

MEMORANDUM

To: Personnel Management Liaisons  
Personnel Officers  
Personnel Transactions Staff

Date: September 11, 1989  
Reference Code: 89-55  
Expiration Date: None

From: Department of Personnel Administration

Subject: FlexElect Employee Training Video

This is to inform you that a video cassette is available for FlexElect employee training for employees who can not attend the live training given throughout the State at the established sites. The video is published by the Department of Motor Vehicles and will be available by September 15, 1989.

The video consists of a "slide show" giving a general overview of the FlexElect Program and is followed by a question and answer session of the most commonly asked questions.

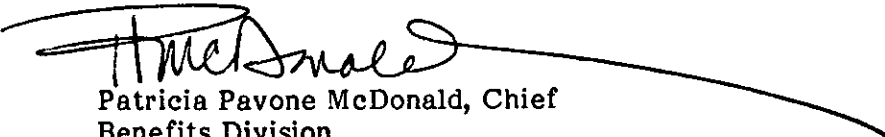
If you are interested in purchasing the video, you may order either 3/4 inch or 1/2 inch tape at a cost of \$15.00 per copy. To order, call the Department of Motor Vehicles (DMV) at (916) 732-7637 or ATSS 497-7673 and give them either a sub-purchase order number or a contract delegation number and request the number of copies of the video in the size you need (3/4 or 1/2 inch). DMV will bill you under your sub-purchase order or contract delegation number and mail the video(s) to you. You may call prior to September 15, 1989 to place your order.

Also, to assist you in ordering FlexElect enrollment forms (STD. 701), Medical (STD. 136) and Dependent Care (STD. 137) reimbursement claim forms, the General Services, Central Stores item codes are listed below.

<u>Form</u>	<u>Item Code</u>	<u>U/M Code</u>	<u>Available</u>
STD. 701	7540-000-7010-0	25 sets	8/25/89
STD. 136	7540-000-1360-8	25 sets	12/1/89
STD. 137	7540-000-1370-0	25 sets	12/1/89

If you have any questions regarding this memo, you may call Blanche Harbridge-Wright at (916) 324-9486 or ATSS 454-9486.

Sincerely,

  
Patricia Pavone McDonald, Chief  
Benefits Division

