

# DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

Bureau of Human Resources

September 7, 1994

## HUMAN RESOURCES MEMORANDUM 9-94

TO: Agency Heads, Personnel Managers, Directors of Administrative Services

SUBJECT: Return to Full Workweek

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All employees who are currently subject to the one hour workweek reduction will return to a full workweek effective the workweek starting closest to October 1, 1994. All agencies must inform all employees of this change to work schedules.

The MFASIS system will make the changes to REDUCEWK automatically, as follows:

### Cycle A Agencies

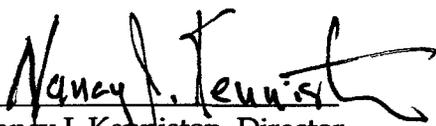
Normal REDUCEWK processing will take place for the pay cycle ending September 30/October 1. The REDUCEWK autopay will be inactivated after T&A processing for this pay period (during the weekend of October 8), so that no REDUCEWK will be processed for the pay cycle starting on October 1/2.

### Cycle B Employees

October 1 falls halfway through a pay for cycle B agencies. REDUCEWK hours will be halved automatically for all Cycle B employees during the weekend of October 8, so that only one week REDUCEWK will be processed for the September 25 - October 8 pay period. REDUCEWK will be inactivated after T&A processing for this pay period (during the weekend of October 15), so that no REDUCEWK will be processed when payroll is processed for the pay cycle starting on October 9.

No special reporting to agencies will accompany these changes. Please feel free to contact this Bureau or Accounts and Control, as appropriate, with any questions or concerns that you may have.

Thank you.

  
Nancy J. Kenniston, Director

BUREAU OF HUMAN RESOURCES