

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

Bureau of Human Resources

September 15, 1992

HUMAN RESOURCES MEMORANDUM 21-92

TO: Directors, Administrative Services
Personnel Managers/Officers

SUBJECT: MFASIS TRAINING

MFASIS training in human resource and payroll processing has been requested by several agencies.

So that we may plan for this training, we are asking all agencies to provide this Bureau with lists of all employees in need of this training.

Please provide the names of all employees who should be trained to this Bureau by October 2, 1992.

These lists must contain the following information:

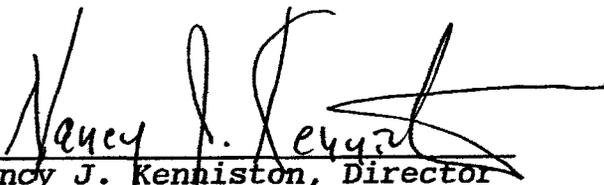
Employee Name

Agency

Phone Number where the employee can be reached

Type of training desired (HR, Payroll, or both).

Thank you.


Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES