



The City of New Orleans

Manager Self Service (MSS) and Position Control

Manager Guide



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Welcome

Within this guide you will find:

- NOLA PAY Employee Service Center Support Information
- What is and isn't changing with ADP
- Instructions on how to perform daily tasks using Manager Self Service (MSS)
- Instructions on how to perform Position Control tasks



Support

Support Type	Contact Information
NOLA Pay Employee Service Center (ESC)	ESC: 855-665-2729 Hours: 9:00 am – 7:00 pm CST You should always contact the service center for payroll, MSS or eTIME questions and issues. If the City payroll or HR departments need to be pulled in, the service center will do that. HR and Payroll staff may call the service center when in need of assistance in Enterprise, eTIME or for ADP portal related reasons.

What Will Not Change

- Short-term disability and FMLA procedures
- Departmental procedures for requesting time off
- Pay cycles and pay days
- Civil Service rules and requirements
- Transaction approval paths

What Will Change

- Actions and reasons
- ADP's Managed Payroll Services team will be responsible for setup information maintenance
- Required forms will change

Employees will be making the following changes themselves in ESS (Employee Self Service):

- Address change – HR Manager must approve.
- Direct deposit – HR Manager receives notification.
- Federal tax withholding
- State tax withholding – Employee downloads a form and submits it to ADP.



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Manager Self Service (MSS)

Overview

Manager Self Service (MSS) is a tool specifically designed to allow you the ability to perform several necessary job actions for your direct/indirect reports and submit for approval. Examples include: job and salary changes and employment status changes. You can also view transaction and approval history. This information will be defined in detail on the following pages.

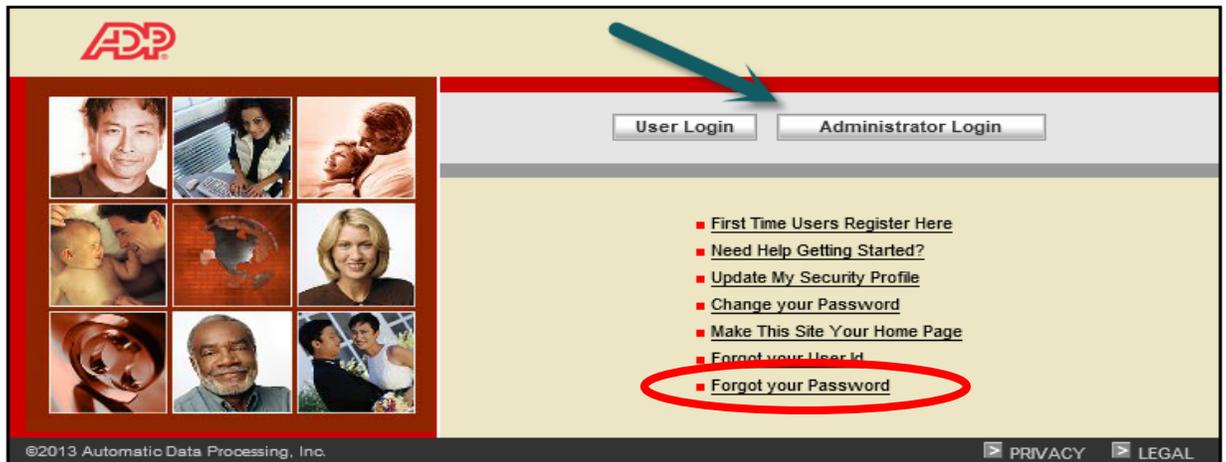
If you are a new user, see Appendix A: **New Hire** - ADP Portal Registration for instructions on registering for the ADP Portal.

1. Access MSS from the Portal using the <https://portal.adp.com> web link.

 What's the difference between using **User Login vs. Administrator Login**?

User Login Button	Administrator Login Button
Employee Self Service (ESS)	Employee Self Service (ESS)
Manager Self Service (MSS)	Manager Self Service (MSS)
eTIME	eTIME
	Enterprise (system of employees record)
	ADP Reporting (ad hoc reporting tool)

2. Click the **Administrator Login** button.



Note: if you have forgotten your Password, click on **Forgot your password** link.



