

BULLETIN

Number 16

Payroll/Personnel Services Division

Date 10/16/85 Revised

THE SPECIAL PAY USAGE REPORT

This Bulletin replaces Bulletin 16 dated 6/24/85. Changes are shown by a line in the right margin.

WHAT IS IT?

The Special Pay Usage Report, Number C207, is distributed every pay period when the paychecks are distributed.

The report shows every special pay that the employees in your department received during the pay period. The information is grouped by Time Roster number and then by employee number.

HOW TO USE IT

Each pay period, look at the information that applies to the Rosters for which you are responsible. Make sure that the employees listed are receiving only special pays for which they are eligible, and only for the correct number of hours (or days).

In addition, use this report for reference if an employee has a question about a special pay.

DESCRIPTION

				CITY AND COUNTY OF SAN FRANCISCO CONTROLLERS PAYROLL SPECIAL PAY USAGE REPORT			REPORT C207 PAYROLL SYSTEM RUN ON 09/11/85 AT 12-00 PAGE 2		
1	2	3	4	5	6	7	8	9	10
DEPARTMENT	ROSTER NUMBER	EMPLOYEE NO.	EMPLOYEE NAME	EARNED ON SHIFT	OVERTIME	SPEC PAY CODE	SPEC PAY COUNT	AMOUNT PAID	SPECIAL PAY DESCRIPTION
0622223442		DAVIS, BETTY G		2	NO	01A	2.00	1.72	WORD PROCESSING PREMIUM
				1	NO	01A	2.00	1.72	WORD PROCESSING PREMIUM
				1	YES	01A	2.00	1.72	WORD PROCESSING PREMIUM
				1	YES	01A	2.00	2.58	WORD PROCESSING PREMIUM
				1	NO	01A	2.00	1.72	WORD PROCESSING PREMIUM
				1	YES	01A	2.00	2.58	WORD PROCESSING PREMIUM
0760453438		SOPPERS, SIZANNE		3	NO	02A	2.00	38.00	INTERPRETER/TRANSLATOR PR
				3	NO	02A	2.00	38.00	INTERPRETER/TRANSLATOR PR
				3	YES	02A	2.00	38.00	INTERPRETER/TRANSLATOR PR
				3	YES	02A	2.00	38.00	INTERPRETER/TRANSLATOR PR
				3	NO	02A	2.00	38.00	INTERPRETER/TRANSLATOR PR
				3	YES	02A	2.00	38.00	INTERPRETER/TRANSLATOR PR
0578025832		PELLER, ALAN B		3	NO	03F	2.00	1.25	POLICE SHIFT PAY
				3	NO	03F	2.00	1.25	POLICE SHIFT PAY
				3	YES	03F	2.00	1.25	POLICE SHIFT PAY
				3	YES	03F	2.00	1.87	POLICE SHIFT PAY
				3	NO	03F	2.00	1.25	POLICE SHIFT PAY
				3	YES	03F	2.00	1.87	POLICE SHIFT PAY
0430459404		FUR, ELDON T		2	NO	03F	2.00	1.25	POLICE SHIFT PAY
				2	NO	03F	2.00	1.25	POLICE SHIFT PAY
				2	YES	03F	2.00	1.25	POLICE SHIFT PAY
				2	YES	03F	2.00	1.87	POLICE SHIFT PAY
				2	NO	03F	2.00	1.25	POLICE SHIFT PAY
				2	YES	03F	2.00	1.87	POLICE SHIFT PAY
0738996107		RONSTADT-II, CARLOS		1	NO	24A	2.00	1.50	LONG TERM COUNSELING PREM
				1	NO	24A	2.00	1.50	LONG TERM COUNSELING PREM
				1	YES	24A	2.00	1.50	LONG TERM COUNSELING PREM
				1	YES	24A	2.00	1.50	LONG TERM COUNSELING PREM
				1	NO	24A	2.00	1.50	LONG TERM COUNSELING PREM
				1	YES	24A	2.00	1.50	LONG TERM COUNSELING PREM

