

January 6, 1999

DEADLINE: January 15, 1999

TO: Presidents

FROM: Steve Ijames, Director of Information Services

SUBJECT: Full-Time Faculty and Staff Records Review

Attached is a list of your Full-Time Faculty and Staff reported on the 1998 Institutional Staff Information Report (DCC 7-8). Please forward the list to an appropriate member of your staff for a review of your data.

The review must be completed by January 14, 1999.

Once the review is finished, please do one of the following based on what is found:

1. **No errors are found.** Send an E-mail to Vicki Strayer, strayerv@ncccs.cc.nc.us, stating that no errors were found.
2. **Less than ten errors are found.** Send a list of the corrections by E-mail or fax to Vicki Strayer. We will revise your records accordingly. The fax number is 919/733-0680.
3. **Ten or more errors are found.** Make corrections to each staff record that is in error in the computer file of your December report and resubmit the Institutional Staff Information Report to the System Office. **PLEASE NOTE: DO NOT RECALCULATE** the salaries of your employees. This will cause the salary data to be reported based on December's payroll instead of November's payroll. You can make corrections to individuals in field number 14 on the Staff Information Data Entry screen without recalculating employee salaries. If you have questions on how to accomplish this, call Rick Bundy at 919/733-7051.

Since a final report of employee salaries must be made to the State Legislature by January 20, 1999, it is imperative that the review is completed by January 14, 1999. If you have any questions, please contact me, Arthur Hohnsbehn, Ext. 365, or Vicki Strayer, Ext. 354.

Thank you for your attention to this request.

Attachment

c: Business Managers
College Data Coordinators
Arthur Hohnsbehn
Rick Bundy
Vicki Strayer

CC99-002
Paper Copy