

DEPARTMENT OF ADMINISTRATION

Bureau of Human Resources

October 16, 1989

HUMAN RESOURCES MEMORANDUM 17-89

TO: Department Heads/Personnel Officers/Directors of
Administrative Services

SUBJECT: ANNUAL LONGEVITY BONUSES FOR CONFIDENTIAL EMPLOYEES

Attached are the October 13th Reports (see Human Resources Memorandum 14-89) which show employees in your department who will and who will not receive the January 1, 1990 longevity bonus.

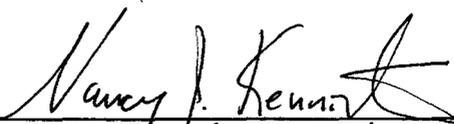
This report is prepared for you to make a final verification of these employees prior to beginning the payment process.

This Friday, October 20, 1989, we will furnish the State Controller the names of the employees who are determined eligible and who appear on the list.

The State Controller will prepare a special payroll for this purpose. If the entries are correct, you will need to only authorize the payroll to have the checks printed. If the special payroll is not correct, you will need a Human Resource Profile authorized by the Bureau of Human Resources to make changes.

Checks will be printed by the State Controller during the first two weeks of December and forwarded to you for distribution in the usual manner.

Please take this time to review these lists again to make sure names appear on the correct lists with the correct amount of the bonus beside the name.



Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES

Attachment