PAYROLL PROCEDURES MANUAL

SECTION Z - INDEX -- A - C

(Revised 01/08)

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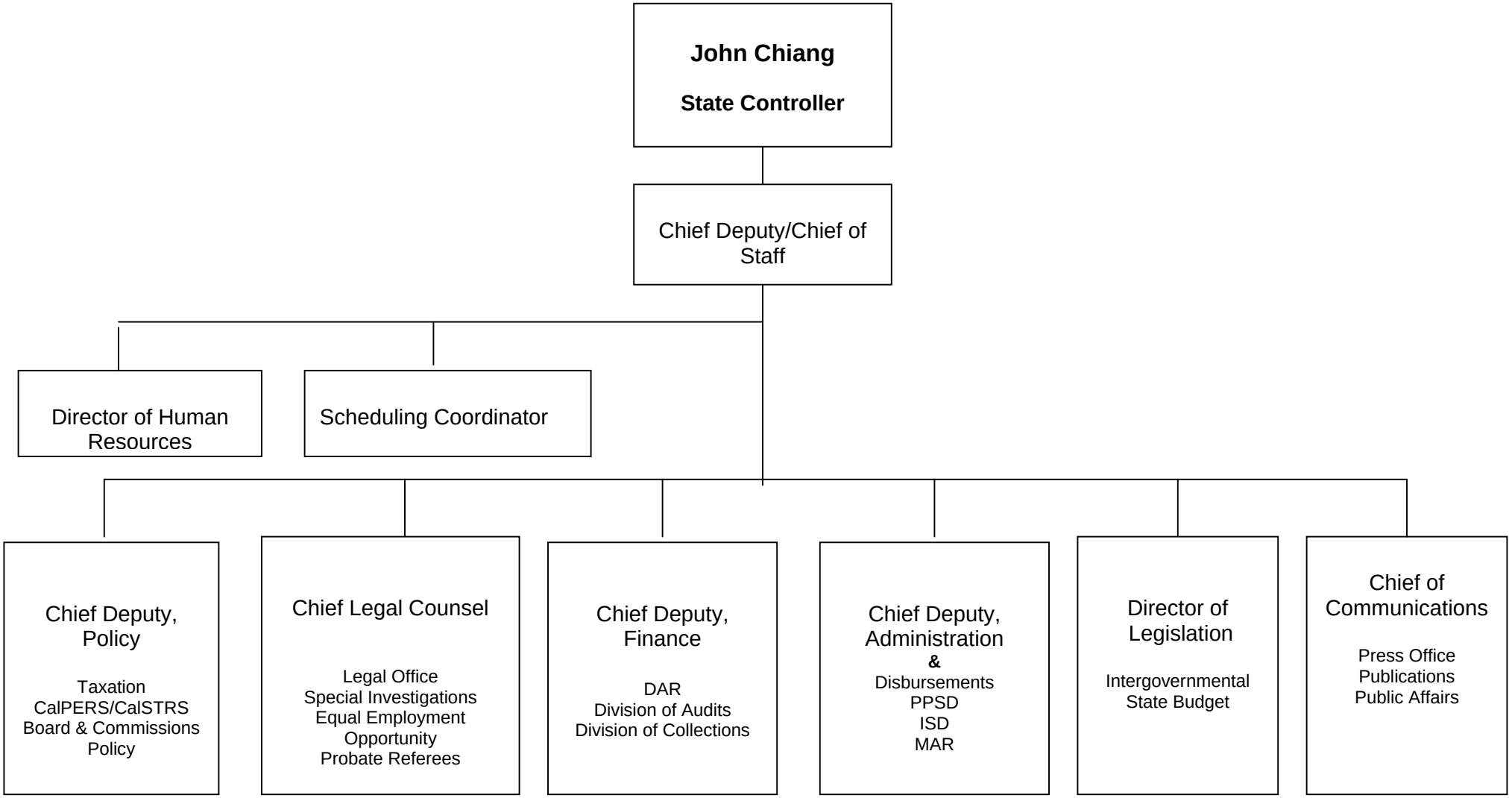
OFFICE OF THE STATE CONTROLLER ORGANIZATION CHART



Date:

To : STATE CONTROLLER'S OFFICE
Personnel/Payroll Operations Bureau
Position Control Unit
P.O. Box 942850
Sacramento, CA 94250-5878

From :

