

STATE OF MAINE
DEPARTMENT OF PERSONNEL

February 27, 1978

PERSONNEL MEMORANDUM 8-78

TO: All Agency Heads and Personnel Officers/Business Managers
SUBJECT: Conversion to the Automated Employee File

The attached schedule is published to ensure completion of the conversion to the automated Employee File by the end of June, 1978. The schedule provides for conversion over a 31 working day period for each agency. Once an agency has completed conversion, all manual records keeping will cease except for that required to establish, fill or change positions.

Agency heads are requested to afford this conversion the greatest practical degree of priority to ensure that the schedule may be met. It is particularly important that personnel officers/business managers and personnel/payroll employees be fully trained and knowledgeable.

The agencies to be converted can expect to be fully involved in this process for about 10 days of the 31 day cycle. These are day 17 through 25 and day 31. When conversion is complete, daily maintenance of the system should require considerable less effort than is currently the case.

The employee system will be fully operational on July 10, 1978, if the schedule is met. This will permit us to concentrate on full automation of the position file and to begin integration of the payroll, employee and position files. Agencies can also expect to receive accurate reports derived from the data base that will then be available. For this latter purpose, agencies are advised that we will be requesting definition of agency report requirements during April and May.

Questions concerning the schedule or the employee system may be directed to Jeannie Johnson - 289-2611.

THIS MEMORANDUM EXPIRES ON AUGUST 1, 1978 UNLESS SOONER SUPERSEDED.

ROBERT J. STOLT
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION REQUIREMENTS