



**STATE OF OKLAHOMA**  
**OFFICE OF PERSONNEL MANAGEMENT**  
*"Working for Oklahoma"*

**OPM 11-31**

**DATE:** August 16, 2011

**TO:** All Appointing Authorities

**FROM:** Oscar B. Jackson, Jr., IPMA-CP, Administrator and  
Cabinet Secretary of Human Resources and Administration

A handwritten signature in black ink, appearing to read "Oscar B. Jackson, Jr.", positioned to the right of the "FROM:" field.

**SUBJECT:** **REVISED:** Fiscal Impact Information on Form OPM-92  
Personnel Transaction Freeze Exception Request

Based upon discussions over the past few weeks with agency personnel responsible for completion of the OPM-92, Personnel Transaction Freeze Exception Request form, the Office of State Finance has revised the fiscal impact information instructions provided in OPM All Appointing Authorities Memorandum OPM 11-30 issued on August 1, 2011 (copy attached).

In consideration of the many variables which may impact final fiscal impact, and the fact that the costs may not be known until a selection is finalized, OSF recommends that agencies include their best cost "projections" and that such projections be limited to salary and not include benefits and taxes.

Additionally, Item #5 on the OPM-92 for "Anticipated net monthly cost of transaction" should reflect the difference in projected salary cost compared to the budgeted salary for the position. Item #8 on the OPM-92 may be used for any required cost projection explanations.

Attachments



**STATE OF OKLAHOMA  
OFFICE OF PERSONNEL MANAGEMENT**

*"Working for Oklahoma"*

**OPM 11-30**

**DATE:** August 1, 2011

**TO:** All Appointing Authorities

**FROM:** Oscar B. Jackson, Jr., IPMA-CP, Administrator and  
Cabinet Secretary of Human Resources and Administration

A handwritten signature in black ink, appearing to read "Oscar B. Jackson, Jr.", positioned to the right of the "FROM:" line.

**SUBJECT: Fiscal Impact Information on Form OPM-92 - Personnel Transaction Freeze Exception Request**

In order that the Office of State Finance can better understand the effect of personnel transactions on agency budgets and how the freeze exceptions are affecting your agency's expenditures (increasing, decreasing or not changed), Brandy Manek, Deputy Director of Budget and Policy, Office of State Finance, has asked me to distribute the following instructions which should be included on all OPM-92's submitted to your appropriate Cabinet Secretary for approval:

Vacant Position – include the difference of the prior monthly cost (i.e. when it was last filled) with the new monthly cost (i.e. cost for the new person filling this position)

Reallocation of Existing Position – include the difference of the prior monthly cost with the new monthly cost

Allocation of New Position - include the monthly cost of this position (salary, benefits and taxes)

If you are gaining savings elsewhere to pay for increases, please include that explanation in the notes/comments section.

(Attached FYI is a copy of Form OPM-92, Personnel Transaction Freeze Exception Request.)

# **PERSONNEL TRANSACTION FREEZE EXCEPTION REQUEST**

Date: \_\_\_\_\_

1. Agency Name/Number: \_\_\_\_\_

2. Position Type (check appropriate blocks):

Full Time     Part Time     Classified     Unclassified     Temporary Appointment

3. Transaction Type (check all that apply):

Fill a vacant position (new hire; reinstatement; promotion; demotion; or transfer to a vacant position).  
Name/Title of previous Incumbent/Position Identification Number (PIN)/Date Vacated and reason position was vacated.

\_\_\_\_\_  
 Reallocation of a position (if this may result in the promotion of incumbent, check here)   

\_\_\_\_\_  
 Allocation of a new position     Request unclassified budget code

\_\_\_\_\_  
Legal Authority for position: \_\_\_\_\_

4. Projected Job Title and Code, Minimum Monthly Salary: \_\_\_\_\_

5. Anticipated net monthly cost of transaction:    \$ \_\_\_\_\_

6. Projected effective date: \_\_\_\_\_

7. Sufficient funding is available in current and next year's fiscal budget:     YES

8. Special conditions requiring this exception: \_\_\_\_\_

9. Agency Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

10. Rejected:  REASON: \_\_\_\_\_

Approved:  \_\_\_\_\_

\_\_\_\_\_  
Cabinet Secretary Signature

\_\_\_\_\_  
Date

11. AFTER APPROVAL, INSERT NAME AND EMPLOYEE ID OF PERSON AFFECTED

Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

**Submit to Office of Personnel Management with Request for Personnel Action or other Appropriate Documents**