

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
DIVISION OF STAFFING SERVICES
GENERAL INFORMATION BULLETIN No. 08-03

TO: Department and Agency Personnel, Human Resource, and Affirmative Action
Offices

FROM: Blaine Ryan-Lynch, Director of Staffing Services

SUBJECT: Forms Provided on Our Website

DATE: July 21, 2008

On our website we provide a number of forms for the New York State human resource community to download, print, and use as needed. Maintaining forms on our website makes good business sense: we save printing costs, we do not have to maintain inventory, we do not have postage and courier expenses in distributing the forms, and, perhaps most beneficial, the most up-to-date and current version of any form is immediately available.

Because of the number of forms we maintain and because many changes to forms are routine, we will not always notify you of changes to forms—rather, we suggest you visit our website to download and print the latest versions.

Before using one of the forms we provide online, please check our website to make sure that you have the latest version.