

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES

Bureau of Human Resources

May 15, 1992

HUMAN RESOURCES MEMORANDUM 10-92

TO: Personnel Officers and Personnel Managers

SUBJECT: Voluntary Cost Savings Program for FY 92-93

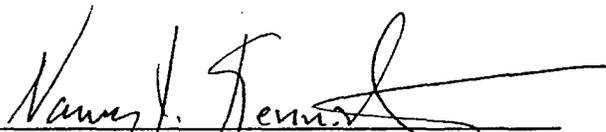
Pursuant to Chapter 591 of the Public Laws of 1991, the Voluntary Cost Savings Program will continue through the coming fiscal year, with an end date of June 30, 1993. In order to properly track savings, we are continuing use of the Worksheet (Form PER 106c), which has been revised for use in Fiscal Year 1992-93.

Attached is a supply of the new worksheets for the Fiscal Year 92-93 Voluntary Cost Savings Program. Instructions for use of the form are on the back.

If you submitted FY 91-92 forms with FY 92-93 savings specifically identified on them, they are returned to you here. Please resubmit a new worksheet for FY 92-93.

Conversely, if you submitted a FY 91-92 form that did not identify FY 92-93 savings for which program participation will occur in FY 92-93, please submit a new worksheet for FY 92-93.

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 contact Helen Shelton in the Bureau of Human Resources (289-4406).


Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES

Attachment #1 - Revised Form PER 106c 4/92

Attachment #2 - Returned Worksheets, if applicable

Fiscal Year 1992 - 1993

Voluntary Programs Worksheet

Administrative & Financial Services

Employee Identification Part 1		
Employee Name	Employee Number	
Department Name	Department Number	
Job Class Title	Job Class Code	Position Number

Program Identification Part 2		
<input type="checkbox"/> Reduced Workweek	<input type="checkbox"/> Shared Position	
<input type="checkbox"/> Position Leave	<input type="checkbox"/> Sporadic Days Off	
Begin Date _____	End Date _____	Duration in Hours _____

Personal Service Savings Part 3	
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MFASIS Account Number _____					
Account Name _____					
C&O	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Total					

Approvals Part 4	
<input type="checkbox"/> Approved as Submitted by the Employee	<input type="checkbox"/> Modified <input type="checkbox"/> Denied
Prepared by _____	Date _____