

Personnel Process

220.1 PURPOSE:

The purpose of this procedure is to outline the responsibilities of Personnel, Payroll, Professional Standards, Supervisory, Administrative and Line Staff regarding the administrative process for new hires, internal promotions, reassignments, terminations and resignations within the department.

220.2 DEFINITIONS:

EMACS: Is an acronym, which stands for Employee Management and Compensation System. This is a County application that integrates the business processes of Human Resources and Auditor/Controller-Recorder to process data for county jobs, employee benefits and payroll.

Human Resources – Employee Benefits & Services Division (HR-EBSD): Responsible for processing all employee job and benefit transactions according to set deadlines using the Master Calendar.

Master Calendar: This calendar is used to process all EMACS transactions within the County of San Bernardino. Deadlines occur systematically and must be adhered to for submission of all Payroll and Personnel document processing. Special attention is made for early submission deadlines. Any deadlines not met may result in employees not being paid from the correct budget source or not being paid on time.

New Hire: A person, who has met all of the job requirements, has qualified by competitive examination of service to fill a position and who has subsequently been interviewed and selected for a vacant position.

Internal Promotion: An employee appointed from one (1) job classification to a higher job classification with a higher base salary range within the same department. For example, a Probation Officer II promoting to a Probation Officer III.

Change of Appointment (Job Status): When a non-regular employee (Recurrent) transitions to a regular (Fulltime) budgeted position in the same Job Code Title within the same department. (Personnel Rule, Rule VII, Appointments, Section 3)

Reassignment: An employee who is reassigned from one (1) position number to another position number in the same Job Code Title within a department or group/agency. Reassignment does not constitute "transfer". (Personnel Rules, Rule IX, Assignments and Separations, Section 3)

Terminations:

- **Dismissal** – An employee who is separating from employment with the County of San Bernardino at the direction of the Appointing Authority for the following reasons: not meeting probationary standards, for disciplinary cause, ending temporary employment, job abandonment or layoff.

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- Resignation – An employee who has filed a written voluntarily separation to leave the county in good standing and has given two (2) week notice. A copy of the written notice must be submitted to the Appointing Authority (CPO), Personnel and Payroll Services. Personnel Rules, Rule IX, Assignments and Separations, Section 7.
- Transfer – An employee transferring from the Probation Department to another County department in the same classification or higher classification. An employee separating from the Probation Department to another County department does not constitute a termination or resignation from the County.
- Retirement – An employee who was a member of the County Retirement System and has applied for and subsequently been approved his/her service retirement. Personnel Rules, Rule IX, Assignments and Separations, Section 8.

On-line Personnel Requisition (PR): This on-line form is used to request to fill a vacant position. The request is submitted the CAO office for approval and forwarded to Human Resources (HR) – Employment Division for the referral of names from an appropriate Eligible List (or commonly known as a Certification List) for the position requested to be filled. *Personnel Rules, Rule V, Eligible Lists, All Sections*

Manual (paper) Personnel Requisition (PR): This form is required by Human Resources (HR) – Employment Division if an on-line PR cannot be used to request to fill a vacant position. Both the Appointing Authority (CPO) and the CAO's office must approve this form. In most cases, it is used to process a 'See Original Certification' (SOC).

See Original Certification (SOC): If, after using a Certification List to fill a position, the department finds that there is a need to fill an additional position(s) of the same Job Code Title, type, area and shift, the department may use a copy of the same Certification List and note the candidate's certification on the manual PR.

Personnel Transaction Log: A log created by Personnel Services which includes a detailed list of all transactions processed within a pay period, i.e., employee name, position numbers, action, assignment and supervisor. These transactions include, but are not limited to: new hires, promotions, reassignments and resignations.

Payroll Distribution List: A detailed list of assigned locations and supervisors for all department employees to route Time and Labor Reports and Leave & Earnings Statements through interoffice mail.

