

# Revision and update log with instructions—8/27/02

Attached are updated pages of the manual. Please follow the instructions below for replacing previous pages with the updated ones.

Date of change	Title/Subject of revision/update	Page Range	Instructions
08-20-02	Appendix G ( <i>update</i> )	G:1-05 to G:1-06 AND G:1-09 to G:1-10	Replace pages G:1-05 to 06 AND G:1-09 to G:1-10 with the new pages. Dispose of previous pages.

## How the updated sections are marked

To help you quickly find changed parts of this document, a vertical black line appears in the outside margins next to the changed parts, as shown in the right margin of this paragraph.

## Where to place this log

Place this log in front of the previous update log in the “Change Notices” section at the back of the Manual.

## Questions?

If you have any questions about the attached sections only, please contact Estelle Apps at 558-7818.



# Revision and update log with instructions—7/30/02

Attached are changed sections of the manual. Please follow the instructions below for replacing previous sections with the changed ones.

Date of change	Title/Subject of revision/update	Page Range	Instructions
07-19-02	Appendix G ( <i>update</i> )	G:1-01 to G:1-11	Replace the entire previous Appendix G with the new one. Dispose of previous pages.

## How the updated sections are marked

To help you quickly find changed parts of this document, a vertical black line appears in the outside margins next to the changed parts, as shown in the right margin of this paragraph.

## Where to place this log

Place this log in front of the previous update log in the "Change Notices" section at the back of the Manual.

## Questions?

If you have any questions about the attached sections only, please contact Estelle Apps at 558-7818.



# Revision and update log with instructions—11/16/01

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

<b>Date of change</b>	<b>Title/Subject of revision/update</b>	<b>Page Range</b>	<b>Instructions</b>
10-31-01	Appendix G— Special Pays	G:1-01 through G:1-11	Replace the entire previous Appendix G with the new one. Dispose of (recycle) previous pages.
10-31-01	Appendix H— Deduction descriptions	H:1-01 through H:1-09	Replace the entire previous Appendix H with the new one. Dispose of (recycle) previous pages.

## Where to place this log

Place this log in front of the previous update log in the “Change Notices” section of the Manual.

## Questions?

If you have any questions, please contact

- Akbar Shaikh at 558-7875 for questions about deductions and
- Estelle Apps at 558-7818 for questions about special pays.



# Revision and update log with instructions—11/21/01

Attached are changed sections of the manual. Please follow the instructions below for replacing previous sections with the changed ones.

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

Date of change	Title/Subject of revision/update	Page Range	Instructions
10-31-01	Turnaround PARs— Other Changes ( <i>update</i> )	1:16-01	Replace the entire previous Turnaround PAR—Other Changes section (pages 1:16-01 to 1:16-05) with the new one. Dispose of (recycle) previous pages.
10-31-01	Appendix C—Shift Percent Codes ( <i>revision</i> )	C:1-01 through C:1-07	Replace the entire previous Appendix <del>C</del> C with the new one. Dispose of (recycle) previous pages.

## How the updated sections are marked

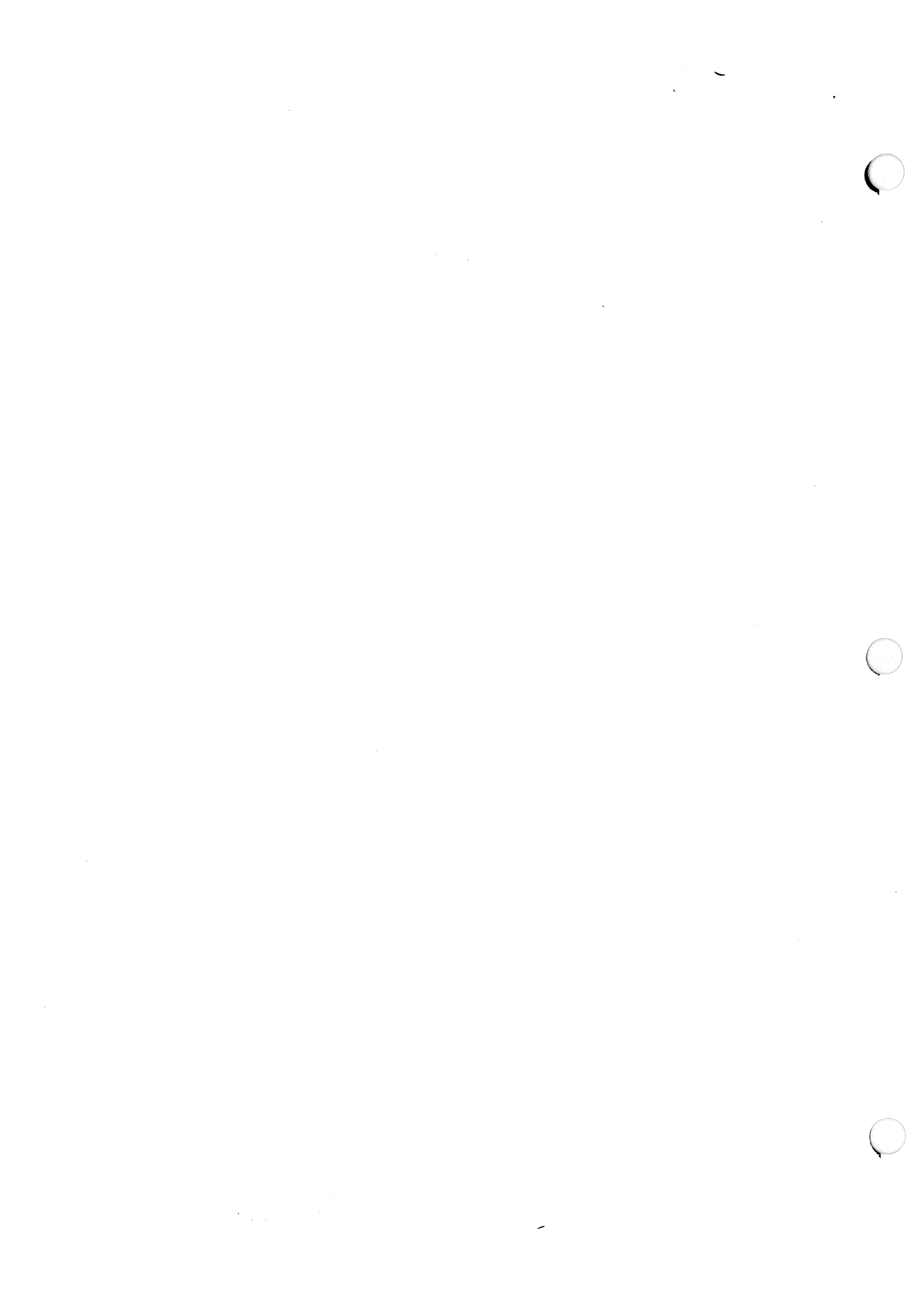
To help you quickly find changed parts in an updated (minimally changed) section, thick vertical lines in the outside margin mark these parts, as shown for this paragraph.

## Where to place this log

Place this log in front of the previous update log in the “Change Notices” section of the Manual.

## Questions?

If you have any questions about the attached sections only, please contact Estelle Apps at 558-7818.





# Change Notice, February 07, 2002 —

## Update to PPSD's *Payroll/Personnel Procedures Manual*

### What to do with the attached pages

Please replace the pages listed in the Outdated Pages column of the Update Log below with the attached updated pages.

### The Update Log

This log is a reference for the

- date of the update
- specific changes on each page

Update Log		
Date of update	Outdated pages	Specific changes
02-06-02	1:3-01 through 1:3-02	a. The renumbering of parts 1 through 5 of the graphic on page 1:3-01 b. Filling out the MPID: IMPORTANT NOTE on page 1:3-02

### How the changes are marked

A vertical line in the outside margin of the page indicates where specific changes were made.

### Recycling the replaced pages

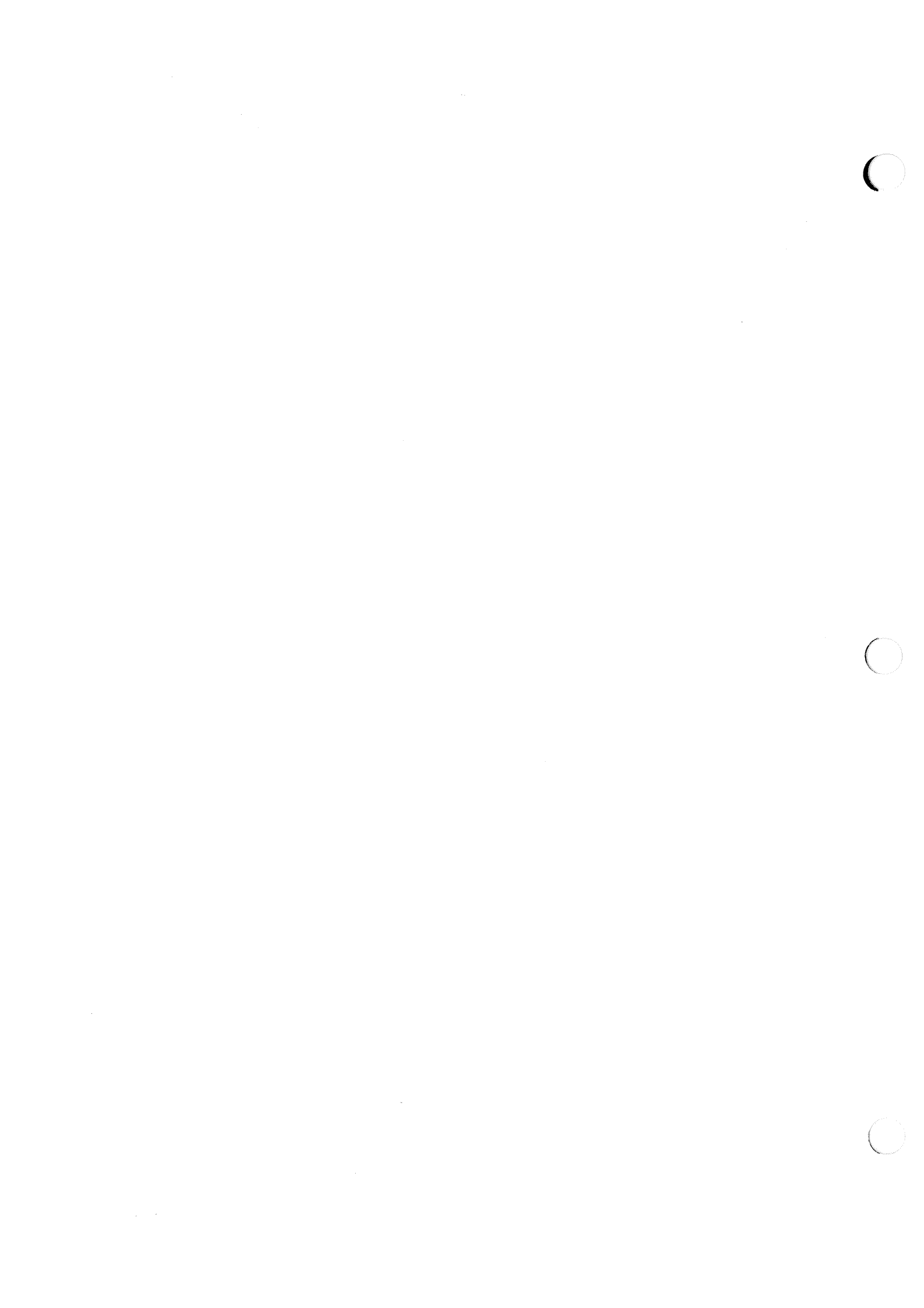
Please recycle the pages you replaced.

### Where to place this announcement

Place this Change Notice in front of the previous notice in the "Change Notices" section of the Manual.

### Questions?

If you have any questions, please contact Estelle Apps at 558-7818.



PAYROLL/PERSONNEL PROCEDURES MANUAL

Change Notice #1

September 14, 1984

DESCRIPTION OF CHANGE

Attached is Appendix J, "Worker's Compensation and SDI Procedures." This is a new procedure.

NOTE: We have included with this update a set of calculation sheets for your use. Please make photocopies of these sheets as you need them, and keep them in the back pocket of your manual.

HOW TO UPDATE YOUR MANUAL

Put the attached pages at the end of the APPENDIX section of your manual. Throw away page J-1 in your manual (the page that says "Appendix J to be published").