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- Depending on if you click the User Login or Administrator Login button, you will need to enter your **User name** and **Password**, and click **Submit**. Portal passwords expire after 180 days. You'll be prompted to change it.

ADP

Enter Your User ID

ADP is committed to protecting your privacy and ensuring that only you can access your information.

Enter your user ID. First time users, enter the user ID you received in email.

User ID* [Forgot your user ID?](#)

[Privacy](#) [Legal](#) Copyright © 2000-2013 ADP, Inc.

ADP

Password

Enter your user ID and password.

Password* [Forgot your password?](#)

We ask for this information to protect your account from unauthorized access. If you use public computer(s) to access ADP services, at log on you will be prompted to complete additional steps to verify that you are the individual you claim to be.

- Trusted Computer - Yes, remember this computer.
Select this option if you are the only user of this computer. By selecting to remember this computer, you will be required to enter your user ID and password each time you log on.
- Public Computer - No, do not remember this computer.
Select this option if you are using a shared computer such as a kiosk, shared office computer, library computer, or workstation that is shared by multiple users. By selecting not to remember this computer, you will be required to enter your user ID, password, and additional security information every time you log on.

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Note: If you receive a login error, call 855-nolapay (855-665-2729).

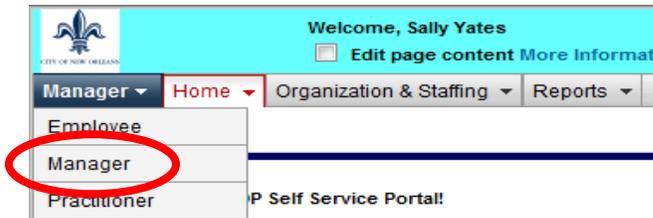


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Navigation

Upon entering the portal, you'll be taken to the **Welcome** page within the **Home** tab as an employee.

1. Select **Manager** to access MSS.



The three manager tabs are:

- Home
- Organization & Staffing
- Reports

Home Tab

Within the **Home** tab you can access the following:

- **Welcome** – Return to the Portal welcome screen.
- **Message Center** – View Approvals, Notifications and your recent Employee Activities.
- **Approval History** – View the status of approvals or review previously submitted approval activities.
- **Forms** – ALL MANAGER FORMS ARE LOCATED HERE IN THE FORMS LIBRARY

*If a change (new/additional action reason) needs to be made to a form, send an email to the foundation team and they will work with ADP to make the change.

Organization & Staffing Tab

Within the **Organization & Staffing** tab you can access the following:

- **Direct Reports** – View any employees you are authorized to see.
- **Managing Work Events** – Execute employee work events such as, New Hires and Transfers.
- **Proxy Assignment** – Delegate manager approval for HR transactions (only when you're going to be out of the office).



Reports Tab

Within the **Reports** tab you can access the following:

- **Manager Reports**
- **Policy Acknowledgement Status**

Note: You may see additional (or fewer) menus within the tabs based on your security access.

View Direct Reports



NOTE: WHILE IN MSS, DO NOT CLICK THE BACK BUTTON on your Internet Browser to return to a previous screen, simply click the Tab that you are trying to access.

1. Select **Organization & Staffing > Direct Reports.**



A list of employees you are authorized to see appears. **Use the organization icon**  **to drill down to see additional employees.**

2. Click once on an employee's name to view employee events that you can execute.

Direct Reports

Filter your results by entering full or partial data. Click the Organization icon next to a manager's name, if available, to display their direct reports.

