




**MEMORANDUM**  
**DHR No. 03-2007**

**DATE:** December 17, 2007

**TO:** Department Heads/Personnel Officers  
Departmental Payroll and Personnel Clerks

**FROM:** Micki Callahan   
Human Resources Director

**SUBJECT: Cancellation of Requisitions**

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At the request of the Mayor's Office, the Department of Human Resources ("DHR") has completed an audit of open and available requisitions in the PeopleSoft system. To date, there are 3,074 approved available requisitions.

After careful review, the Mayor's Office has instructed DHR to cancel, effective immediately, all Permanent ("P") and Declared Permanent ("DP") requisitions currently with the PeopleSoft status of "Open," and a final approval date prior to July 1, 2007. Requisitions otherwise meeting this criteria that are currently under certification from an eligible list will be evaluated for cancellation on a case-by-case basis.

DHR will work with departments and the Mayor's Office to identify other requisitions approved prior to July 1, 2007, including Permanent Exempt and Temporary Exempt requisitions, that should be cancelled.

Departments are reminded of their responsibility to perform regular audits of their approved and available requisitions in the PeopleSoft system to ensure that hiring intentions are accurately reflected. PeopleSoft queries (REQ\_OPEN\_ONE\_DEPT and REQ\_BY\_STATUS\_1\_DEPT) are available for you to determine which requisitions are being cancelled, and to further audit your approved and available requisitions. For assistance, please contact your Client Services Representative.

Thank you for your cooperation and understanding.