IMPORTANT: FILE THIS CHANGE NOTICE

File this Change Notice page at the back of your manual, behind the tab that says CHANGE NOTICES. It is important to do this because it allows you to keep track of the changes you've put in your manual.

QUESTIONS

If you have any questions about the attached information, or on how to update your manual, call the PPSD staff at 621-3834.



**PAYROLL/PERSONNEL PROCEDURES MANUAL**

**Change Notice #2**

**November 15, 1984**

**DESCRIPTION OF  
CHANGE**

The attached pages contain miscellaneous changes to Appendix J. The lines in the margin show you where the changes are. (Some pages without changes are included in this update because they are on the back of pages that have changed, or because only one sheet out of a large group of consecutive pages didn't change. Pages without changes have the old date.)

**HOW TO UPDATE YOUR  
MANUAL**

Throw away pages J-1 through J-16 in your manual and put the attached pages in their place.

**IMPORTANT: FILE  
THIS CHANGE NOTICE**

File this Change Notice page at the back of your manual, behind the tab that says CHANGE NOTICES. It is important to do this because it lets you keep track of the changes you've put in your manual.

**QUESTIONS**

If you have any questions about this update, call the PPSD staff at 621-3834.



PAYROLL/PERSONNEL PROCEDURES MANUAL

Change Notice #3

March 15, 1985

DESCRIPTION OF  
CHANGES

The attached pages contain miscellaneous changes to Appendixes B, E, F, G, and I. The lines in the margin show you where the changes are.

BULLETIN 3 OBSOLETE  
BY THIS UPDATE

Appendix G includes the information that was in Bulletin 3. Therefore, please throw away Bulletin 3.

HOW TO UPDATE YOUR  
MANUAL

Throw away the Appendixes B, E, F, G and I that are in your manual and put the attached pages in their place.

IMPORTANT: FILE  
THIS CHANGE NOTICE

File this Change Notice page at the back of your manual, behind the tab that says CHANGE NOTICES. It is important to do this because it allows you to keep track of the changes you've put in your manual.

QUESTIONS

If you have any questions about this update, call the PPSD staff at 621-3982.





PAYROLL/PERSONNEL PROCEDURES MANUAL

Change Notice #4

October 19, 1985

DESCRIPTION OF  
CHANGES

The attached pages contain miscellaneous changes to Appendixes G, H, and I. The lines in the margin show you where the changes are.

HOW TO UPDATE YOUR  
MANUAL

Throw away the Appendixes G, H, and I that are in your manual and put the attached pages in their place.

IMPORTANT: FILE  
THIS CHANGE NOTICE

File this Change Notice page at the back of your manual, behind the tab that says CHANGE NOTICES. It is important to do this because it allows you to keep track of the changes you've put in your manual.

QUESTIONS

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



PAYROLL/PERSONNEL PROCEDURES MANUAL

CHANGE NOTICE #5

November 29, 1985

TIME ROSTER  
PROCEDURES

Attached is your copy of the updated Time Roster procedures. Changes are shown by a line in the right margin.

UPDATING YOUR MANUAL

THROW AWAY the Time Roster section (Chapter 3) that's in your manual and put the attached pages in its place.

THROW AWAY  
BULLETINS 2 AND 22

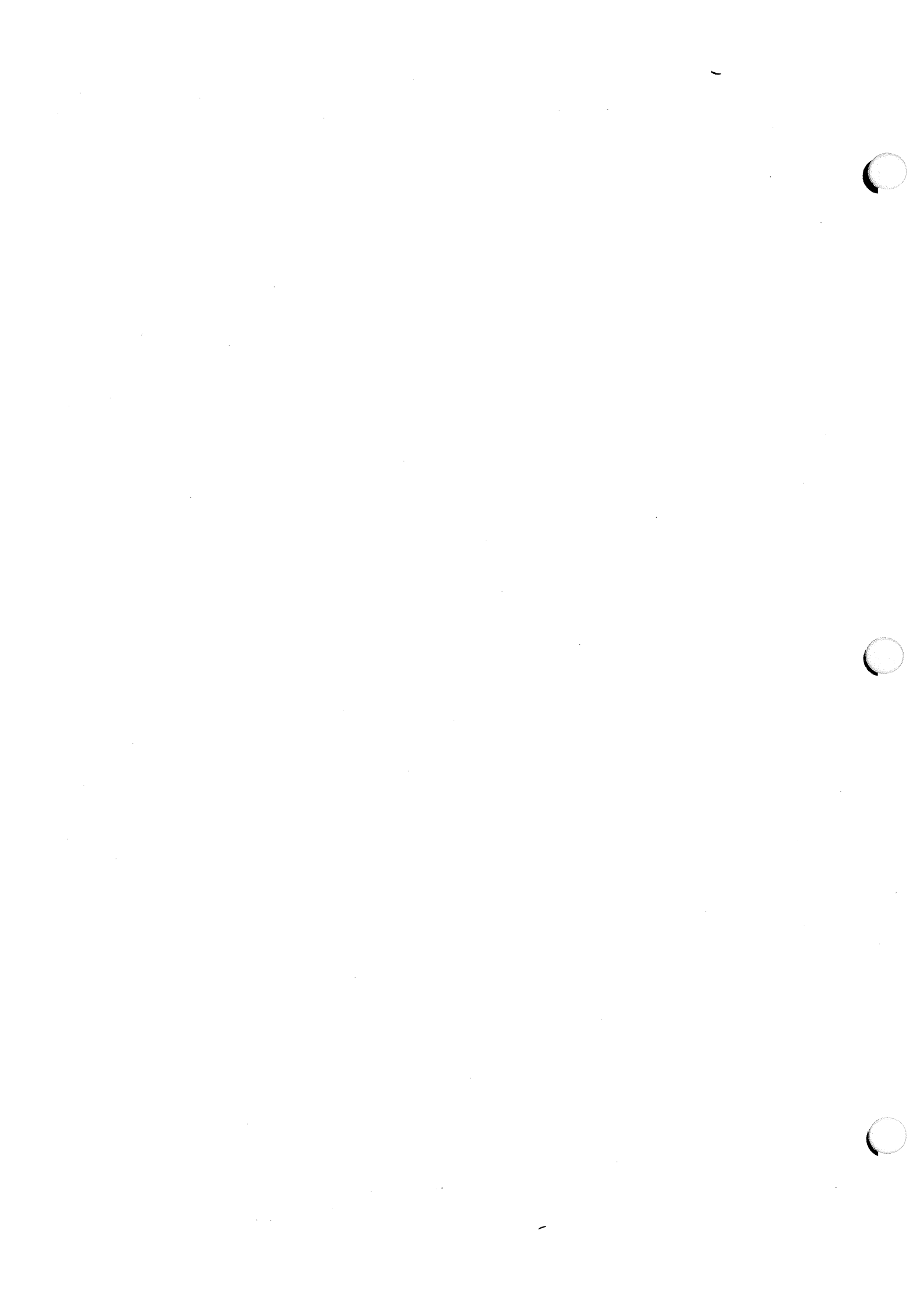
The attached procedures contain the information that is in Bulletin 2 and Bulletin 22, so you may throw away these two Bulletins.

PLEASE FILE THIS  
CHANGE NOTICE

Please file this Change Notice page at the back of your manual, behind the tab that says CHANGE NOTICES. It is important to do this because it allows you to keep track of the changes you've put in your manual.

QUESTIONS

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



PAYROLL/PERSONNEL PROCEDURES MANUAL

CHANGE NOTICE #6

June 20, 1986

PROBLEM DESCRIPTION  
FORM PROCEDURES

Attached is your copy of the updated Problem Description Form procedures. Changes are shown by lines in the right margin.

UPDATING YOUR MANUAL

THROW AWAY pages 4-1 through 4-6 in your manual and put the attached pages in their place.

THROW AWAY  
BULLETIN 20

The attached update contains the information that's in Bulletin 20. Please throw away Bulletin 20.

PLEASE FILE THIS  
CHANGE NOTICE

Please file this Change Notice page at the back of your manual, behind the tab that says CHANGE NOTICES. It is important to do this because it allows you to keep track of the changes you've put in your manual.

QUESTIONS

If you have any questions about this update, call Donna Long at 558-7897 (this number is not on Centrex at this time).



PAYROLL/PERSONNEL PROCEDURES MANUAL

CHANGE NOTICE #7

June 20, 1986

APPENDIX K

Attached is a new appendix for your Procedures Manual titled, "Appendix K - Special Procedures." It explains how to do several procedures that are not described in the main part of the Manual.

UPDATING YOUR MANUAL

Put Appendix K at the end of the APPENDIX section of your manual, right after Appendix J.

BULLETINS TO  
THROW AWAY

The attached material obsoletes Bulletins 8, 11, 21, and 24. Please throw away these Bulletins. They are located in the following places in your manual:

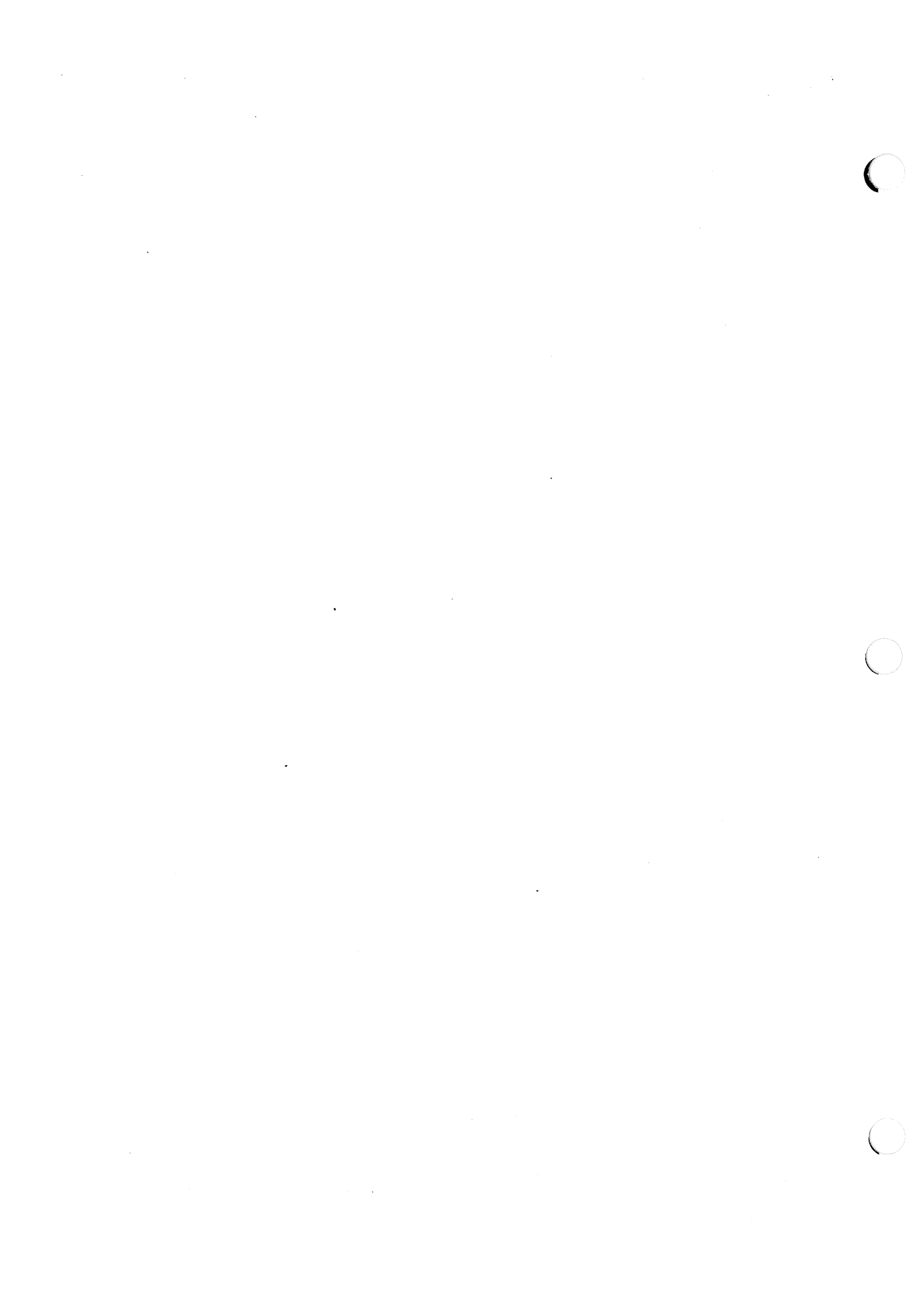
- Bulletin 8 - in the front of your manual
- Bulletin 11 - between pages 2-12 and 2-13
- Bulletin 21 - between pages 2-8 and 2-9
- Bulletin 24 - between pages 4-6 and 4-7

PLEASE FILE THIS  
CHANGE NOTICE

Please file this Change Notice page at the back of your manual, behind the tab that says CHANGE NOTICES. It is important to do this because it allows you to keep track of the changes you've put in your manual.

QUESTIONS

If you have any questions about this update, call Donna Long at 558-7897 (this number is not on Centrex at this time).





PAYROLL/PERSONNEL PROCEDURES MANUAL

CHANGE NOTICE #8

October 1, 1986

INDEX

Attached is the index to your Procedures Manual. You will find this index helpful whenever you need to locate information in your manual.

UPDATING YOUR MANUAL

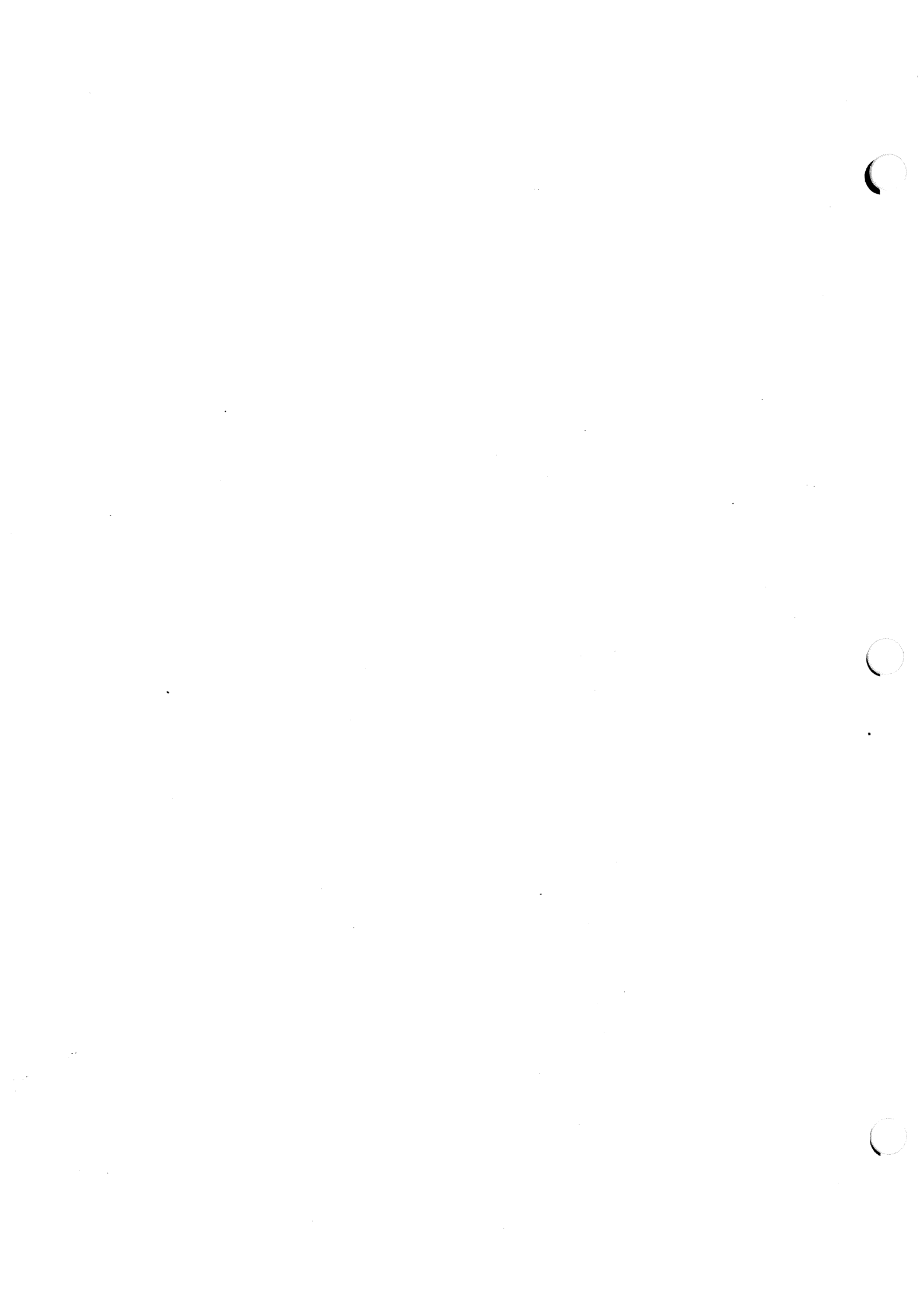
Put the attached pages behind the tab that says "INDEX". Throw away the page that's there now.

PLEASE FILE THIS  
CHANGE NOTICE

Please file this Change Notice page at the back of your manual, behind the tab that says CHANGE NOTICES. It is important to do this because it allows you to keep track of the changes you've put in your manual.

QUESTIONS

If you have any questions about using the index or updating your manual, call Donna Long at 558-7836 (this number is not on Centrex.)



PAYROLL/PERSONNEL PROCEDURES MANUAL

CHANGE NOTICE #9

August 26, 1987

UPDATES OF APPENDIXES  
B, D, G, and K

Appendixes B, D, G, and K have all been updated and are included with this Change Notice. The changes that were made to each appendix are briefly described below. Please read this information before you update your manual.

Appendix B

The list of automatic deposit codes has been updated. The changes are shown by lines in the right margin of this appendix.

Appendix D

The list of sub-object codes has been updated. New codes, including those for nurses, have been added. The new codes are shown by lines in the right margin of this appendix.

Appendix G

The special pay codes have been updated and the current rate for each code has been added to this appendix.

Most of the special pay codes that were added for the 1986/87 and 1987/88 fiscal years were published in Bulletin 33, dated 8/7/87. Codes that have not been published before are shown in Appendix G by lines in the right margin.

Appendix K

Two new procedures have been added to Appendix K. They are "Reporting the Death of an Employee" and "Reporting Time for Employees Receiving Disability Pay."

**UPDATING YOUR MANUAL**

Throw away the Appendixes B, D, G and K that are in your manual and put the enclosed pages in their place.

**THROW AWAY BULLETINS  
33, 37, AND 42**

The update of Appendix G and the new procedures in Appendix K make Bulletins 33, 37, and 42 obsolete. Please throw away these Bulletins. They are located in the following places in your manual:

- Bulletin 33 (8/7/87) - in front of Appendix G
- Bulletin 37 (1/26/87) - in front of the "Other Forms" Section
- Bulletin 42 (4/27/87) - in back of Appendix K

PLEASE FILE THIS  
CHANGE NOTICE

Please file this Change Notice page at the back of your manual, behind the tab that says CHANGE NOTICES. It is important to do this because it allows you to keep track of the changes you've put in your manual.

QUESTIONS

If you have any questions about this update, call Donna Long at 558-7836.

PAYROLL/PERSONNEL PROCEDURES MANUAL

CHANGE NOTICE #10

September 15, 1987

REVISED PAR  
PROCEDURES

Attached is the revised PAR section of your manual. Also attached is an updated table of contents for the manual.

The lines in the margin of the PAR procedures show the changes that have been made since the PAR trainings were held. (A "-" indicates a deletion.)

▶ UPDATING YOUR  
MANUAL

- Throw away the table of contents at the front of your manual (behind the CONTENTS tab) and put the attached Contents page in its place.
- Throw away the PAR chapter that's in your manual and put the attached PAR procedures in its place.

THROW AWAY THESE  
BULLETINS

The following Bulletins have been incorporated in the attached procedures or are obsolete, and should be thrown away (these Bulletins should all have been filed in the PAR section of your manual):

1	13 (1/18/85)	31
4	13 (2/1/85)	36
5	15	37
6	23	41
10	25	42
11	27	
12	29	

YOU WILL RECEIVE  
AN UPDATED INDEX  
SOON

The index to your manual will be updated and sent to you in the near future.

PLEASE FILE THIS  
CHANGE NOTICE

Please file this Change Notice page at the back of your manual, behind the tab that says CHANGE NOTICES. It is important to do this because it allows you to keep track of the changes you've put in your manual.

QUESTIONS

If you have any questions about this update, call Donna Long at 558-7836.



PAYROLL/PERSONNEL PROCEDURES MANUAL

CHANGE NOTICE #11

October 1, 1987

APPENDIX L

Attached is a new appendix for your Procedures Manual, titled "Appendix L - Classes Subject to Agency Shop Fees." You use this appendix to check the Agency Shop status of an employee's job classification as explained in the PAR Section of your manual.

 UPDATING YOUR MANUAL

Put Appendix L at the end of the APPENDIX section of your manual, right after Appendix K.

PLEASE FILE THIS CHANGE NOTICE

Please file this Change Notice page at the back of your manual, behind the tab that says CHANGE NOTICES. It is important to do this because it allows you to keep track of the changes you've put in your manual.

QUESTIONS

If you have any questions about this update, call Donna Long at 558-7836.





PAYROLL/PERSONNEL PROCEDURES MANUAL

CHANGE NOTICE #12

October 26, 1987

UPDATED INDEX AND  
TABLE OF CONTENTS

Attached are an updated index and table of contents for your Procedures Manual.

UPDATING YOUR  
MANUAL

Put the attached contents page in your manual behind the tab that says "CONTENTS" and throw away the page that's in your manual now.

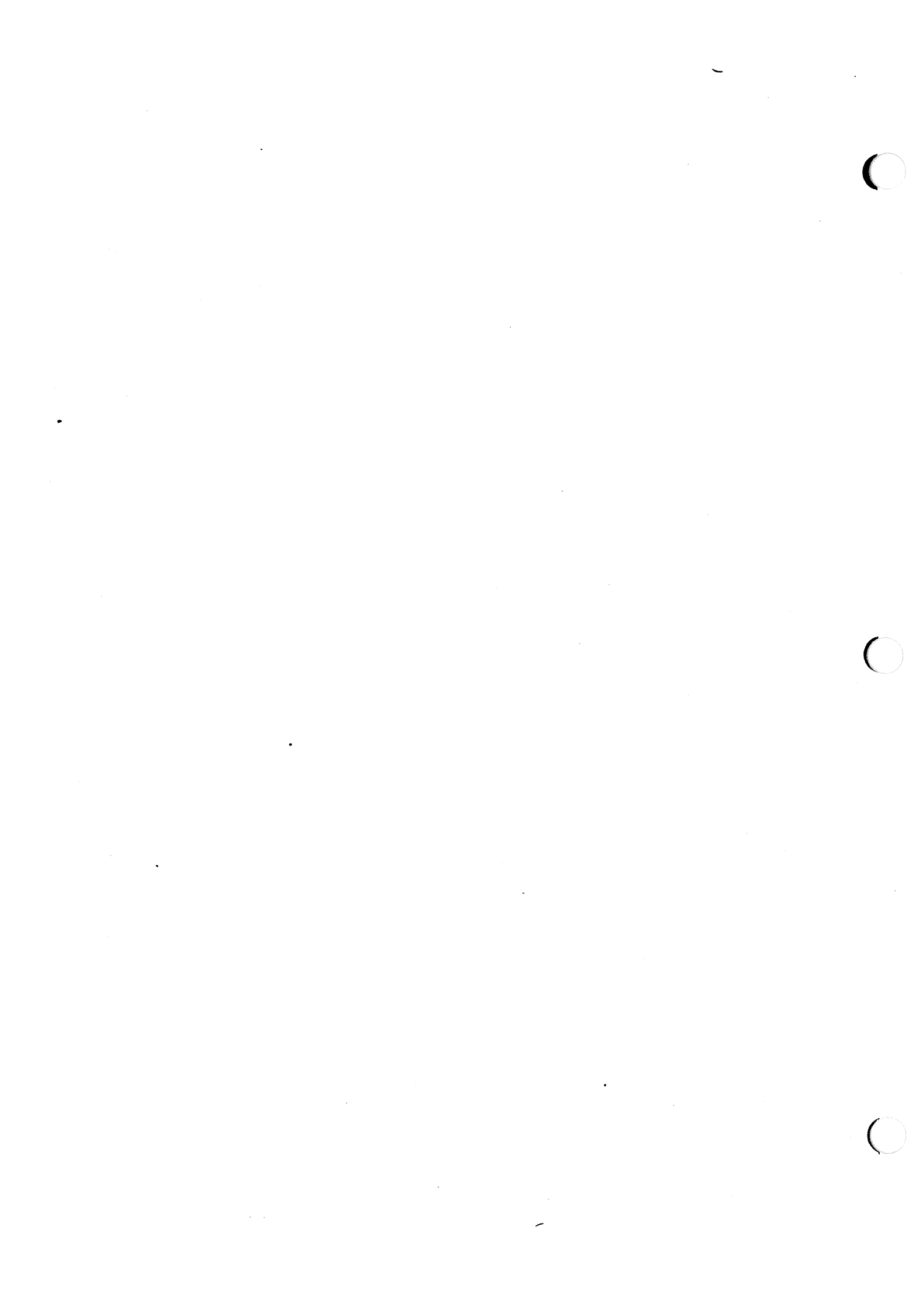
Put the attached index in your manual (after the tab that says "INDEX") and throw away the index pages that are in your manual now.

PLEASE FILE THIS  
CHANGE NOTICE

Please file this Change Notice page at the back of your manual, behind the tab that says CHANGE NOTICES. It is important to do this because it allows you to keep track of the changes you've put in your manual.

QUESTIONS

If you have any questions about this update, call Donna Long at 558-7836.



PAYROLL/PERSONNEL PROCEDURES MANUAL

CHANGE NOTICE #13

December 3, 1987

UPDATED APPENDIX L

Attached is an updated list of classes subject to agency shop fees. This list is now in order by job class number.

UPDATING YOUR MANUAL

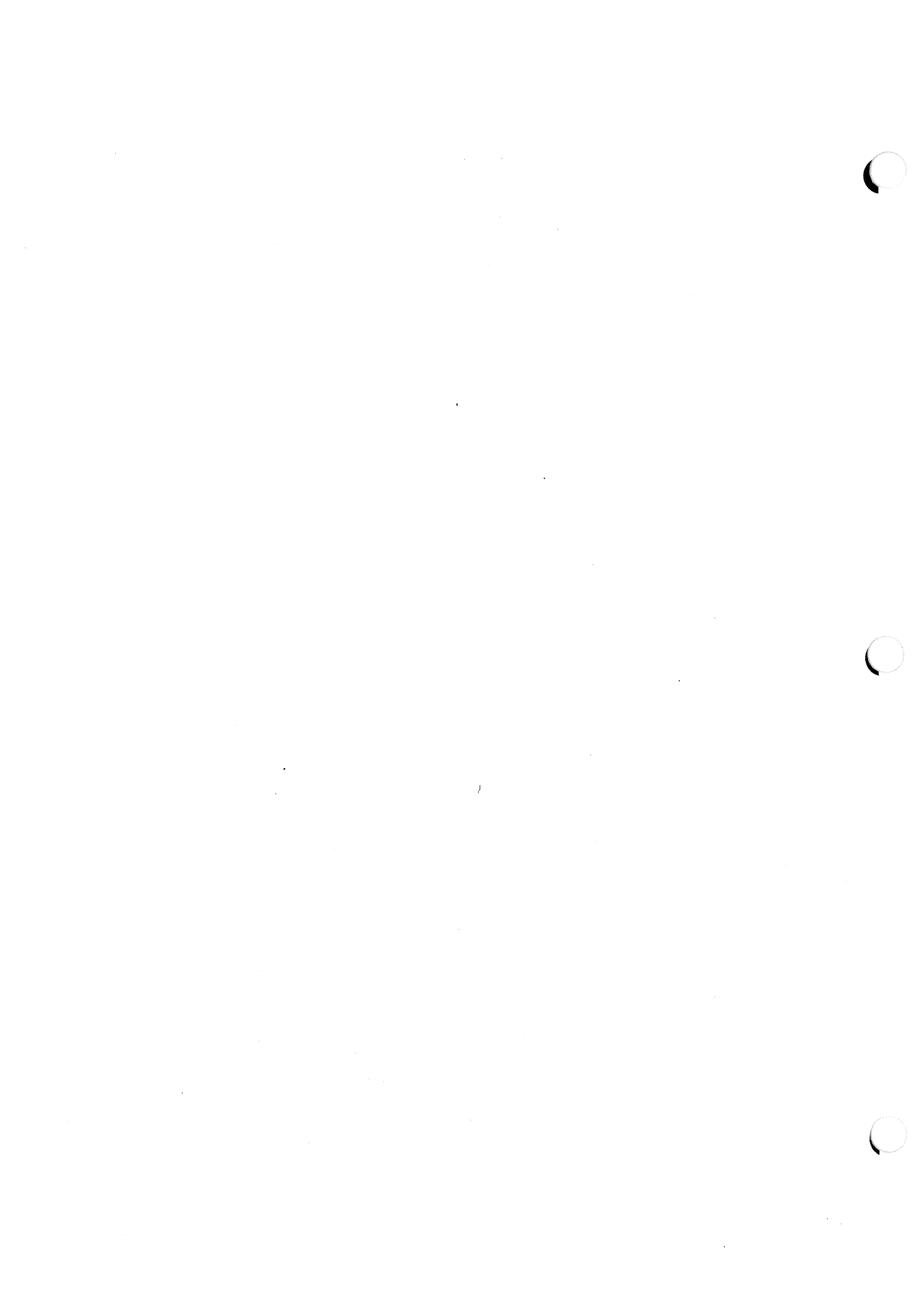
Put the attached pages in your manual after Appendix K and throw away the Appendix L pages that are in your manual now.

PLEASE FILE THIS CHANGE NOTICE

Please file this Change Notice page at the back of your manual, behind the tab that reads "CHANGE NOTICES." It is important to do this because it allows you to keep track of the changes you've put in your manual.

QUESTIONS

If you have any questions about this update, call Donna Long at 558-7836.



PAYROLL/PERSONNEL PROCEDURES MANUAL

CHANGE NOTICE #14

February 29, 1988

UPDATES OF APPENDIXES

General  
Information

Attached are updated versions of Appendixes E, F, G, H, and I for your Procedures Manual. The lines in the margin of each Appendix show where changes were made. (A " - | " indicates a deletion.)

Appendix C is  
Now Obsolete

Bargaining sub-units are now listed in Appendix I. (with the union name, agency shop status, and SDI status of each job class represented by a union). Therefore, Appendix C, "Bargaining Sub-Units" is obsolete.

Appendix F

PPSD no longer produces Report 972, which listed the non-paid exceptions posted on the Time Roster, so all references to that report were removed from Appendix F. (No deletion marks are shown in the margin for this change.)

Appendix G

Change lines in the margin of this Appendix indicate either a new special pay or a rate change.

UPDATING YOUR  
MANUAL

Throw away the Appendixes C, E, F, G, H, and I that are in your manual and put the following pages in their place.

THROW AWAY  
BULLETIN 48

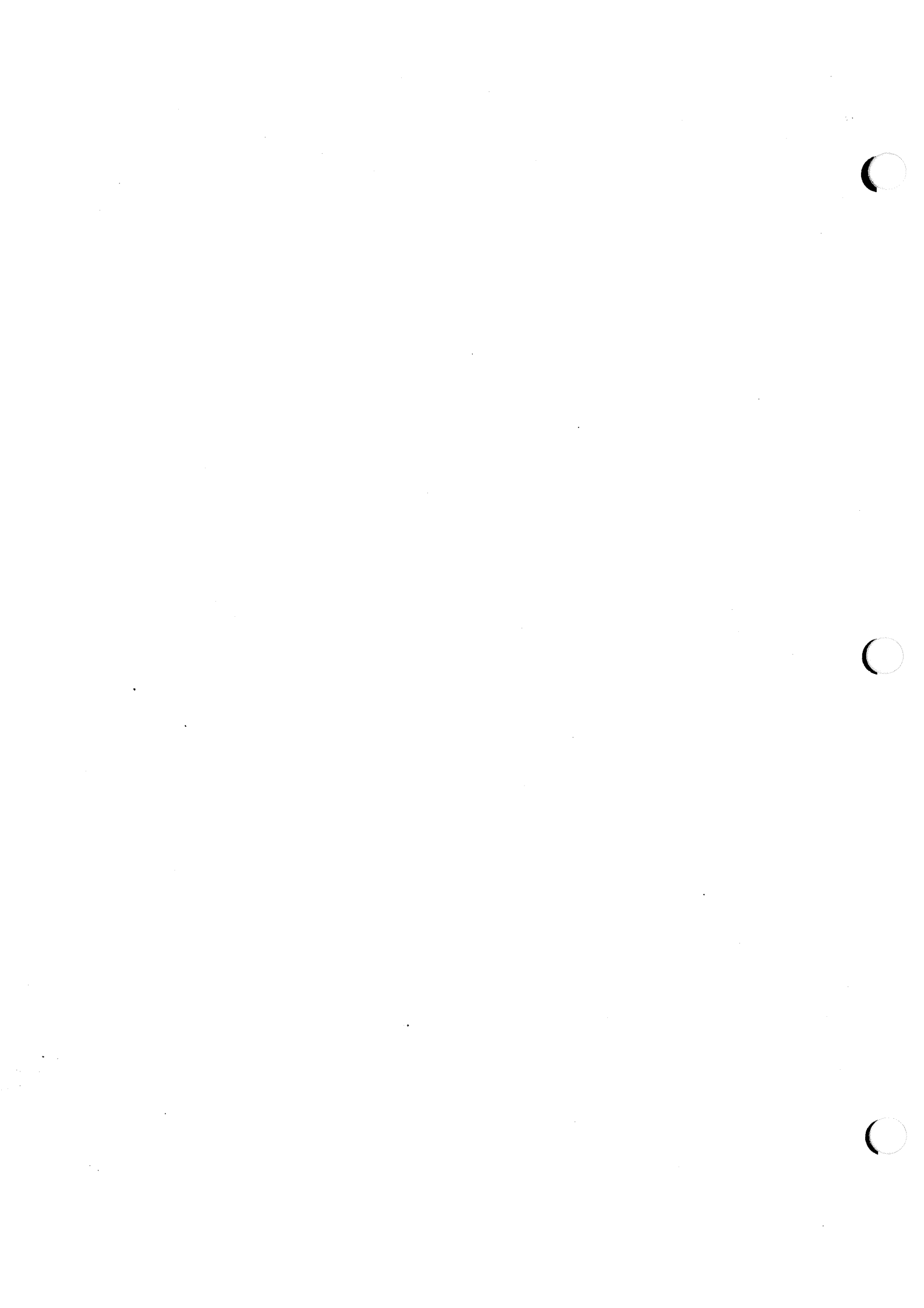
The update of Appendix E made Bulletin 48 obsolete. Throw away this Bulletin (filed in front of Appendix E.)

PLEASE FILE THIS  
CHANGE NOTICE

Please file this Change Notice page at the back of your manual, behind the tab that reads "CHANGE NOTICES." It is important to do this because it allows you to keep track of the changes you've put in your manual.

QUESTIONS

If you have any questions about this update, call Donna Long at 558-7836.



PAYROLL/PERSONNEL PROCEDURES MANUAL

CHANGE NOTICE #15

May 24, 1988

DESCRIPTION OF  
THIS UPDATE

Index Tabs  
For Appendixes

The attached index tabs are for your Procedures Manual appendixes.

Appendix A  
Obsolete

Please note that Appendix A is now obsolete.

Appendix F

A minor change (shown by a line in the margin) was made to this Appendix.

Appendix K

Minor changes were made to Appendix K, including the incorporation of Bulletin 26 on the Commuting Benefit and Bulletin 49 on Assault Pay. (Note: Minor changes were made to the assault pay procedures when they were incorporated.) Changes are shown by lines in the right margin.

BULLETINS OBSOLETE

Please throw away Bulletins 26 and 49.

NOTE: Directive 86-10 was also obsoleted by this update.

UPDATING YOUR  
MANUAL

- PUT EACH OF THE ATTACHED INDEX TABS in front of the appropriate appendix.

- THROW AWAY the following pages:

Contents-1 and 2  
A-1  
F-1, F-2  
K-1 through K-20  
Index

- PUT the attached pages IN YOUR MANUAL:

Contents-1 and 2  
A-1  
F-1, F-2  
K-1 through K-41  
Index

PLEASE FILE THIS  
CHANGE NOTICE

Please file this Change Notice page at the back of your manual, behind the tab that reads "CHANGE NOTICES." It is important to do this because it allows you to keep track of the changes you've put in your manual.

