

DEPARTMENT OF ADMINISTRATION

Bureau of Human Resources

October 9, 1991

HUMAN RESOURCES MEMORANDUM 36-91

TO: Personnel Managers

SUBJECT: 1991-1993 Voluntary Cost Savings Program - Revised Worksheet

The 1991-1993 Voluntary Cost Savings Program requires the Bureau of the Budget to track and capture savings generated under the Program. To accomplish this, the Bureaus of Human Resources and Budget have agreed to a single Voluntary Programs worksheet that meets the needs of both agencies. The new worksheet is introduced by the attached memorandum issued jointly by the Bureau of Human Resources and the Bureau of the Budget.

Worksheets that have already been submitted by agencies to the Bureau of Human Resources are being returned to you for resubmission on the new form with the more detailed budget information. We regret the inconvenience of redoing forms already submitted.

You do not need to purchase the new forms. A small supply is furnished with this memorandum. If you need additional copies of the form, please Helen Shelton in the Bureau of Human Resources (4406).



Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES

- Attachment #1 - Joint Memorandum
- Attachment #2 - Revised Form PER 106b 9/91
- Attachment #3 - Returned Worksheets, if applicable

MAY BE COPIED LOCALLY TO MEET DISTRIBUTION NEEDS

INTER-DEPARTMENTAL MEMORANDUM

October 8, 1991

TO: Agency Heads, Directors of Administrative Services,
Financial Officers, Personnel Officers and Payroll
Officers

FROM: *G.W. Buker*
G. William Buker, State Budget Officer
Bureau of the Budget

Nancy J. Kenniston, Director *Nancy J. Kenniston*
Bureau of Human Resources

SUBJECT: Revised Worksheet for Voluntary Programs

Chapter 591 of the Public Laws of 1991 authorizes a Voluntary Cost Savings Program similar to last year's and requires that General Fund savings under this Program be identifiable. In order to properly track savings under the Program, we have modified the Worksheet (Form PER 106a 7/91) that was issued in July. As you may remember, during last year's Program, agencies were required to complete separate forms for human resource and budgetary purposes. The form introduced here serves both purposes, and it is made available to you as a 3-part carbonized form.

A number of worksheets have been submitted since July 1991 on the revised worksheet that was distributed this summer. We must ask you to redo these on the new forms. The forms you have submitted are returned here. Do not submit any more worksheets on this form, or they will be returned to you. We apologize for the inconvenience of redoing these forms, but we hope that in the end there will be less paperwork overall.

GWB/NJK/mg

Enclosures