



POLICIES & PROCEDURES

NUMBER PP323

SECTION: Human Resources	SUBJECT: Employee Transmittal Record
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P & P No.: 323
Section: Human Resources
Subject: Employee Transmittal Record
Approved By: Harvey L. Massey
Effective Date: December 18, 1991
Last Reviewed Date:
Policy Owner:

The EMPLOYEE TRANSMITTAL RECORD is the guide to completing the entire personnel package for new employees or employees changing status within the Company and for employees receiving and returning Massey property.

APPROVED BY: Harvey L. Massey	EFFECTIVE DATE: December 18, 1991	Page 1 of 1
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