

**DEPARTMENT OF PUBLIC WORKS MANAGEMENT MANUAL**

**Personnel  
Directive**

Subject: CUT-OFF DATES FOR PAYROLL  
DOCUMENTS

**ADOPTED BY THE BOARD OF PUBLIC WORKS, CITY OF LOS ANGELES**

June 20, 2007

PERSONNEL DIRECTIVE NO. 5

BACKGROUND

To ensure that all changes in payroll status and additions and deletions to the payroll are processed during the period in which they are effective, departmental deadlines or cut-offs have been established. All documents needed by the Office of Management-Employee Services to process changes in payroll status must reach the Office by 12 noon, two working days before the Controller's cut-off date. Normally, the Controller's main cut-off date is the 2<sup>nd</sup> Wednesday of the pay period and the supplemental cut-off date is the 1<sup>st</sup> Tuesday of the pay period. Cut-off dates occasionally deviate from this deadline due to holidays.

Original appointments, department changes, division transfers, terminations, name and social security number changes.	Documents should be received from 1st Monday to 2 <sup>nd</sup> Monday of the pay period.
All other transactions.	Documents can be received any time during the pay period, but no later than 2 <sup>nd</sup> Friday of the pay period.

PROCEDURE

- I. The Office of Management-Employee Services must be notified in writing of any changes of payroll status. Changes in payroll status may include any of the following: Appointments as new employees to City service or promotions; military leave orders; request for Departmental leaves; divisional, crew or group transfers of personnel between fund numbers within large Bureaus; changes in shift or bonus code differentials; notifications of technical terminations due to promotions or transfer to other City Departments; memos returning employees from suspensions; cancellations or corrections of previously submitted changes in payroll status; all documents pertaining to formal leaves of absence; etc.
- II. If documents do not reach the Office of Management-Employee Services by the proper deadline, there can be no guarantee that the change in payroll status can be effected during the payroll period involved. This may mean that a new employee will not receive a check until three to five weeks after beginning his/her service; a promotional raise will not be immediately reflected; a check may not be available for an employee returning from a leave, or checks may be sent to the wrong work location for an employee.

OPERATING BUREAUS ARE ENCOURAGED TO TRANSMIT A STEADY FLOW OF DOCUMENTS TO THE OFFICE OF MANAGEMENT-EMPLOYEE SERVICES THROUGHOUT ANY PAYROLL PERIOD, RATHER THAN JUST BEFORE THE PAYROLL DEADLINES. DOCUMENTS SHOULD BE IMMEDIATELY FORWARDED TO THE OFFICE OF MANAGEMENT-EMPLOYEE SERVICES AFTER THEIR APPROVAL BY THE RESPONSIBLE AUTHORITY.

Reference: Controller's PaySR Form 41 User Schedule updated November 21, 2005