

The PARs

About the PARs

Definition

PARs are personnel action requests. You use them to record information and initiate changes.

Two kinds of PARs

There are two kinds of PAR forms—the *new hire* PAR and the *turnaround* PAR.

The new hire PAR

What it looks like

The new hire PAR form is pink with white and yellow copies, and the heading of it looks like this:

CITY AND COUNTY OF SAN FRANCISCO
PAYROLL/PERSONNEL SERVICES DIVISION
PERSONNEL ACTION REQUEST

- NEW HIRE
- PRINT PAR ONLY
- TRANSFER FROM SFUSD

When to use a new hire PAR

You use the new hire PAR if:

- your department hires *someone who is new to City service*
Note: This is the most common use of a new hire PAR.
- an employee is being *rehired or reappointed and he or she does not have a PAR in the Payroll/Personnel System*
- your department hires someone currently receiving a City Pension (Prof. F: Re-hired Retirees)
- an employee is *transferred or promoted to your department from the San Francisco Unified School District (SFUSD)*
Explanation: Employees from the School District are treated as new hires because the School District does not use the City-wide Payroll/Personnel System
- an employee's PAR is lost or destroyed and you must request a copy of the PAR (Print PAR Only)
- terminated employees not paid for 15 months removed from the active files and reports
Note: PPSD purges employer files in January and July of each year.

The turnaround PAR

What it looks like

The turnaround PAR's heading looks like this:

CITY AND COUNTY OF SAN FRANCISCO
PAYROLL/PERSONNEL SERVICES DIVISION
PERSONNEL ACTION REQUEST

<input type="checkbox"/> PROMOTION	<input type="checkbox"/> SEPARATION
<input type="checkbox"/> REAPPOINTMENT	<input type="checkbox"/> TRANSFER
<input type="checkbox"/> REINSTATEMENT	<input type="checkbox"/> LEAVE
<input type="checkbox"/> PRINT PAR ONLY	<input type="checkbox"/> OTHER CHANGE

The turnaround PAR is blue with white and yellow copies.

The contents of the turnaround PAR are the same as the new hire PAR except for:

- the employee's PERSONAL, PAYROLL and PERSONNEL DATA already printed on it
- the boxes at the top which list the kinds of changes for which the PAR may be used

When to fill out a turnaround PAR

You fill out a turnaround PAR in the following circumstances:

- Promotion
- Reappointment/Rehire
- Reinstatement
- When the PAR is unreadable and you need a clean copy
- Separation or death
- Transfer
- Leave of absence
- Other changes

General PAR information

How to write information on a PAR

- Write—do not type—information on a turnaround PAR.
- You may type or write on a new hire PAR.
- Print clearly and press firmly.
- Use only a black or blue pen, not a pencil or red pen.
- Always write dates in the format MM/DD/YY.

Example: March 20, 1987 is written **03/20/87**.

Removing obsolete information

To remove the obsolete information:

Write \emptyset in the box in which the obsolete information appears.

Note: When you receive the new turnaround PAR, the box will be blank or have zeros in it.

Important note: You must remove information that has become obsolete.

Deadlines for submitting PARs

- **New hire PARs and turnaround PARs for Reappointment/Rehire**
Critical Deadline: During the same pay period in which the employee begins work

- **Turnaround PARs for Separations and Unpaid Leaves**
Critical Deadline: Immediately after the employee has received his or her final paycheck
- **Turnaround PARs for Deceased Employees**

Important note: Call the PPSD Tax Unit immediately upon notification of death.

Critical Deadline: Within 24 hours after you call the PPSD Tax Unit

- **All other turnaround PARs that affect a specific pay period**
Deadline: Refer to the holiday schedule distributed in October each year by PPSD.

One PAR at a time

Before you request any additional changes for an employee, you must wait until you receive the new turnaround PAR from PPSD.

Note: This process usually takes about two to three working days.

Exception: If PARs are submitted the last day of the pay period, turnaround PARs may not be returned for approximately eight working days.

About the "special use" boxes

The "Special Use" boxes on line H are not being used at this time.

Retaining PARs

All department copies of PARs should be filed in the employee personnel folder. *No PAR should be destroyed.*

Explanation: PARs are part of the history of the employee's employment.

The new hire PAR—general information and instructions

Ask every new employee

To make certain a new hire PAR is required, ask *every* new employee if he or she is:

- 1 Currently working for the City in another position**
- 2 Is currently receiving a City Pension**
- 3 Has ever worked for the City before.**

If the employee is currently working in another position or is receiving a City Pension, be certain to follow the special instructions for employees taking additional positions when you fill out the:

- MPID (See page 1:302 for instructions.)
- VACATION (See page 1:502.) AND SICK PAY ANNIVERSARY DATES (See page 1:505.)
- VACATION FACTOR (See page 1:504.)
- DATE OF FIRST CITY EMPLOYMENT (See page 1:603.)

Attachments to the new hire PAR

To complete requirements for IRS Form W-4 and State withholding for DE 4:

- 1 Instruct every employee for whom you submit a new hire PAR to fill out forms W-4 and DE4.**

Important note: The employee name used on these forms must be the exact same name that is on the employee's Social Security card.

The PARs

The new hire PAR—general information and instructions

2 Staple the IRS form to back of the PAR.

Note: If PPSD does not receive a completed Form W-4 with the employee's new hire PAR, the employee:

- will be taxed as single with no withholding allowances until the W-4 is received
- will *not* receive a refund for any excess taxes withheld and will be taxed as single with no withholding allowances until the W-4 is received
- will *not* receive a refund for any excess taxes withheld

3 Staple the Warrant Recipient Designation form to the back of the PAR. (See the Other Forms Section of this manual for instructions on filling out this form.)

Exception: Department 14 is not required to attach this form.

Employees assigned to more than one as-needed requisition

If an employee has...	then...
<ul style="list-style-type: none"> • different AP or OA numbers on each requisition <i>or</i> • a different status or appointment type for each work assignment, 	<ol style="list-style-type: none"> 1 Fill out and maintain a PAR for each position the employee holds. 2 Use a different MPID on each PAR. <p>Note: The MPID is described on page 1:302.</p>

List of information required on the new hire PAR

Important note: The employee cannot be set up in the payroll data base without the following information.

Line A: All information (EMPLOYEE SOCIAL SECURITY NUMBER, MPID, TCD, DEPARTMENT, and EFFECTIVE DATE)

Line B: All information *except* TRUE MARITAL STATUS

Line C: All information *except* HOME PHONE

Line D: All information *except* shaded boxes

Line E:

- EMPLOYEE STATUS
- APPOINTMENT TYPE
- VACATION ANNIVERSARY DATE, METHOD, and FACTOR
- SICK PAY ANNIVERSARY DATE, METHOD, and FACTOR
- BUDGETED CLASS

Line F:

- DEPARTMENT REQUISITION NUMBER
- CERTIFICATION DATE (if applicable)
- RANK (if applicable)
- LIST (if applicable)

Line G:

- OA NUMBER (Oral Authorization) or APPOINTMENT NUMBER (AP) (as applicable)
- APPOINTMENT EXPIRATION DATE (if applicable)
- DATE OF FIRST CITY EMPLOYMENT

Line H: None**Line I:** Not applicable to new hires**Line J:** All information (if applicable, depending on whether the department is a Labor Distribution System (LDS) or non-LDS department)**Areas K and L:** None**List of information optional only for the new hire PAR**

Include as much of the following information as you have available at the time you fill out the new hire PAR.

Fill in the remaining required information on the list below when you submit a turnaround PAR.

Line A: None**Line B:** TRUE MARITAL STATUS**Line C:** HOME PHONE**Line D:** None

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Line E:

The following items on Line E *do not* pertain to new hires:

- SEPARATION CODE AND DATE
- UNPAID LEAVE REASON
- START DATE
- RETURN DATE.

Line F:

- NUMBER OF EMPLOYMENTS
- NEXT MERIT INCREASE DATE
- NEXT REVIEW DATE
- WORK PHONE

Line G:

- DEPARTMENT POSITION SEQUENCE NUMBER
- FINGERPRINT DATE
- MEDICAL EXAM DATE
- BILINGUAL CERTIFICATION DATE
- FOREIGN LANGUAGE

Line H: All information**Line I:** Not applicable to new hires**Line J:** None**Areas K and L:** All information**Distributing the three PAR copies**

To distribute the copies:

- 1 Send the pink copy in the gray envelope with "PPSD" printed on it.**

Note: A supply of these envelopes is available in 875 Stevenson, Room 315.

- 2 Put the white copy in the employee's personnel file.**
- 3 Give the yellow copy to the employee.**

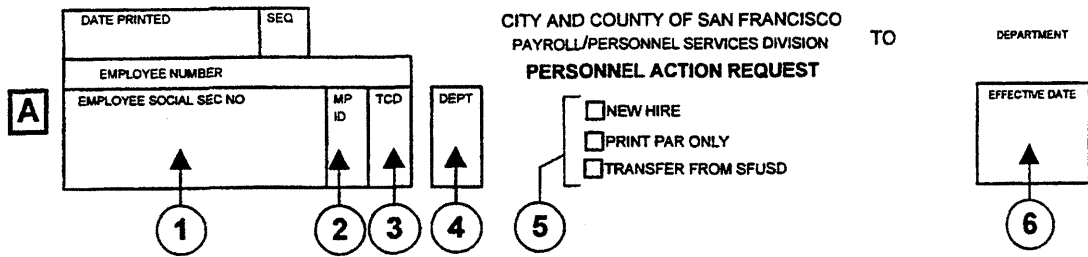
What PPSD does with the new hire PAR

When PPSD staff receives the new hire PAR from you, the information you wrote on the PAR is:

- audited
- keyed into the Payroll/Personnel System employee master file
- printed onto a turnaround PAR and returned to the department personnel office

Filling out lines A, B and C for new hires

Filling out Line A



Note: The numbers in the graphic above correspond to the circled numbers below.

Important definition: The employee number is the combined Social Security number, MPID number and TCD number.

To fill in the following items on line A:

1 Type-of-new-hire-PAR box

<p>Check the new hire box...</p>	<p>...if the employee:</p> <ul style="list-style-type: none"> • has been hired by the City for the first time, or • is being Rehired under Proposition F, or • is being rehired and does not have a master file on the Payroll/Personnel System, or <p style="margin-left: 20px;">Note: For employees who have been separated 15 months or longer, call PPSD's Audit Unit to verify whether a master file is still in the system.</p> <ul style="list-style-type: none"> • is entering a new position in your department in addition to the position(s) he or she already holds with the City
<p>Check the "Transfer From SFUSD" box...</p>	<p>...if the employee is being transferred or promoted to your department from the San Francisco Unified School District (SFUSD)</p>

② EMPLOYEE SOCIAL SEC NO

Write in the employee's Social Security number as it appears on the employee's Social Security card.

Note: The Social Security number will become the first nine digits of the *employee number*.

③

MPID

Definition: This is the "multiple position indicator," the tenth digit of the *employee number*. It is used to identify the position for which this PAR is being used when an employee holds more than one position with the City at the same time.

Table 1: *Employee's Position Codes (MPID Numbers)*

Code	Employee's position(s) with the City
0	Only or primary position
1	Second position
2	Third position
3	Fourth position
4	Fifth position
5	Do not use this Code. It is reserved for special use by the Department of Elections
6	Employee's sixth position with the City
7	Employee's seventh position with the City
8	Do not use this code. It is reserved for retroactive payments.
9	Do not use this code. It is reserved for proctors.
10	Employee's ninth position with the City
11	Employee's tenth position with the City

Important note: For employees newly hired who are currently receiving a City Pension (Proposition F: Re-hired Retirees), use a different MPID than the one used when the employee retired.

To determine if the employee is occupying additional positions:

Phone or e-mail the PPSD Audit Section to find out the correct MPID.

Note: *An MPID code for a particular position never changes, even if the employee separates from one of his or her positions.*

Example: If an employee has three positions—MPIDs 0, 1, and 2—and leaves position 0, the MPIDs for the other two positions will continue as 1 and 2.

④ TCD

Definition: This is the “Transpositional Check Digit” (TCD), which is the last digit of the *employee number*. This number is used to make certain the employee number is keyed correctly whenever a turnaround PAR is processed for this employee.

Write an X in this space.

Explanation: The payroll system automatically enters the last digit of the employee number.

⑤ DEPT

Enter the employee’s department number.

Note: If your department number is less than 10, use a leading zero, for example, 09.

⑥ EFFECTIVE DATE

To simplify processing of pay for new hires:

Start new employees on the first working day of the pay period whenever possible.

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 Filling out lines A, B and C for new hires

Filling out Line B

LAST NAME	FIRST NAME	MI	BIRTH DATE	SEX	RFE	TITLE MGR STAT	SOCIAL SEC NO
↑ ①	↑ ②	↑ ③	↑ ④	↑ ⑤	↑ ⑥	↑ ⑦	↑ ⑧

To fill in the following items on line B:

① LAST NAME

Write the first 17 letters of the employee's last name as it appears on the employee's Social Security card.

Note: If the employee has a compound name—a name with two or more parts separated by a space—see Appendix K for instructions on how to write the name on the PAR.

② FIRST NAME

Write in the first 12 letters of the employee's first name as it appears on the Social Security card.

③ MI

If... the employee's <i>middle initial</i> appears on the Social Security card,	then... write it in this box.
If... the employees <i>middle name</i> appears on the Social Security card,	then... write in only the initial of the middle name.
If... <i>no middle name</i> appears on the employee's Social Security card,	then... leave this box blank.

④ BIRTH DATE

Write in the employee's date of birth.

⑤ SEX

Write *F* (for female) or *M* (for male).

6 RACE

Write in one of the following codes to specify the employee's race:

Table 2: Race/Ethnic Code

Code	Description
1	White
2	Black
3	Hispanic
4	Asian or Pacific Islander
5	Filipino
6	American Indian or Alaskan Native

Note: Race/Ethnic codes were changed in the PPSD system to match the HR Ethnic codes, effective December 28, 1997.

7 TRUE MAR STAT (Optional)

Write in one of the following codes to show the employee's true marital status.

Table 3: True Marital Status Code

Code	Description
1	Single
2	Married
3	Separated
4	Divorced
5	Widowed

Explanation: True marital status:

- is for purposes of employee benefits rather than taxes
- will not necessarily be the same as the marital status on the employee's IRS Form W-4 or W-4A.

8 SOCIAL SEC NO

Write in the employee's Social Security number as it is printed on the Social Security card.

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Filling out Line C

C

STREET ADDRESS	APT NO/P O BOX	CITY	ST	ZIP	HOME PHONE
↑ ①	↑ ②	↑ ③	↑ ④	↑ ⑤	↑ ⑥

To fill in the following items on line C:

① STREET ADDRESS

Write in the employee's street name and address, using the street suffix abbreviations shown below.

Table 4 : Street address abbreviations

Street	Suffix	Street	Suffix
Alley	ALY	Isle	ISLE
Annex	ANX	Junction	JCT
Avenue	AVE	Lake	LK
Beach	BCH	Lane	LN
Boulevard	BLVD	Manor	MNR
Canyon	CYN	Mission	MSN
Center	CTR	Mount	MT
Circle	CIR	Mountain	MTN
Corner	COR	Park	PARK
Corners	CORS	Plaza	PLAZA
Court	CT	Point	PT
Courts	CTS	Port	PRT
Drive	DR	Road	RD
Estates	EST	Station	STA
Ferry	FRY	Street	ST
Gardens	GDNS	Trailer	TRLR
Harbor	HBR	Tunnel	TUNL
Heights	HTS	Valley	VLY
Highway	HWY	Vista	VIS
Island	IS	Walk	WALK
Islands	ISS	Way	WAY

2 APT NO/P.O. BOX

Write in the employee's housing unit or P.O. Box number, following the rules listed below.

General rules

- Begin writing on the left side of the APT NO/P.O. box
- Write the housing unit/P.O. Box abbreviation first, followed by one blank space and then the number.
- Use only letters and numbers, not periods or other punctuation.

Housing unit/P.O. Box abbreviation and number rules

Abbreviate the housing unit as follows:

Table 5: Housing Unit/P.O. Box abbreviation rules

Housing unit/P.O. Box	Abbreviation
Apartment	APT
Building	BLDG
Unit	UNIT
Number	NO Note: Do not use “#”
P.O. Box	BOX

Example:

APT NO/P.O. BOX									
A	P	T							

3 CITY

Write in the employee's city (up to 13 letters).

Note: Do not abbreviate.

4 ST

Write in the US Post Office approved two-character abbreviation of the employee's state.

Example: CA

5 ZIP

Write in the first five digits of the employee's zip code.

6 HOME PHONE (Optional)

Write in the employee's home area code and telephone number.

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Filling out Line D for new hires

D	PAY TYPE	PAY RATE	SALARY STEP	STANDARD HOURS	AUTO DEPOSIT	SFT CODE	SFT %	OT STAT	ROSTER CODE	CHECK DISTRIB CODE	JOB CLASS	CLASS TITLE	SALARY SCHEDULE
	↑	↑	↑	↑	↑	↑	↑	↑	↑	↑	↑	↑	↑
	1	2	3	4	5	6	7	8	9	10	11	12	13

To fill in the following items on line D:

① PAY TYPE

Write in one of the following codes to specify whether the employee is paid on an hourly or salaried basis:

Table 6: Pay Type Code

Code	Description	Use For:
1	hourly	all elected officials and employees except Community College contract teachers
2	salaried teachers	only Community College contract teachers

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2 PAY RATE

<p>If... the employee <i>is not</i> a Community College teacher,</p>	<p>then... write the employee's hourly rate with <i>four</i> numbers to the right of the decimal point, as shown in the following example—22.2750 Note: Refer to the Human Resources' Compensation Manual and the supplemental rates published each year by PPSD for the correct hourly rate.</p>
<p>If... the employee <i>is</i> a Community College teacher and paid by salary,</p>	<p>then... write the employee's salary with <i>two</i> numbers to the right of the decimal point, as shown in the following example. Example: 1122.00</p>

Note: Special provisions that affect pay rate have been made for certain fire fighters and board and commission members.

Questions: Contact the PPSD Audit Section if you have any questions about these provisions.

3 SALARY STEP

<p>If... the employee's job classification <i>does not use</i> steps,</p>	<p>Then... write "1." Note: Certain job classifications have salary steps ranging from 1 to 30.</p>
<p>If... the employee <i>is at step 10</i> <i>or higher,</i></p>	<p>Then... write the step number on the pre-printed "0" as shown below.</p> <div style="text-align: center;">  </div> <p>Note: Special provisions that affect salary step have been made for certain fire fighters, police officers and board and commission members. Questions: Contact the PPSD Audit Section if you have any questions about these provisions.</p>

Specifying Salary Steps on the PAR

This Bulletin affects **Payroll and Personnel Offices**. This procedure updates your *Procedures Manual, Section 1—The PAR*.

About this Bulletin

Beginning Fiscal Year 2003-2004, there are several changes to the Salary Step Series. This Bulletin tells you how to complete Line D (Salary Step) on the PAR. It describes the various Step Series and instructs you on which Step Series to use for a particular employee.

Salary Step Series Guidelines

It is extremely important that you write the correct Salary Step Series on the PAR. Incorrect Salary Step information can adversely affect employee pay and mass rate changes.

Please follow the Salary Step Series definitions below to specify the correct Salary Step for a particular employee:

- **Salary Steps 01 through 14** use DHR and PPSD standard salary rate schedules.
- **Step Series 20** provides salary rates for Management Classification/Compensation Plan (MCCP) job codes



Step Series 20 should be specified only for employees in the following list of MCCP job codes:

<u>Class</u>	<u>Title</u>
922	Manager I
923	Manager II
931	Manager III
932	Manager IV
933	Manager V
941	Manager VI
942	Manager VII
943	Manager VIII
951	Deputy Director I
952	Deputy Director II
953	Deputy Director III
954	Deputy Director IV
955	Deputy Director V
961	Department Head I
962	Department Head II

963 Department Head III
964 Department Head IV
965 Department Head V

- **Step Series 30 and 40** are salary rates for employees whose rate of pay is based on MOUs or other provisions.
- **Step Series 50** provides salary rates for employees receiving acting assignment pay.
- **Step Series 60** is not currently used, with the exception of Step 62, which is used for job code 1229 for an employee whose salary rate is not equal to either Step 01 or Step 02.
- **Step Series 70** provides salary rates for employees receiving supervisory differential pay.
- **Step Series 80** is not currently used.
- **Step Series 90** provides salary rates for Municipal Executives Association (MEA) employees who qualify for a 2% premium for fiscal year 2003-2004.



Important note regarding Step Series 90: any employee receiving a 2% premium, regardless of whether that employee is in MEA or covered by another MOU, must use Step Series 90. Step Series 90 supercedes all other step codes.

**File This
Bulletin**

Please file this Bulletin in your *Payroll/Personnel Procedures Manual, Section 1—The PAR*. Please add this Bulletin between pages 1:4-0 2 and 1:4-0 3.

**Additional
Information**

Please contact your assigned Audit Unit staff person if you have any questions or require additional information about employment verification procedures.

4 STANDARD HOURS OR IRREG

a Determine the number of standard hours using the instructions that follow.

<p>If... the employee's appointment type has a <i>regular</i> schedule,</p>	<p>then... use the employee's standard hours for a pay period. Notes: Standard hours are 80 <i>for most employees.</i> The hours you write here will appear on the employee's Time Roster under "Scheduled Hours."</p> <div style="border: 1px solid black; padding: 5px;"> <p>Important note: Special provisions that affect standard hours have been made for certain fire fighters, contract teachers, and board and commission members. Contact the PPSD Audit Section if you have any questions about these provisions.</p> </div>
<p>If... the employee's appointment type has an <i>irregular</i> schedule,</p>	<p>then... PPSD recommends that you use 72 for the standard hours.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Important note: "IRREG" will appear in place of "STANDARD HOURS" on the Time Rosters of employees with regular hours.</p> </div>

b Write the hours making certain there is an appropriate number to the right of the decimal point, as in 80.0.

5 PAY FREQUENCY

Note: The pay frequency for all employees, 40, is entered automatically by the payroll system computer.

⑥ SHIFT CODE

Write in one of the following codes to specify the shift on which the employee will spend *most or all* of his or her time working.

Note: Refer to "Updating shift % and shift codes for 1998/99" on page 1:1601 or the appropriate MOU for specific job class/shift information.

Table 7: Shift Code

Code	Description
1	First shift, or day shift, <i>only</i>
2	Second shift normally and may work first shift but <i>not</i> the third one
3	Third shift normally but may work first and second shift
4	First shift normally but may occasionally work on the other two shifts OR No usual shift (irregular patterns)

7 SHIFT %

Definitions: Shift premium: the dollar amount added to regular pay for work done during shifts 2 and 3, depending on the employee's MOU

Note: Shift premium is often called, "shift differential" in the MOUs

Shift premium percent: the percentage of regular pay used to calculate a shift premium

Shift premium rate: The flat, dollar rate of pay used to calculate a shift premium

<p>If... the employee <i>is not</i> eligible for a shift premium,</p>	<p>then... write 1 in the SHIFT CODE box.</p>
<p>If... the employee <i>is</i> eligible for a shift premium,</p>	<p>then... write in one of the codes in the following table to specify the shift premium flat dollar rate or percentage the employee is eligible to receive.</p> <p>Note: For the shift premium percentage or flat rate, See "Updating shift % and shift codes for 1998/99" on page 1:1601 or the appropriate MOU.</p>

Table 8: Shift Percent Code

Shift Percent Code	Shift percent or flat rate
1	6.25 %
2	8 %
3	10 % <i>for shift 2</i> 15 % <i>for shift 3</i>
4	6.5 % <i>for shift 2 or 3</i> Note: Code 4 is used only for deputy sheriffs.
5	10% for shift 2 20% for shift 3 Local 790 Staff and Per Diem Nurses

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(continued) Shift Percent Code	Shift percent or flat rate
	Local 856 Supervising Registered Nurses
6	1.019% for shift 2 and 3 Stationary Engineers, Local 39
7	\$1.90 for shift 2 and 3 Association of Personnel Professionals Professional and Technical Engineers
8	Not used at this time
9	Use Special Pay. See Special Pay Table in Appendix G. Bricklayers, Building Materials and Constructions Teamsters, Glaziers, Hod Carriers, Plasterers and Shophands, Professional And Technical Engineers, Stationary Engineers, and Unrepresented Employees.

8 OT STAT

Write in one of the following codes to specify whether the employee will be eligible for overtime pay or standby pay.

Table 9: Overtime/Standby Pay Eligibility Code

Code	Description
1	Not eligible for overtime pay
3	Eligible for overtime pay

Important Notes: Under certain circumstances, the Z symbol may be suspended to allow for the payment of overtime. The Director of the Employee Relations Division (ERD) of the Department of Human Resources must approve this suspension. (See the Compensation Manual, DHR, for Z designations.)

9 ROSTER CODE

You use the Roster code to specify:

- *which Time Roster* you want this employee to be on.
Note: All employees with the same first four digits will appear on the same Roster.
- the *sequence in which you want the names to be listed* on this employee's Roster.
- the *number of blank lines* you want on the Roster for this employee.

To enter the Roster code:

- a For the first three digits, write in any three numbers you choose.**
- b For the fourth digit, write in the code number below that specifies how you want the names on this employee's Roster sequenced:**

Table 10: Sequence Code (for Roster Code)

Code	Description
0	By employee <i>number only</i>
1	By employee <i>name only</i>
2	By employee <i>number within classification</i>
3	By employee <i>name within classification</i>
4	By employee <i>number within division</i>
5	By employee <i>name within division</i>
6	By employee <i>number within classification and division</i>
7	By employee <i>name within classification and division</i>
8	By employee <i>number within section and division</i>
9	By employee <i>name within section within division</i>
A	By employee <i>number within classification, section and division</i>
B	By employee <i>name within classification, section and division</i>

- c For the fifth digit, write in the number of additional blank lines you want on the Roster for this employee using the code shown below.

Table 11: Additional Blank Lines Code

Code	Description
0	3 blank lines on the Roster
1	6 blank lines

Note: If you need additional blank lines, call the PPSD Audit Section.

⑩ CHECK DISTRIB CODE

- You may use this code to specify the way you want the checks or Direct Deposit Advices for your department grouped.
- You may want your checks grouped by employee location. To do this, just use the same check distribution code for all employees in the same location.

Note: This code must be *five digits long*, and it can be any number you choose to signify any kind of grouping you wish.

⑪ JOB CLASS

Write in the employee's job classification number.

Exception: Job class may include letters as well as numbers. For Fire and Police Department "H" and "Q" classes, leave blank spaces between the H or Q and the number. Leave two spaces for a one-digit number, as in Q 2, and 1 space for a two-digit number, as in Q 50.

⑫ CLASS TITLE

Note: An abbreviated classification title will be printed in this box on the turnaround PAR.

⑬ SALARY SCHEDULE

Note: The salary schedule number assigned to this employee's classification will be printed in this box on the turnaround PAR.

Filling out Line E

E	EMP STAT	APPT TYPE	VA ANNIV DATE	VAC METH	VAC FAC	SICK PAY ANNIV DATE	SICK METH	SICK FAC	SEP CODE	SEPARATION DATE	UNFDLV REASON	UNPAID LEAVE START DATE	UNPAID LEAVE RETURN DATE	BUDGETED CLASS
	↑	↑	↑	↑	↑	↑	↑	↑	↑				↑	
	1	2	3	4	5	6	7	8					9	

To fill in the following items on line E:

- 1 EMP STAT
Write in a "1" to indicate that the employee is active.
- 2 APPT TYPE
Write in one of the following codes to specify the employee's appointment type and schedule.

Table 12: Appointment Type/Schedule Code

Code	Description	Schedule
2	Rehired - Retired Employee (Proposition F)	960 hr.'s per year
A	Permanent Full-Time	Regular
E	Permanent Part-Time	Regular
J	Reg. sched/irreg—for positive posting only	Irregular
N	Permanent Exempt Full Time or SFCCD Perm Full-Time Certificated	Regular
Q	Permanent Exempt Part-Time or SFCCD Retired or Pro Rata	Regular
S	Permanent Exempt Part-Time	Irregular
B	Temporary Full Time	Regular
F	Temporary Part-Time	Regular
K	Temporary Part-Time	Irregular
P	Temporary Exempt Full Time	Regular
R	Temporary Exempt Part-Time	Regular
T	Temporary Exempt Part-Time	Irregular
C	Limited Tenure Full Time	Regular
G	Limited Tenure Part-Time	Regular
L	Limited Tenure Part-Time	Irregular
D	Non-Civil Service Full Time	Regular
H	Non-Civil Service Part-Time	Regular

1 : 5-0 2 The PARs
 Filling out Line E

(continued) Code	Description	Schedule
<i>M</i>	<i>Non-Civil Service Part-Time</i>	<i>Irregular</i>
<i>U</i>	<i>Appointed Board or Commission Member only</i>	<i>Irregular</i>
<i>V</i>	Elected or appointed to replace an elected official	Regular
<i>W</i>	<i>SFCCD Classified School Term</i>	<i>Irregular</i>
<i>X</i>	SFCCD Classified School Term	Regular
<i>Y</i>	<i>SFCCD Hourly Certificated School Term</i>	<i>Irregular</i>
<i>Z</i>	<i>SFCCD Hourly Certificated Summer Session</i>	<i>Irregular</i>

Important notes: Employees with appointment types that have irregular schedules *will not receive pay* unless paid hours are positively posted on the Time Roster.

3 VAC ANNIV DATE

a For provisional employees working irregular schedules, determine eligibility by checking the MOU or contacting PPSD.

b General instructions

<p>If... the employee <i>is</i> eligible for vacation benefits, Note: You check the MOU to determine eligibility.</p>	<p>then... write in the date from which the employee's vacation benefits will accrue. Note: This date usually is the employee's first day of work.</p>
<p>If... the employee <i>is not</i> eligible for vacation benefits,</p>	<p>then... write zeros in this box.</p>

b Instructions for employees taking an additional position(s)

<p>If...</p> <ul style="list-style-type: none"> • the employee is taking an additional, <i>regularly scheduled</i> position in your department and • the employee's other position is <i>in your department</i> and less than full time,* 	<p>then...</p> <p>use the following information from the PAR for the employee's other position.</p> <ul style="list-style-type: none"> • vacation anniversary date • vacation method • vacation factor • sick pay anniversary date • sick pay method • sick pay factor
<p>If...</p> <p>the employee's other position is in another department,*</p>	<p>then...</p> <p>call that department's Personnel Office and ask for the information listed in the "then" box above.</p>

***Note:** If the employee's other position is *full time*, the employee will not be eligible for vacation or sick pay benefits in his or her additional position.

c Instructions for employees from SFUSD

For an employee being transferred or promoted from the School District, call the District's Personnel Office to find out the employee's VACATION ANNIVERSARY DATE.

④ VAC METH

Write in one of the following codes to indicate whether the employee will be eligible to accrue vacation pay.

Table 13: Vacation Pay Eligibility Code

Code	Description
0	<p>Not eligible to accrue paid vacation, or employee does not use the City chartered vacation plan</p> <p>Notes: A small number of employees have their own vacation pay plans. These include, court reporters, judges, teachers, elected officials, board members, and commissioners. Employees who transferred from State employment also do not use the City plan.</p> <p>Employees who take an additional position are not eligible for vacation or sick pay benefits in their additional position <i>if the other position is full time.</i></p>
1	Eligible to accrue paid vacation

5 VAC FAC

Write in one of the following codes to specify how much vacation to accrue.

