

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM NO. 84

November 9, 1989

TO: All Departments, Boards, Agencies, and Commissions

FROM: Stewart Walker, Chief Administrative Officer

SUBJECT: RAMS PROCEDURES FOR PAY ADJUSTMENTS

1. PURPOSE.

This memorandum informs all City departments and agencies of the procedure for obtaining pay adjustments through RAMS (Resource Allocation Management System).

2. PROCEDURE.

Requests for pay adjustments must be submitted along with RAMS Time Card packet to the Bureau of Accounting, Department of Finance, and must include appropriate pay code.

- A. The completed current period Time Card must show the amount of the pay adjustment and appropriate pay code.

Pay Codes

05 Plus Adjustment to Regular Pay
07 Minus Adjustment to Regular Pay
21 Plus Adjustment to Overtime Pay
16 Minus Adjustment to Overtime Pay

- B. A memorandum of explanation addressed to the Director of Finance must accompany the pay adjustment. **It shall be signed by the department director or deputy director. No facsimile signatures will be accepted.** The memorandum shall include:

1. Name of employee
2. Employee social security number
3. Reason for adjustment
4. Time period involved
5. Amount of adjustment
6. Organization code of employee

- C. For an adjustment, whether regular time or overtime, a copy of the RAMS card for the affected pay week should be attached to the current RAMS card showing the pay adjustment and the memorandum.

- D. An approved RAMS P2 personnel form should be included in the documentation for a pay adjustment necessitated by a promotion or demotion.

Pay adjustments will not be processed or accepted by the Bureau of Accounting if not accompanied by appropriate documentation as defined.

3. INQUIRIES.

Any questions concerning this policy should be addressed to the Department of Finance, Bureau of Accounting, Room 3W02, City Hall, telephone number 586-4265.

SW/LRF/snw