



## Department of Energy

Washington, DC 20585

JAN 06 2010

### MEMORANDUM FOR HUMAN RESOURCES DIRECTORS

**FROM:**

SARA J. BONILLA, DIRECTOR  
OFFICE OF THE CHIEF HUMAN CAPITAL OFFICER

**SUBJECT:**

GUIDANCE MEMORANDUM#4:  
SETTING EFFECTIVE DATE FOR NEW HIRES

The purpose of this memorandum is to establish the Department of Energy's (DOE) policy for setting effective dates for newly hired employees and to ensure uniform application among DOE Headquarters, Elements and Field Human Resources Offices.

As of the date of this memorandum, the effective date of employment for all new employees or reinstated employees (first time hires or employees with a break in service of 90 days or more) must be effective on the first day of the pay period (Sunday).

This requirement applies to all Servicing Human Resources Offices with delegated authority to create, approve and/or process "Requests for Personnel Actions" for their field or departmental elements.

If you have questions or need clarification, please contact Vivian Clark at 202-586-2167, e-mail address [vivian.clark@hq.doe.gov](mailto:vivian.clark@hq.doe.gov), or Tiffany Wheeler at 202-586-8481, e-mail address [tiffany.wheeler@hq.doe.gov](mailto:tiffany.wheeler@hq.doe.gov)

cc: Wickert  
Chris Functional Staff



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