Manager Name: Sarah Garrett

Last Name: First Name: Department: Enter/Select Item

Job: Enter/Select Item Job Status: Select Full Time Part Time

Name	Job	Department	Job Status	Full Time/Part Time	Hire Date
 Eveell Eagan	ATTORNEY II	LAW FINANCE	Active	Full Time	07/23/2013
 Monica Manzella	ATTORNEY 3	LAW LAW ADMINISTRATION	Active	Full Time	06/10/2013



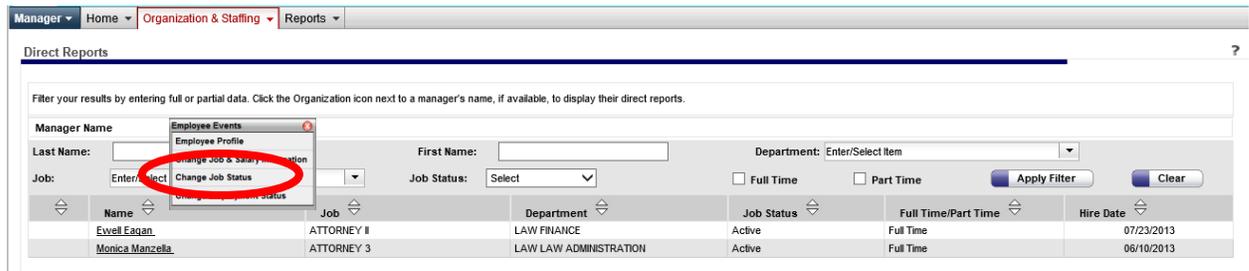
Employee Profiles

View detailed employee information by accessing the employee's profile. Some of the information displayed includes:

- Employee ID
- Department
- Position
- Hire Date
- Rehire Date
- Service Date
- Employee Classification
- Civil Service Status
- Compensation Rate
- Standard Hours
- Grade/Step

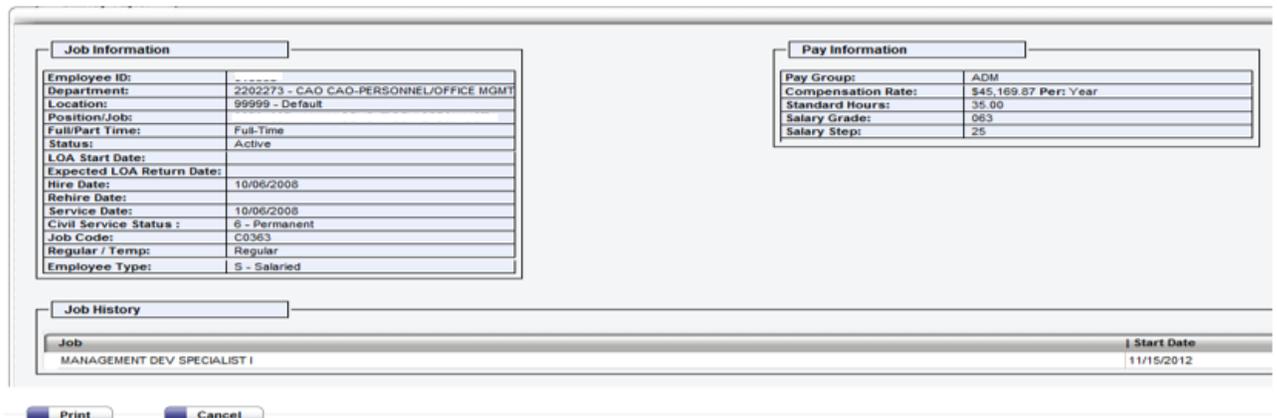


1. Within Direct Reports.



2. Click on an employee's name to view the pop up menu and select **Employee Profile**.

3. Click **Cancel** to return to the previous screen or click **Print** to print the profile.





Updating Employee Records

There are two different ways to access an employee's record to change job and salary information, position and employment status.

Method 1: Click **Organization & Staffing > Direct Reports**.

Click on an employee's name and select an action from the employee events menu (as you learned earlier). You may only update one employee at a time using this method.



Method 2: Click **Organization & Staffing > Managing Work Events**.

Select the transaction and employee(s) records that you need to change. The following pages will illustrate how to use this method. Note: Use Method 1 to access indirect reports.





Managing Employees and Work Events

This system is not intended to replace business discussions and upfront communications. It is a tool to facilitate the timely processing, tracking, and storage of these changes.