Table 14: Vacation Factor Code

Code	Description	Vacation accrued at:
0	Employee is not eligible to accrue paid vacation	
1	Employee has worked for the city 1 to 5 years inclusive Note: Since accrual begins on the first day of employment for eligible new hires, you enter a "1" in this box for these employees on the new hire PAR.	.0385 x vacation eligible service
2	Employee has worked for the City 6 to 15 years inclusive Note: Use code 2 for a new hire only when the employee is taking an additional position or has been transferred/promoted from the School District.	.0577 x vacation eligible service
3	Employee has worked for the City more than 15 years Note: Use code 2 for a new hire only when the employee is taking an additional position or has been transferred/promoted from the School District.	.077 x vacation eligible service

Exceptions: Fire Department Personnel

For fire department personnel on 14-day schedules, use codes 4, 5, and 6 in place of codes 1, 2 and 3.

Employees From SFUSD:

a For the employee who is being transferred or promoted from the School District, call the School District's Personnel Office to find out how long the employee has worked for the City.

b Write in the appropriate code based on the table above.

Note: The Payroll/Personnel System will automatically update the employee's vacation factor on the employee's 5th and 15th anniversary dates, but will not generate a PAR.

6 SICK PAY ANNIV DATE

a Determine eligibility for sick pay by referring to Civil Service Rule 20.

b

<p>If... the employee <i>is</i> eligible for sick pay benefits, Notes: If the employee's other position is <i>full time</i>, the employee will not be eligible for vacation or sick pay benefits in his or her additional position. See Civil Service Rule 20 for other eligibility requirements.</p>	<p>then... write in the date from which sick pay benefits will accrue. Note: This date usually is the employee's first day of work.</p>
<p>If... the employee <i>is not</i> eligible,</p>	<p>then... write in zeros.</p>

Exception: Employees From SFUSD:

If the employee is being transferred or promoted from the School District, call the District's Personnel Office to find out the employee's SICK PAY ANNIVERSARY DATE.

7 SICK METH

a Refer to the previous entry, Sick Pay Anniversary Date, to check the employee's eligibility.

b Write in one of the following codes:

Table 15: Sick Pay Eligibility Codes

Code	Description
0	<p>Not eligible to accrue sick pay, or employee does not use the City chartered sick pay plan</p> <p>Notes: A small number of employees have their own sick pay plans. These include, court reporters, own judges, teachers, elected officials, board members, and commissioners. Employees who transferred from State employment also do not use the City plan.</p> <p>Employees who take an additional position are not eligible for vacation or sick pay benefits in their additional position <i>if the other position is full time.</i></p>
1	Eligible to accrue sick pay

Exceptions: Employees From SFUSD

If the employee is being transferred or promoted from the School District, call the District's Personnel Office to find out the employee's SICK PAY ANNIVERSARY DATE.

8 SICK FAC

Write in the same code you used for SICK PAY METHOD
(See #7 above.)

Explanation: The computer uses the sick pay factor to determine the amount of sick pay to accrue.

Exceptions to the Sick Factor Code instructions:

Code	Description
2	FireFighters on a 14 day schedule
3	<p>1. Port employees during the Port's change from State to City operation</p> <p>2. Employees represented by Local 21</p>

⑨ BUDGETED CLASS

Write in the job class from which the employee's position is being funded.

Note: This job class will be either the employee's own or another job class if the employee is being paid using funds that are budgeted for a different job class.

1 : 5-0 8 The PARs
Filling out Line E

Filling out lines F, G and H

Filling out line F

DEPT REQ NO	NO OF EMPL	CERT DATE	RANK	LIST	NEXT MERIT INCREASE DATE	NEXT REVIEW DATE	WORK PHONE
↑	↑	↑	↑	↑	↑	↑	↑
①	②	③	④	⑤	⑥	⑦	⑧

To fill in the following items on line F:

- ① **DEP REQ NO**
 Write in the department requisition number for this employee, beginning from the left-most position in this box.
 The department requisition number will begin with one of the following codes:

Table 16: Department Requisition Number Code

Code	Description
P	Permanent Requisition
PE	Permanent Exempt
DP	Declared Permanent
T	Temporary Requisition
TE	Temporary Exempt

- ② **NO OF EMPL (Optional).**
 Write in the number of persons authorized on the requisition form for this position, using leading zeroes, as in 001.
- ③ **CERT DATE**
 Write in the date the employee was certified as shown on either the HR Notice of Certification or the Appointment Processing form.

④ RANK

If the appointment is from a list, write in the rank number from the Rank box on the HR Appointment Form, using leading zeroes, as in 000001, 000029, 000127.

Notes: Occasionally an employee's rank will end in ".5"—for example, 16.5. This occurs only when a clerical error is made at the time the list is made up and the employee's rank must be inserted between the ranks of two other employees. In this example, you would write 0016.5.

⑤ LIST

If the appointment is from a list, write in the list number from the List box on the HR Appointment form using the format shown in the following examples.

Examples: P00025, E00041, CPE006.

⑥ NEXT MERIT INCREASE DATE (Optional)

Write in the date of the employee's next step increase.

Exception: Leave this box blank if the employee is at the top step or is not eligible.

Notes: The Employee Merit Increase Date Report, Report 800, lists employees who are due for a step increase in the coming month.

Only those employees whose "next merit increase date" boxes on the PAR are filled in will appear on Report 800.

⑦ NEXT REVIEW DATE (Optional)

Write in the date of the employee's next performance evaluation.

Note: The schedule for reviews is in the Human Resources Policy and Procedures Manual (HRPPM).

⑧ WORK PHONE (Optional)

Write in the employee's work telephone number, including the area code.

Filling out line G

OA NNUMBER	APPT EXP DATE	DEPT POS SEQ NO	DATE OF FIRST CITY EMPLOYMENT	FINGERPRINT DATE	MEDICAL EXAM DATE	BILINGUAL CERT DATE	FOREIGN LANGUAGE
↑	↑	↑	↑	↑	↑	↑	↑
1	2	3	4	5	6	7	8

To fill in the following items on line G:

- ① **OA NUMBER OR APPOINTMENT (AP) NUMBER**
After determining either the Appointment number or the Oral Authorization number, write in the seven-digit number.
- ② **APPT EXP DATE**
If the employee has an appointment for a specified period of time, write in the date the appointment will expire.
Explanation: This will be the expiration date of the oral authorization, the temporary appointment, or the requisition.
- ③ **DEP POS SEQ NO (Optional)**
Definition: This item is the department position sequence number that is used to categorize different positions in the same job classifications.
Notes: This number always has four digits.
If you have four positions in job class 1426, you may want to give them position sequence numbers 0001 to 0004.
- ④ **DATE OF FIRST CITY EMPLOYMENT**
Write in the date the employee will start work.
Exception: If the employee is already in another department and is taking an additional position in your department, call the Personnel Office of the other department and ask for date of first City employment from the PAR for that position.
- ⑤ **FINGERPRINT DATE (Optional)**
Write in the date the employee was fingerprinted.
- ⑥ **MEDICAL EXAM DATE (Optional)**
Write in the date the employee completed and passed his or her medical examination.

1 : 6-0 4 The PARs
 Filling out lines F, G and H

- ⑦ **BILINGUAL CERT DATE (Optional)**
 If the employee knows a foreign language and has passed the EEO certification examination, write in the date of certification.
- ⑧ **FOREIGN LANGUAGE (Optional)**
 Write in the first eight letters of the language in which the employee has been certified.

Filling out line H

H	DRIVER'S LICENSE NO	EXP DATE	PROFESSIONAL LICENSE NAME	RENEWAL DATE	SPECIAL USE				
					A	B	C	D	E

↑
①

↑
②

↑
③

↑
④

To fill in the following items on line H:

- ① **DRIVER'S LICENSE NO (Optional)**
 If the employee is required to have a driver's license, write in the number.
- ② **EXP DATE (Optional)**
 Write in the date the driver's license will expire.
- ③ **PROFESSIONAL LICENSE NAME (Optional)**
 If the employee is required to a professional license, write in the name of it.
Examples of employees who have professional licenses:
 Nurses, doctors, and engineers

- ④ **RENEWAL (Optional)**

If... the employee <i>has</i> a professional license,	then... write in the renewal date.
If... the employee <i>does not have</i> a professional license,	then... leave this box blank.

Filling out line J, area K, area L and the bottom of the PAR

Filling out line J and area K

Primary labor code

J	SEC	DEPT	DIV	SEC	INDEX	SUB OBJ	PROJ W/P	DEPT DATA	%
	00	↑	↑	↑	↑	↑	↑	↑	↑
		1	2	3	4	5	6	7	8

Alternate labor codes

K		1	2	3	4	5	6	7	8
	01	↓	↓	↓	↓	↓	↓	↓	↓
	02								
	03								
	04								
	05								

The primary and alternate labor codes are used by the Payroll/Personnel System to determine the account to which the employee's time is charged.

Definition: The *primary labor code* identifies the job at which the employee spends most of his or her time, and this code contains the account number to be charged for this activity.

Notes: Only the *primary labor code* appears on the employee's Time Roster.

Only the non-LDS departments must have a primary labor code.

1 : 7-0 2 The PARs

Filling out line J, area K, area L and the bottom of the PAR

Definition: The *alternate labor codes* identify:

- the jobs at which the employee spends the remainder of his or her time
- the account numbers to be charged for these activities.

Filling out line J, Primary Labor Codes

To fill out the following items on line J:

① DEPT

Write in the employee's two-digit department number, double-checking to make certain that this number is correct.

Note: If there is only one-digit, use a leading zero, as in "01."

② DIV

Write in the FAMIS division number assigned by your department.

Exception: If your department does not use division numbers, write in two zeros.

③ SEC

Write in the employee's FAMIS section number assigned by your division.

Exception: If your department does not use division numbers, write in two zeros.

④ INDEX

If... your department is <i>non</i> -LDS,	then... write in the FAMIS index code that you receive from your accountant.
If... your department is LDS,	then... leave this box blank.

⑤ SUB OBJ

Write in the sub-object code for regular work pay. (See your accountant if you have any question about the correct code.)

6 PROJ W/P

<p>If... the employee <i>will</i> be paid from a project account,</p>	<p>then... obtain the five-digit code from your accountant and write it in this box.</p>
<p>If... the employee will <i>not</i> be paid from a project account,</p>	<p>then... write in five zeros.</p>

7 DEPT DATA

<p>If... you <i>want</i> to gather specialized data for your department,</p>	<p>then... write in the appropriate code. Example: Public Transportation and PUC use a Financial Management System (FMS) code.</p>
<p>If... you <i>do not want</i> to gather specialized data for your department,</p>	<p>then... write in five zeros.</p>

8 %

Write in the percentage of the employee's time that will be charged to this account, using the format 00.0.

Example: 75% would be 75.0.

