



ADMINISTRATIVE MANUAL

Section

**FILLING A POSITION – LIST OF
ELIGIBLES**

Subject

**Information Exchange Between
Departments**

To effect employee exchanges between the Department of Water and Power (DWP) and other City departments, the following procedure should be initiated whenever an employee is selected.

EMPLOYEE FROM ANOTHER CITY DEPARTMENT TO DWP

BUSINESS UNIT PERSONNEL OFFICE

Notify the Personnel Records Office to arrange an appointment date and to obtain personnel and payroll data from the releasing City department.

Note: For a transfer, 108 transfer, or reversion, the appointment date can be arranged pending approval of the transfer form.

PERSONNEL RECORDS OFFICE

Contact the releasing City department to arrange an appointment date and to exchange personnel and payroll data.

Prepare an original and two copies of Form PR93-1, Personnel and Payroll Data for Transfer/Appointment to DWP (see sample, page 4).

Distribute the copies of Form PR93-1 as follows:

- Original — Personnel Records Office
- 1 — Payroll and Timekeeping Office
- 1 — Business Unit Personnel Office

PAYROLL AND TIMEKEEPING OFFICE

Prepare and send Form AC 127, "Personnel Payroll Information Request", to the releasing City department upon receipt of Form PR93-1 (see sample, page 5).

BUSINESS UNIT PERSONNEL OFFICE

Prepare Form 2762, "Report of Appointment (original and 1 copy, plus copies required by the business unit; see Procedure 20-61).

Deliver "Report of Appointment" within 24 hours of



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appointment:

Original — Personnel Records Office
1 — Payroll and Timekeeping Office

RELEASING CITY DEPARTMENT

Complete “Personnel and Payroll Information Request and returns it to the DWP Payroll Office.

PAYROLL AND TIMEKEEPING OFFICE

Contact releasing City department upon receipt of “Report of Appointment, if the “Personnel and Payroll Information Request” is outstanding.

Retain completed “Request”.

DWP EMPLOYEE TO ANOTHER CITY DEPARTMENT

OTHER CITY DEPARTMENT

Notifies the Personnel Records Office to arrange appointment date and to obtain personnel and payroll data.

PERSONNEL RECORDS OFFICE

Contact the business unit to arrange an appointment date.

Contact the other City department and confirm the appointment date and release the personnel and payroll data.

OTHER CITY DEPARTMENT

Send “Request for Employment Record” to the DWP Payroll and Timekeeping Office.



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PAYROLL AND TIMEKEEPING OFFICE

Complete “Request for Employment Record” and return it to the other City department

PROCEDURAL REFERENCE

If the Personnel Action is a:

TRANSFER

Regular or Tentative

See Procedure 20-21 of this manual.

108

See Procedure 20-22 of this manual.

Reversion

See Procedure 20-24 of this manual.

APPOINTMENT

Refer to Processing and Appointment Documents, Procedures 20-05 and 20-60 of this manual.



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Form PR 93-1
Personnel and Payroll Data
for Transfer/Appointment to DWP

PERSONNEL AND PAYROLL DATA FOR TRANSFER / APPOINTMENT TO DWP			
RELEASING DEPARTMENT/BUREAU			
APPOINTING DIVISION		P.R. NO/SEC. NO.	
EMPLOYEE NAME			
<input type="checkbox"/> CERT. <input type="checkbox"/> TRANSFER <input type="checkbox"/> REGULAR <input type="checkbox"/> TENTATIVE <input type="checkbox"/> IDS		DWP CLASSIFICATION	
APPOINTMENT DATE		SOCIAL SECURITY NUMBER	
FUND NO.	CONTINUOUS SERVICE IN LAST CLASS		
	CLASS CODE	FROM	TO
MONTHLY SALARY	SALARY SCHED.	PROTECTIVE LEAVE GRANTED?	
\$	<input type="checkbox"/> NEW <input type="checkbox"/> OLD	<input type="checkbox"/> YES <input type="checkbox"/> NO	
PERSON CONTACTED		TELEPHONE	DATE
FOR PAYROLL OFFICE USE ONLY:			
DATE REQUEST SENT		DATE(S) OF FOLLOW-UP CALL(S)	
PR93-1			
<small>WHITE-PERSONNEL YELLOW-PAYROLL PINK-DIVISION</small>			

**Personnel and Payroll Information Request
For Transfer/Appointment to Department of Water and Power**



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PERSONNEL AND PAYROLL INFORMATION REQUEST FOR TRANSFER/APPOINTMENT TO DEPARTMENT OF WATER AND POWER						PR #/SEC # DATE PREPARED							
TO: RELEASING DEPARTMENT													
Please furnish personnel and payroll information regarding the employee named who has accepted a position at the Department of Water and Power. Please forward the completed form to the Payroll Office, Room 434, Water and Power Building, 111 North Hope Street, Stop 800. Your attention to this request would be appreciated.													
Alexander Nancy Manager Payroll and Timekeeping													
By: _____													
Telephone: 481-_____													
EMPLOYEE NAME			FIRST		MIDDLE		LAST		SOCIAL SECURITY NUMBER		APPOINTMENT DATE		
CIVIL SERVICE DATA		LAST CLASS TITLE								LAST CLASS CODE			
		REASON FOR TERMINATION								LAST DAY ON PAYROLL			
CONTINUOUS EMPLOYMENT		RELEASING DEPARTMENT						PRIOR BASIC EST					
		FROM						TO					
SALARY DATA		MONTHLY		RANGE		STEP		ANNIVERSARY DATE		EST. DATE - SALARY SCHEDULE		FLOATING HOLIDAYS TAKEN	
		\$						MONTHLY \$/year		MONTHLY \$/year		MONTHLY \$/year	
		BONUS DATA											
VACATION DATA		EMPLOYEE'S UNPAID BALANCE		BIENNIAL		OTHER		PLEASE IDENTIFY		OTHER		PLEASE IDENTIFY	
		\$		\$		\$		\$		\$		\$	
PRIOR CITY SERVICE		UNPAID BALANCE		BALANCE AS OF		DATE OF LAST MONTHLY ACCRUAL INCLUDED							
		MINS.		MINS.		MONTH/ DAY/ YEAR		MONTH/ DAY/ YEAR					
		DOES EMPLOYEE ANTICIPATE VACATION PRIOR TO LAST DAY ON PAYROLL NOT INCLUDED IN BALANCE ABOVE? <input type="checkbox"/> NO <input type="checkbox"/> YES IF YES, INSERT DATES											
PERSONNEL VERIFICATION		SIGNATURE OF PERSON PROVIDING INFORMATION		TELEPHONE									
		TITLE		DEPARTMENT/BUREAU		CITY/TOWN							
REMARKS		DATE PREPARED											