

TO: AGENCY PERSONNEL ADMINISTRATORS/PAYROLL OFFICERS

RE: 301's for PARS

DT: July 26, 1999

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Please be advised that 301s for PARS increases will not automatically be generated. Each agency must generate 301s for all managers eligible to receive an increase.

Enclosed you will find a roster of current managers within your agency based on APS data. You may find this information helpful. Three percent increases/lump sum payments were calculated and included for all but part-time employees. The calculated increase assumes a 3% increase. Therefore, increases for managers receiving less than 3% will have to be recalculated.

If you would like a copy of the excel spreadsheet used in preparing this roster, either e-mail Dr. Weeks at bob.weeks@po.state.ct.us or send a diskette along with a return envelope to him at DOIT, Room 318, 340 Capital Avenue, Hartford, CT. 06106. Contact Bob Weeks at 860.566.6215 with any questions regarding the roster.

For your reference, I have also enclosed a list of answers to frequently asked questions about PARS for FY99.

Other instructions and due dates were included in a memorandum from Alan Mazzola dated June 25, 1999. If you have any general questions please contact either Bill Gills at 860.713.5192 or Mark Chmielecki at 860.713.5249.

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Tina Lawson, Director  
Human Resources Business Center

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