Work Progress Evaluation (WPE) Database: A computer application used to assist management and supervisory staff in the process of all department employee Work Performance Evaluations.

Internal Department Reassignment Request: This form is required to reassign an employee and/or position number from one location to another within the same department. This form must have prior approval from the Appointing Authority (CPO) or designee (DCPO).

Separation Packet: Required paperwork provided to a separating employee in Regular or Non-Regular status to process a resignation, termination, transfer out or retirement. Paperwork includes a Separation Report, Resignation Notice form, Retirement Contribution Refund/Deferred

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form, Special Tax Notice, Justification for Non-Signature of Spouse, Employee Personal Data form and an Exit Interview Questionnaire.

220.3 RESPONSIBILITIES:

I. NEW HIRE

General Information

- All new employments to the Probation Department must go into effect on the first day of the pay period in which the action is to be effective. Any effective date other than the beginning of the pay period must have prior approval by the Director of Human Resources and the Appointing Authority (CPO).
- A new hire includes any employee from another county department transferring to the Probation Department as a lateral transfer, with promotion, demotion or a change in appointment.
- Any new employee starting in a regular fulltime position who had not previously held regular status is required to attend a mandatory County and Technical Orientation. The County Orientation is held all day on the first Monday of the first week of the pay period in which the employment is to be effective. The Technical Orientation is held a half day on the first Tuesday of the first week of the pay period in which the employment is to be effective. The half-day orientation is scheduled in the morning or afternoon depending upon the availability. If the Monday is a County holiday the orientations will be moved to the first Tuesday and Wednesday of the first week of the pay period in which employment is to be effective.
- Once HR has received the request for an Eligibility/Certification List, the list will become available within 3-10 working days dependent upon available names of applicants for the requested position. If it is found that insufficient names are available, a recruitment or new examination will be requested.
- New employees hired for Administrative Services or Community Corrections Bureaus are issued department identification badges by the Administrative Support Services Unit. New employees hired under the Detention Corrections Bureau (Institutions) will be issued a department identification badge at their assigned detention facility.

Responsibilities:

The following sequence must be adhered to in order to complete the new hire transaction.

A. Division Director

1. Submit a memo or email to Personnel Services requesting a certification list for vacant/budgeted position. If new position, a justification is required.

B. Personnel Services (Continued in Section E)

1. Receive PR approval from Supervisor of Personnel or Payroll Services. Requests County Administrative Office approval for certification list.

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2. Receive notification from Human Resources by EMACS–Work List of available certification list with CAO approval.
 3. Print and log certification list and notifies requesting Division Director of available list and applications.
- C. **Supervisor (Continued in Section F) *New Hire & Certification List Procedures & Instructions Attachments***
1. Contact candidates for interviews by phone and mail. (Personnel Rules, Rule VI C Certification, Section 2)
 2. Complete interview sheet and notes interview results on certification.
 3. Contact selected candidate for job offer contingent upon passing a full background investigation.
 4. Notify Division Director of candidate's job acceptance.
 5. Notify Professional Standards Clerk III of chosen candidate to begin background process.
 6. Forward one copy of candidate's application to the Professional Standards Clerk III and keeps one copy for future reference. The application sent to Backgrounds must have supervisor's name, phone number, position number and location.
 7. Return all interview notes and completed certification list to Personnel Services within two (2) days of selecting candidate.
- D. **Professional Standards – Background Investigations Unit**
1. Clerk III will contact candidate to schedule required appointments to begin a pre-employment medical examination and background investigation. There is an approximate 2–4 week waiting period for a possible clearance for non-peace officer positions.
 2. Notify Personnel Services, Division Director and hiring supervisor of candidate's clearance or other status.
- E. **Personnel Services(Continued in Section G)**
1. Confirm with hiring supervisor of candidate's background investigation clearance.
 2. Instruct hiring supervisor to contact candidate to discuss employment start date. Start date must be at the beginning of a pay period using the Master Calendar.
 3. Update Certification List to reflect candidate's clearance and start date and returns list to HR.
- F. **Supervisor (Continuation)**
1. Instruct cleared candidate to contact Personnel Services to schedule an appointment to complete mandatory payroll and personnel paperwork prior to employment start date.
 2. Issue County pager assigned to position as required.

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3. Contact Fiscal Services – Purchasing, Facilities & Communications:
 - (a) Submit a completed Key/Alarm Code/Fob Request Form as required.
 - (b) Request telephone voicemail and special equipment, i.e., cell phone, 800Mghz radio and vehicle, as required.
4. Contact Automated Systems:
 - (a) Submit completed request form for computer application access, Adult or Juvenile Services, i.e., JNET or Caseload Explorer, for new employee, as required.
 - (b) Request computer equipment, i.e., VPN pads, palm PDAs, etc. as required.

G. Personnel Services (Continuation)

1. Provide required new hire paperwork to new employee for completion and counsels of County employment wages, benefit packages & services and enrolls new employee for Orientation meetings as required.
2. Audit new hire paperwork for completeness and forwards to Payroll Services for distribution.
3. Notify Payroll Services, Fiscal Services, Training Unit, Human Resources Officer, Professional Standards, Division Directors, Division Secretaries, Automated Systems, Support Services and Administrative staff one (1) week prior to effective date of new employee's start date using the Personnel Transaction Log distribution.

H. Payroll Services

1. Re-audit new hire paperwork for accuracy.
2. Complete required Job Action Request form (JAR).
3. Retain copies of new hire paperwork for tracking and creation of department Payroll, Personnel and Medical files.
4. Refer to Master Calendar for processing deadlines and distributes JAR and new hire paperwork to EMACS, HR and San Bernardino County Employees Retirement Association as required.
5. Update Payroll Distribution List and WPE Database to include new employee.
6. Payroll Supervisor ensures that new hire paperwork has been processed for the effective pay period.

II. INTERNAL PROMOTION

General Information

- Promotional effective date must be at the beginning of the following pay period from the date the promotion was accepted by the employee.
- If an employee is promoted into a supervisory position, the assigned County-issued pager will remain with the supervising employee while employed with the department. \

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- A new department identification badge with the new job title should be issued.

Responsibilities:

The following sequence must be adhered to in order to complete the internal promotion transaction.

See Item I (A) (1)

See Item I (B) (1 through 5)

A. Supervisor - New Hire & Certification List Procedures & Instructions Attachments

1. Contact promotional candidates for interviews by phone and mail. (*Personnel Rules, Rule VI, Certification, Section 2*)
2. Complete interview sheet and notes interview results on certification list.
3. Contact selected candidate for promotional job offer.
4. Notify Division Director of candidate's acceptance of promotion.
5. Notify Professional Standards Clerk III of chosen promotional candidate to begin an updated background.
6. Return all interview notes and completed certification list to Personnel Services within two (2) days of selecting promotional employee.
7. Issue County pager assigned to position, as required.
8. Contact Fiscal Services – Purchasing, Facilities & Communications:
 - (a) Submit completed Key/Alarm Code/Fob Request and/or Reassignment Form as required.
 - (b) Submit request to change telephone voicemail and special equipment, i.e., cell phone, 800Mghz radio and vehicle, as required.
9. Contact Automated Systems to complete request form to add/delete computer application access, Adult or Juvenile Services, i.e., JNET or Caseload Explorer, for promoting employee, as required.
 - (a) Request changes to computer equipment, i.e., VPN pads, palm PDAs, etc. as required.

B. Personnel

1. Contact employee to complete promotional paperwork prior to effective date.
2. Update Certification List to reflect effective date and returns list to HR.
3. Audit promotional paperwork for completeness and forwards to Payroll Services for distribution.
4. Update County Phone Directory in EMACS.
5. Notify Payroll Services, Fiscal Services, Training Unit, Human Resources Officer, Professional Standards, Division Directors, Division Secretaries, Automated Systems, and Support Services and Administrative staff one (1)

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week prior to effective date of employee's promotion using the Personnel Transaction Log distribution.

