



## MEMORANDUM

March 5, 2007

TO: Fiscal Officers

FROM: Lisa Scharlott, Supervisor *Lisa Scharlott*  
State Accounting Vendor Compliance

SUBJECT: Backup Documentation for State Employees/CAS Vendor Database

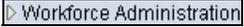
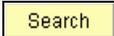
When submitting an original entry or a modification to existing information for State of Ohio employees (vendor type SE) on the CAS vendor database (VENE/M), backup documentation verifying active state employment must be sent to the Vendor Compliance group at State Accounting. Because the Human Capital Management (HCM) module of the new Ohio Administrative Knowledge System (OAKS) is live, **either** a Personnel Action form **or** three screen prints from the new system must be attached to the Notice of Vendor Entry or Notice of Vendor Modification.

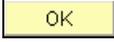
State Accounting will no longer accept an employee information screen print (HRID) from the personnel data base HRDPROD (CICS) as backup documentation for State of Ohio employees. Instead, submit either a Personnel Action form or the following three screen prints from OAKS:

Biographical Details Tab  
View Name Link  
Contact Information Tab

Here are the steps to follow in OAKS to access these screens.

### Backup Documentation for State Employees

1.	Navigate to the <b>Biographical Details</b> page first.  From the OAKS menu, Click the <b>Workforce Administration</b> link. 
2.	Click the <b>Personal Information</b> link.
3.	Click the <b>Modify a Person</b> link.
4.	Enter the desired information into the <b>Last Name</b> field.  Enter a valid value e.g. " <b>Evans</b> ".
5.	Click the <b>Search</b> button. 
6.	Print the <b>Biographical Details</b> tab screen.

7.	Click on the <b>View Name</b> link in the Primary Name Section. <a href="#">View Name</a>
8.	Print the <b>View Name</b> screen.
9.	Click the <b>OK</b> button to return to the Biographical Details tab. 
10.	Click on the <b>Contact Information</b> tab and print this screen.
11.	Submit these three screens as backup documentation with VENE/M for State of Ohio Employees (SE).

Address questions about this information to Lisa Scharlott at [Lisa.Scharlott@obm.state.oh.us](mailto:Lisa.Scharlott@obm.state.oh.us) or 614-466-1606.