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TO: Department Directors
FROM: Michael N. Keathley 
SUBJECT: Accountability for Approval of Personnel Actions
DATE: March 1, 2006

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DIVISION OF PERSONNEL
JEFFERSON CITY, MO

In each agency the appointing authority has the ability to make appointments and is responsible for approving any personnel action materially affecting the payroll status of an employee. In Uniform Classification and Pay System (UCP) agencies, the authority to appoint, classify and establish compensation is subject to the provisions of the State Personnel Law and regulations. Similar policies exist for effective personnel management and public accountability in non UCP agencies.

Regardless of the agency, however, I want to remind you it is imperative that **your** agency has effective internal controls in place to insure proper approval, timely transmittal, and appropriate documentation of any personnel pay action. I am asking each department to review their approval processes and provide us with an assurance that internal controls are in place and effective. It is important this request be communicated to various divisions, boards or commissions of your department that are under different appointing authorities.

Further, I am asking each department to provide the following information to the Director, Division of Personnel:

- 1) Provide a copy of the form, memorandum or process used in your department (divisions, boards & commissions) for documenting that the approval by the appointing authority has been obtained prior to a material change being entered into the payroll system. The documentation **should** include the type of personnel action, classification and/or salary change (if any), the effective date, and the appointing authority's signature.
- 2) Indicate the title of the appointing authority or if the appointing authority's approval has been delegated, provide the title of the position responsible for approval.
- 3) Indicate where and how long the documentation for personnel transactions are maintained.

I am asking this information be submitted to Chester White, Director, Division of Personnel, by March 27, 2006. Questions may be directed to Mr. White at (573) 751-3053.