Exception: 100% would be 99.9.

Filling out Area K, Alternate Labor Codes

You may write in up to five alternate labor codes.

To fill out Area K:

Follow steps 1 to 8 in the previous section, "Primary Labor Codes."

Important note: After writing in alternate labor codes, make certain that all of the labor percent boxes (primary plus alternates) add up to 100%.

1 : 7-0 4 The PARs

Filling out line J, area K, area L and the bottom of the PAR

Filling out area L

EMERGENCY CONTACT

L	LAST NAME		FIRST NAME	
	1		2	
PHONE NUMBER		STREET ADDRESS		
3		4		
CITY	ST	ZIP		
5	6	7		

To fill in the following items in area L:

- ① **LAST NAME (Optional)**
Write in the last name of the person the employee has specified to be contacted in case of an emergency (up to 17 letters).
- FIRST NAME (Optional)**
Write in the first name of the person to be contacted in case of an emergency (up to 12 letters).
- ③ **PHONE NUMBER (Optional)**
Write in the emergency contact person's area code and telephone number.
- ④ **STREET ADDRESS (Optional)**
Write in the emergency contact person's street name and number and their P.O. box or apartment number (up to 18 characters). (For more complete instructions, see 1:306.)
- ⑤ **CITY (Optional)**
Write in the emergency contact person's city (up to 15 letters).
- ⑥ **ST (Optional)**
Write in the abbreviation of the emergency contact person's state.

Filling out line J, area K, area L and the bottom of the PAR

7 ZIP (Optional)

Write in the emergency contact person's zip code.

Filling out the bottom of the PAR

1 REMARKS _____

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE, CORRECT AND IN ACCORDANCE WITH THE LAW.

PREPARED BY	PHONE #	DATE	APPOINTING OFFICER/AUTHORIZED SIGNATURE	DATE
2	3	4	5	6

To fill in the following items on the bottom of the PAR:

1 REMARKS (Optional)

Write any special information about the employee.

Example: Type of turnaround, such as merit increase.

2 PREPARED BY

Sign your name here.

Note: If you are both the person who fills out the PAR and the Appointing Officer/Authorized Signer, you sign only the Appointing Officer/Authorized Signature line.

Explanation: This signature is required:

- for PPSD staff to know whom to call if there are any questions
- to confirm that the new hire PAR has been authorized

3 PHONE #

Write in your telephone number.

4 DATE

Write today's date.

5 APPOINTING OFFICER/AUTHORIZED SIGNATURE

Have the appointing officer or other authorized person sign the PAR.

Note: The authorized person must have a signature authorization card on file at PPSD.

1 : 7-0 6 The PARs

Filling out line J, area K, area L and the bottom of the PAR

6 DATE

Have the appointing officer or other authorized person write in the date on which he or she signs the PAR.

The turnaround PAR—general information and instructions

About the information printed at the top

The following information is printed at the top of each turnaround PAR in line A (For graphic of line A, see page 1:301).

- **DATE PRINTED:** the date the PAR was printed
- **SEQ:** the sequence number of the PAR

Definition: The sequence number refers to the order in which a PAR was printed.

Example: The first and second PARs printed for an employee have sequence numbers “01” and “02.”

Notes: Refer to the sequence number if you are unsure which PAR is the latest PAR for an employee.

The highest sequence number is on the most current PAR, *except when the sequence number reaches 99 and rolls over to number “01.”*

- **TO:** the name of the department that submitted the PAR to PPSD
Note: The employee’s department designation number on line J generates this name.

General instructions for filing out and distributing turnaround PARs

To fill out and distribute a turnaround PAR:

- 1 **Remove the employee’s most recent turnaround PAR from your files.**
- 2 **Check the appropriate type-of-personnel-action-request box at the top of the form.**
- 3 **Cross out the computer-printed information.**

1 : 8-0 2 The PARs

The turnaround PAR—general information and instructions

- 4 Print the new information in the blank space below the computer-printed information as instructed for each type of turnaround PAR in the remainder of this chapter.
- 5 Sign the PAR.
- 6 Send the blue copy to PPSD using a gray, pre-addressed PPSD envelope.
- 7 Put the white copy in the file.
- 8 Give the yellow copy to the employee.

Verifying the turnaround PAR and filing it

To verify and file the turnaround PAR you received from PPSD:

- 1 Compare the turnaround PAR with your hand-written copy of the new hire PAR to make certain the information is correct as submitted.
- 2

If... there <i>is</i> an error,	then... submit the turnaround PAR for correction.*
If... there <i>is not</i> an error,	then... file the PAR.

*Note: See General instructions for filing out and distributing turnaround PARs on page 1:8-01.

What PPSD does with the turnaround PAR

When PPSD staff receives the turnaround PAR, they will:

1. audit and key the new information into the employee master file
2. have the new turnaround PAR printed and delivered to PPSD
3. send the new, most recent turnaround PAR to you.

Processing the new turnaround PAR

Note: An asterisk (*) appears on the turnaround PAR in the left margin next to the line where the change is made to the previous version of the PAR.

To process the new turnaround PAR:

- 1 Review carefully the new turnaround PAR.
- 2

<p>If... The PAR <i>is</i> correct,</p>	<p>then... file the PAR without separating the three copies.</p>
<p>If... the PAR <i>is not</i> correct,</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Important note: <i>If the department number is incorrect, call PPSD's Audit Supervisor immediately.</i></p> </div>	<p>then...</p> <ol style="list-style-type: none"> a cross out the incorrect information. b write in the correct information. c in the remarks section at the bottom of the PAR, write the type of error corrected and the name of the unit responsible for the error. <i>Example: Incorrect index code supplied by accounting.</i> d send the turnaround PAR back to PPSD.

If you do not receive a turnaround PAR within a week

Important note: If you submitted the PAR on the last day of a pay period, wait eight working days before following the procedure below.

To make a second request:

- 1 Make a photocopy of your department copy.
- 2 Write "Second Request" on the top of the photocopy.
- 3 Send the photocopy to PPSD and keep the other one in your files.

Special cases

Employees who hold multiple positions

When an employee holds multiple positions with the City,

- A PAR must be filled out and maintained for *each position* the employee holds
- Each of the employee's PARs will have a different employee number.
- the Payroll/Personnel System will treat each position as if it were held by a different employee

*Turnaround PAR has "****" in place of the employee's first name*

If you see a copy of an employee's PAR that has asterisks ("****") in place of the employee's first name:

- 1 **Circle the asterisks.**
- 2 **Return the PAR to PPSD.**

Notes: This PAR was generated because the employee number was incorrect.

The PAR containing the correct employee number will be sent to you with a copy of the Problem Description form correcting the employee's earning record.

(See Appendix K for more information on correcting employee numbers.)

Turnaround PAR—promotions

Definition

- A promotion occurs when an employee's classification is changed to a higher level or redefined as a higher level by the MOU.
- A promotion may be permanent or temporary.

Promotions into your department

Obtaining the PAR and Change of Department Form

Ask the department the employee is leaving to send immediately to you:

- the employee's PAR
- a completed Employee Change of Department Form (PPSD-1094)

Promotions From the School District

Employees promoted to your department from the San Francisco Unified School District do not have a PAR, because the School District does not use the City-wide Payroll/Personnel System.

To process a promotion from SFUSD:

- 1 Fill out a new hire PAR for the employee.**
- 2 Ask SFUSD to fill out and send to you an Employee Change of department form.** (See the "Other Forms" chapter for instructions on filling out this form.)

Promotions out of your department

Forwarding the PAR and Change of Department Form

<p>If... the employee is being promoted out of your department,</p>	<p>then...</p> <ol style="list-style-type: none"> 1 Fill out an Employee Change of Department Form as described in the "Other Forms" section. 2 Send the form with the employee's PAR to his or her new department as soon as possible.
<p>If... the employee is promoted out of your department to <i>SFUSD</i>,</p>	<p>then...</p> <ol style="list-style-type: none"> 1 Fill in an Employee Change of Department Form. 2 Follow the steps listed in the next section, "Promotions to the School District."

Promotions to the School District

If the employee is receiving either a permanent or temporary promotion to the San Francisco Unified School District:

- 1 **Fill out the employee's PAR as you would for a separation.** (For instructions, see page 1:1301.)

Explanation: A promotion to the school District is treated as a separation because the School District does not use the Citywide Payroll/Personnel System.

- 2 **Check the Promotion box.**
- 3 **Write "Promotion to SFUSD" in the REMARKS section.**
- 4 **File the turnaround PAR you receive from PPSD in the employee's file.**

General instructions for filling out the PAR

The department the employee is leaving fills out the information listed under the section, "Instructions for the department the employee is leaving," below and sends the PAR to the employee's new department.

The employee's new department fills out the information listed under the section, "Instructions for the new department" on page 1:904.

How to fill out the PAR

Instructions for the department the employee is leaving

If the employee is taking a temporary promotion (on leave from permanent class), fill in the following information on line I.

I									
PERM DEPT	PERM CLASS	PERM STEP	LEAVE START DATE	LEAVE END DATE	PERM DEPT REQ NO	PERM CERT DATE	PERM RANK	PERM LIST	NEXT MERIT INCREASE DATE - PERM CLASS
↑	↑	↑	↑	↑	↑	↑	↑	↑	↑
1	2	3	4	5	6	7	8	9	10

- 1** PERMANENT DEPARTMENT
Write in the employee's department number from line A. (For graphic of line A, see page 1:301.)
- 2** PERMANENT CLASS
Write in the employee's job classification number from line D. (For graphic of line D, see page 1:401.)
- 3** PERMANENT STEP
Write in the employee's salary step number, if any, from line D.
- 4** LEAVE START DATE
Write in the start date of the employee's leave from his or her permanent classification.
- 5** LEAVE END DATE
Write in the projected end date of the employee's leave.
- 6** PERMANENT DEPARTMENT REQUISITION NUMBER
Write in the employee's department requisition number from line F. (For graphic of line F, see page 1:601.)
- 7** PERMANENT CERTIFICATION DATE
Write in the employee's certification date from line F.

- ⑧ PERMANENT RANK
Write in the employee's rank number, if any, from line F.
- ⑨ PERMANENT LIST
Write in the employee's list number, if any, from line F.
- ⑩ NEXT MERIT INCREASE DATE - PERMANENT DEPARTMENT (Optional)
Write in the employee's next merit increase date, if any, from line F.

Instructions for the new department

- 1 Check the promotion box at the top of the PAR.
- 2 Write in the following information:
 - a EFFECTIVE DATE (line A) (For graphic of line A, see page 1:301.)
Write the date that the employee's promotion will be effective.
 - b PAY RATE (line D) (For graphic of line D, see page 1:401.)
 - c SALARY STEP (line D)
 - d JOB CLASS (line D)
 - e APPT TYPE (line E) (For graphic of line E, see page 1:603.)
 - f BUDGETED CLASS (line E)
 - g DEPARTMENT REQUISITION NUMBER (line F) (For graphic of line F, see page 1:601.)
 - h NUMBER OF EMPLOYMENT (line F) (Optional)
 - i CERTIFICATION DATE (line F) (Required for all appointments except exempt positions)
 - j NEXT REVIEW DATE (line F) (Optional)
 - k OA NUMBER (line G) (For graphic of line F, see page 1:601.)
 - l SIGNATURE LINE (bottom of PAR)
- 3 If any of the following information has changed, write in the new information.
 - a STANDARD HOURS (line D) (For graphic of line D, see page 1:401.)
 - b SHIFT CODE (line D)
 - c SHIFT % CODE (line D)

- d OT STATUS (line D)
- e ROSTER CODE (line D)
- f CHECK DISTRIBUTION CODE (line D)
- g CERT DATE (line F) (For graphic of line F, see page 1:601.)
- h RANK (line F)

If... the employee is certified from an eligible list,	then... write in the information.
For all other employees,	leave blank.

- h LIST (line F) (For graphic of line F, see page 1:601.)

If... the employee is certified from an eligible list,	then... write in the list number.
For all other employees,	leave blank.

- i NEXT MERIT INCREASE DATE (line F)

If... the employee is either: <ul style="list-style-type: none"> • permanent or • permanent-exempt or • not at their top step, 	then... write in the date of next merit increase.
For all other employees	leave blank.

- j WORK PHONE (line F) (Optional) (For graphic of line F, see page 1:601.)

- k ORAL AUTHORIZATION NUMBER/APPOINTMENT NUMBER (line G) (Required for all appointments except exempt positions) (For graphic of line G, see page 1:603.)

If... the employee has an appointment or oral authorization number for a specified period of time,	then... write in the number.
For all other employees	leave blank

- I APPOINTMENT EXPIRATION DATE (line G) (For graphic of line G, see page 1:603.)

If... the employee has the appointment for a specified period of time,	then... write in the expiration date.
For all other employees	leave blank

- m DEPARTMENT POSITION SEQUENCE NUMBER (line G) (Optional) (For graphic of line G, see page 1:603.)
- n DEPT (line J)
Enter the new department number here.
- o LABOR CODES (line J and area K)

Where the check for combined pay is sent

When an employee is promoted to another department, the pay for the time spent during the current pay period in both the new department and the former department will be combined.

The paycheck or direct deposit advice will be sent to the department that appears on the employee's master file record at the time that the check or advice is printed.

Turnaround PAR— reappointments/rehires

Definitions

Reappointment

A reappointment occurs when an employee returns to City employment under the following conditions:

- the return date is no more than four years after the termination date of previous City employment
Exception: Within two years for fire fighters
- the employee is returning to the same class they left prior to the reappointment
- their previous position was permanent
- the employee resigned from a classification in which he or she passed the probationary period

Rehire

A rehire occurs when an employee returns to City employment after a separation of any length to a class other than the class previously held.

Attach IRS forms W-4 or DE-4

- 1 Have every employee who is being rehired or reappointed fill out an IRS Form W-4 or DE 4.
- 2 Attach the form to the PAR.

Important note: If PPSD does not receive a completed Form W-4 or DE 4 with the employee's PAR, the employee will *not* receive a refund for any excess taxes withheld.

Determining if the employee has a master file record

Note: An employee who is being rehired or reappointed may or may not have a master file record.

- 1 Ask the employee for the name of his or her former department.
- 2 Call the former department and ask them if there is master file record in the payroll system.

<p>If... you are <i>still uncertain</i> whether the employee has a master file record in the system,</p>	<p>then...</p> <ol style="list-style-type: none"> a find out the employee's employee number or Social Security number by asking the employee or the former department. b call the PPSD Audit Section. <ol style="list-style-type: none"> (1) Tell them you are trying to find a master file record for this employee. (2) Give them the employee number or Social Security number.
<p>If... there <i>is</i> a master file record in the system,</p>	<p>then... skip ahead to the following section, "When you determine there is master file record in the System."</p>
<p>If... there <i>is not</i> a master file record in the system,</p>	<p>then... fill out a new hire PAR.</p>

When you determine there is a master file record in the system

If the department reports there is a master file record

- 1 Get the PAR from the employee's former department
- 2 Fill out the PAR.
- 3 Send the PAR to PPSD

If PPSD confirms there is a master file record

- 1 Ask for the employee number.

2 Submit a print PAR request.

Notes: PPSD must receive the completed PAR from you *during the same pay period in which the employee begins work in your department.*

If there is not enough time to submit a print PAR request, ask the Audit Section to print the PAR for you.

3 After you have submitted the employee's PAR, call the employee's former department and ask them to:

a Write the following note on their copy of the employee's PAR.

Employee is now employed in _____
(name of your department)

b Refile the PAR.

How to fill out the PAR

1

<p>If... the employee is being <i>reappointed,</i></p>	<p>then... check the REAPPOINTMENT box at the top of the form.</p>
<p>If... the employee is being <i>rehired,</i></p>	<p>then... a check the "Other Change" box at the top of the form. a line out the words, "Other Change" and write next to them, "Rehire."</p>

3 Write in the following information:

- a EFFECTIVE DATE (line A)(For graphic of line A, see page 1:301.)**
Write the date the employee will begin his or her reappointment or rehire date.
- b EMPLOYEE STATUS (line E) (For graphic of line E, see page 1:501.)**
Write in a 1 to indicate that the employee is active.
- c SEPARATION CODE (line E)**
Write in a "b" to remove the separation code from the employee's master file record.
- d SEPARATION DATE (line E)**
Write in a ~~b~~ to remove the separation date from the employee's master file record.

The PARs

Turnaround PAR—reappointments/rehires

- e DEPARTMENT REQUISITION NUMBER (line F) (For graphic of line F, see page 1:601.)
- f NUMBER OF EMPLOYMENTS (line F) (Optional)
- g CERTIFICATION DATE (line F)
- h APPOINTMENT EXPIRATION DATE (line G) (For graphic of line G, see page 1:603.)

If... the appointments are <i>for a specified period of time,</i>	then... write in the expiration date.
For all other employees,	leave blank.

- i SIGNATURE LINE (bottom of PAR)
- 4 If any of the following information has changed, write in the new information.**
- a DEPARTMENT NUMBER (line A) (For graphic of line A, see page 1:301.)
 - b PAY RATE (line D) (For graphic of line D, see page 1:401.)
 - c SHIFT CODE (line D)
 - d SHIFT % (line D)
 - e OT STATUS (line D)
 - f ROSTER CODE (line D)
 - g CHECK DISTRIBUTION CODE (line D)
 - h APPOINTMENT TYPE(line E) (For graphic of line E, see page 1:501.)
 - i VACATION ANNIVERSARY DATE (line E)
 - j VACATION METHOD (line E)
 - k VACATION FACTOR (line E)
 - l SICK PAY ANNIVERSARY DATE (line E)
 - m SICK PAY METHOD (line E)
 - n SICK PAY FACTOR (line E)
 - o NEXT MERIT INCREASE DATE (line F) (Optional.) (For graphic of line F, see page 1:601.)

- p NEXT REVIEW DATE (line F)
- q WORK PHONE (line F) (Optional) (For graphic of line F, see page 1:601.)
- r OA NUMBER (line G) (Required for all appointments except “Exempt” employees) (For graphic of line G, see page 1:603.)

If... the appointments require an appointment or oral authorization number,	then... insert the appropriate number here.
For all other employees,	leave blank.

- s DEPARTMENT POSITION SEQUENCE NUMBER (line G) (Optional) (For graphic of line G, see page 1:603.)
 - t DATE OF FIRST CITY EMPLOYMENT
 - u LABOR CODES (line J and area K)
- 5 If any other information has changed, write in the new information.**

1 : 1 0-0 6

The PARs

Turnaround PAR—reappointments/rehires

Turnaround PAR—reinstatements

Definition

A reinstatement occurs when an employee returns to his or her permanent position after accepting a permanent appointment in another classification. (See Civil Service Rule #14 for details.)

If the employee is being reinstated to your department

Ask the department the employee is leaving to send immediately to you the employee's PAR and a completed Employee Change of Department Form (PPSD-1094).

If the employee is leaving your department

Forwarding the PAR and the Change of Department Form

If the employee will be leaving your department because he or she is being reinstated to another department:

- 1 Fill out an Employee Change of Department Form as described in the "Other Forms" section of this manual
- 2 Send this form with the employee's PAR to his or her new department as soon as possible.

Reinstatements to the School District

If the employee is being reinstated to the School District:

- 1 Begin filling out the employee's PAR by checking the Reinstatement box
- 2 Write "Reinstatement to SFUSD" in the Remarks section of the PAR
- 3 Fill out the remainder of employee's PAR as you would for a separation. (See page 1:1301.)

Explanation: A reinstatement to the School District is treated as a separation because the School District does not use the Citywide Payroll/Personnel System.

How to fill out the PAR

- 1 Check the REINSTATEMENT box.
- 2 Write in the following information.
 - a EFFECTIVE DATE (line A) (For graphic of line A, see page 1:301.)
Write in the first day the employee will be back in his or her permanent position.
 - b JOB CLASSIFICATION (line D) (For graphic of line D, see page 1:401.)
 - c DEPARTMENT REQUISITION NUMBER (line F) (For graphic of line F, see page 1:601.)
 - d NUMBER OF EMPLOYMENTS (line F) (Optional)
 - e CERTIFICATION DATE (line F)
 - f SIGNATURE LINE (bottom of PAR)
- 3 If any of the following information has changed, write in the new information.
 - a DEPARTMENT NUMBER (line A) (For graphic of line A, see page 1:301.)
 - b PAY RATE (line D) (For graphic of line D, see page 1:401.)
 - c SALARY STEP (line D)
 - d STANDARD HOURS (line D)
 - e SHIFT CODE (line D)
 - f SHIFT % CODE (line D)
 - g OT STATUS (line D)
 - h ROSTER CODE (line D)
 - i CHECK DISTRIBUTION CODE (line D)
 - j NEXT MERIT INCREASE DATE (line F) (Optional.) (For graphic of line F, see page 1:601.)
 - k NEXT REVIEW DATE (line F) (Optional)
 - l WORK PHONE (line F) (Optional)
 - m DEPARTMENT POSITION SEQUENCE NUMBER (line G) (Optional)
(For graphic of line G, see page 1:603.)

n LABOR CODES (line J and area K.

Where the check for combined pay is sent

When an employee is promoted to another department, the pay for the time spent during the current pay period in both the new department and the former department will be combined.

The paycheck or direct deposit advice will be sent to the department that appears on the employee's master file record at the time that the check or advice is printed.

1 : 1 1-0 4

The PARs

Turnaround PAR—reinstatements

Turnaround PAR—print PAR only

Requesting that a PAR be printed

If...	then...
<p>you <i>have</i> a copy of the employee's PAR but need a clean copy,</p>	<ol style="list-style-type: none"> 1 Check the "Print PAR Only" box in the turnaround PAR. 2 In the "Effective Date" box, write the date you submit the request. 3 Fill out the signature line
<p>you <i>don't have</i> a copy of the employee's PAR,</p>	<ol style="list-style-type: none"> 1 Use a new hire PAR. 2 Check the "Print PAR Only" box. 3 Fill in the following information: <ol style="list-style-type: none"> a YOUR DEPARTMENT NAME (at the top right corner) b EMPLOYEE NUMBER (line A) (For graphic of line A, see page 1:301.) c DEPARTMENT NUMBER (line A) d EFFECTIVE DATE (line A) e EMPLOYEE'S LAST NAME, FIRST NAME AND MIDDLE INITIAL (line B) (For graphic of line B, see page 1:304.) f SIGNATURE LINE (bottom of the PAR)

Turnaround PAR—separations

Definition

Separations include:

- resignations, retirements, deaths, layoffs and terminations
- transfer or promotion to the San Francisco Unified School District
Explanation: This category is treated as a separation because the School District does not use the Citywide Payroll/Personnel System.
- an employee who holds multiple positions resigns, is *laid off* or *terminated* from *one of the positions* he or she holds.

Important note: Never submit a PAR for a separation unless you are certain that the employee meets the criteria for a separation as defined above.

When to submit the PAR

Submit the employee's turnaround PAR only after the employee has received his or her last paycheck.

Posting for separated employees until their name is deleted

The employee's name will continue to appear on the Time Roster for one to two pay periods after you have submitted the PAR.

Post non-paid hours code "XX" for this employee until his or her name no longer appears on the Roster.

Filing PARs for separated employees

Keep the separated employee's turnaround PAR in your department files.

Explanation: If the employee ever returns to City employment, the PAR will be needed.

Deceased employees

To begin processing payroll/personnel records for a deceased employee:

- 1 **Immediately call the PPSD Tax Unit.**
- 2 **Immediately afterwards, follow the special procedures in Appendix K.**

How to fill out the PAR

- 1 **Check the SEPARATION box.**
- 2 **Fill in the following information:**
 - a **EFFECTIVE DATE (line A)** (For graphic of line A, see page 1:301.)
Write in the day after the last day for which the employee was paid.
 - b **EMPLOYEE STATUS (line E)** (For graphic of line E, see page 1:501.)
Write in a "3."
 - c **SEPARATION CODE (line E)**
Write in one of the following codes to specify the reason for the employee's separation:

Table 17: Separation Code

Code	Reason
1	Death
2	Termination
3	Retirement
4	Layoff
5	Resignation
6	Transfer to SFUSD

- d **SEPARATION DATE (line E)**
Write in the same date you wrote in the effective date box.
- e **SIGNATURE LINE (bottom of PAR)**

Turnaround PAR—transfers

Definition

A transfer occurs when an employee changes to a position of the same classification in another department.

Sending the PAR to the employee's new department

If... you are <i>able</i> to send the employee's PAR to his or her new department before the employee leaves your department,	then... send the PAR by inter-office mail.
If... you are <i>unable</i> to send the employee's PAR to his or her new department before the employee leaves your department,	then... call the new department to arrange delivery of the PAR.

Important note: It is crucial that the PAR reach the department on or before the start date of the employee's new position.

Requesting the PAR from the employee's former department

If you have not received a transferred employee's PAR by the time the employee starts work in your department, request by phone that it be sent to you immediately.

Filling out the Change of Department Form

The department the employee is leaving must:

- 1 Fill out an Employee Change of Department Form, PPSD-1094,
- 2 Send it to the employee's new department.
(For instructions on filling out this form, see the "Other Forms" section.)

Managing transfers to your department *from* SFUSD

- 1 Fill out a new hire PAR for this employee.

Explanation: The employee will not have a PAR on file, because the School District does not use the Citywide Payroll/Personnel System.

- 2 Ask SFUSD to fill out and send to you an Information on Employees Transferring from SFUSD form, No. 1094. See the "Other Forms" section for instructions on filling out this form.

Managing transfers *from* your department to SFUSD

- 1 Checking the Transfer box on the employee's turnaround PAR.
- 2 Write "Transfer to SFUSD" in the Remarks section.
- 3 Fill out the remainder of the PAR as you would for a separation. (See page 1:1301.)

Explanation: A transfer to the School District is treated as a separation because the School District does not use the Citywide Payroll/Personnel System.

- 4 Fill out an Information on Employees Transferring to SFUSD form (No. 1094), and send it to SFUSD.

How to fill out the PAR for all non-SFUSD transfers

Important note: Remember that a transfer is *not* a separation, even though the employee is leaving your department, so do not change the employee status to "3" when an employee is transferring, except when they are transferring to SFUSD or City College.

- 1 Check the Transfer box.
- 2 Fill in the following:
 - a DEPARTMENT NUMBER (line J) (For graphic of line J, see page 1:701.)
 - b EFFECTIVE DATE (line A) (For graphic of line A, see page 1:301.)
Write in the first day the employee will be in your department.

- c ROSTER CODE (line D) (For graphic of line D, see page 1:401.)
 - d CHECK DISTRIBUTION CODE (line D) (For graphic of line D, see page 1:401.)
 - e DEPARTMENT REQUISITION NUMBER (line F) (For graphic of line F, see page 1:601.)
 - f NUMBER OF EMPLOYMENTS (line F) (Optional)
 - g CERTIFICATION DATE (line F)
 - h WORK PHONE (line F) (Optional)
 - i LABOR CODES (line J and area K) (For graphic of line J and area K, see page 1:701.)
 - j SIGNATURE LINE (bottom of PAR)
- 3 If any of the following information has changed, write in the new information:**
- a SHIFT CODE (line D) (For graphic of line D, see page 1:401.)
 - b APPOINTMENT EXPIRATION DATE (line G) (For graphic of line G, see page 1:603.)

If... the employees have an appointment <i>for a specific period of time,</i>	then... insert the expiration date.
For all other employees,	leave blank.

- c DEPARTMENT POSITION SEQUENCE NUMBER (line G) (Optional)
- d **If any other information has changed, write in the new information.**

Where the check for combined pay is sent

When an employee is promoted to another department, the pay for the time spent during the current pay period in both the new department and the former department will be combined.

The paycheck or direct deposit advice will be sent to the department that appears on the employee's master file record at the time that the check or advice is printed.

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The PARs

Turnaround PAR—transfers

Turnaround PAR—leaves of absence

Definition

A leave of absence is:

- officially approved
- for a specified period of time
- unpaid

When to submit the PAR

If... an employee is <i>going on</i> leave,	then... submit the employee's PAR only after the employee has been paid for his or her final pay period.
If... an employee is <i>returning from</i> leave,	then... submit the employee's PAR again.

How to fill out the PAR

When the leave begins

- 1 Check the Leave box.
- 2 Fill in the following:
 - a EFFECTIVE DATE (line A) (For graphic of line A, see page 1:301.)
Write in the date the employee began his or her leave.
 - b EMPLOYEE STATUS (line E) (For graphic of line E, see page 1:501.)
Write in code 2 to indicate that the employee is on leave and should not be paid.

The PARs

Turnaround PAR—leaves of absence

- c UNPAID LEAVE REASON (line E) (For graphic of line E, see page 1:501.)**

Write in one of the following codes to specify the reason for the employee's leave:

Table 18: Unpaid Leave Reason Code

Code	Description
1	Personal
2	Illness
3	Maternity
4	Educational
5	Military
6	Child care
7	No pay—Long-Term

- c UNPAID LEAVE START DATE (line E)**

Write in the date the employee is starting his or her leave.

- d UNPAID LEAVE RETURN DATE (line E)**

Write in the date the employee is planning to return from his or her leave.

- e SIGNATURE LINE (bottom of PAR)**

When the employee returns

- 1 Check the "Other Change" box.**

- 2 Fill in the following information:**

- a EFFECTIVE DATE (line A) (For graphic of line A, see page 1:301.)**

Write in the date the employee will return from the leave.

- b EMPLOYEE STATUS (line E) (For graphic of line E, see page 1:501.)**

Write in a "1" to change the employee's status to active.

- c UNPAID LEAVE REASON (line E)**

Write in a "b" * to remove the unpaid leave reason from the employee's master file record on the Payroll System.*

- d UNPAID LEAVE START DATE (line E)**

Write in b.*

e UNPAID LEAVE RETURN DATE (line E)

Write in *Ø*.*

f SIGNATURE LINE (bottom of PAR)

***Important note:** Be certain to write a “*Ø*” in the boxes listed above; otherwise, the Payroll/Personnel System may not pay the employee.

3 If any of the following information has changed, write in the new information.

a PAY RATE (line D) (For graphic of line D, see page 1:401.)

b NEXT MERIT INCREASE DATE (line F) (Optional.) (For graphic of line F, see page 1:601.)

c LABOR CODES (line J and area K) (For graphic of line J and area K, see page 1:701.)

1 : 1 5-0 4

The PARs

Turnaround PAR—leaves of absence

Turnaround PAR—other changes

Definition

An “Other Change” PAR is for :

- updating shift % codes and special shift pay procedures
- making other changes that are not described in previous sections

Example: Emergency contact data
Work phone
Index code

How to fill out the PAR—general instructions

To fill out the PAR:

- 1 Check the “other change” box at the top of the PAR.
- 2 Write in the effective date of the change on line A. (For graphic of line A, see page 1:301.)
- 3 Write in the new information.

Updating shift % and shift codes for 1998/99

General instructions

- 1 Please check for accuracy the new shift percent codes on your most recent turnaround PAR. (The shift percent code appears on line D of the PAR.) (For graphic of line D, see page 1:401.)
- 2 If the shift percent code on the PAR is not the same as the new code listed in the table, “1998/99 Shift Percent Codes by employee organization” on page 1:1603, write the correct code from this table in the SHIFT % box of the PAR (Line D).

Important note: Effective 7/1/98, you use the new codes in this table for all new hires and changes from one class to another.

Shift % code changes for Deputy Sheriffs and Teamsters

Employee Organization	1998/99 shift percent code	FYE: 1998/99 shift percent
Deputy Sheriffs	"2"	8%
Teamsters, Loc. 216	"3"	10%

Shift % code changes for Local 21, special classes

<p>If... an employee in any of the following classes <i>did</i> work and receive shift premium pay in May 1998:</p> <p>1002 – 1005 1011 –1014 1734 –1739 1741,1860, 7336, and 7366,</p>	<p>then...</p> <p>1 make certain that shift percent code "9" is in the SHIFT % box (Line D) of his or her most recent turnaround PAR. (For graphic of line D, see page 1:401.)</p> <p>2..If a "9" does not appear in this box, write a "9" in the SHIFT % box on a turnaround PAR and submit it to PPSD</p> <p>Exception: If the employee worked shift 2 and his or her hourly rate is more than \$28.1250, use shift percent code "2." (Only a few employees in classes 1739 and 1860 have an hourly rate of more than 28.1250, so it is not necessary to search other job classes for exceptions.)</p>
<p>If... an employee in any of the classes listed above <i>did not</i> work and receive shift premium pay in May 1998,</p>	<p>then... write a "2" in the SHIFT % code box of a turnaround PAR (Line D) and submit it to PPSD. (For graphic of line D, see page 1:401.)</p>

Instructions re. employees represented by local 261

Eligibility

Employees represented by Local 261 are eligible for a shift premium of 6.25 percent per hour *only if they are* Full Time (Appointment Types A, B, C, D, N, and P).

Note: Employees who are not Full Time are not eligible.

Filling in the shift codes on the turnaround PAR

To fill in the SHIFT box and the SHIFT % box (both on Line D) for a **Full Time** employee:

- 1 Write in Shift Code 2, 3 or 4. (For graphic of line D, see page .1:401)
- 2 Write in Shift percent Code 1.

For all other Local 261 members working *any* shift:

Write in Shift Code 1 on both the PAR and the Time Roster.

Explanation: These employees are *not* eligible for a shift premium.

1998/99 Shift Percent Codes by employee organization

Organization Name	Shift % Code	FY 98/99 Change
Association of Personnel Professionals, (IFPTE) Local 21	2	Yes
Brick Layers, Local 3	9	
Building Inspectors - J/C 6331 and 6333	1	
Building Inspectors - J/C 6334	1	
Building Material & Construction Teamsters, Local 216	3	Yes
Carpenters. Local 22	1	
Cement Masons, Local 580	1	
Clerk-Administrator	1	
Community College	Various	
Courts – Attorneys	1	
Courts - Court Reporter	1	
Courts – Management	1	
Courts – MIS	1	
Courts - Miscellaneous (Municipal)	1	
Courts - Miscellaneous (Superior)	1	
DA Investigators Association	1	
Deputy Sheriff's Association	2	Yes
Elected Officials	1	
Electrical Workers, Local 6	2	
Firefighters - B/U 1, Local 798	1	
Firefighters - B/U 2, Local 798	1	
Glaziers, Local 718	9 & 1 ¹	
Hod Carriers, Local 36	9	
Institutional Police Officers Association	2	

(Continued) Organization Name	Shift % Code	FY 98/99 Change
Interns & Residents Association	1	
Iron Workers, Local 377	1	
Laborers International, Local 261	1 ²	
Machinists, Local 1414	3	
Municipal Attorney's Association	1	
Municipal Executives Association	1	
Municipal Executives Association - Courts Management	1	
Municipal Executives Association - Fire Department	1	
Municipal Executives Association - Police Department	1	
Operating Engineers, Local 3	3	
Painters, Local 4	1	
Pile Drivers, Local 34	1	
Plasterers and Shophands, Local 34	9	
Plumbers, Local 66	2	
Police Officers Association, Local 911	1	
Port Director	1	
Probation Officers Association	2	
Professional & Technical Engineers, (IFPTE), Local 21	2 & 9 ³	Yes
Roofers, Local 40	1	
SEIU - Local 250	2	
SEIU - Local 535	2	
SEIU - Local 790	2 & 3 ⁴	
SEIU - Local 790 Court Clerks	1	
SEIU - Local 790 Fire Rescue Paramedics	1	
SEIU - Local 790 Staff and Per Diem Nurses	5	
Sheet Metal Workers, Local 104	1	
Stationary Engineers, Local 39	9 & 6 ⁵	
Superior/Municipal Court Judges	1	
Supervising Probation Officers	1	
Teamsters - Local 350	2	
Teamsters - Local 856 - Miscellaneous	2	
Teamsters - Local 856 - Supervising Registered Nurses	5	
Theatrical Stage Employees, Local 16	1	
TWU - Automotive Service Worker, Local 250-A	3	
TWU - Miscellaneous, Local 250-A	2	
TWU - SEAM, Local 200-A	2 & 3 ⁶	

(Continued) Organization Name	Shift % Code	FY 98/99 Change
TWU - Transit Operator, Local 250-A	1	
Union of American Physicians & Dentists B/U 8-CC	1	
Union of American Physicians & Dentists B/Unit 11-AA	1	
Unrepresented Employees	9	

- ¹ Shift % code "9" for those with a regular schedule (Appointment types 'A', 'B', 'C', 'D', 'F', 'G', 'H', 'N', 'P', 'Q', and 'R' .) '1' for all others.
- ² Only those individuals with a full-time appointment type are eligible for shift premium (Appointment Types 'A', 'B', 'C', 'D', 'N', and 'P'), shift code must be set to '4'; set to '1' for all others.
- ³ Shift % code "9" for job classes 1002, 1003, 1004, 1005, 1011, 1012, 1013, 1014, 1734,1736, 1737, 1738, 1739, 1741, 1860, 7336, 7366, unless they worked shift 2 and their hourly rate was greater than \$28.1250. If this rate was greater than \$28.1250, see special instructions on page 2, under "Changes for job classes."
- ⁴ Shift % code "3" for the following job classes 2441, 2442, 2450, 2454, 2493, 2494, 2495, 9102, 9104, 9106
- ⁵ Shift % code "6" for Job Classes 7252, 7372, 7373, 7375, 7420 when employees in these classes are assigned to work an alternate schedule at the Southeast and Richmond Sunset Plants.
- ⁶ Shift % code "3" for job classes 7412

The employee's new department fills out the information listed under the section, "Instructions for the new department" on page 1:904.

How to fill out the PAR

Instructions for the department the employee is leaving

If the employee is taking a temporary promotion (on leave from permanent class), fill in the following information on line I.

LEAVE FROM PERMANENT CLASS DATA										
I	PERM DEPT	PERM CLASS	PERM STEP	LEAVE START DATE	LEAVE END DATE	PERM DEPT REQ NO	PERM CERT DATE	PERM RANK	PERM LIST	NEXT MERIT INCREASE DATE - PERM CLASS
	↑	↑	↑	↑	↑	↑	↑	↑	↑	↑
	1	2	3	4	5	6	7	8	9	10

- 1** PERMANENT DEPARTMENT
Write in the employee's department number from line A. (For graphic of line A, see page 1:301.)
- 2** PERMANENT CLASS
Write in the employee's job classification number from line D. (For graphic of line D, see page 1:401.)
- 3** PERMANENT STEP
Write in the employee's salary step number, if any, from line D.
- 4** LEAVE START DATE
Write in the start date of the employee's leave from his or her permanent classification.
- 5** LEAVE END DATE
Write in the projected end date of the employee's leave.
- 6** PERMANENT DEPARTMENT REQUISITION NUMBER
Write in the employee's department requisition number from line F. (For graphic of line F, see page 1:601.)
- 7** PERMANENT CERTIFICATION DATE
Write in the employee's certification date from line F.

- ⑧ PERMANENT RANK
Write in the employee's rank number, if any, from line F.
- ⑨ PERMANENT LIST
Write in the employee's list number, if any, from line F.
- ⑩ NEXT MERIT INCREASE DATE - PERMANENT DEPARTMENT (Optional)
Write in the employee's next merit increase date, if any, from line F.

Instructions for the new department

- 1 Check the promotion box at the top of the PAR.
- 2 Write in the following information:
 - a EFFECTIVE DATE (line A) (For graphic of line A, see page 1:301.)
Write the date that the employee's promotion will be effective.
 - b PAY RATE (line D) (For graphic of line D, see page 1:401.)
 - c SALARY STEP (line D)
 - d JOB CLASS (line D)
 - e APPT TYPE (line E) (For graphic of line E, see page 1:603.)
 - f BUDGETED CLASS (line E)
 - g DEPARTMENT REQUISITION NUMBER (line F) (For graphic of line F, see page 1:601.)
 - h NUMBER OF EMPLOYMENT (line F) (Optional)
 - i CERTIFICATION DATE (line F) (Required for all appointments except exempt positions)
 - j NEXT REVIEW DATE (line F) (Optional)
 - k OA NUMBER (line G) (For graphic of line F, see page 1:601.)
 - l SIGNATURE LINE (bottom of PAR)
- 3 If any of the following information has changed, write in the new information.
 - a STANDARD HOURS (line D) (For graphic of line D, see page 1:401.)
 - b SHIFT CODE (line D) →
 - c SHIFT % CODE (line D) →

Important note: If the employee's MOU changed as the result of the promotion, see page 1:16-01, "Updating shift % and shift codes..." for the correct codes.

7 SHIFT %

Definitions: Shift premium: the dollar amount added to regular pay for work done during shifts 2 and 3, depending on the employee's MOU

Note: Shift premium is often called, "shift differential" in the MOUs

Shift premium percent: the percentage of regular pay used to calculate a shift premium

Shift premium rate: The flat, dollar rate of pay used to calculate a shift premium

To fill in the shift % code:

- a Identify the employee's employee organization.
- b Look up the shift % code authorized for the employee's organization on pages 1:16-03 to 1:6-05 in "(fiscal year) Shift Percent Codes by employee organization."
- c Write in the appropriate shift code.

Note: For your information, the shift percent or flat rate corresponding to each shift percent code is listed in the table below.

Table 8: Shift Percent Code

Shift Percent Code	Shift percent or flat rate
1	6.25 %
2	8 %
3	10 % <i>for shift 2</i> 15 % <i>for shift 3</i>
4	Not used at this time
5	10% for shift 2 20% for shift 3

(continued) Shift Percent Code	Shift percent or flat rate
6	1.9% for shift 2 and 3
7	Not used at this time
8	Not used at this time
9	Use Special Pay. See Special Pay Table in Appendix G.

8 OT STAT

Write in one of the following codes to specify whether the employee will be eligible for overtime pay or standby pay.

Table 9: Overtime/Standby Pay Eligibility Code

Code	Description
1	Not eligible for overtime pay
3	Eligible for overtime pay

Important Notes: Under certain circumstances, the Z symbol may be suspended to allow for the payment of overtime. The Director of the Employee Relations Division (ERD) of the Department of Human Resources must approve this suspension. (See the Compensation Manual, DHR, for Z designations.)