QUESTIONS

If you have any questions about this update, please call Donna Long at 558-7836.



PAYROLL/PERSONNEL PROCEDURES MANUAL

CHANGE NOTICE #16

November 7, 1988

DESCRIPTION OF  
THIS UPDATE

Appendix D

Appendix D has been updated to include new sub-object codes for nurses.

Appendix G

Appendix G has been updated with the special pay changes and additions for the 1988/89 fiscal year that were released in Bulletin 33, dated 7/22/88.

BULLETIN OBSOLETE

The attached material obsoletes Bulletin 33.

UPDATING YOUR  
MANUAL

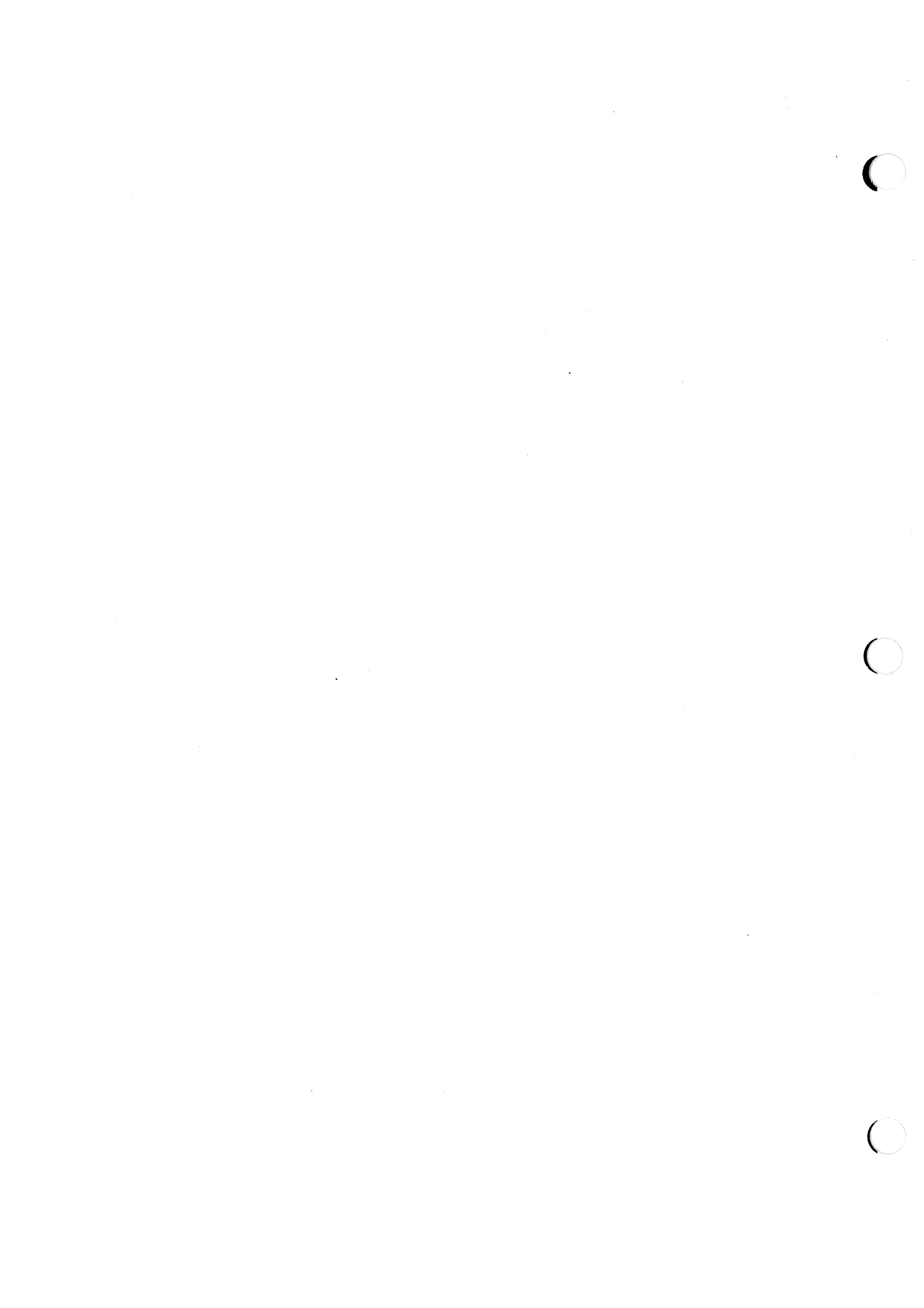
Throw away the Appendixes D and G that are in your manual and put the attached pages in their place.

PLEASE FILE THIS  
CHANGE NOTICE

Please file this Change Notice page at the back of your manual, behind the tab that reads "CHANGE NOTICES." It is important to do this because it allows you to keep track of the changes you've put in your manual.

QUESTIONS

If you have any questions about this update, please call Donna Long at 558-7836.



PAYROLL/PERSONNEL PROCEDURES MANUAL

CHANGE NOTICE 16.1\*

November 7, 1988

DESCRIPTION OF  
THIS UPDATE

This update includes a new appendix--Appendix M--which will contain procedures that are used only by a small number of departments. Only those departments who use these procedures will be issued copies. The first procedure to be issued in this appendix is the "Uniform Allowance Procedures."

UPDATING YOUR  
MANUAL

- THROW AWAY the Contents page in your manual and put the attached Contents page in its place.
- PUT the attached Appendix M pages in your manual behind index tab "M".

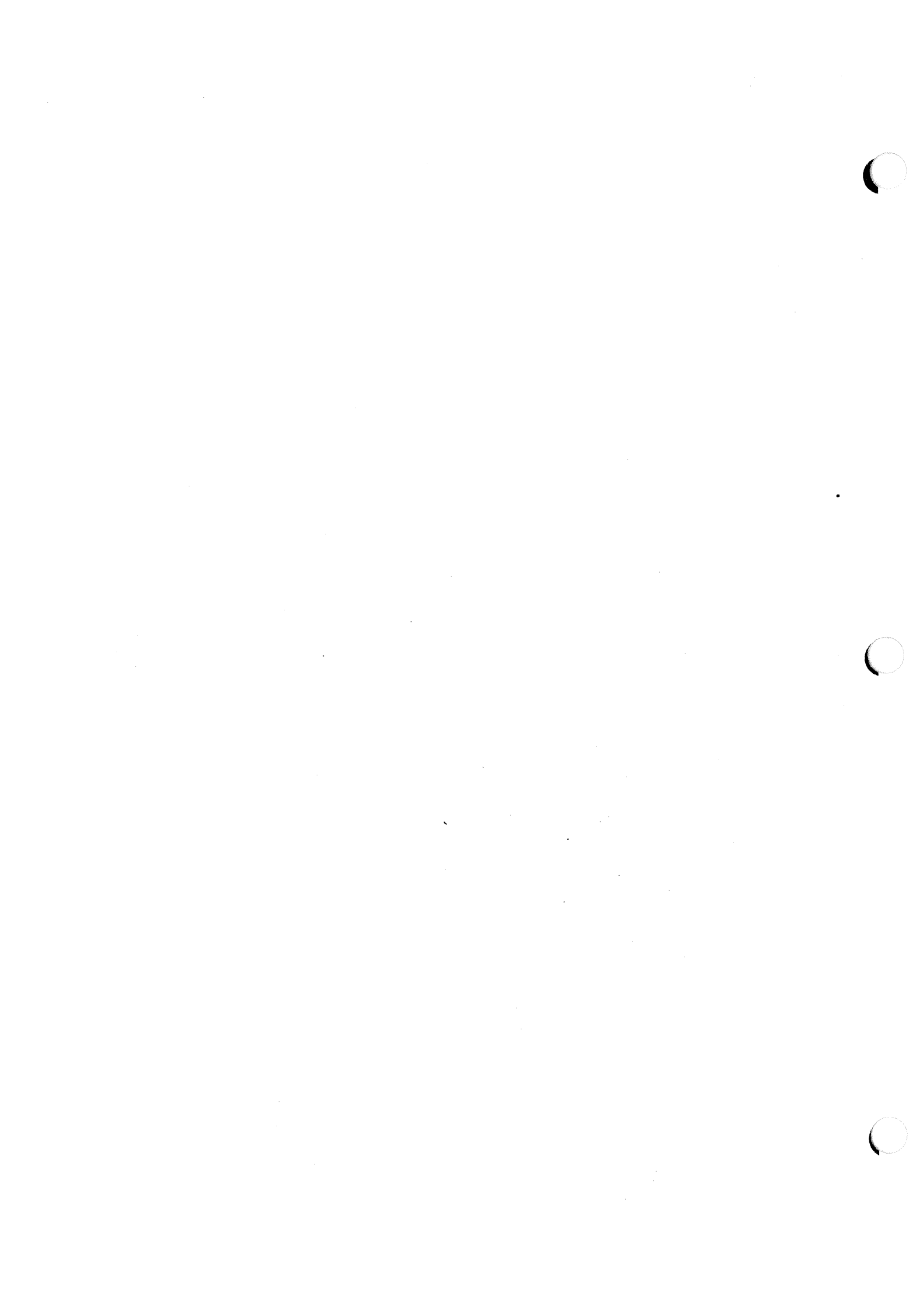
PLEASE FILE THIS  
CHANGE NOTICE

Please file this Change Notice page at the back of your manual, behind the tab that reads "CHANGE NOTICES." It is important to do this because it allows you to keep track of the changes you've put in your manual.

QUESTIONS

If you have any questions about this update, please call Donna Long at 558-7836.

\*For distribution to Public Health Departments and the Sheriff's Office only.



PAYROLL/PERSONNEL PROCEDURES MANUAL

CHANGE NOTICE 17

February 27, 1989

DESCRIPTION OF THIS  
UPDATE

Appendix K has been updated with new information regarding the commuting benefit.

UPDATING YOUR  
MANUAL

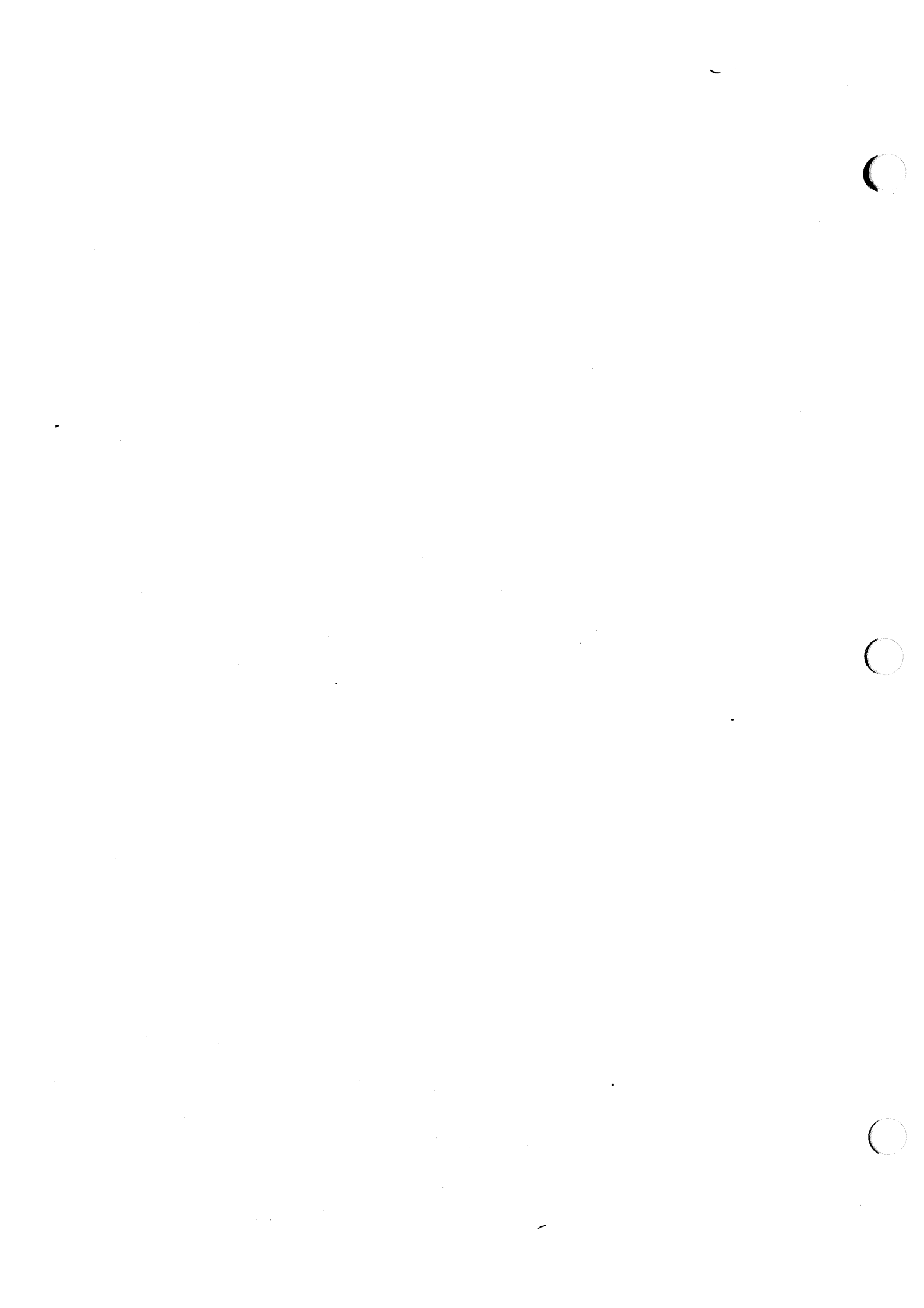
THROW AWAY pages K-37 through K-41 in your manual and put the attached pages in their place.

