

August 13, 1999

IMPORTANT INFORMATION

MEMORANDUM

TO: HRD Directors/Coordinators

FROM: Barbara Boyce
Lynda Wilkins

SUBJECT: HRD INFORMATION SYSTEM

The following items are important reminders and current issues affecting the HRD Information System.

File Transmission

The next file transmission due date is **September 1, 1999**. Files may be transmitted as early as August 26, but not later than September 1. In compliance with the State Board of Community Colleges Annual Reporting Plan, it is very important that files are transmitted by the due date. **A copy of this plan can be found on our web page (www.ncccs.cc.nc.us).**

Prior to transmitting, select the HRD System Parameters Maintenance item from the Master Menu and make certain the Performance Year is set to 1999. Setting the year to 1999 captures student profile data forms for May 1, 1998 through September 1, 1999.

Future File Transmission

According to the Annual Reporting Plan, HRD files will be transmitted on a quarterly basis (beginning with September 1). The next three file transmission dates are **December 1, 1999; March 1, 2000; and June 1, 2000. Files must be transmitted on these dates.**

If you have questions relating to this memo or need immediate assistance with data management, please contact Lynda Wilkins (ext. 406). Thank you for your support and cooperation during this process.

BB/LW

c: Presidents
Senior Continuing Education Administrators
System Administrators
Data Coordinators
Charles B. Barham
Arthur Hohnsbehn

CC99-228
Paper Copy

New Mailing Address: 5024 Mail Service Center ~ Raleigh, NC 27699-5024