

**DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
BUREAU OF HUMAN RESOURCES**

December 5, 2000

**HUMAN RESOURCES MEMORANDUM 8-00**

TO: All Agency Heads, Human Resource Representatives

SUBJECT: PROCESSING OF PERFORMANCE APPRAISALS

As you know, a special salary adjustment will be effective January 1, 2001. In order to ensure that performance appraisals are completed in a timely manner and that the upcoming salary adjustments are properly implemented for our employees, current and overdue performance appraisals must be processed immediately.

Merit increases for Cycle B must be entered into MFASIS during the week of December 17, 2000. Merit increases for Cycle A must be entered during the week of December 24, 2000.

Consistent and meaningful performance evaluation remains a practical and important tool to maximize employee performance and development. The timely processing of current and overdue merit increases appropriately recognizes employee performance and will significantly reduce the need for time-consuming corrections and delays in proper payment. Your cooperation in this effort is appreciated.

**S / Donald A. Wills**

Donald A. Wills, Director  
Bureau of Human Resources