

October 2, 2006



MEMORANDUM

TO: All HRPartners
FROM: Brett L. Morris,
Assistant Vice President for Human Resources
SUBJECT: Biographical Data Update (OHR 2007-005)

We are about to send biographical data sheets to all employees for them to review. **If there are no changes, the employees don't need to do anything.** If there are changes, they'll be asked to return them to your area's personnel/payroll coordinator.

Could you please make sure the forms are sent to Records in Human Resources? We hope that the new PeopleSoft upgrade will eventually take over much of this task from you.

Here are the dates to watch for:

October 3	Letters are sent to all employees
October 18	All updates must be returned to the area's personnel/payroll coordinator
October 31	All updates must be in Records area of Human Resources

As always, thank you for your help.

OHR 2007-005