



COMMONWEALTH of VIRGINIA

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MEMORANDUM

TO: Agency Human Resource Directors

FROM: Rue Collins White, Director
Agency Human Resource Services

SUBJECT: New PMIS Fields

DHRM is pleased to announce the latest features available in PMIS. These improvements provide additional data fields and transactions that will enhance the safety of our workforce and ensure our ability to reach employees during emergency situations. They represent some of the many ways in which DHRM and the Office of Commonwealth Preparedness are working collaboratively on issues pertaining to workforce management and emergency preparedness.

- New data fields on Transaction PSE091, Personal Update
 1. Extension for employee state phone number
 2. State issued cell phone number (must also provide carrier)
 3. State issued pager or PDA number (must also provide carrier)Carriers are VER (Verizon), SPR (Sprint), ATT (AT&T), TMO (T-Mobile), USM (USA Mobility), NEX (Nextel), and USC (US Cellular).
- New Transaction, PSE095, Personal Emergency Contact Information
 1. Second home contact phone number (in addition to current home phone)
 2. Home e-mail address
 3. Employee emergency medical information
 4. Three emergency contacts
 - a. Names of contacts
 - b. Mailing address of contacts
 - c. Relationship of contacts to employee
 - d. Two phone numbers for each emergency contact

In order to ensure that complete employee information is available in the event of an emergency, it is important that agencies immediately begin using these new features and ensuring that the data remains accurate. Please contact your assigned Agency Human Resource Management consultant or the DHRM Helpdesk at ihelp@dhrm.virginia.gov if you have questions. Thank you for your cooperation.