



County of Henrico, Virginia

Interoffice Memorandum

TO: Agency Heads & Key Officials

SUBJECT: Deadlines for Submitting
Personnel Transactions

FROM: Director of Human Resources

DATE: November 4, 2003

Please share this memo with all staff who are responsible for departmental personnel and payroll matters as well as all supervisors who may be making hiring decisions between now and the end of the calendar year.

As we approach the end of CY 2003, we need your help. The upcoming holiday schedule impacts our MAPS deadlines making it very difficult to process all the changes we receive within this shortened period of time. We would appreciate your help in making sure that the paperwork from your agency for personnel transactions effective during this period are received in the Human Resources Department by the effective date (see chart below). Examples of these types of personnel transactions are:

- Promotions
- Career development changes
- Demotions
- Leave without pay (LWOP)
- New hires
- Terminations
- Transfers
- Location code changes
- Leave adjustments
- Position actions
- Reinstatements

Below are the revised deadlines for upcoming payperiods

<u>Payperiod</u>	<u>Begins</u>	<u>Paperwork Due To Personnel—no later than</u>	<u>Payday</u>
B11	11/05/03	11/14/03	11/21/03
B12	11/19/03	11/19/03	12/05/03
B13	12/03/03	12/03/03	12/19/03
B14	12/17/03	12/17/03	01/02/04
B15	12/31/03	12/31/03	01/15/04

Your help is greatly appreciated—please let us know if you have any questions.

George H. Cauble, Jr., SPHR