

DEPARTMENT OF ADMINISTRATION
Bureau of Human Resources

October 10, 1991

HUMAN RESOURCES MEMORANDUM 38-91

TO: Commissioners/Agency Heads, Directors of Administrative Services, Personnel Officers

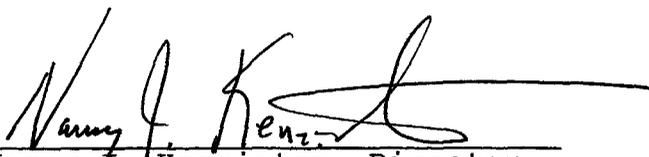
SUBJECT: Retroactive Payment for July 1st Salary Adjustments

The purpose of this memorandum is to inform agencies of the approximate date that retroactive payments can be made for the July salary adjustments.

Due to the complexity of the effort that is necessary to calculate these adjustments, and the numerous competing priorities that have been imposed on payroll processing in the last few months, retroactive checks cannot be prepared until early December.

The MFASIS project team will be developing specifications for pay transactions, reports and agency payroll procedures that will be required to support this effort immediately after completing work on the October pay changes and on the support necessary to implement "time off without pay" agreements.

It is anticipated that complete instructions, including precise check dates, will be published in late November, and that checks will be produced and delivered to employees in the first two weeks of December.


Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES

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