

DEPARTMENT OF ADMINISTRATION

Bureau of Human Resources

December 20, 1990

**HUMAN RESOURCES MEMORANDUM 28-90**

**TO:** Personnel Officers/Directors, Administrative Services

**SUBJECT:** Errors in Current Hire Date

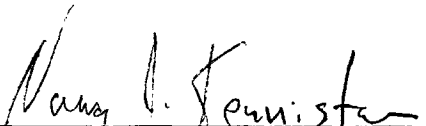
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The State Auditor has recently identified an error in the current hire date for many employees. The most prolific error occurred when the employee records were converted to the new system and employees who did not have a current hire date were electronically given the date of October 8, 1989.

I believe you are all aware of the tremendous importance attached to this date in the various areas of human resources management.

The attached report shows all employees in your processing company which have this particular date. You should research this particular date as soon as possible and make the necessary changes to the MFASIS Human Resource system. Please create a Human Resources Profile with the message 'correct hire date'.

The definition of this date is in your MFASIS Human Resources documentation. If you need further help in determining the date for a specific employee, please contact Jeannie Johnson at 289-4433 in the Bureau of Human Resources.

  
Nancy J. Kenniston, Director  
BUREAU OF HUMAN RESOURCES

Attachment

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS