



December 6, 2023

ITPS Exception Report

Process Update, effective 1/1/2024

OFM

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What is the exception report?

- Report identifies discrepancies between HRMS or CTCLink and the ITPET
- Discrepancies include:
 - Position evaluation level vs HR/Payroll system
 - Position evaluation job family vs HR/Payroll System
 - Duplicate position numbers (mainly higher education due to system changes)

Discrepancy found, now what?

These may include:



- DRP/PRB decision was received but were not entered into the IT PET.
- Organization had been released and evaluation was not entered into IT PET.
- SHR Consult had been conducted, allocation had changed, and organization updated payroll system, but had not entered the evaluation into the IT PET.
- SHR Consult had been conducted, allocation had changed and the organization update the ITPET but not the HR/Payroll system.
- Keying error in IT PET or in organizations payroll system.
- Organization had not been released, however had an evaluation in the tool that had not gone through consult process.

Some may not be as easy to identify:

- The organization made their allocation decisions based on similar positions without going through their internal evaluation process, the SHR consult process or following the process set forth for same/similar positions.
- The organization sent the incumbent an allocation letter that was contrary to the actual IT PET evaluation information without doing an evaluation or allocation review.

What's next?



Next steps

State HR ITPS Coordinator Lead will:

- Run the exception report in January, April, July and October.
- Exception reports will be sent to the ITPS Coordinators (and back-up) at each organization with records identified on the report. HR Managers will be cc'd on the email for awareness.
- Each organization will be given 4 weeks to complete their review and make appropriate updates, following the ITPS SHR Consult process, if applicable, or their internal procedure (if released).
- Each organization with positions identified on the exception report will forward the spreadsheet back to the State HR ITPS Coordinator Lead with what actions were taken on each line item of the report.

Areas to review

- Review the Directors Review and/or Personnel Resources Board website to determine if there was a review or appeal for the position.
- Confirm with the position file what actions have been completed based on the evaluation of the position in question.
- Was there an evaluation completed? If not, complete one and follow the proper process (ITPS SHR Consult or internal, dependent upon if your organization was released or not).



For additional help or any questions:

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