

STATE OF MAINE
BUREAU OF HUMAN RESOURCES
December 30, 1987

HUMAN RESOURCES MEMORANDUM 23-87

TO: Personnel Officers

SUBJECT: Data Improvement Schedule for January, February, and March 1988

The following schedule is in effect to improve specific data quality on the MSA Human Resources System.

L3 and MCD Codes

Due Date: January 30, 1988

On December 29th a report of all your employees (active and inactive) was printed and distributed for you to verify and correct. A separate instruction letter accompanied the report.

Screen 160 is available to on-line users to make corrections.

Employee Sex Code, Birthdate and EEO Code

Due Date: February 28, 1988

On December 31st SRG Report #37 of all your employees (active and inactive) will be printed and distributed for you to verify and correct. A separate letter will provide detailed processing explanation.

Screen 167 will be available to on-line users on January 8, 1988 to make corrections.

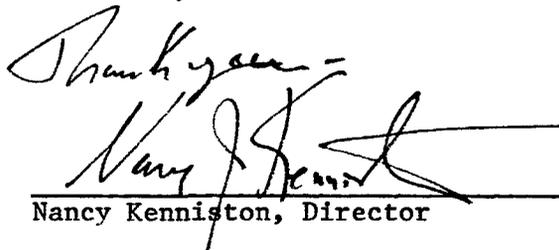
Employee Service Dates

Due Date: March 31, 1988

On January 4, 1988 SRG Report #62 of all your employees (active and inactive) with current service dates will be printed and distributed for you to verify and correct. A separate letter will provide detailed processing explanation.

Screen 162 is available to on-line users of the system to make corrections.

Please try to adhere to this schedule.



Nancy Kenniston, Director

NK/jtc