

DEPARTMENT OF ADMINISTRATION  
Bureau of Human Resources

November 30, 1990

**HUMAN RESOURCES MEMORANDUM 23-90**

**TO:** Department/Agency Heads/Personnel Officers  
**SUBJECT:** Employment Information Available to Compile Seniority Lists

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As many of you prepare for potential layoffs in your agency, you will have to research employee records. While there is no automated method to present the necessary history to you, we do have information which could help you focus your research on specific employees.

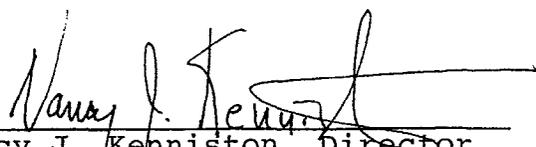
Attached are three reports for your use:

- REPORT 1.** An alphabetical listing of all your active and inactive employees with key salary data.
- REPORT 2.** An alphabetical listing of all your active and inactive employees by job class title and key employment dates.
- REPORT 3.** A listing of all your positions which have an expiration date after November 30, 1990 by job class title.

You are encouraged to use these reports in conjunction with employee data you currently have on file.

In some cases, agency records are incomplete or employees have prior service in another department. In such cases, you may request from this Bureau microfiche copies of personnel records showing all authorized actions since date of hire. A viewer is required to read microfiche records. If you do not have a viewer available to you, we have a viewer in this office which can be used upon request.

Please determine your information needs and direct your requests to the attention of Richard Paradis.

  
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Nancy J. Kenniston, Director  
BUREAU OF HUMAN RESOURCES

Attachment

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS