

Reference : HUMAN RESOURCES
Section : EMPLOYMENT PRACTICE
Title : PAYROLL CHANGE NOTICES
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I PURPOSE

The purpose of this policy is to designate responsibility for the generation of payroll change notices in instances of employee changes.

II POLICY

A. For NFTA Employees

Human Resources initiate all payroll change notices upon the receipt of a memorandum, directive, or employee evaluation form submitted by the affected employee's department head.

B. For Metro Employees

Payroll change notices for new employees, non-represented employee salary increases and promotions into non-represented positions are initiated by Human Resources upon the receipt of a memorandum, directive, or employee evaluation form submitted by the affected employee's department head.

Payroll change notices for union transfers, contractual wage increases and terminations are initiated by the department head at the location from which the employee is transferring, or when no transfer is occurring, by the department head at the location to which the employee is assigned. All payroll change notices must be approved by Human Resources before they are forwarded to the Accounting Department for processing.