- ① Department - The department number followed by the department name.
 - ② Roster Number - The Time Roster on which the special pays were posted.
 - ③ Employee No. - The employee's identification number.
 - ④ Employee Name - The employee's last name, first name, and middle initial.
 - ⑤ Shift - The shift on which the special pay was earned. (Special pays earned on night shift are increased by the night shift rate.)
 - ⑥ Earned on Overtime - This column will have a "YES" if the special pay was earned on overtime or a "NO" if it wasn't.
 - ⑦ Spec Pay Code - The code number of the special pay that the employee earned.
 - ⑧ Spec Pay Count - The number of hours or days for which the employee earned the special pay.
- NOTE: Most special pays are earned by the hour rather than by the day. See Appendix G for a list of special pays and how they are earned.
- ⑨ Amount Paid - The amount of money the employee earned for the special pay.
 - ⑩ Special Pay Description - The type of special pay earned.

**HOW SPECIAL PAYS
APPEAR ON REPORT 10
AND PAYCHECKS**

General

Report 10 (Payroll Earnings and Deduction Register) and the pay statements show special pay information also. However, instead of showing the specific special pay type and amount, they list special pays by the earnings abbreviations shown in Appendix I.

**Special Pays
Earned on
Overtime**

If the special pay was earned on overtime (and therefore posted on the same line as the overtime on the Time Roster), the special pay will be:

- listed on Report 10 and on the pay statement under the heading "OVERTIME"
- paid on a separate check (in addition to the overtime check).
- paid at time-and-a-half, unless the overtime was earned at straight time (OS).

PUT THIS BULLETIN
IN YOUR PROCEDURE
MANUAL

We recommend you put this Bulletin in Chapter 6 of your Procedures Manual until the manual is updated with this information.

QUESTIONS

If you have any questions about this Bulletin, call the PPSD Training Section at 621-3834.

NEW REPORT LISTING FURLOUGH PAY AND FLOATING HOLIDAY HOURS

This Bulletin affects both **Payroll and Personnel Offices.**

About This Report

Effective immediately, a new report, "F001," will be distributed each pay period listing furlough days and floating holidays posted. This report, (see sample attached) lists hours* reported for both the current pay period and fiscal-year-to-date.

Note: Only employees who have had floating holidays or furlough days reported during the current fiscal year will appear on this report.

Use This Report to Monitor FH and FP Days Used

This report will assist you in monitoring the number of floating holiday and furlough days an employee has used.

Important: Please check the information on the report you received today against your department records. If corrections are needed, please submit a PDF with a copy of the report page attached. On the report page, cross out the incorrect information and write in the correct information.

File This Bulletin

Please file this Bulletin in your Procedures Manual in front of the "Reports" Chapter.

Questions

If you have any questions about this Bulletin, please call Akbar Shaikh at 558-7875.

*Although floating holidays and furlough days must be used by the *day*, usage is reported in hours except for certain Fire Department employees.

12/09/9

CITY & COUNTY OF SAN FRANCISCO

FURLOUGH PAY AND FLOATING HOLIDAY HOURS SUBMITTED
FISCAL YEAR 1992-93 TO DATE - THROUGH 11/20/92

DEPT	EMPLOYEE ID	LAST NAME	FIRST NAME	JOB CLASS	BARG UNIT	UNION	CURR FP HRS	YTD FP HRS	CURR FH HRS	YTD FH HRS
34	1234567890	BAKER	CAROL	2996	8H	0790	.00	.00	.00	8.00
	1234567890	BROWN	JOHN	2992	8H	0790	.00	.00	.00	16.00
	1234567890	FONG	JAMES	1424	4	0790	.00	.00	.00	32.00
	1234567890	JOHNSON	ROBERT	2996	8H	0790	.00	.00	.00	8.00
	1234567890	JONES	LINDA	2992	8H	0790	.00	.00	.00	8.00
	1234567890	LEE	MARY	2991	8E	0790	.00	.00	.00	8.00
	1234567890	MOORE	TIM	2992	8H	0790	.00	.00	.00	8.00
	1234567890	SANCHEZ	HENRY	2996	8H	0790	.00	.00	8.00	8.00
	1234567890	WILLIAM	SMITH	2996	8H	0790	.00	.00	16.00	16.00
	1234567890	WRIGHT	STEVEN	1819	11N	0021	.00	.00	.00	8.00
	DEPARTMENT TOTAL									
									24.00	120.00

FURLOUGH PAY AND FLOATING HOLIDAY HOURS SUBMITTED
FISCAL YEAR 1992-93 TO DATE - THROUGH 11/20/92

DEPT	EMPLOYEE ID	LAST NAME	FIRST NAME	JOB CLASS	BARG UNIT	UNION	CURR FP HRS	YTD FP HRS	CURR FH HRS	YTD FH HRS
08	55608120801	AGDEPPA	GLORIOSA	4220	8-Q	0021	.00	.00	.00	16.00
	56973911102	ALOG	GLECCERIA	1424	4	0790	.00	.00	.00	16.00
	57121479504	ALVA	NEMESIA	4220	8-Q	0021	.00	.00	.00	24.00
	56830556302	BACIGALUPI	ANDREW	4340	5	0790	.00	.00	.00	8.00
	35348995809	BALDEVISO	ROMEO	4220	8-Q	0021	.00	.00	.00	8.00
	54861282909	BASSETT	YADIRA	4306	4B	0790	.00	.00	.00	16.00
	55066131208	BELL	HERDACENE	4306	4B	0790	.00	.00	.00	16.00
	56976433400	BELL	LARRY	4334	4	0790	.00	.00	.00	8.00
	41380617808	BRODIT	BERNARD	4335	5	0790	.00	.00	.00	8.00
	54825494704	BROWN	KAREN	1404	4	0790	.00	.00	.00	24.00
	42530798203	BROWN	THAD	4374	M	MEA	.00	.00	.00	16.00
	55823677705	BURGOA	SYLVIA	1424	4	0790	.00	.00	.00	24.00
	21508171105	CABRERA	OSCARITA	4320	4	0790	.00	.00	.00	24.00
	54815922302	CAPITULO	MARIO	4220	8-Q	0021	.00	.00	.00	24.00
	56447067003	CARRANZA	CONSOLACION	1632	4	0790	.00	.00	.00	24.00
	11358420809	CHAN	NANCY	1630	4	0790	.00	.00	.00	8.00
	55745951404	CHEUNG	ROMENA	4306	4B	0790	.00	.00	.00	8.00
	51958890401	CHINN	HILDA	4308	4	0790	.00	.00	.00	24.00
	54767658808	CHOU	IMMACULATA	1404	4	0790	.00	.00	.00	24.00
	11864260006	CHOW	KIM	4306	4B	0790	.00	.00	.00	24.00
	56796551901	CHUA	JANE CHAN	4321	4	0790	.00	.00	.00	24.00
	56271596309	CONNAN	ABRAHAM	4372	5B	0790	.00	.00	.00	8.00
	09734614104	DALY	DANIEL	4378	M	MEA	.00	.00	.00	8.00
	56976323502	DE LEMOS JR	ALFREDO	1656	11D	0021	.00	.00	.00	8.00
	55865708503	DELA-PENA	SOLANITA	4220	8-Q	0021	.00	.00	.00	40.00
	55592511606	DERE	BENTON	1424	4	0790	.00	.00	.00	8.00
	56896335105	DIEHL	JACQUELINE	1424	4	0790	.00	.00	.00	16.00
	54894553706	DOAN	SANG	4306	4B	0790	.00	.00	.00	16.00
	55367367109	DUQUE	CORNELIA	4306	4B	0790	.00	.00	.00	16.00
	54525216204	DUTY	WAYNETTE	1458	4B	0790	.00	.00	.00	24.00
	28254329801	EVANS	MARY	4334	4	0790	.00	.00	.00	24.00
	55288464904	FIBISH	EARL	1650	8Q	0021	.00	.00	.00	8.00
	05140240903	FRIEDLANDER	GAIL	1823	8H	0790	.00	.00	.00	24.00
	56556534104	GATT	WILLIAM	4334	4	0790	.00	.00	.00	24.00
	546667937408	GONZALEZ	RUDY	2903	4	0535	.00	.00	.00	8.00
	55186276800	GOTERA	MAGNOLIA	4306	4B	0790	.00	.00	.00	16.00
	55557170408	GUTIERREZ	FELIX	1650	8Q	0021	.00	.00	8.00	24.00
	43418187808	HALL	MINEOLA	1630	4	0790	.00	.00	.00	8.00
	56027329908	HAYNES	PAUL	4220	8-Q	0021	.00	.00	.00	16.00
	55972085804	HOM	MABEL	4220	8-Q	0021	.00	.00	.00	24.00
	5457835403	HOOVER	JAMES	4306	4B	0790	.00	.00	.00	24.00
	55635569401	HUNG	ELAINE	1630	4	0790	.00	.00	.00	8.00
	55186242406	HUNTER	PATRICIA	1720	4	0790	.00	.00	.00	8.00
	22136174600	JEFFCOTT	JOHN	4306	4B	0790	.00	.00	.00	24.00
	56892360907	JUNIOR	LINDA	4321	4	0790	.00	.00	.00	8.00
	55998651501	KING	ICEFFINE	1458	4B	0790	.00	.00	.00	16.00
	56965263705	LA GUARDIA	ROMULO	4222	11G	0021	.00	.00	16.00	24.00
	54669788406	LACAYO	MARGARITA	4366	5	0790	.00	.00	.00	16.00
	55065995001	LACSA	FLORDELIZA	4306	4B	0790	.00	.00	.00	24.00

THE PAYROLL AND DEDUCTION REGISTER

WHAT IS IT?

The Payroll and Deduction Register is a reference report that is sent out every pay period when the paychecks are distributed.

At the front of this report are the employee detail pages. These pages (described below) list the following for each employee:

- pay and deduction information for the pay period and year-to-date
- miscellaneous personnel and tax information

At the back of this report are department totals, described on page 6-5.

EMPLOYEE DETAIL
PAGES (FRONT OF REPORT)

The front part of this report contains the following information for each employee:

CO. NO.	1 CITY & COUNTY OF SAN FRANCISCO	REPORT 10	CSC SAN FRANCISCO										
PAYROLL AND DEDUCTION REGISTER AS OF 10/08/91		RUN ON 05/08/94 AT 15:21:03											
		REL 10.02 PAGE 22											
DEP DIV SEC FWP	RATE/AMT	CLR REG	G/T	GROSS	FED TAX	FICA	ST TAX	DI	NET PAY				
EMPLOYEE NAME	SSN	ES	-----HOURS-----	NS	EX	ST	CLASS	TIME-ROSTER	FREQ.	DEPT	CHECK-DIST	CHECK DT	(CHECK NO)
EMP NUMBER													
09 MURPHY, MARRIET 128130567 0	16.670000	1333.60	10	2440.09			257.34		72.07				830.46
		41361.66		46765.41			8385.19		2296.19				10/15/91
	234-54-7890	1			2	2	7254	6781	40	09	53555		6854
SHIFT2 PAY OVERTIME													
CLR	196.69												
YTD	3227.39	2193.42		1753.14	928.45	86.82	89.59	25.00	57.61	922.00	775.00	775.00	89.90
CRED UN2	2.92	2.94	3.48	3.50	7.00								
YTD	90.52	91.14	107.60	108.50	217.00								
09 MURPHY, MARRIET 128130567 0	16.670030			459.09			91.81		13.77				351.81
													10/15/91
					2	2	7254	6781	40	09	53555		6891
16.670000				459.09									
				17.00									
09 MURPHY, MARRIET 128130567 0	16.670000			425.00			85.01		12.75				327.32
													10/15/91
					2	2	7254	6781	40	09	53555		6892
16.670000				425.00									
				17.00									
OVERTIME													
CLR	425.00												
YTD													

- ① The employee's department number.
- ② The employee's name.
- ③ The employee number (consisting of the employee's social security number, MPID and TCD number).
- ④ The hourly rate the employee is paid.
- ⑤ The employee's social security number.
- ⑥ The employee's employment status:

<u>Code</u>	<u>Status</u>
1	Active
2	On leave
3	Terminated

NOTE: Employees who are terminated (code 3) will continue to appear on this report until approximately 30 days after their termination date.

- ⑦ The amount the employee was paid for regular work this pay period. ("Regular Work" refers to the employee's scheduled hours without any special pays or shift premiums.)
- ⑧ The amount the employee was paid for regular work year-to-date. ("Regular Work" refers to the employee's scheduled hours without any special pays or shift premiums.)
- ⑨ The regular work hours that the employee worked this pay period.
- ⑩ This area will always contain zeroes.
- ⑪ The employee's federal marital status from his or her TAR form.
- ⑫ The total amount the employee was paid this pay period, before deductions. (The current gross pay.)
- ⑬ The total amount the employee has been paid year-to-date, before deductions. (The year-to-date gross pay.)

THE PAYROLL AND DEDUCTION REGISTER

- ⑭ The number of federal exemptions the employee is claiming.
- ⑮ This number will always be 5. It is used to tell the computer which state the employee lives in.
- ⑯ The amount of federal income tax deducted this pay period for the employee.
- ⑰ The amount of federal income tax deducted year-to-date for the employee.
- ⑱ The employee's classification.
- ⑲ The amount of FICA taxes deducted this pay period for the employee.
- ⑳ The amount of FICA taxes deducted year-to-date for the employee.
- ㉑ The Time Roster location code.
- ㉒ The amount of state tax deducted this pay period for the employee.
- ㉓ The amount of state tax deducted year-to-date for the employee.
- ㉔ The employee's pay frequency code. See Appendix B.
- ㉕ The employee's department number.
- ㉖ The amount of disability insurance deducted this pay period for the employee.
- ㉗ The amount of disability insurance deducted year-to-date for the employee.
- ㉘ The check distribution code for the employee.
- ㉙ The amount the employee was paid this pay period after taxes and deductions (the net pay).
- ㉚ The date the check was issued for the employee.
- ㉛ The employee's check number.

③② This area lists an abbreviated name, and the total amount paid or deducted this pay period and year-to-date, for the items listed below:

- each type of non-regular pay (such as paid sick leave, overtime,* paid vacation, premium pays)
- each type of deduction
- each type of City-paid fringe benefit

NOTE: The abbreviations used are spelled out in Appendix I.

NOTE: In this area, pays are listed first, then deductions, then City-paid fringe benefits.

③③ Whenever an employee receives an overtime check, his or her name will appear again on this report. The additional entry shows the overtime amount received, and the deductions taken.

Employee names will also appear again when:

- the employee receives a manual check.**
- the employee receives a deduction refund.
- the employee's check is cancelled.**

*Only the year-to-date overtime amount is shown in this area. The overtime amount for the current pay period is shown in a separate entry (see item 33).
**When this occurs NON PD UPDT appears.

THE PAYROLL AND DEDUCTION REGISTER

DEPARTMENT TOTALS
(BACK OF REPORT)

PAYROLL AND DEDUCTION REGISTER AS OF 05/04/84													REPORT 10	CIC SAN FRANCISCO	
													RUN ON 05/11/84 AT 17:29:39	PAGE 318	
													REL 10.02		
DEP	DIV	SEC	PMP	RATE/AMT	CLR	REG	Q/T	GROSS	FED TAX	FICA	ST TAX	DI	NET PAY		
EMPLOYEE NAME				YTD									CHECK DT	(CHECK NO)	
EMP NUMBER	SSN	ES			---HOURS---	MS	EX	ST	CLASS	TIME-ROSTER	FREQ.	DEPT	CHECK-DIST		
COMPANY TOTAL															
CLR	GROSS PAY		REGULAR PAY	REGULAR HOURS	OVERTIME PAY	FEDERAL TAX	FICA	STATE TAX	NET PAY						
YTD	846430.70		754261.09	66081.25	.00	131185.56	46066.69	28666.45	49766.89						
	8929341.21		8485300.51	640543.67	.00	1378350.32	445946.10	295649.39	5300689.36						
CLR	DI	TOTAL DEDUCT	LOCAL TAX	OVERTIME HR	VACATION	BONUS PAY	PENSION PAY	SICK PAY							
YTD	6084.65	135937.26	.00	.00	30495.10	.00	.00	30594.90							
	65053.45	1345068.22	.00	6257.50	144435.77	.00	.00	108525.20							
CLR	SHIFT2 PAY	MORD PRC	BILINGUAL	MIL PAY	MC SUPP	LEGL MOL	OTHR MOL	COMP PAY							
YTD	3729.86	40.50	105.00	1355.00	670.56	4247.56	5194.39	4579.24							
	11314.07	166.05	315.00	2025.10	3264.78	10353.57	13290.49	18049.60							
CLR	JURY PAY	SUPP PAY	MAINT-OP	OVERTIME	RETIREMENT	RET PLUS	HEALTH	SERV FEE							
YTD	554.20	255.00	1324.66	9053.12	43599.35	44.81	15640.94	1003.35							
	2113.00	822.50	3295.10	125207.40	130327.67	280.43	46302.78	3036.49							
CLR	UN DUES	GARNISH2	GARNISH3	GARNISH4	BOARD	VOL INS1	VOL INS2	VOL INS3							
YTD	3334.83	500.76	360.32	1582.00	18.40	2123.78	472.74	74.68							
	18077.42	1686.66	950.71	4115.61	36.00	6411.30	1645.76	224.04							
CLR	RET ADDT	DEF COMP	EE BOND1	EE BOND2	CRED UN1	CRED UN2	CRED UN3	VOL DUE1							
YTD	166.85	10060.00	132.50	12.50	52216.50	3540.50	.00	1132.08							
	500.55	38530.00	397.50	37.50	151340.27	10404.00	50.00	3150.55							
CLR	VOL DUE2	CHARITY1	MISCEL-1	RET SHAR	MSS SHAR										
YTD	194.31	32.00	7.42	122842.40	24354.00										
	504.78	96.00	104.18	359904.27	72396.04										
EMPLOYEE COUNT 1,404															
COMPANY TOTAL NON-PAID UPDATES															
CLR	GROSS PAY		REGULAR PAY	REGULAR HOURS	OVERTIME PAY	FEDERAL TAX	FICA	STATE TAX	NET PAY						
YTD	37640.92		10131.75	940.00	.00	6070.62	1085.93	1127.26	26360.21						
	.00		.00	.00	.00	.00	.00	.00	.00						
CLR	DI	TOTAL DEDUCT	LOCAL TAX	OVERTIME HR	VACATION	BONUS PAY	PENSION PAY	SICK PAY							
YTD	89.19	1307.71	.00	.00	2754.25	.00	.00	170.51							
	.00	.00	.00	.00	.00	.00	.00	.00							
CLR	COMP PAY	OVERTIME	RETIREMENT	HEALTH	SERV FEE	UN DUES	VOL INS1	VOL INS2							
YTD	50.40	279.57	624.59	210.19	10.26	40.69	24.21	31.78							
	.00	.00	.00	.00	.00	.00	.03	.00							
CLR	DEF COMP	CRED UN1	VOL DUE1	RET SHAR	MSS SHAR										
YTD	185.00	239.00	2.87	1557.82	149.40										
	.00	.00	.00	.00	.00										
EMPLOYEE COUNT 0															

The following department totals are listed at the back of the report for the current pay period and year-to-date:

- total pay for regular hours worked (listed under REGULAR PAY)
- total number of regular hours worked (listed under REGULAR HOURS)
- total amount paid before taxes (GROSS PAY)
- total amount paid after taxes (NET PAY)
- totals for each type of non-regular pay (such as paid sick leave, overtime, paid vacation, premium pay)
- the total of all voluntary deductions (listed under TOTAL DEDUCT)

- totals for each type of tax and other deductions
- totals for each type of City-paid fringe benefit

This area also shows the total number of employees on the report (listed after EMPLOYEE COUNT).

NOTES: The following categories will always contain zeros (they are not used by the computer):

- Overtime Pay (overtime totals are listed under OVERTIME)
- LOCAL TAX
- OVERTIME HOURS (HR)
- BONUS PAY
- PENSION PAY

The headings from the employee detail pages are repeated in the department totals section. These headings should be ignored.

THE TIMEKEEPER'S EMPLOYEE REFERENCE REPORT

THE TIMEKEEPER'S EMPLOYEE REFERENCE REPORT

WHAT IS IT?

The Timekeeper's Employee Reference Report lists each employee's:

- current vacation and sick leave balances.
- vested sick leave balance.
- labor codes(s).

All of this information is effective as of the date the report was printed.

You will probably use this report most often when you fill out the Roster and need to know the current vacation and sick leave balances in the computer's files.

You receive the report around the middle of each pay period.

DESCRIPTION OF REPORT

CITY AND COUNTY OF SAN FRANCISCO CONTROLLERS PAYROLL TIMEKEEPERS EMPLOYEE REFERENCE REPORT										REPORT C121 RUN ON 05/16/84 AT 16-32		PAYROLL SYSTEM PAGE		
2	3	4	5	6	7	8	9	10	11	12	13	14		
DEPT NUMBER	ROSTER NUMBER	EMPLOYEE NUMBER	LAST NAME	FIRST NAME	H I	VAC BAL	SICK BAL	VESTED BAL	PRIMARY LABOR CODE	ALTERNATE PCT LABOR CODE	ALTERNATE PCT	PCT		
09	55404856507	CLEMENT	LEROY	E		20.00	32.00		314203001000001	.999				
09	30730295307	MILLERON	JOYCE	B		120.00	200.00	200.00	315051001000001	.999				
09	26579952102	ROBINS	GERALD			200.00	80.00		314203001000001	.999				
09	36674101306	BOGARD	ANTON				7.60			00001	.999			
09	41196906607	BRYANT	NOMARD	C		240.00	1,036.00	040.00	315051001000001	.999				
09	55066050305	BLANCO	GERALD	P		160.00	160.00	80.00	315051001000001	.999				
09	30730250504	BILDER	ALAN	J		120.00	440.00	40.00	315051001000001	.999				
09	30730496906	BORDOO	DAPHNE			72.00	80.00		315051001000001	.999				
09	43068091306	BALASA	COOPER			80.00	80.00	24.00	315051001000001	.999				
09	50304095504	BILANDANG	JOHN			80.00	320.00	240.00	315051001000001	.999				
09	55446996308	HUGH	JULIAN	D			8.00			00001	.999			
09	55642946507	CLOPER	PAULINE			240.00	1,040.00	1,040.00	315051001000001	.999				
09	49834061805	CHEUNG	ANTONIO	L		70.00	80.00		314203001000001	.999				
09	56004087410	GORDON	PHILLIP			120.00	91.00	24.00	315051001000001	.999				
09	56150128305	BOLDENO	GEORGE				12.00			00001	.999			
09	41130303404	OTOSHI	ROBIN			120.00	410.00	237.00	315051001000001	.999				
09	55446806905	HILDERBACK	AUCREY	L		280.00	952.00	703.00	315051001000001	.999				
09	56754905100	PEIHL	JOHN				6.00			00001	.999			
09	54001021000	RAFFO	JUAN	C		160.00	202.00	80.00	315051001000001	.999				
09	57359920000	PACANTARA	CIRIA			60.00	52.00		314203001000001	.999				
09	57690407607	METZLER	RAUL			40.00	80.00		314203001000001	.999				
09	57858504502	DANIELS	BRYANT			120.00	80.00		315051001000001	.999				

- ① Run On - The date and time the report was printed. The information on the report is effective as of this date.
- ② Department - The employee's department number.
- ③ Roster Number - The Roster that the employee is on.
- ④ Employee Number - The employee's identification number (consisting of the social security number, multiple position indicator and TCD number).
- ⑤ Last Name - The employee's last name.
- ⑥ First Name - The employee's first name.
- ⑦ MI - The employee's middle initial.
- ⑧ Vacation Balance - The employee's remaining paid vacation leave hours.
- ⑨ Sick Balance - The employee's remaining paid sick leave hours.
- ⑩ Vested Balance - This column lists the accumulated unused vested sick leave. Only employees hired before 12/5/78 have such a balance. As these employees use up their vested balance, the hours in this column will decrease. The hours in this column will never increase.
- ⑪ Primary Labor Code - The employee's primary labor code.
- ⑫ Percent (PCT) - The percentage of an employee's time charged to his or her primary labor code.
- ⑬ Alternate Labor Code - The employee's alternate labor code(s).
- ⑭ Percent (PCT) - The employee's regular percentage of time spent on his or her alternate labor code(s).

BULLETIN

Number 61

Payroll/Personnel Services Division

Date 11/12/90

GARNISHMENT EFFECTIVE PERIODS

This Bulletin affects both PAYROLL and PERSONNEL offices.

EFFECTIVE PERIODS FOR GARNISHMENTS

Following are the priority* and duration of each type of garnishment order an employee may have against his or her wages:

<u>Type of Garnishment</u>	<u>Prtty.</u>	<u>Duration</u>
Court order assigning wages for current child/spousal support	1	Remains in effect until released by the court.
Bankruptcy order	2	Remains in effect until released by trustee.
Court order assigning wages for child or spousal support arrearages	3	Remains in effect until released by the court or goal is met; whichever is earlier.
IRS tax levy	4	Remains in effect until a release of levy is issued or goal is met.
Franchise Tax Board tax levy	5	Remains in effect until a release of levy is issued or goal is met; if employee leaves City employment, remains in effect no longer than one year after the employee leaves.
Earnings Withholding Order—Wage Garnishment from Sheriff's Office	6	Remains in effect until goal is met or two years from the date received by PPSD, whichever is earlier.

ACTIVE GARNISHMENTS WILL REMAIN VALID IF EMPLOYEE LEAVES CITY EMPLOYMENT

If an employee has an active garnishment at the time he or she leaves City employment, the garnishment will remain valid until it reaches its expiration date or the garnishing agency releases it. If it has no expiration date and the City is not notified of its release, it will remain valid indefinitely.

Because of this, if the former employee receives wages from the City in the future (because he or she returns

*When an employee has more than one garnishment order, the allowable garnishment amounts are deducted in the order of priority listed in this Bulletin.

to City employment or receives retroactive wages), the wages will be garnished.

PLEASE FILE THIS
BULLETIN

Please file this Bulletin in your Procedures Manual, in the space for Appendix A. (Throw away the "Not in use" page that's there now.)

In addition, on the Contents page for your manual, after Appendix A, you might want to cross off "Not in use at this time" and write "Garnishments."

QUESTIONS

If you have any questions about this Bulletin, please ask your supervisor to call Lamartine Colaco at 558-7814.