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OFFICE OF THE PUBLIC DEFENDER
PUBLIC UTILITIES COMMISSION

STATE OF HAWAII
DEPARTMENT OF BUDGET AND FINANCE
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ADMINISTRATIVE AND RESEARCH OFFICE
BUDGET, PROGRAM PLANNING AND
MANAGEMENT DIVISION
FINANCIAL ADMINISTRATION DIVISION

May 5, 2000

FINANCE MEMORANDUM

MEMO NO. 00-13

TO: All Department Heads

FROM: Neal Miyahira
Director of Finance

SUBJECT: Position File Update

To update our cost estimate of the recently arbitrated decision for HGEA units, and to estimate the potential cost impact on other bargaining units, we must update our position/salary files. To do so, the information noted on the attached is necessary. The information should be submitted in ASCII format (flat file) on a floppy diskette. If this requirement cannot be met, please have your staff contact Gordon Chang of my staff at 586-1605. A completed diskette should be transmitted to this office by June 16, 2000.

Thank you for your cooperation in this matter.

Attachment

Field Name	Length	From Column	To Column	Alpha (A)/ Numeric (N)	Notes
Position No.	6	1	6	AN	
Name	30	7	36	A	Leave blank if vacant
Title	30	37	66	A	
Status	1	67	67	A	"P" if permanent, "T" if temporary
Program ID	8	68	75	AN	
FTE	3	76	78	N	e.g., 100 for full-time, 50 for half time
Job Class	5	79	83	AN	
BU	2	84	85	AN	"01" for BU 1, "02" for BU 2, etc.
SR/Step	6	86	91	AN	
Salary	6	92	97	N	Annual amount as shown in budget bill
MOF	1	98	98	A	
Code	1	99	99	A	"A" for new position "D" for deleted position "M" for MOF changed "O" for other "P" if position was changed from permanent to temporary "T" if position was changed from temporary to permanent
Comment	30	100	129	AN	If code is letter "O", please explain here