staff of the Career Mobility Office.

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While training will be essential for those agency staff who will be working directly with the ERCS, it is recommended that personnel and human resource staff from all levels attend the training sessions. Although the subject matter has not changed, the way the information is gathered, entered, verified and transmitted has, thereby making it necessary that those staff with the understanding of personnel management principles also be familiar with how the system works. For this reason we will not limit the number of personnel/human resource staff that agencies wish to attend the training.

Should you or your staff have any questions, please feel free to call the Career Mobility Office at 518-485-6199 or 800-553-1322.