PLEASE FILE THIS  
CHANGE NOTICE

Please file this Change Notice page at the back of your manual, behind the tab that reads "CHANGE NOTICES." It is important to do this because it allows you to keep track of the changes you've put in your manual.

QUESTIONS

If you have any questions about this update, please call Donna Long at 558-7836.



PAYROLL/PERSONNEL PROCEDURES MANUAL

CHANGE NOTICE 18

February 28, 1990

DESCRIPTION OF THIS  
UPDATE

This update contains miscellaneous changes to Appendixes B, D, G and K. (Changes are indicated by lines in the right margin.)

UPDATING YOUR  
MANUAL

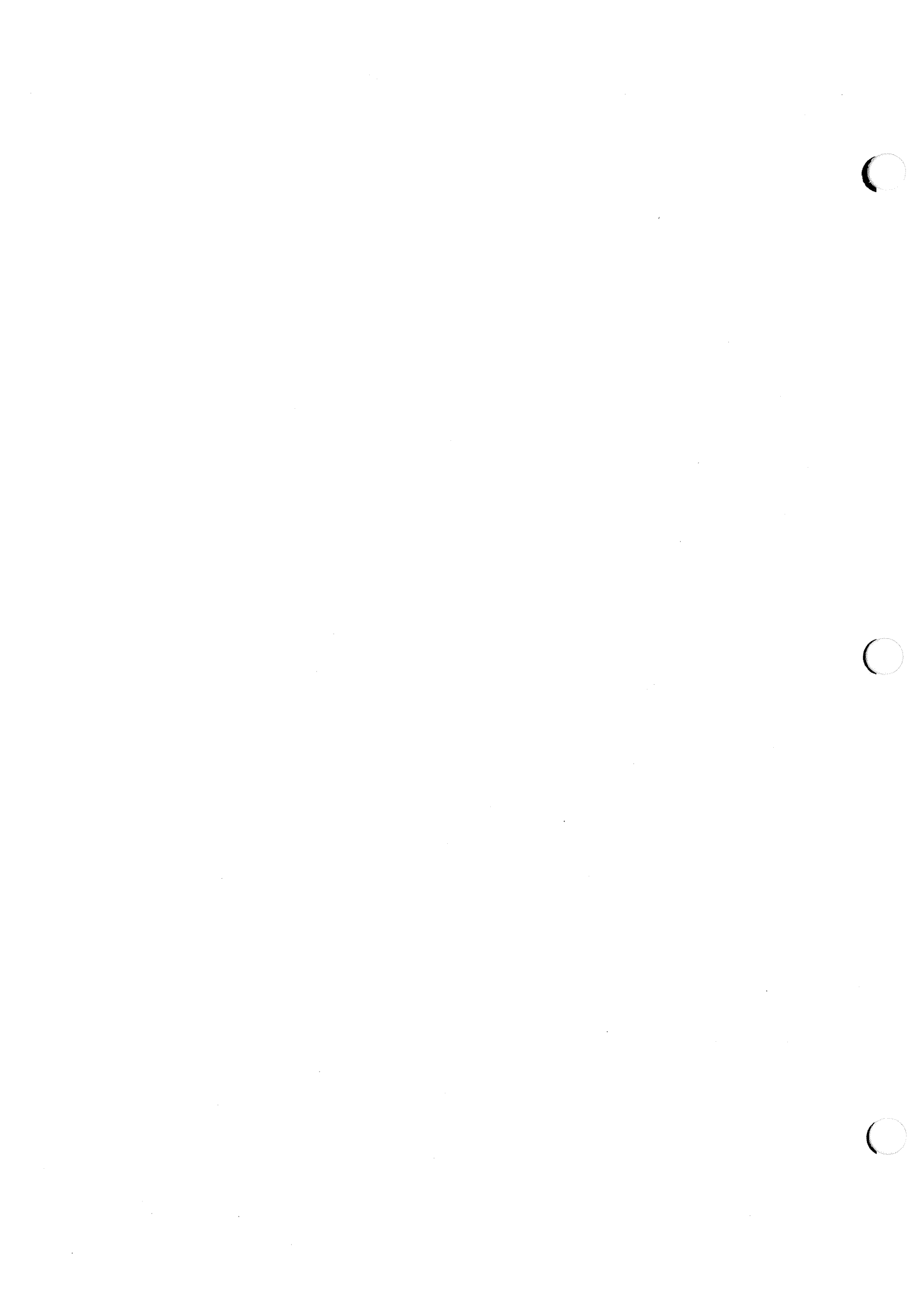
THROW AWAY Appendixes B, D and G, and pages K-37 through K-43 in your Procedures Manual and put the attached pages in their place.

PLEASE FILE THIS  
CHANGE NOTICE

Please file this Change Notice page at the back of your manual, behind the tab that reads "CHANGE NOTICES." It is important to do this because it allows you to keep track of the changes you've put in your manual.

QUESTIONS

If you have any questions about this update, please call Donna Long at 558-7836.





PAYROLL/PERSONNEL PROCEDURES MANUAL

CHANGE NOTICE 19

October 24, 1991

ABOUT THIS UPDATE

PAR Chapter

Minor changes were made to two pages:

- Page 2-26 contains a change to Appointment Type "J".
- Page 2-29 incorporates the information from Bulletin 46 on budgeted class, and contains a minor change and an addition to the department requisition codes.

Appendix B

Automatic Deposit Codes - Minor changes only.

Appendix G

Special Pay Codes - Special pays have been added and deleted from this appendix, and rate changes have been included.

NOTE: Change lines have been placed in the left margin to make the changes easier to find.

Appendix H

Deduction Descriptions - New deductions and City-paid contributions have been added, and deduction descriptions have been expanded. (Change lines are shown only for new deductions and City-paid contributions.)

Appendix I

Pay Abbreviations - Formerly "Pay and Deduction Abbreviations." Deductions, which are described in Appendix H, have been removed from this appendix. Also, corresponding Time Roster pay codes were added, where applicable.

NOTE: Due to the extent of the changes, change lines are not shown.

UPDATING YOUR MANUAL

Throw away pages 2-25/2-26 and 2-29/2-30 in your manual and put the attached pages in their place.

Throw away Appendixes B, G, H and I in your manual and put the attached pages in their place.

**BULLETINS OBSOLETE**

Please throw away the following Bulletins, which have been incorporated in the attached:

- Bulletin 33 dated 7/6/90
- Bulletin 46 dated 10/16/87
- Bulletin 52 dated 12/6/88
- Bulletin 53 dated 1/2/89
- Bulletin 60 dated 9/11/90

NOTE: Bulletin 65, regarding the health benefit for domestic partners, will be fully incorporated into the Procedures Manual at a later time. It is currently filed in Appendix G, since it is reported by Health Services as a special pay. It should remain in Appendix G until further notice.

**PLEASE FILE THIS  
CHANGE NOTICE**

Please file this Change Notice page at the back of your manual, behind the tab that reads "CHANGE NOTICES." It is important to do this because it allows you to keep track of the changes you've put in your manual.

**QUESTIONS**

If you have any questions about this update, please call Donna Long at 558-7836.

PAYROLL/PERSONNEL PROCEDURES MANUAL

CHANGE NOTICE 20

April 2, 1992

ABOUT THIS UPDATE

Appendix A--  
Garnishments

This new appendix incorporates the information in Bulletin 61.

Appendix J--  
Disability  
Procedures

Workers' Comp and SDI Procedures Expanded - This appendix (formerly "Workers' Compensation and SDI Procedures") has been completely revised, reorganized and expanded in order to provide greater clarification and to incorporate new and revised information regarding these procedures.

Assault Pay and City Disability Pay Now Included - In addition, this appendix now includes all types of disability pays available to City employees\*--City disability pay and assault pay procedures currently in Appendix K have been incorporated in this appendix.

Change Lines - Due to the extent of the changes, change lines are not shown in this appendix except to indicate new information in the assault pay and City disability pay sections.

Summary of Changes - Following is a summary of the changes to this appendix:

- The five worksheets for calculating supplemental hours have been consolidated into a single worksheet. A separate procedure is included in the text for calculating an adjusted hourly rate.
- A new Workers' Comp Supplementation Election Form is included in these procedures.
- The redesigned Departmental Notification form (CSC Form 7-21) is included in these procedures.
- A procedure has been added for processing Report 929, which lists employees who had more than 39 hours SP posted during a given pay period.
- Departmental responsibility for filling out SDI Form 2503 has been incorporated along with instructions for filling out the form.
- The information in Bulletin 40 has been incorporated.
- Assault pay and City disability pay procedures have been consolidated and included in this appendix. Procedures for both types of

\*Exception: Muni accident pay will be incorporated at a later time.

**Appendix J--  
Disability  
Procedures  
(Cont'd)**

disabilities have been shortened by referencing, rather than repeating, the Workers' Comp procedures that these disability pays are closely tied to.

- The Assault Pay Adjustment Worksheet (PPSD-1098) has been eliminated.

**Appendix K  
Special Procedures**

- The commuting benefit procedures have been updated with minor changes, including new mileage rates. (See change lines.)
- The assault pay and disability pay procedures were removed from this appendix.

**UPDATING YOUR  
MANUAL**

Throw Away Pages

Replace With Attached Pages

Contents-1 and -2  
-  
J-1 - J-56  
K-1/K-2, K-13 - K-43  
Entire index

Contents-1 and -2  
A-1 - A-3  
J-1 - J-55  
K-1/K-2, K-13 - K-19  
Index (pages 1 - 26)

**BULLETINS OBSOLETE**

Please throw away the following Bulletins, which have been obsoleted by the attached update:

- Bulletin 40, filed in front of Appendix J (Note correction: WC hospitalization must be at least 24 hours in order for waiting period to be waived.)
- Bulletin 47, filed between pages J-6 and J-7
- Bulletin 61, filed in Appendix A

**PLEASE FILE THIS  
CHANGE NOTICE**

Please file this Change Notice page at the back of your manual, behind the tab that reads "CHANGE NOTICES." It is important to do this because it allows you to keep track of the changes you've put in your manual.

**QUESTIONS**

If you have any general questions about this update, please call Donna Long at 558-7836.

If you have questions about the disability procedures, please call Akbar Shaikh at 558-7875.

PAYROLL/PERSONNEL PROCEDURES MANUAL

CHANGE NOTICE 21

August 31, 1992

ABOUT THIS UPDATE

This update contains miscellaneous changes to Appendixes D, H, and I. Changes are indicated by lines in the right margin.

