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**U· S· DEPARTMENT OF THE INTERIOR**  
**OFFICE OF SURFACE MINING**  
**RECLAMATION AND ENFORCEMENT**  
**DIRECTIVES SYSTEM**

Subject Number:

PER-28-1

Transmittal Number:

745

Date: SEP 25 1992

Subject: OSM Payroll Coordination

Approval:

Title: Director

Please make the following changes to:

Subject: PER-28

Date: 05-08-87

Transmittal No. 334

Subject: OSM Payroll Coordination

- 1) Change the acronym "OSMRE" in paragraph 3.a., line 2 and 5 and paragraph b.(1), line 4 to "OSM"
- 2) Change paragraph 3.c.(1) to read:

Payroll coordinators will follow the procedures outlined in the PAY/PERS System Manual, Volume 8, Time and Attendance Instructions; Preparation of the Time and Attendance Report Directive, FIN-6, dated 07-30-90; and Payroll Operations Client Interface Manual.

- 3) Change paragraph 5. References. to read:

PAY/PERS System Manual Volume 8, Payroll Operations Client Interface Manual; and Preparation of the Time and Attendance Report Directive, FIN-6, dated 07-30-90.

- 4) Change paragraph 8. Contact. to read:

- a. Headquarters - Division of Personnel, Branch of Employment and Classification, (202) 208-2686.
- b. Eastern Support Center, Pittsburgh, PA - Division of Administrative Services, Branch of Finance and Human Services, (412) 937-2911.
- c. Western Support Center, Denver, CO - Division of Administrative Services, (303) 844-2567.

**CHANGE NOTICE**