

**Financial Management Circular:** 2009-1

**Effective Date:** July 1, 2009

**General Subject:** Human Resources

**Specific Subject:** State Personnel Department

**Authority:** IC 4-12-1-13(h)  
IC 4-15-1.8-7

**Application:** This circular applies to all state agencies, as that term is defined herein.

### **Section 1. Miscellaneous Provisions**

**Human Resources (HR) Defined.** The term "Human Resources" includes the development and administration of the HR system, rules, policies, and compensation plans for the executive branch of state government. This includes providing all strategic, transactional, and advisory human resources services required by State Agencies to achieve statewide and State Agency goals in the areas of (1) benefits, (2) compensation and organizational design, (3) employee relations, (4) HR related training, (5) Onboarding/New Employee Orientation, (6) employment and recruiting, (7) IT Support to the Peoplesoft HR application, (8) communication to all employees on HR related topics, (9) administration of the strategic hiring process, (10) maintenance of employee data and transactions, and (11) performance management .

**State Agency Defined.** The term "State Agency" shall mean an authority, a board, a branch, a commission, a committee, a department, a division, or another instrumentality of the executive, including the administrative department of state government. The term shall include bodies separate corporate and politic. The term does not include: the judicial or legislative departments of state government or a state educational institution (as defined in IC 21-7-13-32).

### **Section 2. Centralized HR Services**

**Centralized HR Services.** State agencies shall use the HR services provided by the Indiana State Personnel Department. The legislative and judicial departments and other instrumentalities of state government are encouraged to take full advantage of the centralized human resources services provided by the State Personnel Department (SPD).

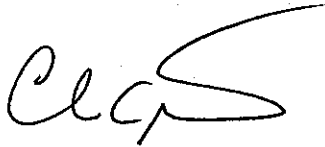
### Section 3. SPD Rate Setting & Billing

The SPD shall strive to provide its services at the lowest practical cost and manage state human resource needs in the most efficient and cost-effective manner.

The SPD shall create a schedule of rates for its services, which shall be available on SPD's website. SPD's rates for its services shall be directly attributable to the costs associated with providing these services. SPD's rates may change from time to time in order to ensure that SPD recovers no more than the costs associated with providing its services. SPD may charge additional surcharges to cover the costs of overhead and the SPD's statewide cost allocation plan allotment; such surcharges, however, shall not include the costs of special projects or other functions that should more properly be included in the cost of the SPD's services.

On October 1, 2009, agencies shall be billed for the months of July, August, September, and October, after which agencies will be billed on a monthly basis.

SPD's annual budget shall be subject to the review and approval of the State Budget Agency.



\_\_\_\_\_  
Christopher A. Ruhl  
Director, State Budget Agency

6 Aug 2009

\_\_\_\_\_  
Date



\_\_\_\_\_  
Daniel L. Hackler  
Director, State Personnel Department

8-6-09

\_\_\_\_\_  
Date