

DEPARTMENT OF ADMINISTRATION

Bureau of Human Resources

March 20, 1991

**HUMAN RESOURCES MEMORANDUM 10-91**

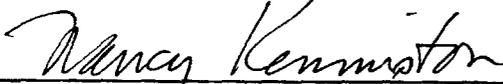
**TO:** All Personnel Officers, Directors of Administrative Services, Payroll Managers

**SUBJECT:** Correction to Human Resources Memorandum 9-91

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Attached is a new 'calendar' to replace the one which accompanied Human Resources Memorandum 9-91.

On the previous calendar, the activities scheduled for April 8, 1991, were incorrectly reported. Please use the dates on the replacement calendar to schedule your activities.

  
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Nancy J. Kenniston, Director  
BUREAU OF HUMAN RESOURCES

Attachment

# March 1991

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Cycle A Pay Date

Cycle B Pay Date

Cycle A Pay Date

Cycle B Pay Date

Cycle A Agencies do last T&A at Old Rates

Pay Processing for 4/04 Cycle A - Old Rates

Apply Increase to Cycle A New Salary Table Loaded

# April 1991

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Deliver Reports to Cycle A for Review. Cycle A does Personnel Changes. Cycle B T&A at old rates, no Personnel changes. <p style="text-align: right;">1</p>	2	3	Last Cycle A Paydate at Old Rates <p style="text-align: right;">4</p>	Pay Processing for 4/11 Cycle B at Old Rates <p style="text-align: right;">5</p>	Apply Increase to Cycle B <p style="text-align: right;">6</p>
7	Deliver reports to Cycle B. Cycle B does Personnel Changes. Cycle A T&A at new (split) Rates - no Personnel Changes. <p style="text-align: right;">8</p>	9	10	Last Cycle B Paydate at Old Rates <p style="text-align: right;">11</p>	Pay Processing for 4/19 Cycle A using New (split) Rates - Split Pay Period Adjustments. <p style="text-align: right;">12</p>	13
14	Patriots' Day <div style="text-align: center;">  </div> <p style="text-align: right;">15</p>	Cycle B T&A at New Rates <p style="text-align: right;">16</p>	17	18	First Cycle A Paydate at New (split) Rates Pay Processing for 4/26 Cycle B at New Rates <p style="text-align: right;">19</p>	20
21	22	23	24	25	First Cycle B Paydate at New Rates Pay Processing for 5/03 Cycle A at New Rates <p style="text-align: right;">26</p>	27
28	29	30				