



Gavin Newsom
Mayor

Philip A. Ginsburg
Human Resources Director

MEMORANDUM
DHR No. 14-2006

DATE: June 12, 2006

TO: Department Heads
Personnel Officers
Decentralized Examination Staff

FROM: Philip A. Ginsburg
Human Resources Director

SUBJECT: **Audit of Seniority Rosters**

A handwritten signature in black ink, appearing to read "Philip A. Ginsburg".

This is a reminder that departments are responsible for performing audits of departmental and citywide seniority rosters for all current employees and reporting any discrepancies to their assigned Client Services representative. We recommend that departments complete an annual audit of seniority rosters to maintain accurate records and to resolve discrepancies between PeopleSoft and departmental records. To audit the accuracy of seniority data in PeopleSoft, seniority rosters may be retrieved from preprogrammed queries. Audit criteria and selected preprogrammed queries available to departments are listed below.

Please remember that queries may be run to an Excel spreadsheet for easier sorting of data. Discrepancies should be submitted to your Client Services Representative using the attached Seniority Review Form. Copies of all supporting documentation must be attached. Client Services will review the documentation provided and make corrections in PeopleSoft, if appropriate.

If you have any questions or need assistance with a query, please contact your Client Services representative.

AUDIT CRITERIA – Verify the accuracy of the following information:

- Employee name and social security number;
- Department and DHR requisition numbers;
- Employee appointment status;
- Special conditions;
- Employee work schedules;
- Citywide and departmental seniority dates;
- Rank number (for PCS employees);
- All active employees, including employees on leave, are listed on the roster;
- All employees on the roster are active and not separated.

SENIORITY QUERIES – The seniority queries available in PeopleSoft include:

- **SENIORITY_DP_SEC_1_DEPT_EOL**
This query will run the seniority report for an entire department and will include any special conditions on the requisitions listed. .
- **SENIORITY_DP_SEC_1_DEPT_1_JOB_EOL**
This query will run the seniority report for one job code within a department and will include any special conditions on requisitions listed.
- **SENIORITY_CW_SEC_1_JOB_EOL**
This query will run the citywide seniority report for one job code and will include any special conditions on requisitions listed.

Attachment