C. Payroll Services

1. Re-audit promotional paperwork for completeness.
2. Complete required Job Action Request form (JAR).
3. Retain copies of promotional paperwork for tracking and filing.
4. Refer to Master Calendar for processing deadlines and distributes JAR and promotional paperwork to EMACS and HR, as required.
5. Update Payroll Distribution List and WPE Database.
6. Payroll Supervisor ensures that the promotion has been processed for the effective pay period.

III. CHANGE OF APPOINTMENT (JOB STATUS)

General Information

- A change of appointment can also be used to place a regular fulltime employee in a non-regular recurrent position. For example, a fulltime PCO transitions back to a recurrent PCO position.
- All change of appointments must go into effect on the first day of the pay period in which the action is to be effective. Any effective date other than the beginning of the pay period must have prior approval by the Director of Human Resources and the Appointing Authority (CPO) or designee (DCPO).
- Any new employee transitioning to a regular fulltime position who had not previously held regular status is required to attend a mandatory County and Technical Orientation. The County Orientation is held all day on the first Monday of the first week of the pay period in which the employment is to be effective. The Technical Orientation is held a half day either in the morning or afternoon depending on the availability on the first Tuesday of the first week of the pay period in which the employment is be effective.

Responsibilities:

The following sequence must be adhered to in order to complete the change of appointment transaction.

A. Area Division Director

1. Confirm with Personnel Services of available position number for job status change, one (1) complete pay period prior to effective date of the employee's change of appointment. (Two weeks).
2. Instruct transitioning employee to contact Personnel Services to schedule an appointment to complete job status change paperwork prior to effective date.

B. Personnel

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1. Enroll transitioning employee in County Orientation meeting as required. Provides required change of appointment paperwork to transitioning employee for completion.
2. Schedule a post-Orientation follow-up appointment with transitioning employee to turn in benefit paperwork to Personnel Services prior to Master Calendar deadlines.
3. Audit change of appointment paperwork for completeness and forwards to Payroll Services for distribution.
4. Notify Payroll Services, Fiscal Services, Training Unit, Human Resources Officer, Professional Standards, Division Directors, Division Secretaries, Automated Systems, Support Services and Administrative staff one (1) week prior to effective date of employee's job status change using the Personnel Transaction Log distribution.

C. Payroll Services

1. Re-audit change of appointment paperwork for accuracy.
2. Complete required Job Action Request form (JAR).
3. Retain copies of change of appointment paperwork for tracking and filing.
4. Refer to Master Calendar for processing deadlines and distributes change of appointment paperwork to EMACS and HR as required.
5. Update WPE Database, TLRs and Payroll Distribution List, as required.
6. Payroll Supervisor ensures that the change of appointment has been processed for the effective pay period.

IV. REASSIGNMENT

General Information

- The Appointing Authority (CPO) or designee (DCPO) may reassign employees at their discretion.
- All employee reassignments must go into effect on the first day of the pay period in which the action is to be effective. Any effective date other than the beginning of the pay period must have prior approval by the Director of Human Resources.
- Multiple employee reassignments exceeding twenty (20) in a pay period must have prior approval by the Appointing Authority (CPO) and Personnel and Payroll Services to ensure that Master Calendar deadlines are met.
- All employee reassignments must physically and technically (EMACS) become effective in the same pay period. Any physical reassignments that do not match their technical effective date must have prior approval by the Appointing Authority (CPO). Personnel and Payroll Services must receive any such approved reassignments two (2) weeks prior for tracking purposes.

