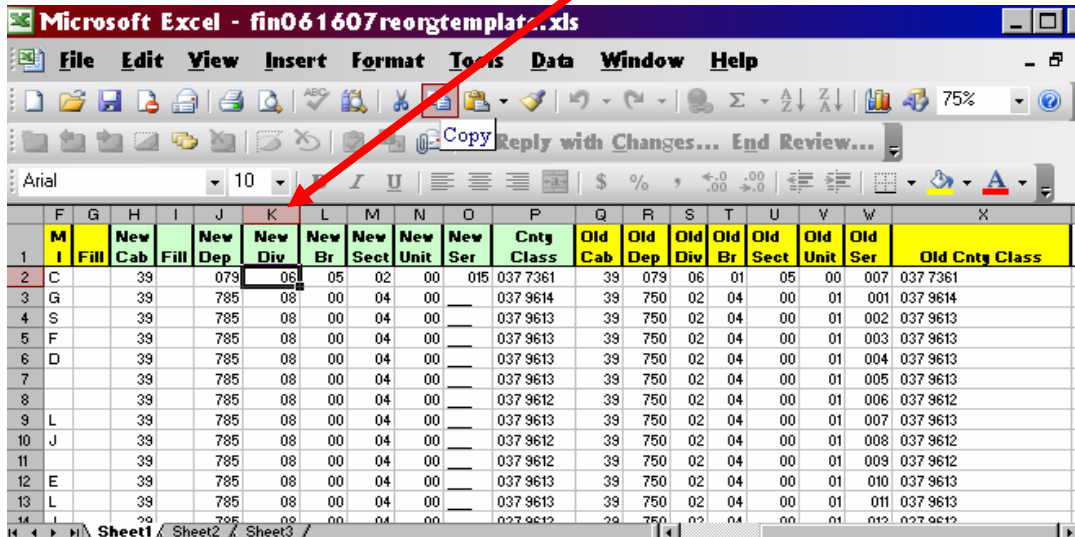


## Instructions for Reorganizational Spread Sheets

When there is a need for the Personnel Cabinet to process reorganizations for Agencies, the number of positions involved is greater than or equal to 25, the Personnel Cabinet, Department for Personnel Administration, Division of Employee Management, Processing & Records Branch, specifically: Mike Rice, will run jobs to create an Excel spread sheet.

This spread sheet will contain employee and positional information obtained from current data and as much of the new positional information and narrowed down as close to the "New" serial number as possible.

1. Agencies will need to fill in the spread sheet with the "New" positional information, starting at "New Div" and proceeding down to "New Ser".



The screenshot shows a Microsoft Excel spreadsheet titled "fin061607reorgtemplata.xls". The spreadsheet has columns labeled F through X. The headers for columns F through X are: M, New Cab, New Fill, New Dep, New Div, New Br, New Sect, New Unit, New Ser, Cnty Class, Old Cab, Old Dep, Old Div, Old Br, Old Sect, Old Unit, Old Ser, and Old Cnty Class. The data rows start with row 1 containing the headers. Row 2 starts with 'C' in column F, and subsequent rows contain numerical data. A red arrow points to the 'New Div' column header in row 1.

	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	M	New	New	New	New	New	New	New	New	Cnty	Old	Old	Old	Old	Old	Old	Old	Old	Old
2	I	Fill	Cab	Fill	Dep	Div	Br	Sect	Unit	Ser	Class	Cab	Dep	Div	Br	Sect	Unit	Ser	Class
2	C	39	079	08	05	02	00	015	037	7361	39	079	06	01	05	00	007	037	7361
3	G	39	785	08	00	04	00		037	9614	39	750	02	04	00	01	001	037	9614
4	S	39	785	08	00	04	00		037	9613	39	750	02	04	00	01	002	037	9613
5	F	39	785	08	00	04	00		037	9613	39	750	02	04	00	01	003	037	9613
6	D	39	785	08	00	04	00		037	9613	39	750	02	04	00	01	004	037	9613
7		39	785	08	00	04	00		037	9613	39	750	02	04	00	01	005	037	9613
8		39	785	08	00	04	00		037	9612	39	750	02	04	00	01	006	037	9612
9	L	39	785	08	00	04	00		037	9613	39	750	02	04	00	01	007	037	9613
10	J	39	785	08	00	04	00		037	9612	39	750	02	04	00	01	008	037	9612
11		39	785	08	00	04	00		037	9612	39	750	02	04	00	01	009	037	9612
12	E	39	785	08	00	04	00		037	9613	39	750	02	04	00	01	010	037	9613
13	L	39	785	08	00	04	00		037	9613	39	750	02	04	00	01	011	037	9613
14	I	39	785	08	00	04	00		037	9612	39	750	02	04	00	01	012	037	9612

2. As some "New" positional information may also contain employees/positions that have already moved due to other actions taking place with the same effective date, those positions will need to be lined off by placing "xxx" in the "New Ser" column of the Spread sheet.

The screenshot shows a Microsoft Excel spreadsheet with the following columns: F (M), G (I), H (New Fill), I (New Cab), J (New Fill), K (New Dep), L (New Div), M (New Br), N (New Sect), O (New Unit), P (New Ser), Q (Cnty Class), R (Old Cab), S (Old Dep), T (Old Div), U (Old Br), V (Old Sect), W (Old Unit), X (Old Ser), and Y (Old Cnty Class). The data rows (2-14) contain numerical values for these categories, with some cells containing 'xxx' or '015'. The spreadsheet is titled 'fin061607reorgtemplate.xls' and has a 75% zoom level.

By doing this and then returning to Mike Rice, those unnecessary positions may be deleted before processing the spread sheet.

For any questions regarding these spreadsheets contact Mike Rice at 564-6873 x.4130 or e-mail: <mailto:MikeN.Rice@ky.gov>