

# VRIS UPDATE

## **Employee Roster Information Form Effective 9/25/2008 Number 191**

### **SUMMARY OF UPDATES**

The Employee Roster Information Form that is completed on a new employee's first day of employment by their supervisor or the respective personnel clerk has been revised to update item number 19, Team Names, to include Simmons, Jenkins and Hofmaier.

### **VRIS POSTING**

The revised Employee Roster Information Form is located at: VRIS: Printed and Marketing Materials: Administrative Forms: **Employee Roster Information Form**

### **FORMS REVISED**

The Employee Roster Information Form

### **TEAM COMMUNICATION**

Supervisors should share this information with their respective personnel clerks, as appropriate. Note that this is a data entry accessible form and may be submitted electronically to expedite the new employee set up process.

### **LEADERSHIP CONTACT**

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