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STATE PERSONNEL DIRECTOR OFFICIAL COMMUNICATION

SPDOC No. 17-08

TO: ALL APPOINTING AUTHORITIES, HUMAN RESOURCES OFFICERS,
AND RECOGNIZED EMPLOYEE ORGANIZATION

FROM: JANINE M. WINTERS, STATE PERSONNEL DIRECTOR

A handwritten signature in blue ink that reads "Janine M. Winters".

DATE: SEPTEMBER 29, 2017

SUBJECT: **AMENDMENTS TO REGULATION 7.01, DISBURSEMENTS FOR
PERSONAL SERVICES OUTSIDE THE CLASSIFIED SERVICE**

THIS DOCUMENT IS AVAILABLE UPON REQUEST IN ALTERNATIVE FORMATS. FOR FURTHER
INFORMATION CALL (517) 284-0115.

Starting next month, the process to request approval to make disbursements for personal services outside the classified service will be through the new Statewide Integrated Government Management Applications (SIGMA) system. The transition to SIGMA requires amendments to Regulation 7.01. Some changes update terminology, fields, or processes used in SIGMA (e.g., striking references to the now discontinued ADPICS system, adding references to CSRQ and RQN processes in SIGMA, summarizing the new process for emergency disbursements in SIGMA, using only five-digit commodity codes, etc.). SIGMA also does not allow amendments to expired CS-138s or agency-specific preauthorization of disbursements for personal services, so provisions on those actions will be deleted. Finally, changes to allow electronic filing of written appearances and distribution of guidelines are added. The attachments show the amended regulation in legislative and clean formats.

In accordance with Regulation 1.01, § 3.C, *Issuance of Civil Service Regulations*, Regulation 5.09 is being issued with an effective date of October 1, 2017. Questions on this regulation should be directed to the Office of the General Counsel at the address below or MCSC-OGC@mi.gov.

Attachments