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- Requested position number(s) for employee reassignments must first be verified as active, budgeted, vacant or pending vacancy within the same pay period to be processed.
- Request to reassign a position number from one location to another requires prior approval by the Supervisor of Fiscal Services – Budgets, Grants and Cash Funds. Upon approval, Personnel Services – Position Control will complete a Position Data Change form to initiate changes to position information, i.e., department ID, tracking costs (GRC #) and shift changes.
- County-issued pagers assigned to non-supervisory staff remain with the position to which it was assigned. Any employee reassigned from one position number to another, must surrender their pager to the Supervisor of the position being vacated.
- Supervisory staff and above will retain their assigned County-issued pagers when they reassign from one position to another within the department.

Responsibilities:

The following sequence must be adhered to in order to complete the reassignment transaction.

A. Area Division Director (ASB, CCB and DCB)

1. Complete an Internal Department Reassignment Request form, which must be pre-approved by the Appointing authority (CPO) or designee (DCPO) to reassign an individual employee from one position number to another.
2. Ensure that Personnel Services receives approved Internal Department Reassignment Request form at least one (1) complete pay period prior to the effective date of an employee's reassignment (two weeks). Ensures that affected Supervisors (previous and new) are notified of reassignment at least one (1) week prior to effective date of reassignment.

B. Previous and New Supervisor

1. Issue or retrieves position assigned County-issued pager.
2. Submit a completed a Key/Alarm Code/Fob Reassignment/Request Form to Fiscal Services.
3. Contact Fiscal Services to request/reassign telephone voicemail and special equipment, i.e., cell phone, 800Mghz radio and vehicle, as required.
4. Contact Automated Systems complete request form to add/delete computer application access, Adult or Juvenile Services, i.e., JNET or Caseload Explorer as required.
5. Request changes to computer equipment, i.e., VPN pads, palm PDAs, etc., as required.

C. Personnel

1. Verify position number requested for reassignment as available for requested effective date.
2. Forward completed Internal Department Reassignment Request form to Payroll Services for reference and filing.

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3. Update County phone directory on EMACS.
4. Notify Payroll Services, Fiscal Services, Training Unit, Human Resource Officer, Professional Standards, Division Directors, Division Secretaries, Automated Systems, Support Services and Administrative staff one (1) week prior to effective date of reassignment using the Personnel Transaction Log distribution.

D. Payroll Services

1. Complete required Job Action Request form (JAR).
2. Retain copy of JAR for tracking and filing.
3. Refer to Master Calendar for processing deadlines and distributes JAR to EMACS and HR as required.
4. Update Payroll Distribution List, TLRs and WPE Database.
5. Personnel Services Supervisor ensures that the position change has been processed for the effective pay period.

V. TERMINATION, RESIGNATION, TRANSFER-OUT AND RETIREMENT

General Information

- Personnel and Payroll Services must immediately be notified of an employee's intent to separate from the Probation Department, by either resignation, termination or transfer out to another County department. Failure to provide the date of separation to Personnel/Payroll Services prior to the effective date will result in a delay for the employee to receive their leave payoffs, delay in accessing 457 or PST Deferred Compensation funds as well as causing the County to be out of compliance with the Consolidated Omnibus Budget Reconciliation Act (COBRA) law.
- The first day of the separation is the first day the employee will not work.
- An employee involuntarily terminated will not be given a Separation Packet to complete. Payroll Services will obtain the required information and signatures for the packet on behalf of the terminated employee.
- The file of an employee, who has resigned, terminated, transferred out or retired, will be maintained on grounds for five (5) years and then shred. The file of an employee retiring from an armed Peace Officer position will be maintained indefinitely.

Responsibilities:

The following sequence must be adhered to order to complete the termination, resignation, transfer-out and retirement transaction.

A. Resigning, Transferring or Retiring Employee

1. Notify immediate supervisor of intent to separate from the department. For Detention Centers employee should notify supervisor and/or Watch Command.
2. Provide a resignation letter or letter of retirement stating last day to work or effective date of retirement to the Appointing Authority (CPO).

