




Gavin Newsom  
Mayor

Philip A. Ginsburg  
Human Resources Director

MEMORANDUM  
DHR No. 21-006

**DATE:** July 18, 2006

**TO:** Department Heads  
Departmental Personnel Representatives

**FROM:** Philip A. Ginsburg  
Human Resources Director 

**cc:** Clare M. Murphy, Retirement System  
Bart Duncan, Health Service System

**SUBJECT: REMINDER: Improved Employee Appointment Processing Procedures**

Consistent with our Civil Service Reform objectives, over the last year the Department of Human Resources (DHR) has introduced significant changes which simplify and expedite the appointment process for new and existing employees. I am very pleased to report that "The Walk" is no longer necessary. To remind departments of these exciting (if long overdue) changes, please review this REMINDER MEMO which summarizes our new procedures.

**I. New Employees**

*New employees now process through our One-Stop Processing Program.*

- One-Stop Processing takes place at DHR and includes processing for Retirement benefits, Health benefits, Fingerprinting, and photo ID for the Disaster Service Worker card.
- To register new employees for One-Stop Processing, the Appointment Processing form must be completed and sent electronically to the Department of Human Resources Referral Unit as a word document attached to an email addressed to [DHR-Referral@sfgov.org](mailto:DHR-Referral@sfgov.org).
- A completed Conviction History form for each employee must also be faxed to the Referral Unit at the same time the Appointment Processing form is sent. The fax number is: (415) 551-8958. Appointments will not be processed without a completed Conviction History form, unless a department has made previous arrangements with DHR.
- The Referral Unit will enter the new employee's information into PeopleSoft.
- The Referral Unit will return the Appointment Processing form back to the department with the Appointment Processing number.
- The Referral Unit will electronically forward the Appointment Processing form to Support Services for either a One Stop Processing appointment or a fingerprint/Disaster Service Worker ID photo appointment.
- Departments will be notified by the Support Services staff of the date and time for either One Stop Processing or for fingerprinting/Disaster Service Worker ID photo.

*Our goal is to process all new employees the first Tuesday of their employment with the City.*

## II. Existing Employees Appointed to New Positions

*Existing employees appointed to new positions may process electronically.* With some exceptions, existing employees need not be scheduled for our One-Stop Processing Program and they no longer need to hand-deliver appointment forms to Health Services, Retirement and DHR. The following is a summary of process steps to complete the appointment:

- Departments send completed Appointment Processing form to the DHR Referral Unit via email.
- DHR's Referral Unit will enter the new appointment into the PeopleSoft system.
- DHR's Referral Unit will return the Appointment Processing form back to the department with the Appointment Processing number.
- The Referral Unit will electronically forward the completed Appointment Processing form to the Disaster Service Worker Identification Card Program team and to the Retirement System. (Note: the Employee does not need to "process" with the Disaster Service Worker Identification Card program team or the Retirement System).
- The Disaster Service Worker Identification Card Program team will determine whether a new ID card is necessary. If yes, a new card will be printed and sent to the new department's personnel representative.
- Retirement System will review the electronic Appointment Processing form and make any necessary changes to their records.
- *Important Note on Health Benefit Processing:* If the employee's new appointment involves a change in union, the employee must visit the Health Service System to update enrollment information.

*Our goal is to process new appointments for existing employees within 24 hours of receiving a completed Appointment Processing form.*

## III. How to Send Electronic Appointment Processing forms to DHR Referral Unit

When e-mailing the Appointment Processing form to Referral, the subject line of the e-mail message should read:

**Job Code\_Appointment Type\_Appointee's Last Name, First Name**

In the body of the e-mail, please indicate if you are requesting:

- A One Stop Processing appointment (this includes Retirement benefits, Health benefits, Fingerprinting, and photo ID for the Disaster Service Worker card); or
- A fingerprint appointment only. For fingerprint only requests, please provide us with a date or dates and times that the new employee is available for fingerprinting.

If the appointment is a job change for a current employee, you will not need to request either a One Stop Processing appointment or a fingerprint appointment.

Should you have any questions or require additional information, please contact Julian Low, Manager of Referral and Support Services at 415-551-8923, or your DHR Client Services Representative.