Functions Performed in MSS

- **New Hires & Rehires**
- **Change Job & Salary Information**

This function allows you the ability to perform the following actions:

 - Promotion/Step Increase/Lateral/Transfer
 - Demotion/Step Decrease
- **Change Employment Status**

This function allows you to put an active employee in one of the following statuses:

 - Leave of Absence (Paid)
 - Leave of Absence (Unpaid)
 - Return from Leave
 - Suspension
 - Return from Suspension
 - Terminate
- **Change Job Status**
 - Update various NOLA specific fields for employees, such as:
 - Civil Service status
 - Updating Probation dates
 - On and off Light Duty
 - SRP Police

Functions Performed Using a Form

- Change of Agency – Use this form to change the HR Manager from one department to another.



New Hires and Rehires

The following are reason codes associated with Hire/Rehire actions:

ACTION	CODE	DESCRIPTION	INSTRUCTIONS
HIR	H04	New Hire	General reason for a new hire. Most hires will fall into this reason
HIR	H08	Promotion to City from S&WB	Used for a new hire into Ev5 from the S&WB; EE is getting a promotion / new position with grade increase
HIR	H09	Demotion to City from S&WB	Used for a new hire into Ev5 from the S&WB; EE is getting a demotion / new position with grade decrease
HIR	H10	Transfer to City from S&WB	Used for a new hire into Ev5 from the S&WB; EE no change in grade or step or job code
HIR	H11	Layoff to City from S&WB	S&WB EE laid off and hired by the City
HIR	H12	Lateral Class Change to City from S&WB	Used for a new hire into Ev5 from the S&WB; EE has lateral change in job code / position
HIR	HAM	Hire Above Minimum	EE is hired above the minimum in the classified or unclassified pay plan
REH	E05	Rehire from Layoff - Unclassified	Unclassified: EE is rehired from layoff
REH	E07	Unclassified Other	Unclassified EE is rehired
REH	E09	Rehire from Retire - Unclassified	Unclassified: EE is rehired after retirement
REH	H01	Reinstatement	EE is rehired after reinstatement
REH	H02	Reinstate From Retire Class	Classified: EE is rehired from retirement
REH	H03	Reinstate From Layoff Class	Classified: EE is rehired from layoff
REH	H05	Rehire from SWB	EE is rehired from S&WB
REH	H06	Rehire - Classified	Classified: EE is rehired
REH	H07	Re-Employment	EE is rehired as re-employment

* The first character of the Action Reason denotes the approval path the action must take. Additional information is in Appendix H: Approval Paths. Reason codes will be added periodically and this guide will be updated.



Overview of Position Control

The City of New Orleans is using positions to define its employee's jobs. Positions include basic position information, such as the position name, department, location, job code, pay rate and so forth. All the data within a position is inherited by an employee(s) who are hired or transferred into that position. Multiple employees can be in the same position.

Before a Personnel Requisition and Appointment Form (P1) can be approved and processed, a vacancy must exist into which the requisitioned person can be appointed. To determine if a vacancy exists, perform the inquiry of position by title (as shown below).

1. Whether a job study is required for the new position. To determine whether or not a job study is required, the agency should contact the Classification and Compensation division of the Civil Service Department. If the new position does require a job study, the agency should follow the instructions provided by Civil Service to request a job study.

2. Determine whether there is funding available for the new position. To determine whether or not funding is available, the agency should review their budget to assess that enough funds are available for the new position and then contact their budget analyst for confirmation.

If funding is available and the new position is approved by the Classification and Compensation division (or it is determined that a job study is not required), the following steps then need to occur to create the new position, or change the number of incumbents.

