



Blue Cross
of Florida



Blue Shield
of Florida

INTER OFFICE MEMO

TO: Managers & Assistants

AT:

DATE Nov. 18, 1974

FROM: Bob Schumacher *BS*

AT: Human Resources

SUBJECT: Employee Profile Use and Updates

Enclosed you will find profiles for employees in your cost center(s). If there are profiles missing for your area, please notify Joyce Johnson in HRIC at extension 6724. If you have profiles for employees not in your area, also notify Joyce Johnson at the above extension and HRIC will pick them up.

The enclosed profile has three (3) copies. One copy is for the employee to keep and two for the manager on which to make changes. When changes are made to an employee's profile, the manager should use the two copies with the carbon intact as a record of changes made. The changes should be then sent to HRIC for updating. As updates are made, a new profile will be created for the employee.

This profile is to be used in place of the P-111 form for all employee status changes. After you receive this profile do not use the P-111 form anymore for changes.

If there is incorrect data with respect to name, salary, cost center, job title, or status of the employee we ask that you immediately make the necessary changes and return the profile to HRIC. Other incorrect data should not be returned until there is a need for an employee performance review, probationary action, location change (cost center), job change, salary change, termination, or other type of change that would have been made using a P-111 form.

Incorrect data in the chronological work history section (section eight on profile) will be changed at a later date using P-111's from the hard copy files of each employee. We ask that you not return your profiles for incorrect data in that area only.

Because of the large volume of data involved with changing all profiles (4000 characters of data for 3300 employees) HRIC is taking this approach of changing data on profiles as important changes are necessary. You as managers and assistant managers will be able to aid the personnel area greatly by helping employees to make the necessary changes as they are required.

Please use your HRS Management Manual when making these changes. If there are questions related to making these changes, please call Joyce Johnson at extension 6724 for assistance.

BS/snw