

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES

**Bureau of Human Resources
October 1, 1997**

HUMAN RESOURCES MEMORANDUM 12-97

TO: All Agency/Department Heads/Personnel Officers/EEO Officers

SUBJECT: Forms

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The following forms are now on the Bureau of Human Resources homepage. They are available for you to download in Microsoft Word or Lotus Wordpro formats with the exception of Federal Form I-9. This form is downloaded from and viewed with the Adobe Acrobat reader. A link is provided to go to the Adobe site to download the viewer if necessary. You can get to the BHR forms site one of two ways: either the Internet or Intranet. The URL'S are as follows:

INTRANET	http://only.state.me.us/emp_news/bhrforms.htm
INTERNET	http://www.state.me.us/bhr/bhrforms.htm

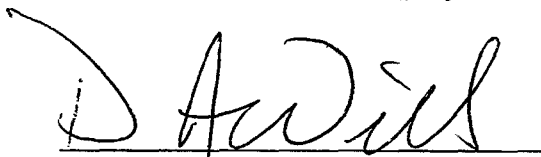
The forms listed below will not be stocked by the Bureau of Human Resources or the Bureau of Purchases Warehouse in the future.

As changes are made to these forms you will be notified by HR Memo. The latest version of all forms will be on the BHR homepage until further notice.

If you do not have access to the BHR homepage you may obtain a diskette with these documents by contacting Jerry Rogers at the Bureau of Human Resources 287-4434. However, increasing amounts of Human Resources material that will be essential for you to do your job will be presented via the state's internet. You should move as quickly as possible to obtain access to the internet.

PER FORM 10	Personnel File Authorization Form
PER FORM 15	Requisition For Employee Instructions For Using The Form Definitions For Certification Types
PER FORM 18	Request For Placement On The Reemployment Register
PER FORM 51	New Position Requisition Form
PER FORM 52	New Hire

PER FORM 53	General Employee Information
PER FORM 54	Termination Form
PER FORM 61	Trainee/ Apprentice Agreement
PER FORM 62	Retroactive Personnel Record Adjustment Worksheet
PER FORM 108A	Continuation Of Benefits Coverage
PER FORM 108F	Voluntary Programs Worksheet
PER FORM 109	Repayment Of Shutdown Days
PER FORM 113	Human Resources Records Request Form
PER FORM 115	Voluntary Cost Savings Program Application
PER FORM 116	5% Salary Option Form
PER FORM 117	Retirement Plan & Benefit Option Form
PER FORM 117A	Retirement Plan Options
	HR Memo 7-94 Retirement Benefits Option Memo
PER FORM 118	Register Update Form
PER FORM 119	Performance Management Form Instructions For Using The Form Procedures For Electronic Entry To Form
PER FORM 121	Record Of Employee Discipline
PER FORM 122	Request For Placement On The Transfer/ Demotion Register
FJA-1	Administrative Report Of Work Content Instructions For Using The Form
INS FORM I-9	Employment Eligibility Verification Form



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BUREAU OF HUMAN RESOURCES