

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
DIVISION OF STAFFING SERVICES
GENERAL INFORMATION BULLETIN No. 16-04

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

FROM: Scott DeFruscio, Director of Staffing Services

SUBJECT: New Information and Self-Service Options in ELMS Online

DATE: November 28, 2016

New information and self-service options have been added to the **Department of Civil Service's (DCS) Eligible List Management System Online (ELMS Online)** web site - <https://www.cs.ny.gov/elmspublic>

The ELMS Online users now have access to more information than simply their status (active or inactive) on lists contained in ELMS. List eligibles may still go to My Lists, under My Information, to see what lists they are on. We now indicate if a list is decentralized to an agency on this page and if there are any declinations that list eligibles can remove via ELMS Online. Of course, list eligibles must still contact agencies regarding their status on decentralized lists.

Under the new List Management menu, there are three options: **Declinations, List Preferences and Request Inactivation.**

- The **Declinations** page contains a listing of declinations affecting the user's status on certifications ordered and coded through ELMS by State Agency Personnel Offices. Eligibles now have the ability to view and remove declinations to expand their eligibility on these lists.
- **List Preferences** is a listing of eligible lists for which the user can change their work and location preferences.
- **Request Inactivation** is a new feature that allows users to change their status from Active to Inactive.

These self-service features, as well as new references and FAQ's, have been added in an effort to help list eligibles maintain their active status and to help DCS and agencies in assisting list eligibles.

This web-based resource is for use by list eligibles. State agencies cannot use ELMS Online to update information or to obtain eligible lists or certifications for the purpose of making appointments.

ELMS Online may be accessed from a link on the Department's homepage.

We hope you and your employees will take advantage of this valuable resource. If you have any questions regarding the new features, you may contact us at Employment.Records@cs.ny.gov or 518-457-4295.