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3. Acquire a Separation Packet from immediate supervisor or Payroll Services. Completes a Separation Report and returns to Appointing Authority (CPO) or Payroll Services.
4. Surrender all County equipment on, or prior, to the last day of employment.

B. Supervisor

1. Contact Payroll Services to acquire a Separation Report for the separating employee.
2. Notify Personnel Services of separation for position tracking proposes.
3. Retrieve County Identification badges, keys, pager, cellular phone, 800Mghz radio or any other County-issued property from separating employee. In the event the separating employee is on Administrative/Employee Relation Leave (ERL) at the time of separation, the Professional Standards Supervisor assigned to the Internal Affairs shall advise the department Safety Officer to contact the separating employee to recover all County equipment.
4. Notify Fiscal Services – Purchasing, Facilities and Communications of employee's intent to separate in order to:
 - (a) Clear voicemail and password; delete alarm and key lock code access, vehicle keys.

C. Payroll

1. Complete a Job Action Request (JAR) upon notification of last day to work or worked for separating employee. It is not necessary to wait for the Separation Report.
2. Retain a copy of the JAR for tracking and filing.
3. Audit Separation Report for accuracy upon receipt.
4. Retain a copy of the Separation Report for tracking and filing.
5. Attach original Separation Report to JAR or forward to EMACS-HR, if JAR was previously submitted.
6. Payroll Supervisor ensures that separating employee has been processed for the effective period.
7. Complete Personnel Separation/Transfer Check Out list once received from Personnel Services and files Term file and paperwork in Term file cabinets.

D. Personnel

1. Notify the Director II of the terminating employee within two (2) days of receiving information from supervisor or payroll services.
2. Delete separating employee from County phone directory on EMACS.
3. Remove all filing for separating employee from Personnel binders.
4. Remove Personnel, Payroll and Medical Files.

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5. Check off all paperwork and files on Personnel Separation/Transfer Check Out list and forwards all documentation and files to Payroll Services for final processing and Term filing.
6. Notify Fiscal Services, Training Unit, Human Resources Officer, Professional Standards, Division Directors, Division Secretaries, Professional Standards, Automated Systems, Support Services and Administrative staff of separating employee's effective date using the Personnel Transaction Log distribution.

220.4 ATTACHMENTS:

[See attachment: Personnel Process Attachment A \(Lexipol 3-10-05\).pdf](#)

[See attachment: Personnel Process Attachment B \(Lexipol 3-10-05\).pdf](#)

[See attachment: Personnel Process Attachment C \(Lexipol 3-10-05\).pdf](#)

Attachments

Personnel Process Attachment A (Lexipol 3-10-05).pdf

ATTACHMENT A INTEROFFICE MEMO

1853



DATE

PHONE

FROM

MAIL CODE

County of San Bernardino

TO **JERRY L. HARPER**
Chief Probation Officer

SUBJECT INTERNAL DEPARTMENT REASSIGNMENT REQUEST

It is being requested that the following be reassigned:

Employee Employee with Position Number Position Number Only

(Note: Grant-related position numbers are not eligible for reassignment)

Must print in Black ink ONLY.

Employee ID		Last Name, First Name
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PROPOSED EFFECTIVE DATE:

FROM POS	Job Code	LOCATION:	PHONE #	SUPERVISOR
FROM POS	Job Code	LOCATION:	PHONE #	SUPERVISOR
APPOINTING AUTHORITY APPROVAL		FISCAL - BUDGET APPROVAL		POSITION CONTROL APPROVAL
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
SIGNATURE:		SIGNATURE:		SIGNATURE:
DATE:		DATE:		DATE:
Special Comments:				

ATTACHMENT A INTEROFFICE MEMO

1853



DATE

PHONE

FROM

MAIL CODE

County of San Bernardino

TO **JERRY L. HARPER**
Chief Probation Officer

SUBJECT INTERNAL DEPARTMENT REASSIGNMENT REQUEST

It is being requested that the following be reassigned:

- Employee
 Employee with Position Number
 Position Number Only

(Note: Grant-related position numbers are not eligible for reassignment)

Must print in Black ink ONLY.

