

STATE OF MAINE  
BUREAU OF HUMAN RESOURCES

November 17, 1987

**HUMAN RESOURCES MEMORANDUM 16-87**

**TO:** Department/Agency Heads/Personnel Officers

**SUBJECT:** EMPLOYEE ADDRESSES

On December 15, 1987, the Department of Administration is scheduled to distribute the first edition of an employee newsletter to the employees listed on the attached printout for your department.

Please take the time to verify the addresses from your records - or preferably from the employees involved - and submit corrections to us using a Human Resource Profile. You must have your corrections in the Bureau of Human Resources prior to 5:00 P.M. on December 9 to guarantee the addresses will be corrected in time for the printing of labels for the newsletter.

Employee addresses on the MSA system are increasingly important to a variety of users. You should periodically check the addresses of all your employees to maintain accuracy. Verification at the time of annual performance appraisal or merit review, return from leaves or transfer is ideal.

You probably already have employees reporting the data to you for purposes such as benefits or payroll. Careful coordination can ensure the address is changed on all systems.



Nancy J. Kenniston  
Director  
BUREAU OF HUMAN RESOURCES

Attachment