

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
DIVISION OF STAFFING SERVICES
GENERAL INFORMATION BULLETIN No. 16-01

TO: Department and Agency Directors, Human Resources and Affirmative Action Officers

FROM: Scott DeFruscio, Director of Staffing Services

SUBJECT: Title Transfer Reference System (TTRS)

DATE: May 18, 2016

Effective today, a new information resource, Title Transfer Reference System (TTRS) Online, is available to agency Human Resources (HR) professionals on the Department of Civil Service (DCS) website. TTRS Online provides information on 70.1 transfer determinations, 52.6 designated titles, preferred list title determinations, reemployment roster title determinations, and agency reduction transfer list determinations.

TTRS Online is a web-based resource that will replace the existing TTRS system, currently available via Citrix. Effective June 1, 2016, the TTRS system available via Citrix will no longer be accessible.

HR professionals may access TTRS Online through *Resources for New York State HR Professionals* in the Business Suite and logging into the *State Personnel Administrators* secure area, at <https://www.cs.ny.gov/businesssuite/ttrs/>.

TTRS Online will enable users to search for information by title code or title name. As with the current TTRS system, information may be filtered by status or jurisdictional class. Users will have the capability to print determinations from their Web browser and export information to a Microsoft Excel spreadsheet.

We hope you find this to be a valuable information resource. If you have any questions regarding TTRS Online, you may contact DCS at TechnicalAssistance@cs.ny.gov.