

PERSONNEL MANAGEMENT BUREAU

2. Assignments Division

PERSONNEL MANAGEMENT BUREAU

Overview

Assignments
Division

Recruitment,
Counselling &
Promotion
Division

FSD Policy &
Administration
Division








Executive
Pool/Heads of
Mission Division

Services Centre

Employee
Assistance
Program


INFORMATION MANAGEMENT

Delivery Standard

1. Respond to requests re. positions; e.g., reclassification, conversion, freezing, deletion, creation (related to forms 1690)	<i>Initial response within 3 days</i> 
2. Initiate update of appropriate sections of PeopleSoft	<i>Within 5 days of action taken</i> 
3. Respond to enquiries from missions/divisions/employees on personnel issues	<i>Initial response within 2 days</i> 
4. Send declaration of intent to marry to ISDT	<i>Within 2 days of receipt</i> 
5. Prepare SIGNET messages on notices of death	<i>ASAP after confirmation of arrangements & background information</i> 
6. Amend PCFs (accreditation, family configuration, corrections, etc.)	<i>Within 2 days of receipt of all information</i> 
7. Transmit retirement/resignation information to relevant units	<i>Within 2 days of receipt of resignation letter</i> 

LWOP/ACTING PAY

Delivery Standard

1. Request for leave without pay	<i>Response within 10 days</i> 
2. Providing acting pay	
<ul style="list-style-type: none"> ➤ On assignment (initiated by HPF) ➤ Temporary 	<i>Within 5 days of start of assignment</i> <i>Within 2 days of receipt of form 1690 from HPC</i> 