UPDATING YOUR MANUAL

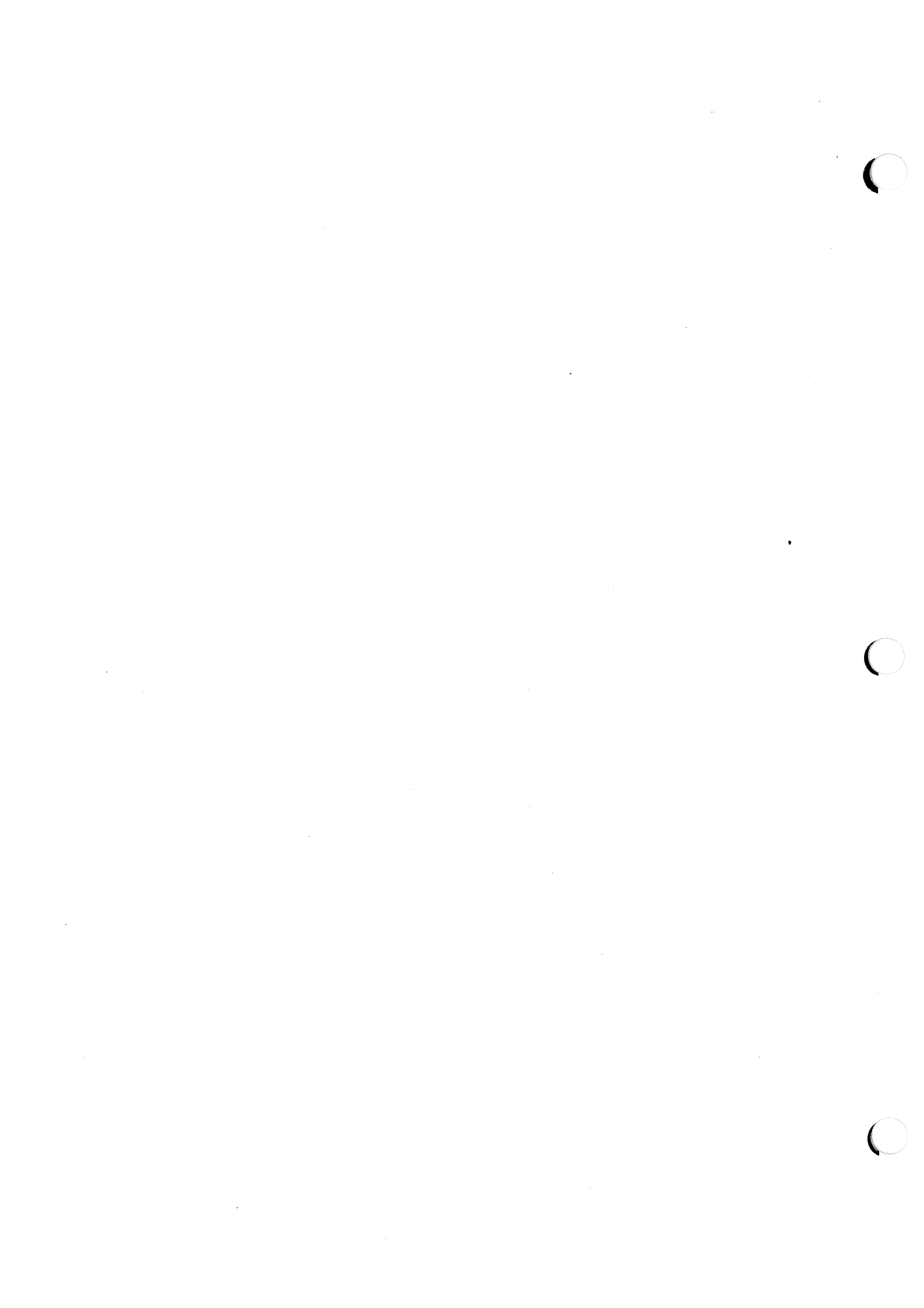
Please throw away Appendixes D, H, and I in your Procedures Manual and replace them with the attached pages.

PLEASE FILE THIS  
CHANGE NOTICE

Please file this Change Notice page at the back of your manual, behind the tab that reads "CHANGE NOTICES." It is important to do this because it allows you to keep track of the changes you've put in your manual.

QUESTIONS

If you have any questions about this update, please call Donna Long at 558-7836.



PAYROLL/PERSONNEL PROCEDURES MANUAL

CHANGE NOTICE 22

October 2, 1992

ABOUT THIS UPDATE

Appendix G, "Special Pay Codes," has been revised with the new pays and rates for the 1992/93 fiscal year. Because the revisions were previously announced in Bulletin 33, change lines are not shown for this update.

UPDATING YOUR MANUAL

Please throw away Appendix G in your Procedures Manual and replace it with the attached pages.

BULLETIN AND DIRECTIVE  
OBSOLETED

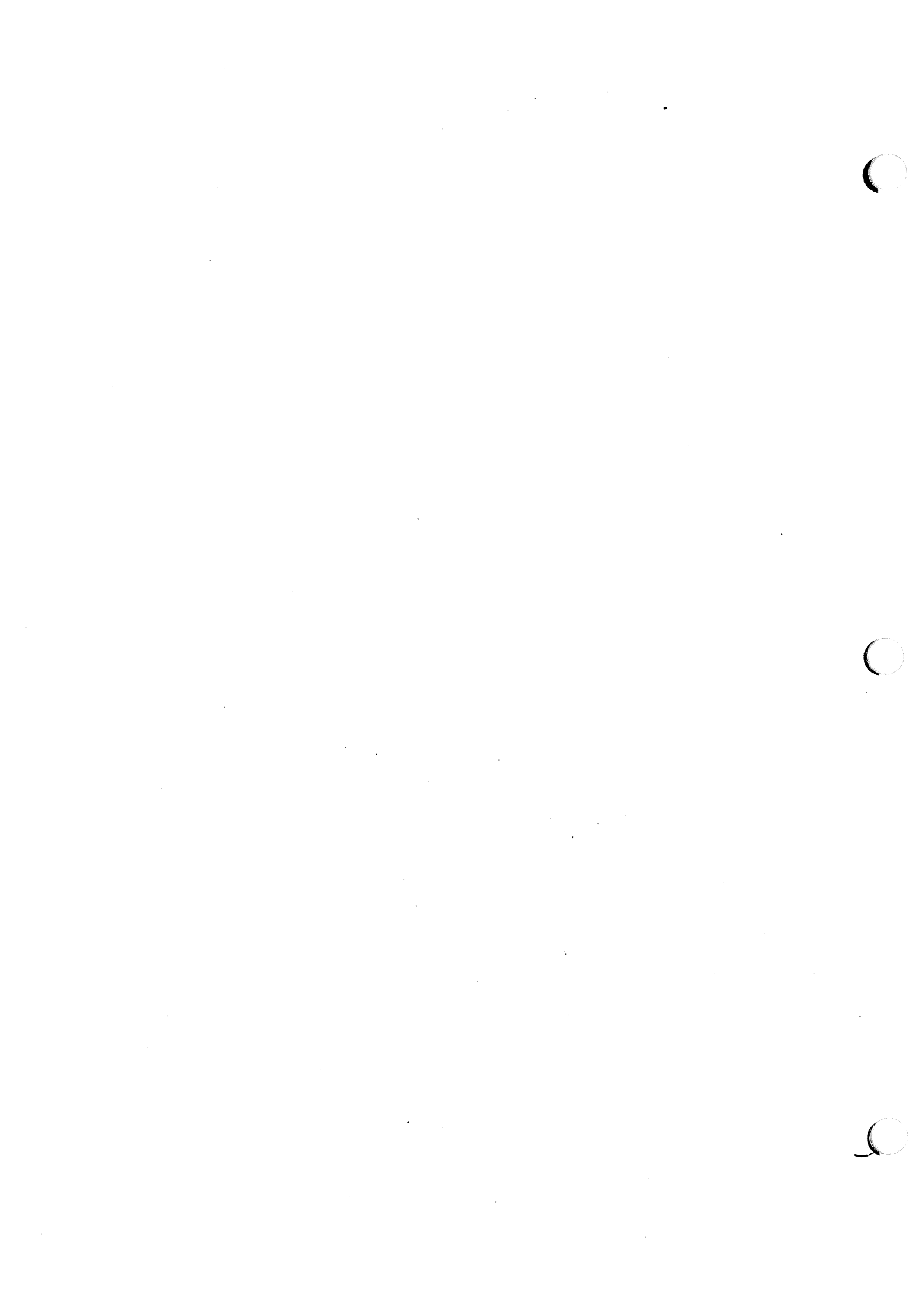
The attached material obsoletes Bulletin 33 dated 8/20/92 and Directive 92-7 dated 9/4/92.

PLEASE FILE THIS  
CHANGE NOTICE

Please file this Change Notice page at the back of your manual, behind the tab that reads "CHANGE NOTICES." It is important to do this because it allows you to keep track of the changes you've put in your manual.

QUESTIONS

If you have any questions about this update, please call Donna Long at 558-7836.





PAYROLL/PERSONNEL PROCEDURES MANUAL

CHANGE NOTICE 23

November 13, 1992

ABOUT THIS UPDATE

Appendix D, "Sub-Object Codes," has been updated with the following changes:

- craft sub-objects have been deleted
- the category "Temporary Employees" has been divided into two categories: "Temporary Miscellaneous Employees" and "Temporary Nurses"
- "benefit payoff" has been added to each category
- "pay in lieu sick" (0160, formerly under "Special Expenses") has been deleted.

UPDATING YOUR MANUAL

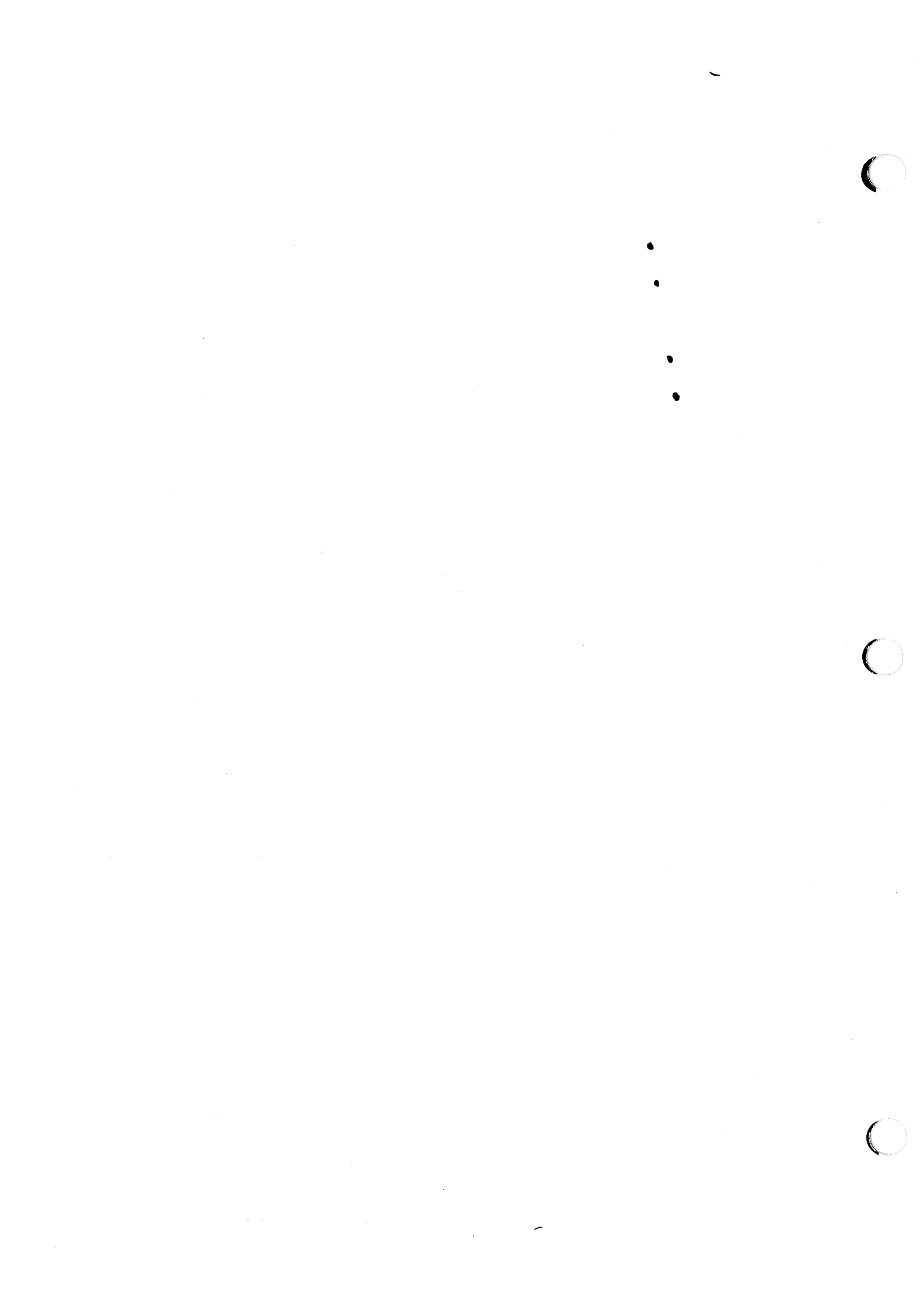
Please throw away Appendix D in your Procedures Manual and replace it with the attached pages.