3. Complete a Personnel Requisition and Appointment Form (P1) and obtain all approvals.

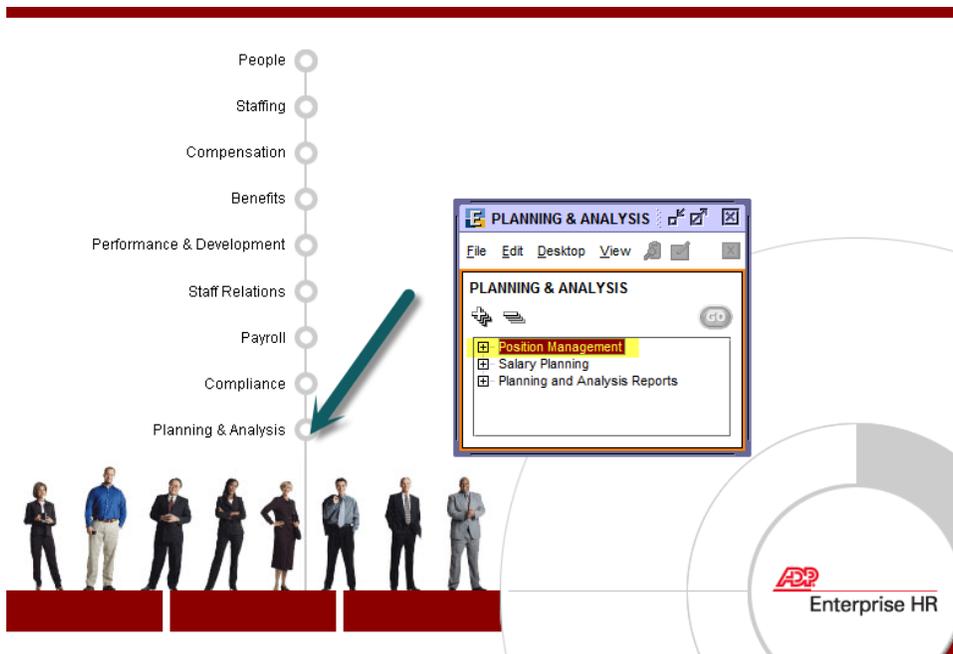


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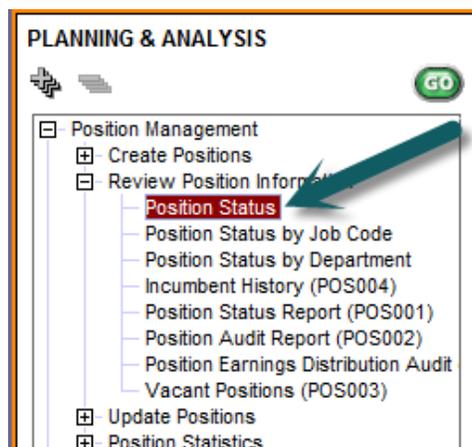
Verifying Open Headcount

Prior to placing an employee into a position, ensure that there is open headcount, the position is active and approved.

1. Click **Planning & Analysis**.



2. Expand **Position Management**.
3. Open **Review Position Information > Position Status**





If, for example, you are searching to verify if a “secretary” position has been created already, click in the description field, enter secretary and click OK. If the position is in a Proposed Status, the position will need to be approved.

PLANNING & ANALYSIS

- Position Management
 - Create Positions
 - Define Position Information
 - Identify Position Qualifications
 - Create New Fiscal Year Data (POS003)
 - Review Position Information
 - Position Status**
 - Position Status by Job Code
 - Position Status by Department
 - Incumbent History (POS004)
 - Position Status Report (POS001)
 - Position Audit Report (POS002)
 - Position Earnings Distribution Audit (POS002)
 - Vacant Positions (POS003)
 - Update Positions
 - Position Information
 - Qualifications
 - Update Fiscal Year Data
 - NOLA Approval Panel
 - NOLA Approval History
 - Position Statistics
 - Calendar Year Statistics
 - Fiscal Year Statistics
 - Salary Planning
 - Planning and Analysis Reports

Search for...

