

Hot Off The Press

HRIS Report Distribution Changes

Due to requirements of the State Comptroller's office, selected reports produced by HRIS will be printed at your payroll printers **beginning this Friday, October 5, 2007**. Most of these reports require an acknowledgement form be signed and faxed to the State Comptroller's office by certain dates. Since the turn-around on receipt of the acknowledgement form is so quick, even so-called overnight delivery of the reports is not quick enough, as evidenced by the recent slow delivery of the preliminary copy of Annual Report (Statewide Hiring Practices for the Fiscal Year).

Most of these reports are distributed by the State Comptroller's office to a variety of entities including: the Texas Workforce Commission; the Legislative Budget Board; the Governor's Office of Budget, Planning and Policy; other elected officials; the Texas Veterans Commission and the American Legion.

We will e-mail you when we are notified of each report's availability, usually the day before you will receive the reports. We will include links in the e-mail to the State Comptroller's website for the appropriate acknowledgement form and more information about the specific report. Please note that unrelated reports are often included in the download from HRIS. Please shred any of these extraneous reports and ignore any error or warning messages.

The report to print this Friday is the final copy of the Annual Report (Statewide Hiring Practices for the Fiscal Year). No acknowledgement form is required for this final report. As you can tell from the preliminary version of this report sent out last week, it is an extremely bulky report, so you may want to warn those tending your printer.

For more information about this report, see <https://fm.x.cpa.state.tx.us/fmx/payper/annrpt/index.php>.

In addition to the Annual Report to print this Friday, other reports that will be printed this fiscal year are:

- EEO Reports (produced in January; Preliminary and Final report acknowledgement form required)
- Veteran's Quarterly Reports (produced in January, April, July, October; acknowledgement form required)

Please contact bpphelp@tamu.edu with problems or questions.