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Date: October 31, 1997

To: Presidents

From: Samuel A. Strafaci
Interim Senior Director
Human Resources

Subject: PAYROLL ADMINISTRATION WORKSHOP - POSTPONED

The two-day payroll administration workshop scheduled for November 20-21, 1997 in Eureka, California has been postponed.

Members of my staff are making arrangements to reschedule the workshop in Sacramento between during the week of March 2, 1998. A coded memo will be distributed to the campuses when the dates and agenda presentations have been confirmed.

We apologize for any inconvenience this may have caused. If you have any questions please contact Theresa Hines in Human Resources Administration at (562) 985-2674. Thank you.

SAS/dth

Distribution:

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