Employee ID		Last Name, First Name
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PROPOSED EFFECTIVE DATE:

FROM POS	Job Code	LOCATION:	PHONE #	SUPERVISOR
FROM POS	Job Code	LOCATION:	PHONE #	SUPERVISOR
APPOINTING AUTHORITY APPROVAL		FISCAL – BUDGET APPROVAL		POSITION CONTROL APPROVAL
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
SIGNATURE:		SIGNATURE:		SIGNATURE:
DATE:		DATE:		DATE:
Special Comments:				

Personnel Process Attachment B (Lexipol 3-10-05).pdf

ATTACHMENT B

LEGEND:

Note: "E" preceding any legend value = EARLY SUBMISSION!

✓ Deductions over 24 pay periods not taken + All except Safety ☐ County general employees only ▼ Safety Management

T1, T2 & T3=TLRs & Claims to EMACS Payroll no later than 11am D=Payroll adjustments, Step Advances, JARS, & all employee data changes due to EMACS HR no later than 110011

2005 Master Calendar for EMACS Processing

10/04

JANUARY							FEBRUARY							MARCH							APRIL						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1				D	Payday	End PP4 T1						D	Payday	End PP6 T1					End PP8 T1		
		ED		Payday ET1	End PP2 ET2			T2	T3			▼Accrued Holiday			T2	T3						T2	T3				
	ET3								ED	Payday ET1	End PP5 ET2					D	Payday	End PP7 T1				D	Payday	End PP9 T1			
	+ Holiday		D	Payday	End PP3 T1			☐ Holiday	▼Accrued Holiday T3					T2	T3						T2	T3					
	T2	T3														D	Payday				D	Payday	End PP10 T1				
NOTE: Early document submission PP2							NOTE: Early document submission PP5							1st Quarter Ends PP7 (1-7)							Safety comp time cash out (PP9 only), all requests must be submitted to EMACS Payroll by 4-13.						
MAY							JUNE							JULY							AUGUST						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	T2	T3																				▼Accrued Holiday		D	Payday	End PP17 T1	
																							T2	T3			
			D	Payday	End PP11 T1					D	Payday	End PP13 T1			+ Holiday		D	Payday	End PP15 T1								
	T2	T3						T2	T3						T2	T3								D	Payday	End PP18 T1	
		ED	Payday ET1	End PP12 ET2					ED	Payday ET1	End PP14 ET2					D	Payday	End PP16 T1			T2	T3					
	+ Holiday	T3						ET3							T2	T3								ED			
NOTE: Early document submission PP12							NOTE: Early document submission PP14							2nd Quarter Ends PP13 (8-13)													
SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
				Payday ET1	End PP19 ET2											T3											
	+ Holiday	T3						▼Accrued Holiday ET3								ED		Payday ET1	End PP24 + Holiday								
			D	Payday	End PP20 T1			☐ Holiday		D	Payday	End PP22 T1			T2	T3						T2	T3				
	T2	T3						T2	T3						ED	ET1	Payday + Holiday	End PP25 + Holiday					ED	ET2	Payday ET3	End PP1/04 + Holiday	
															T2	T3											
		ED	Payday ET1	End PP21 ET2						D	Payday	End PP23 T1										+ Holiday				☐ Holiday	
NOTE: Early document submission PPs 19 & 21							T2							REMINDER: Annual leave not used will be lost PP26. Administrative Leave not used by PP25 will be automatically cashed out in PP26.							4th Quarter Ends PP26 (21-26)						
3rd Quarter Ends PP20 (14-20)							30														NOTE: Early document submission PP1						

Personnel Process Attachment C (Lexipol 3-10-05).pdf

