

**STATE OF MAINE  
BUREAU OF HUMAN RESOURCES**

**APRIL 12, 1988**

**HUMAN RESOURCES MEMORANDUM 4-88**

**TO:** Personnel Officers

**SUBJECT:** The Revised New Hire Form PER52

The New Hire Form (PER52) used to gather data to enter a new employee record on the on-line personnel system has been revised. This was done because by July 1 most state agencies will be doing personnel on-line processing. The format of the new form will make it easier to enter data into the system. Data elements no longer required have been removed from the form. You no longer write in the employee's annual, biweekly and hourly salary if the employee will be paid from an existing salary spec, grade and step. You still need to enter the annual, biweekly and hourly salary for those employees whose salaries will not fall within an existing salary spec, grade and step.

The following data is not required on the revised form:

1. Job Class Option and Code
2. Classified/Unclassified
3. Direct Hire
4. Normal Hours
5. Administrative Unit
6. Position Type

The following data has been added to the New Hire Form. This is data which was not on the current form but which is now used by the MSA system.

1. Work Telephone and Extension\*
2. Building Name\*
3. Levels 3-7
4. Civil Service Status (If an employee has Civil Service Preference, the coding should be "P"; if not, this field should be blank).
5. Original Hire Date
6. Adjusted Service Date
7. Date in Current Department
8. Longevity Date
9. Current Hire Date

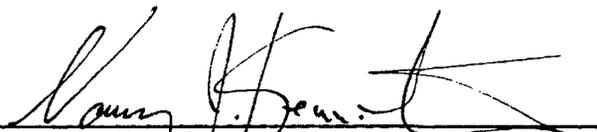
\*-Optional

See the definitions for the Employee Service Dates in the attached Appendix 23.

Please use up your current supply of New Hire Forms before you order the revised copies (order # - PER52 1/88). You have been provided with a set of the Revised New Hire Forms to use until you have received a supply of these forms.

If you have any questions, please contact Richard Paradis at 4410 or Tom Collins at 4407.

Thank you for your cooperation.



Nancy J. Kenniston  
Director