

STATE OF MAINE
DEPARTMENT OF PERSONNEL

July 19, 1979

PERSONNEL MEMORANDUM 19-79

TO: All Agencies/Departments for Distribution to
Personnel Officers

SUBJECT: EMPLOYEE HISTORY

Computer runs are available from Central Computer Services showing employee history for computing seniority.

The lists are available to individual departments for their employees only. All costs are borne by the user and the material is to be maintained by the personnel staff of the agency as confidential material.

To receive your list, provide Richard Paradis, Department of Personnel with your computer billing code (in order to obtain a billing code contact Carl Weston, Deputy Director - Central Computer Services - Tel. 3631), the number of copies needed, how often you wish to have a listing and whether you wish your list by any special method (by Division within Department, etc.).

Please notify Jeannie Johnson, Department of Personnel of errors in the computer list so they can be corrected. Thank you.

If you wish to compute your seniority without cost, our files are available for authorized use upon request.

JADINE R. O'BRIEN
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS