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GLOSSARY

Appointment Type	The appointment type tells the computer the kind of appointment the employee has. For example, permanent full time or temporary exempt full time.
Bargaining Unit/ Sub-Unit	The computer prints a code on the PAR indicating which bargaining unit and sub-unit an employee belongs to. This unit is determined by the job classification number. It is used to group employees and job classifications for representation and/or bargaining.
Batch Control Record	After the pages of a Roster are complete, they are batched (grouped together) and a Batch Control Record is attached. This form lists the batch totals for exception hours, hourly rate, and special pays.
Blank PAR	See PAR, Padded.
Check Digit	See TCD.
Check Distribution Code	A four-digit number used to group employee checks for distribution.
EEOC Job Category	This code groups job classifications according to specific types of job duties for EEOC reporting. Examples of these groups are: professionals, technicians, or paraprofessionals.
Employee Number	This number is made up of an employee's social security number, multiple position indicator, and check digit.
Employee Reference Report	This report contains all of the employee's labor codes, and the sick leave, vacation and vested balances, in the computer's files at the time the report was printed.
Exceptions	Anything that happens during a pay period that is different from an employee's regular schedule in the computer's files is considered an <u>exception</u> . Exceptions can either be paid or non-paid. Some examples are sick leave, vacation leave, overtime and premium pay.
Non-Paid	See Non-Paid Hours.
Paid	See Paid-Hours Exceptions.

Exemptions

Federal

When an employee does not pay federal taxes, he or she is claiming a federal exemption.

State

When an employee does not pay state taxes, he or she is claiming a state exemption.

FAMIS

Stands for "Financial Accounting and Management Information System." This is the City's automated accounting system.

Gross Earnings

The total amount of an employee's paycheck before any deductions are taken.

Index Code

This is the six-digit part of the labor code.

In-lieu Day

An in-lieu day occurs when: (1) an employee works on a holiday and takes the holiday on another day, or (2) a holiday falls on an employee's regular day off and the employee takes the holiday on another day.

Labor Code

Primary

The primary labor code is the account to which most of an employee's time is charged.

Alternate

There can be three alternate labor codes for an employee. They may be used in addition to the primary labor code on the Time Roster to charge an employee's time to other accounts.

Labor Percent

This is the percent of time the employee will be charging to a labor code.

Leave of Absence

When an employee requests and receives approval to leave the City for a specified period of time.

Multiple Position Indicator (MPID)

This code tells the computer how many positions the employee currently holds with the City.

Net Earnings

The amount of an employee's paycheck after all the deductions have been made.

New Hire

A new hire is someone who is: entering City service for the first time; returning after having left City service for at least six months; or entering a new position in addition to the position(s) he or she already holds in another department.

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Non-Paid Hours	Hours for which an employee is not paid, such as when an employee goes over his or her allotted amount of sick or vacation balance, or certain types of leave. These non-paid hours are reported on the Time Roster with specific non-paid hours codes, listed in Appendix F.
Overtime Status	Some employees are eligible for overtime. This code tells the computer whether or not an employee is eligible. When an employee does receive overtime, the computer will generate a separate check.
Paid-Hours Exceptions	When an employee is to be paid for hours that are different from his or her normal hours, these are considered to be paid-hours exceptions. You must write on the Roster a paid-hours code from Appendix E and the number of hours for this time.
PAR	The Personnel Action Request is used to enter pay and personnel information for every employee into the computer's files. In order for an employee to receive a paycheck, he or she must have a PAR in the computer's files for each position he or she currently holds.
Padded	A newly hired employee must have a blank, padded PAR filled out by hand and sent to PPSD in order to be put on the Payroll/Personnel System.
Computer-Printed	Once an employee has had a padded PAR typed into the computer's files, a computer-printed PAR is produced and kept in the employee's file. This form is changed and sent to PPSD whenever an employee makes a personnel or pay change of any kind.
Pay Frequency	This number tells the computer how often the employee will be paid, whether the check is to go to the employee's department or to his or her bank, and which bank this is.
Pay Type	A code used on the PAR to tell the computer whether or not an employee will be paid on an hourly or salary basis.
Position Number	An eight-digit number assigned by PPSD to identify each budgeted position in a department.

PPSD	Payroll/Personnel Services Division; the division that processes your payroll forms and produces paychecks.
Premium Pay	See Special Pay.
Project Work Phase	This is the part of the labor code that identifies the project that should be charged.
Promotion	This occurs when an employee's pay rate and classification go to a higher level.
Reappointment	When an employee is rehired by the City after leaving City employment for less than six months.
Reinstatement	When an employee returns to his or her original position after being temporarily promoted.
Scheduled Hours	The employee's standard hours as recorded on the PAR.
Separation	This is when an employee leaves the City.
Separation Code	This is a code used on the PAR to tell the computer the type of separation: resignation, dismissal, retirement, termination or death.
Sequence Number	Each labor code on the PAR has a sequence number. This number identifies each labor code.
Shift Code	This is a code used on the PAR to tell the computer the shift on which the employee spends most or all of his or her time.
Shift Ctrl1	This is a code used on the PAR to tell the computer the percent the employee will be paid for working another shift.
Sick Leave Anniversary	This is the date from which an employee's paid sick leave accrues.
Sick Leave Factor	This is a code on the PAR that tells the computer the percentage to use to compute the amount of sick time an employee earns.
Sick Leave Method	This is a code on the PAR that tells the computer whether or not an employee is eligible to earn sick time.

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Special Pay	This refers to any premium pay the employee has earned, except shift premium. The employee receives this pay in addition to his or her regular pay.
Standard Hours	See Scheduled Hours.
Status	This is a code on the PAR that tells the computer if the employee is actively working for the City, on leave, terminated, or inactive.
Sub-Object Code	This identifies the type of expense being charged to an account. It is the four-digit portion of the labor code.
TAR (Tax Action Request)	This form is used to tell the computer the employee's federal and state tax withholding information.
TCD (Transpositional Check Digit)	<p>This number is the last digit in the employee number. The computer generates the TCD number to check the validity of the employee's number.</p> <p>NOTE: If an employee holds more than one position with the City, his or her TCD will be different for each position.</p>
Time Roster	This form is used to report the employee's pay and attendance information each pay period.
Time Roster Location Code	A five-digit number that identifies the Roster, how the employee information is organized on the Roster, and how many blank lines each employee entry on the Roster should contain.
Traditional Position Number	A four-digit number used by each department to identify employees with the same classification.
Union Exempt	Some employees whose job classification is covered by an agency shop agreement are not required to pay dues or fees to the representing union. These employees are considered to be "union exempt." This exemption is usually based upon the nature of the work done by the employee.
Vacation Anniversary	This is the date from which the employee's vacation accrues.

- Vacation Factor                      This is a code used on the PAR to compute the number of hours to be added to the employee's vacation balance according to the number of years he or she has worked for the City. An employee can receive additional vacation time based upon the number of overtime hours worked.
- Vacation Method                      This is a code used on the PAR to tell the computer whether or not the employee is eligible to earn vacation time.
- Vested Sick Leave Balance            This is the total vested sick leave hours. Only employees hired before 12/5/78 have such a balance. As these employees use their vested balance, their vested hours decrease. Since employees may no longer accumulate vested sick leave, these hours will never increase.
- Write-In Roster                      This is a blank Time Roster used to report time for employees whose names have not been printed on the Time Roster. For the employee to receive a paycheck, a PAR must have been submitted to PPSD.











A
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**O**

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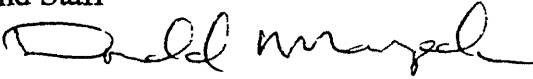
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Friday, October 16, 1998

**To:** All Payroll/Personnel Supervisors and Staff  
**From:** Donald Mayeda, Payroll Manager   
**Subject:** **Revision of the Payroll/Personnel Procedures Manual**  
**Attachments:** **Revised version of the PARs chapter of the manual with Contents, Index and About this Manual.**  
**Revision and update log with instructions**

### About this memo

PPSD's procedures manual is being revised piece by piece, and I am pleased to distribute to you the first installment of it.

It will be much easier to find items in the revised chapters. Not only will the Table of Contents and Index be up-to-date, but all of the bulletins will be integrated into the revised chapters. The good news is, *no more bulletins* (for the revised chapters).

### Reading the revision's introduction, "About this manual."

*It is very important that you read "About this manual," the introduction to the revised manual. There are instructions in it you need to find items in this publication.*

### The Contents

You will receive an updated Contents with each revision and with each update of newly revised sections as needed.

### The revised and non-revised parts of the index

As each revision is published, the new, automated index for the revised parts of the manual will be updated and sent to you along with an updated version of the non-revised index, which covers the non-revised parts of the Manual. Together, these two parts of the index reference the entire Manual.

**Revision of the Payroll/Personnel Procedures Manual (continued)**

**Revision and update log with instructions**

The attached "Revision and update log with instructions" is your record of changes to the Manual, and it tells you what to do with the new and non-revised parts of the Manual. You will receive a new version of this log with each revision and update.

**Where to place this cover letter**

Place this cover letter at the front of the "Change Notices" section of the Manual.

**Questions**

If you have any questions, please contact Donald Mayeda at 558-7876.



# Revision and update log with instructions—10/16/98

**Note:** Perform instructions only in the order they are listed.

<b>Date of change</b>	<b>Title of revision/update</b>	<b>Page Range</b>	<b>Disposal and placement instructions</b>
10-16-98	Contents	1-01 to 1-05	Dispose of "Contents," dated 4/2/92 and located in the Contents tab, and replace it with the revision.
"	About this manual	3-01 to 3-04	Dispose of the text, "About this manual," dated 7/1/84, and move the "About this manual" tab to the end of the "Contents" section. Place the revised "About this manual" section in its tab.
"	Index	2-01 to 2-12	Dispose of the old Index and move the Index tab to the end of the "Contents" section of the manual. Place the entire index section in the Index tab.
"	The PARs	1:1-01 to 1:16-05	Dispose of all parts of "The PAR" chapter, including the bulletins, and replace them with the revision.

## Where to place this log

Place this log behind the memo, "Revision of the Payroll/Personnel Procedures Manual," in the "Change Notices" section of the Manual.

## Questions?

If you have any questions, please contact Donald Mayeda at 558-7876.





Monday, March 1, 1999

**To:** All Payroll and Personnel Supervisors

**From:** Donald Mayeda, Audits Manager

A handwritten signature in black ink, appearing to read "D Mayeda", written over the printed name.

**Subject:** Updates to the PPSD manual

**Attachments:** Pages 1:4-04 & 05 and pages 1:9-03 & 04 of the Payroll/Personnel Procedures Manual

Revision and update log with instructions—02/21/99

**How the updates are marked**

The updated sections of the attached pages of the Manual are marked by thick vertical lines in the right hand margin, as shown for this paragraph. |

**About the updates**

The updates are about changes in shift and shift percent codes and procedures for filling them in.

**Questions**

Supervisors who have questions may call Taylor Moulton at 558-7818.

