



M E M O R A N D U M

DHR No. 36-2006

DATE: December 15, 2006

TO: Department Heads
Personnel Officers

FROM: Philip A. Ginsburg
Human Resources Director

A handwritten signature in black ink, appearing to read "Philip A. Ginsburg", written over the printed name.

SUBJECT: New Terminations Processing Procedures

I am pleased to announce the result of a joint effort by the Department of Human Resources and the Office of the Controller to improve the City's terminations process. The change should reduce the frequency of pay corrections for terminating employees, speed the processing of these transactions, and cut down on paper.

Upon an employee's termination, departments will either use the Online Terminations Process or send a Separation Report. With either process, information will be entered into the Human Resources Management System (PeopleSoft). An electronic interface will update PPSD data, eliminating the Personnel Action Report (PAR) for terminations.

I would like to thank DHR's PeopleSoft team and the Controller's PPSD staff for implementing these changes. The accompanying PPSD Bulletin No. 145 describes the effect on payroll processes for these departments. If you have questions regarding the elimination of the PAR, please contact your PPSD-designated Audit Unit staff.

Thank you for your support as we continue to reform the City's personnel practices.