PLEASE FILE THIS  
CHANGE NOTICE

Please file this Change Notice page at the back of your manual, behind the tab that reads "CHANGE NOTICES." It is important to do this because it allows you to keep track of the changes you've put in your manual.

QUESTIONS

If you have any questions about this update, please call Donna Long at 558-7836.



PAYROLL/PERSONNEL PROCEDURES MANUAL

CHANGE NOTICE 24

September 24, 1993

ABOUT THIS UPDATE

Appendix G, "Special Pays," has been updated with changes for the 1993/94 fiscal year, as well as miscellaneous other changes.

UPDATING YOUR MANUAL

Please throw away Appendix G in your Procedures Manual and replace it with the attached pages.

BULLETIN OBSOLETE

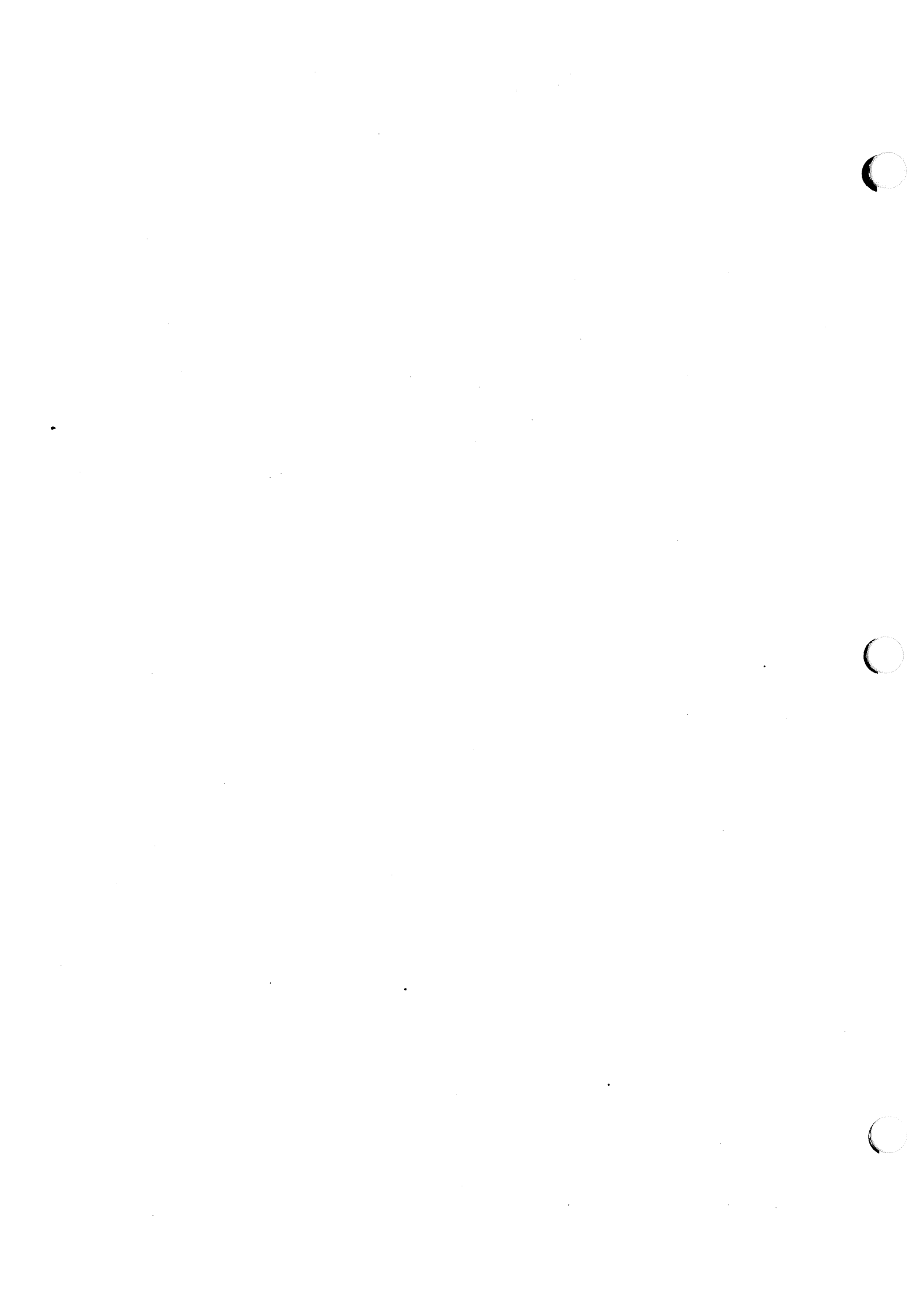
The attached material obsoletes Bulletin 33, dated 7/8/93.

PLEASE FILE THIS  
CHANGE NOTICE

Please file this Change Notice page at the back of your manual, behind the tab that reads "CHANGE NOTICES." It is important to do this because it allows you to keep track of the changes you've put in your manual.

QUESTIONS

If you have any questions about this update, please call Donna Long at 558-7836.



***Payroll/Personnel Procedures Manual***

**Change Notice 25**

**May 27, 1994**

**About This Update**

***Appendix B - "Automatic Deposit Codes"*** has been updated with miscellaneous changes that have occurred since its last release.

**Updating Your Manual**

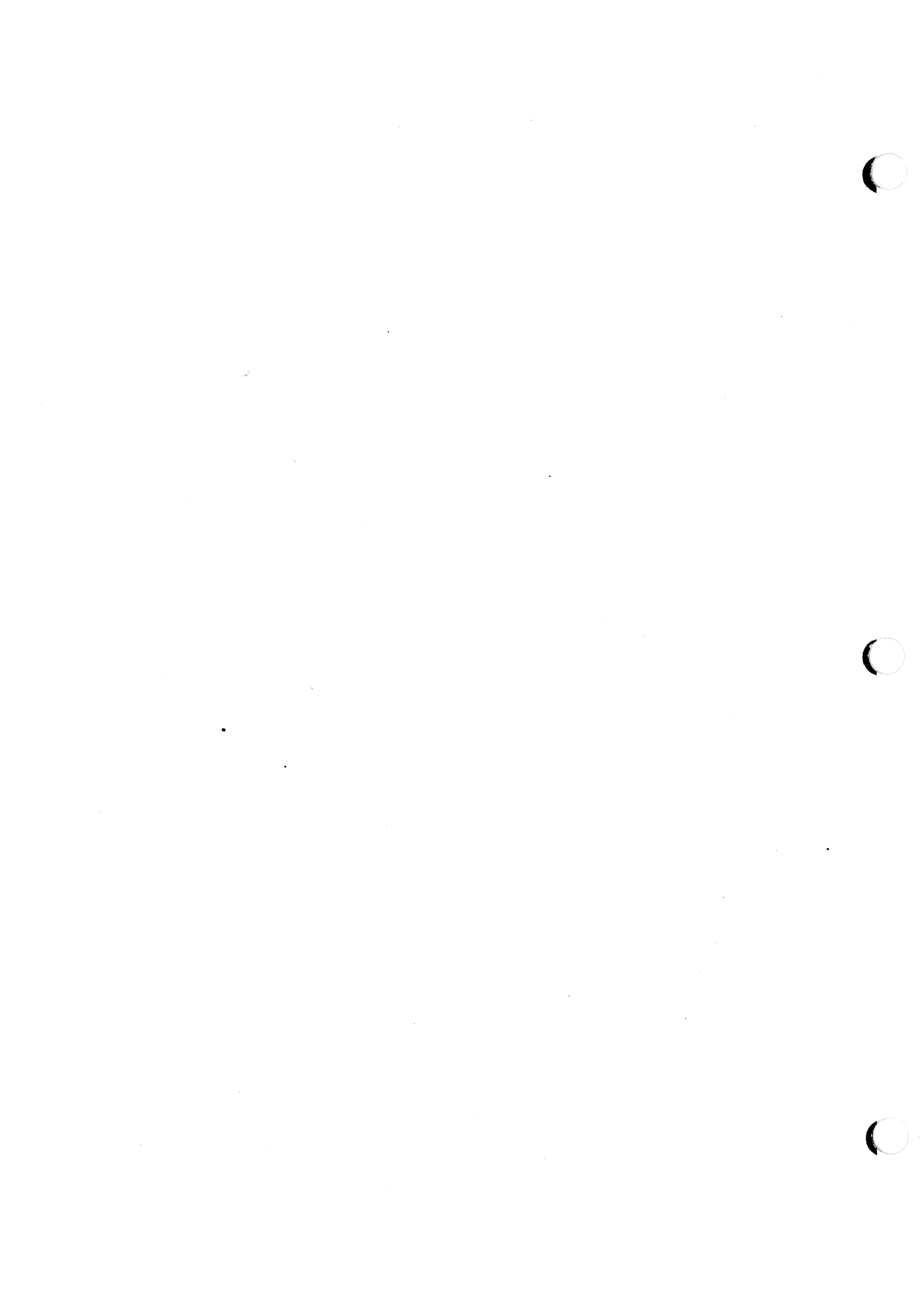
Please throw away Appendix B in your *Procedures Manual* and replace it with the attached pages.

**Please File This Change Notice**

Please file this Change Notice page at the back of your manual, behind the tab that reads *Change Notices*. It is important to do this because it allows you to keep track of the changes you've put in your manual.

**Questions**

If you have any questions about this update, please call Donald Mayeda at 558-7876.



***Payroll Personnel Procedures Manual***  
**Change Notice 26**

June 5, 1996

**About this Update**

Appendix G, *Special Pay Codes*, has been updated with all special pay changes that have occurred since its last release. (We regret that because of the large number of changes since the last release, the changed codes *are not* indicated by change lines in this update.)

**PLEASE NOTE:** This appendix is divided into two sections. The first lists the special pays in numerical order by pay code. The second lists them alphabetically by description.

**Updating Your Manual**

Please throw away Appendix G in your *Procedures Manual* and replace it with the attached pages.

**All Versions of Bulletin 33 are Obsolete**

Special pay additions and deletions shown on all versions of Bulletin 33 have been incorporated into this update, so you may throw away the following:

- Bulletin 33 (revised) - 7/8/93 and 6/14/95
- Bulletin 33 (supplement) - 7/17/95
- Bulletin 33 (revised supplement) - 8/24/95

**EXCEPTION:** You may wish to keep these bulletins for the specific employee organization and posting information they contain.

**Please File this Change Notice**

Please file this Change Notice page at the back of your manual, behind the tab that reads *Change Notices*. It is important to do this because it allows you to keep track of the changes you've put in your manual.

**Questions**

If you have questions about this update, please contact Taylor Moulton at 558-7818.





*Payroll/Personnel Procedures Manual*

## **Change Notice 27**

June 19, 1996

### **About this Update**

*Appendix D* - This appendix has been obsoleted by the online FAMIS system that was implemented at the beginning of the 1995/96 fiscal year.

*Appendix I* - This Appendix, attached, has been updated to incorporate changes since the last release. Lines in the right margin show you where changes were made.

### **Updating Your Manual**

- Please throw away Appendix D, which is now obsolete.
- Please throw away the version of Appendix I in your *Procedures Manual* and replace it with the attached pages.

### **Bulletins Obsoleted**

The following Bulletins have been obsoleted by the attached and should be thrown away:

- Bulletin 82, New Pre-Tax Health Refund
- Bulletin 84, Post-Tax Retirement Pickup Will Be Treated as Taxable Income
- Bulletin 89, New Pay Type for Cash In Lieu of Dependent Health Pickup
- Bulletin 94, New Pay Type - "3PTY 6MO"

### **Please File this Change Notice**

Please file this Change Notice sheet at the back of your manual, behind the tab that reads *Change Notices*. It is important to do this because it allows you to keep track of the changes you've put in your manual.

### **Questions**

If you have questions about this update, please contact Taylor Moulton at 558-7818.

