

**DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL
SERVICES**

Bureau of Human Resources

September 22, 1994

HUMAN RESOURCES MEMORANDUM 10-94

TO: Agency Personnel Managers

SUBJECT: Microfiche Records of Time Off Without Pay

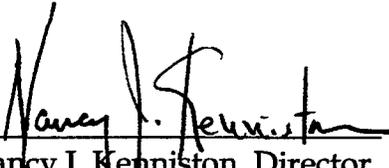
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Enclosed are microfiche records of all time off without pay that was taken by employees during fiscal year 1994. As in past years, these records are sorted by employee number.

Also enclosed are exception reports that list all employees for whom the amount actually withheld from pay (history amount) does not equal the fully burdened rate times the hours processed for that pay check. In most cases, these exceptions occur for employees who work "rotating" or "swing" shifts, as the shift rate is not a part of the fully burdened rate.

Please report any necessary corrections to this Bureau as soon as possible.

Thank you.


Nancy J. Kenniston, Director

BUREAU OF HUMAN RESOURCES