Subject: **POSITION ROSTER LISTING REQUEST**

Use the following selection criteria:

1. Type of Request (check one)

   ☐ One Time
   ☐ Monthly
   ☐ Quarterly
   ☐ Cancel existing request

2. Agency Codes

_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____

3. Class Codes (format #5, for reclassifications)

_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____

4. Type of Output (check one)

☐ (L) Printer Listing
☐ (F) File Transfer Protocol (FTP)

5. Printed Listing Information

a. Page Break (check one)

☐ (A) Agency Code
☐ (R) Agency-Reporting Unit/Budget Function

b. Format (check one)

☐ (3) Position Roster without Personnel-months Authorized
☐ (4) Position Roster/Personnel-months Authorized
☐ (5) Reorganization (during fiscal year) or Reclassification

c. Number of copies _____

6. Method of Delivery (check one)

☐ a. Messenger Pickup Location: 3301 C Street, Room 401
Sacramento, CA 95816

Label Addressed: State Controller's Office
Personnel/Payroll Operations Bureau
P.O. Box 942850
Sacramento, CA 94250-5878

Contact Person: _____

Telephone Number: _____

☐ b. Mail

Address _____

_____

_____

_____

☐ c. File Transfer Protocol File

Authorized Person _____

Telephone Number _____

Email Address _____

7. Billing

Name _____

Department _____

Address _____

_____

_____

8. Contact if questions/problems

Name _____

Telephone Number _____

9. Requested by _____ _____

(signature) (date)

_____

(please print name)

POSITION ROSTER

FISCAL YEAR 01/02

(Format #3)
Date: 04/19/01
Agency:

AGENCY CODE	RU/BF	CLASS CODE	SER NO.	PT	TERMINATION DATE	FRACT
xxx	343	4363	778	1		
xxx	343	4363	785	1		
xxx	343	4363	791	1		001/002
xxx	344	4363	700	1		001/002
xxx	344	4363	701	1		001/002
xxx	344	4363	702	1		001/002
xxx	344	4363	703	1		001/002
xxx	344	4363	704	1		001/002
xxx	350	4363	701	1		
xxx	351	4363	701	1		
xxx	351	4363	702	1		
xxx	352	4363	702	1	07-14-01	
xxx	352	4363	704	1		
xxx	352	4363	705	1		
xxx	352	4363	707	1		
xxx	352	4363	708	1		
xxx	353	4363	700	1		
xxx	353	4363	701	1		
xxx	353	4363	702	1		
xxx	353	4363	703	1		
xxx	353	4363	704	1		
xxx	353	4363	706	1		
xxx	353	4363	708	1		
xxx	353	4363	709	1	08-31-01	
xxx	353	4363	710	1		
xxx	353	4363	711	1		
xxx	353	4363	713	1		

POSITION ROSTER
FISCAL YEAR 01/02

(Format #4)
Date: 04/19/02
Agency:

AGENCY CODE	RU/BF	CLASS CODE	SER NO.	PT	TERMINATION DATE	FRACT	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
xxx -	012 -	8232 -	001	1			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
xxx -	012 -	8232 -	002	1			1.00	1.16	1.09	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
xxx -	012 -	8232 -	003	1			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
xxx -	012 -	8232 -	004	1			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
xxx -	012 -	8232 -	005	1			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
xxx -	012 -	8232 -	007	1			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
xxx -	012 -	8232 -	007	1			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
xxx -	012 -	8232 -	008	1			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
xxx -	012 -	8232 -	009	1			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
xxx -	012 -	8232 -	010	1			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
xxx -	012 -	8232 -	011	1			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
xxx -	012 -	8232 -	012	1			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
xxx -	012 -	8232 -	013	1			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
xxx -	012 -	8232 -	014	1		007/010	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70
xxx -	012 -	8232 -	015	1	09-06-01		1.00	1.00	1.18									
xxx -	012 -	8232 -	016	1			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
xxx -	012 -	8232 -	017	1			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
xxx -	012 -	8232 -	018	1			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
xxx -	012 -	8232 -	019	1			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00

SPECIAL PAY
BLANK - NO SPECIAL PAY F - FIRE MISSION PAY N - NON-FIRE MISSION PAY (BU 08) V - VARIABLE PAY

See PPM B 008 for explanation of Shift Differential Codes.

See PPM B 036 for explanation of Earnings Identifiers.