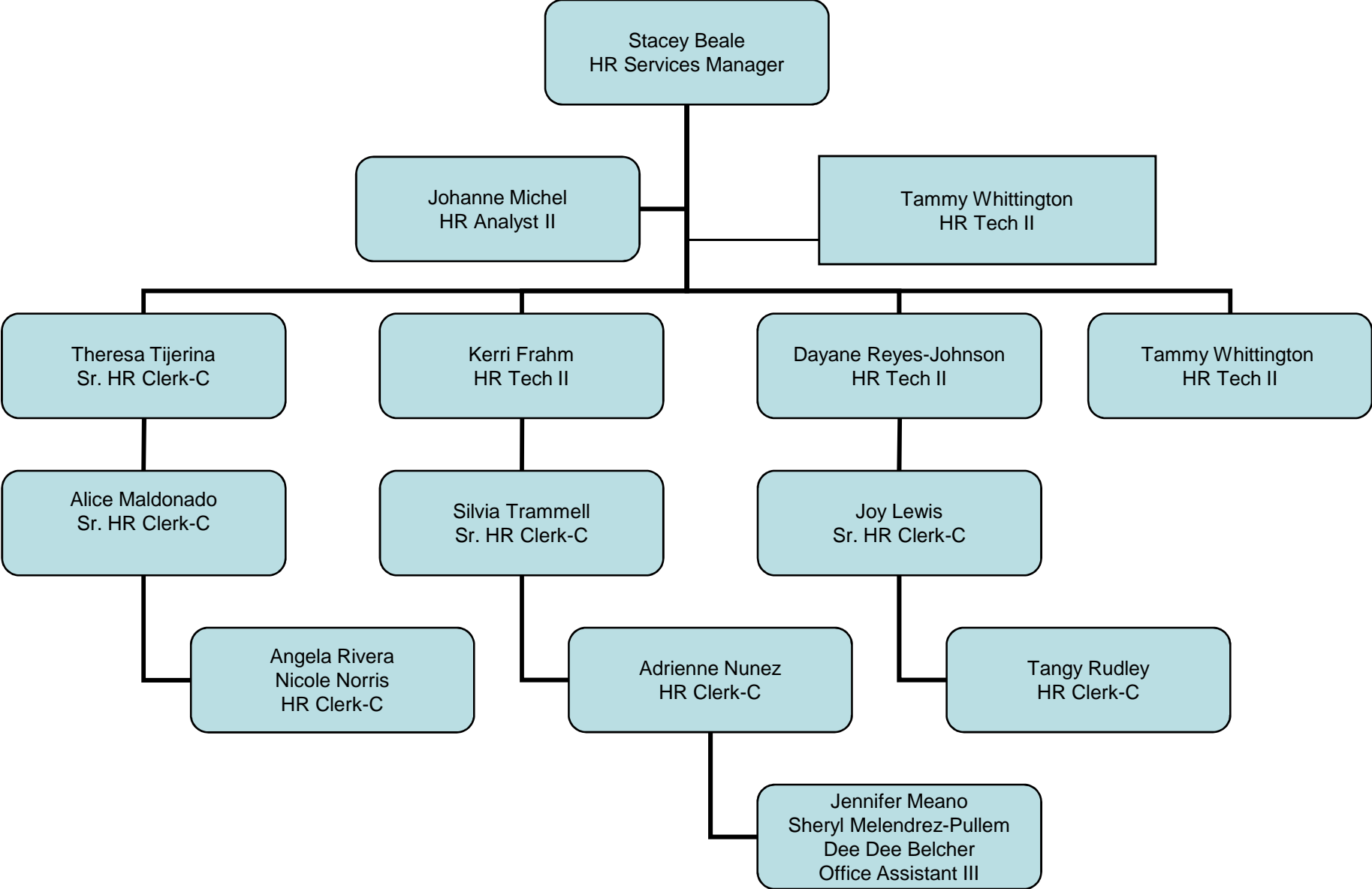


Employee Services Division



ETF Deadline Schedule

The ETF Deadline Schedule was created to provide specific deadlines for the Departments to submit ETF changes each pay period. In order to be timely with your changes and reduce retroactive adjustments, please adhere to the ETF Deadline Schedule provided.

When submitting ETF's, please make sure the data listed on the ETF is current (i.e. check rates if COLA is effective same pay period as the change). Also, make sure the hire date and termination dates on the ETF's are correct.

You may obtain a copy of the 2009 ETF Deadline Schedule on the workforceexchange.net website, located under the "Department Representative" section or the HR Tool Box.

Balance Correction Notices

The ACO will no longer accept Balance Correction Notices from any departments, except for Central Human Resources.

All Balance Correction Notices will be submitted by Employee Services only.

Departments must contact Employee Services for assistance with corrections and questions regarding employee balances

The Balance Correction Notice form has been removed from the ACO website

Action/Reason Code Listing

- The Action/Reason Code listing has been updated to include the following new codes:
- RET/ERI (Retirement/Early Retirement Incentive) created to replace RET/ERT effective 3/12/09
- LOA/SUS (Leave of Absence/Suspension)
- LOA/FCG (Leave of Absence/FMLA Military Caregiver Leave)
- LOA/MSP (Leave of Absence/Military Spouse Leave)
- RFL/RFS (Return from Leave/Return from Suspension)
- The updated listing can be obtained from the HR Tool Box website, located under the Employee Services section.

Updated Forms

The current forms can be obtained from workforceexchange.net or the HR Tool Box websites.

The following forms have been updated:

- Bilingual Forms
- Employee Status Change
- Salary Step Increase Denial
- Annual Leave Buy Down Request

Note: Bilingual forms should be sent directly to the HR Services Team supporting your department after all required signatures have been obtained. Once testing is complete, the HR Services Teams will forward the request to Employee Services for processing.

Testing for Bilingual designation is required for all bargaining units.

AWOP/Step Entry Date Adj.

What happens when a full pay period of AWOP is reported?

The following system adjustments automatically happen:

- Step Entry Date is set back by a full pay period
 - Service Time is adjusted by a full pay period
 - Accruals are not earned
 - CalPERS contributions are not reported for the pay period
- Note: Must notify Employee Services to adjust the Step Entry Date, if an adjustment check is requested to cover some part of the pay period that was originally reported as a full period of AWOP.

TOOL BOX

Reminder!

The Tool Box was created to provide immediate access to all Human Resources related forms, processes, and contact information for each division within Human Resources. The Tool Box is a great resource for all employees.

If you haven't done so already, please go to the following website:
<http://www.workforceexchange.net/HRToolbox/tabid/1037/Default.aspx>
to view the information listed on the Tool Box. It will be updated and changed on a regular basis. It's a neat tool and a great one-stop resource center.