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 2nd Wednesday of the pay period and the supplemental cut-off date is the 1st 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 2nd Monday of the pay period. |
| All other transactions. | Documents can be received any time during the pay period, but no later than 2nd 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