



ADMINISTRATIVE MANUAL

Section

FILLING A POSITION LIST OF ELIGIBLES

Subject

Information Exchange Between Departments

To effect employee exchanges between LADWP and other City departments, the following procedure should be initiated whenever an employee is selected.

EMPLOYEE FROM ANOTHER CITY DEPARTMENT TO LADWP

DIVISION ADMINISTRATIVE GROUP

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

Note: For a transfer, 1014 transfer, or reversion, the appointment date can be arranged pending approval of the transfer form.

PERSONNEL SERVICES 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 PR 93-1, Sign Up and Clearance Notice/Personnel and Payroll Data for Transfer/Appointment to LADWP (see sample, page 4).

Distribute the copies of Form PR 93-1 as follows:

Original – Personnel Services Office
 1 – Payroll and Timekeeping Office
 1 – Division Administrative Group

PAYROLL AND TIMEKEEPING OFFICE

Prepare and send Form AC 127, "Personnel and Payroll Information Request", to the releasing City department upon receipt of Form 93-1 (see sample, page 5).



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RELEASING CITY DEPARTMENT

Complete "Personnel and Payroll Information Request" and return it to the LADWP 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."

LADWP EMPLOYEE FROM ANOTHER CITY DEPARTMENT

OTHER CITY DEPARTMENT

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

PERSONNEL SERVICES OFFICE

Contact the division 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 LADWP Payroll and Timekeeping Office.

PAYROLL AND TIMEKEEPING OFFICE

Complete "Request for Employment Record" and return it to the other City department.



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PROCEDURAL REFERENCE

If the Personnel Action is a:

TRANSFER

Regular or Tentative	See Procedure 20-21 of this manual.
1014	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 Sign Up and Clearance Notice/ Personnel and Payroll Data for Transfer/Appointment to LADWP

SIGN UP AND CLEARANCE NOTICE

EMPLOYEE NUMBER	PAYROLL NUMBER	NEW <input type="checkbox"/> PRIOR <input type="checkbox"/> CURRENT <input type="checkbox"/>	
		DATE/TIME OF APPT: _____	
DIVISION / SECTION _____			
EMPLOYEE NAME _____			
SOCIAL SECURITY # _____		DOB _____	
CLASS TITLE		CLASS CODE	
<input type="checkbox"/> PERMANENT	<input type="checkbox"/> EMERGENCY	<input type="checkbox"/> TRANSFER	<input type="checkbox"/> REG <input type="checkbox"/> REV
<input type="checkbox"/> LIMITED	<input type="checkbox"/> EXEMPT IN: _____ OUT: _____	<input type="checkbox"/> TENTATIVE	<input type="checkbox"/> 1014
<input type="checkbox"/> PRE-EMP SIGNUP (medical)		<input type="checkbox"/> BASELINE (medical)	
<input type="checkbox"/> EMP SIGNUP (non-medical)		DATE PACKAGE EMAILED _____	
FROM CITY DEPT: _____		FROM OUTSIDE: <input type="checkbox"/>	
FROM DWP CLASS: _____		TO DWP CLASS: _____	

PERSONNEL AND PAYROLL

DATA FOR TRANSFER / APPOINTMENT TO DWP

RELEASING DEPARTMENT / BUREAU		APPOINTMENT DATE	APPROVED
			<input type="checkbox"/> YES <input type="checkbox"/> NO
PERSON CONTACTED	TELEPHONE # OR EMAIL	DATE	
FORMER CITY CLASS CODE	PROTECTIVE LEAVE GRANTED ?		
	<input type="checkbox"/> YES <input type="checkbox"/> NO		
FUND NUMBER	MONTHLY SALARY	ORIGINAL CITY HIRE DATE	
MED A: <input type="checkbox"/> YES <input type="checkbox"/> NO (ORIGINAL CITY HIRE DATE BEFORE 4/1/1986)			
RETURNING ON PROTECTIVE LEAVE: <input type="checkbox"/>			
ORIGINAL - PERSONNEL		COPY - PAYROLL	COPY - DIVISION

Form PR 93-1

Updated 07/01/2020



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Personnel and Payroll Information Request for Transfer/Appointment to LADWP

**PERSONNEL AND PAYROLL INFORMATION REQUEST
 FOR TRANSFER/APPOINTMENT TO
 DEPARTMENT OF WATER AND POWER**

PR#	
Date	

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. Your attention to this request would be appreciated.

FORWARD TO: DWP Payroll & Timekeeping, Rm 424
 John Ferraro Bldg., Stop 800

Payroll Administrator
 e-mail: xxxxxxxx@ladwp.com
 Office: (213) 367-xxxx

EMPLOYEE NAME:	FIRST	MID.	LAST	SOCIAL SECURITY NUMBER	APPOINTMENT DATE	
				XXX-XX-		
CIVIL SERVICE DATA	LAST CLASS TITLE				LAST CLASS CODE	
	REASON FOR TERMINATION			LAST DAY ON PAYROLL (month/day/year)	MOU	
CONTINUOUS EMPLOYMENT	RELEASING DEPARTMENT			PRIOR NAME(S)		
	FROM	TO				
SALARY DATA	MONTHLY	RANGE	STEP	ANNIVERSARY DATE	EFF. DATE - SALARY SCHEDULE	FLOATING HOLIDAY(S) TAKEN
				month/day/year	month/day/year	month/day/year / month/day/year
BONUS DATA	ENGINEER'S LICENSE		BILINGUAL	OTHER	PLEASE IDENTIFY	OTHER PLEASE IDENTIFY
	\$		\$	\$		\$
VACATION DATA	UNUSED/UNPAID BALANCE		BALANCE AS OF		DATE OF LAST MONTHLY ACCRUAL INCLUDED	
	HOURS - MINUTES		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:					
	QUALIFYING YEAR:		1 YEAR	5 YEARS	17 YEARS	
	month/day/year		month/day/year	Month/day/year		
PRIOR CITY SERVICE	CLASSIFICATION		DEPARTMENT		FROM	TO
PERSONNEL VERIFICATION	NAME OF PERSON PROVIDING INFORMATION (Print & Sign)				TELEPHONE	
	TITLE		DEPARTMENT/BUREAU		DIVISION	
REMARKS					DATE PREPARED	

(Please attach sheet if needed)

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nbv