

**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE**  
DIVISION OF STAFFING SERVICES  
GENERAL INFORMATION BULLETIN No. 08-07

TO: Department and Agency Personnel, Human Resource, and Affirmative Action Officers and Attendance and Leave Manual Holders

FROM: Blaine Ryan-Lynch, Director of Staffing Services

SUBJECT: Email Distribution of General Information Bulletins, State Personnel Management Manual Updates, and Attendance and Leave Manual Updates

DATE: December 17, 2008

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To improve distribution of our Department's General Information Bulletins (GIBs) and updates to the State Personnel Management Manual (SPMM) and the Attendance and Leave (A&L) Manual, we are asking agencies to establish email addresses with automatic forwarding for distribution to appropriate agency staff, or to use the email "bulletin addresses" already in place for the receipt and distribution of bulletins from the Division of the Budget, the Governor's Office of Employee Relations, and the State Comptroller's Office.

To receive and distribute our GIBs and SPMM and A&L manual updates, your agency email administrators should amend the forwarding rules to your bulletin mailboxes as follows:

- If the subject line contains "SPMM" [no quotation marks], the email should be forwarded to all staff who maintain or use SPMMs.
- If the subject line contains "Attendance and Leave" [no quotation marks] the email should be forwarded to all staff who maintain or use Attendance and Leave Manuals.

GIBs (that are not identified as part of the A&L Manual) technically are not a component of the SPMM. However, GIBs have been distributed to manual holders and

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are included in the SPMM distribution. Therefore, non-A&L GIBs will be distributed with “SPMM” in the subject line.

TO SUBSCRIBE: Please email your bulletin addresses to the Staffing Services Policy Section at [ssdpolicy@cs.state.ny.us](mailto:ssdpolicy@cs.state.ny.us) no later than December 31, 2008. Please let us know in that email those agency codes that are covered by your bulletin addresses. (One email per bulletin address, please!) Alternately, you may directly subscribe your bulletin addresses to the SPMM email distribution list at: <http://www.cs.state.ny.us/ssd/Manuals/SPMM/> [see “Email List”] and to the A&L Manual distribution list at: [http://www.cs.state.ny.us/attend\\_leave\\_manual/](http://www.cs.state.ny.us/attend_leave_manual/) [see “Email List”].

We will continue to maintain our “open” subscription email list distributions for GIBs, the A&L Manual, and the SPMM. Employees who receive your internally directed distributions may also independently subscribe to our lists.