

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES  
Bureau of Human Resources  
#4 State House Station

January 25, 1996

HUMAN RESOURCES MEMORANDUM 3-96

TO: Heads of Departments, Personnel Officers, Directors of  
Administrative Services, Payroll Officers, Equal Employment  
Opportunity Officers

SUBJECT: Worksheet Form For 1996 Retirement Incentive Program (Per  
Form 120)

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This Memorandum is in follow-up to Human Resources Memorandum 1-96.

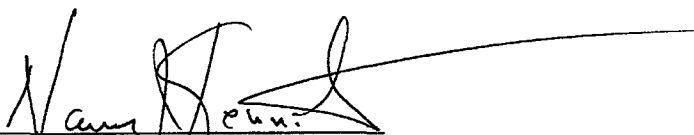
The purpose of this Memorandum is to clarify the routing of the Bureau of Human Resources' Worksheet Form for the 1996 Retirement Incentive Program (Per Form 120).

Per Form 120 is a three-part form. As shown at the bottom of the Per Form 120, the white copy must be forwarded to the Bureau of Human Resources **together with the Termination Form.**

The canary copy stays with the employing department.

The pink copy is the employee's copy.

This ends the routing process. Please do not make and forward another copy of the Per Form 120 to the Maine State Retirement System. The Retirement System does not have any use for this information. The information that the Retirement System is asked to capture by law is being captured on its own #CL-0057 Form, and this "Intent-To-Participate" form must be returned to the Maine State Retirement system by participating employees no later than February 1, 1996.

  
Nancy J. Kenniston, Director  
BUREAU OF HUMAN RESOURCES