Position Number:

Description:

Position Status:

Department ID:

Job Code:

New History Information

OK Cancel

Descr	Posn Nbr	Status	Department	Descr	Job Code
SECRETARY	27020349	Approved	2702702	Pol Off Of The Superintendent	C0043
SECRETARY	30010624	Approved	3003001	San Sanitation Director Off	C0043
SECRETARY	40512394	Approved	4004051	Fin Purchasing Administration	C0043
SECRETARY	45111033	Approved	4504511	Prm Director'S Office	C0043
SECRETARY	58111292	Approved	5805811	Rec Director'S Office	C0043
SECRETARY	62011372	Approved	6206201	Pap Superintendent'S Office	C0043
SECRETARY	76921619	Approved	7507692	Hud Financial & Fiscal Affair	C0043
SECRETARY	83021654	Approved	8308302	Jvc Administrative Services	U0245
SECRETARY	83031662	Approved	8308303	Jvc Clerk'S Services	U0245
SECRETARY	83121675	Approved	8308312	Jvc Restitution	U0245
SECRETARY	86301757	Approved	8608630	Ccd Clerk In-Court	U0245
SECRETARY	86431771	Approved	8608643	Ccd Clerk Polling Sites	U0245
SECRETARY	91201725	Approved	8369120	Trc Tfc Court Rev Fund	U0245
SECRETARY	91601705	Approved	8359160	Muc Judicial E P Rev Fund	U0245
SECRETARY	96112099	Approved	6899611	Moa Administration	C0043
SECRETARY	96401008	Approved	4009640	Fin No Mus Art P/R	C0043

36 matches





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20100001 ADMINISTRATIVE SUPPORT SPECIAL

Position Status

Position As Of Date: 10/01/2013

Proposed

Head Count:	0	FTE:	0.0000
Maximum Head Count:	1	Maximum FTE:	1.0000
Vacant Head Count:	1		0.0000

Incumbents Group Box

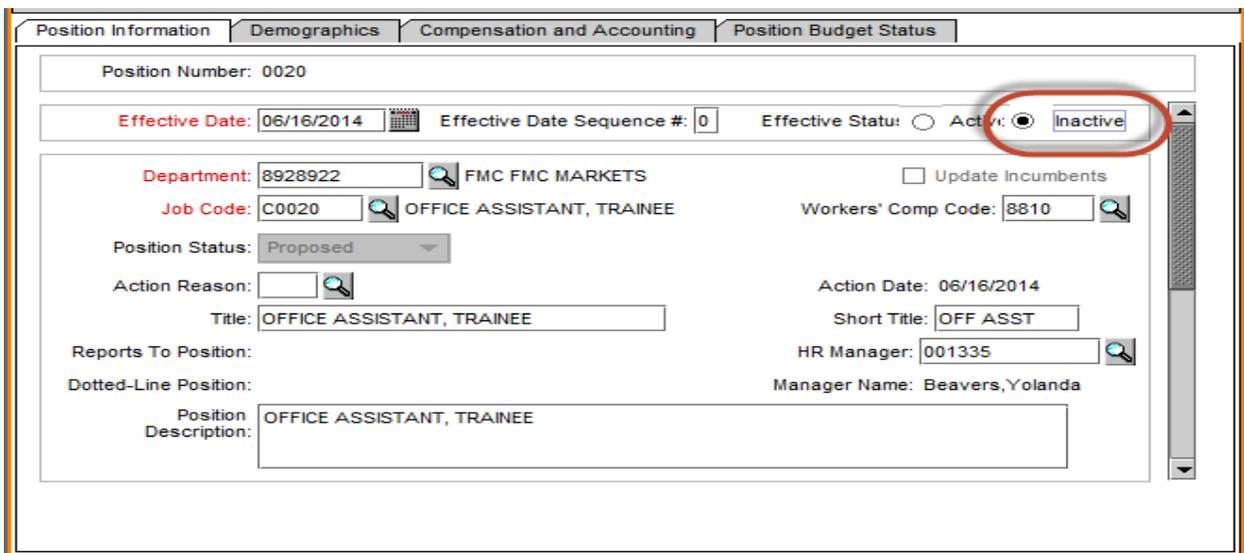
Employee ID	Name	Empl Status	Entry Date	FTE
-------------	------	-------------	------------	-----



