



JOINT CIRCULAR

STATE OF NEW JERSEY

DEPARTMENT OF THE TREASURY

NO.: 09-14- CSC/PMC/OMB	ORIGINATING AGENCIES: CIVIL SERVICE COMMISSION (CSC) AND DEPARTMENT OF THE TREASURY DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION OFFICE OF MANAGEMENT AND BUDGET	PAGE 1 OF 3
EFFECTIVE DATE: 4-28-09	EXPIRATION DATE: INDEFINITE	SUPERSEDES: 99-03-PMC/OMB
SUBJECT: STATE EMPLOYEE WORK LOCATION CODE		
ATTENTION: DIRECTORS OF ADMINISTRATION AND AGENCY IT MANAGERS		
FOR INFORMATION CONTACT: OPERATIONS: eCATS - ecatsadmin@csc.state.nj.us TALRS - talrs.support@csc.state.nj.us BUILDING LOCATION - locationcode.support@csc.state.nj.us		

I. PURPOSE

This joint circular is meant to be a guide for the Agencies within the Executive Branch to ensure the maintenance of accurate records of employee work location assignments.

II. AUTHORITY

This policy is established under the authority of N.J.S.A 52:18A-191 et seq, and N.J.A.C. 17:11 et seq.

III. POLICY

It is the responsibility of each appointing authority to maintain accurate employee records including their assigned primary work location.

This information is to be updated within five (5) business days of when an employee changes their official workstation using one of the agency adopted electronic mechanisms as identified below. Each agency is required to utilize at least one of these three systems to maintain primary work location code data for each employee.

Several key enterprise systems and activities will depend on the accuracy of this primary work location code by employee. It is necessary for the agencies to monitor this data regularly to ensure proper accountability to work location of the State's workforce. This information is needed not only for

management of adequate space planning, compliance and standards, but also for Department of Labor and Workforce Development reports to the Federal Government, and requests by the Division of State Police for emergency notifications. In addition, the Department of Transportation, in the various ride-share efforts, requires information relative to the locations of the State's workforce. Various emerging enterprise systems related to staff management also require the use of employee work location.

Verification and certification of the accuracy of the assigned locations must accompany the agency's annual Space Planning Request (SPR) submission in accordance with Administrative Code. The agency must correct and/or modify location data directly in the original system used, and modify the counts appropriately prior to submitting the required SPRs.

IV. PROCESS

Location Code Updates and Agency Certification Procedures

The Division of Property Management and Construction maintains the system used to establish the official Building Location Code for all State occupied facilities. This eight-digit number is organized by county, municipality, facility and/or building, and type (which refers to owned or leased), and aids in facility management and budget planning. When the property is entered into the appropriate system, the number is created according to the address. This listing is provided to the Office of Information Technology for publication to the Agencies on NJDirect. Each month an update is made to accurately reflect those facilities eliminated due to lease reduction as well as new facilities added and occupied.

Three computer systems are utilized by the State to capture employee work location codes. They are:

1. Electronic Cost Accounting and Time Sheet System (eCATS)
2. Time and Leave Reporting System (TALRS)
3. Building Location Web Application

eCATS

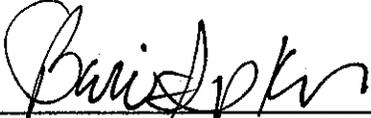
Agencies utilizing the eCATS system are required to maintain an up-to-date location code for each employee. eCATS allows for the capture of this information. In many agencies this mechanism is performed by individual employees using eCATS. In some agencies, the agency may elect to maintain a timekeeper function on all or segments of their employees. Each agency is directed to periodically validate the accuracy of the data collected. Information on use of the system can be obtained from your agency eCATS system administrator or from your Human Resources Officer. Agency eCATS system administrators should direct support questions to the CSC central email support account: ecatsadmin@csc.state.nj.us.

TALRS

Agencies utilizing the TALRS system are required to maintain an up-to-date location code for each employee. TALRS is a timekeeper oriented system and as such each timekeeper is to maintain accurate and timely location code information for each employee's primary work location. Information on use of the system can be obtained from your agency TALRS group coordinator or from your Human Resources Officer. Agency TALRS group coordinators should direct support questions to the CSC central email support account: talrssupport@csc.state.nj.us.

Building Location Web Application

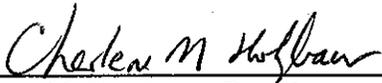
Agencies and/or subdivisions of agencies which are not utilizing either eCATS or TALRS are to utilize the Internet based application Building Location Web Application. This application is used to update employee primary work location information and is accessed through the New Jersey State portal (MyNewJersey Portal). Agency coordinators should direct access requests for portal authentications and support questions to the CSC central email support account: locationcode.support@csc.state.nj.us.



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