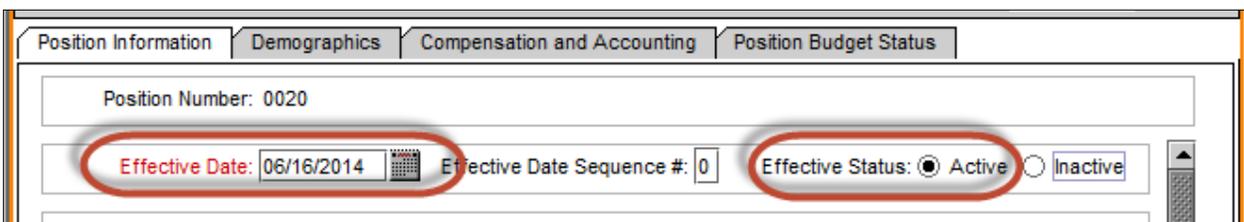
Inactive Position Information

If you see open headcount and FTE but no vacancies and no one in the position, it means the position is **“Inactive”**. Follow the instructions below to “Activate” the position. Once the position becomes active, it will need to go through the position approval process before it can be used.

1. If the position displays **“Inactive”** Insert a Row  and enter an effective date.
2. Click **“Active.”** **Ensure all four tabs have the accurate information prior to saving.**
3. Click the **Save**  icon. Click ok to the pop up message about incumbents. If you changed the standard hours you will receive a message. Click OK to both messages.
4. The position will go through the position approval workflow. See “Approving Positions” portion of this guide to review the approval process.



The screenshot shows the 'Position Information' tab of a software interface. The 'Effective Status' field is set to 'Inactive', which is circled in red. Other fields include: Position Number: 0020, Effective Date: 06/16/2014, Effective Date Sequence #: 0, Department: 8928922 (FMC FMC MARKETS), Job Code: C0020 (OFFICE ASSISTANT, TRAINEE), Workers' Comp Code: 8810, Position Status: Proposed, Action Reason: (empty), Title: OFFICE ASSISTANT, TRAINEE, Short Title: OFF ASST, HR Manager: 001335 (Beavers, Yolanda), and Position Description: OFFICE ASSISTANT, TRAINEE.



The screenshot shows the same 'Position Information' tab, but the 'Effective Status' field is now set to 'Active', which is circled in red. The 'Effective Date' field (06/16/2014) is also circled in red. All other fields remain the same as in the previous screenshot.



Updating a Position's Headcount (Increase or Decrease)

Click **Position Management > Update Positions > Position Information**

1. Click the **Insert a Row**  icon. You will know that the row inserted because today's date will appear in the effective date field. Also, the scroll bar will appear dark gray/light gray.

NOTE: If you are making a change that is on the same effective date as the previous row, enter the same effective date, and then change the Effective Date Sequence # to "1".

Position Information

As Of: 02/19/2015

Position Budget Status | NOLA Approval Summary | NOLA Approval History

Position Information | Demographics | Compensation and Accounting

Position Number: 20200020

Effective Date: 02/19/2015 | Effective Date Sequence #: 1 | Effective Status: Active Inactive

Department: 2002020 CCO CLERK OF COUNCIL Update Incumbents

Job Code: C0020 OFFICE ASSISTANT, TRAINEE Workers' Comp Code:

Position Status: Proposed

Action Reason: Action Date: 02/19/2015

Title: OFFICE ASSISTANT, TRAINEE Short Title: Clk 1

Reports To Position: HR Manager:

Dotted-Line Position: Manager Name:

Position Description:

2. Enter the effective date. Note: Ensure all other position information is accurate and update as needed.



3. Click on the **Position Budget Status** tab.
4. Update by either increasing or decreasing the **Max Headcount** and **FTE** fields.

If you are hiring a part time employee and temporarily need FTE, you can use this step to increase the FTE. You'll need to return to this step to decrease FTE after the position has been filled.

For example, if you are hiring a part-time employee who will be working as a .25 FTE, you still need to place them into a position that has 1.0 FTE available. If needed, first increase the FTE to 1.0, hire the employee, then go back and decrease the FTE.

5. Click on the **Save**  icon when finished.

Click ok to the pop up message about incumbents. If you changed the standard hours you will receive a message. Click OK to both messages.



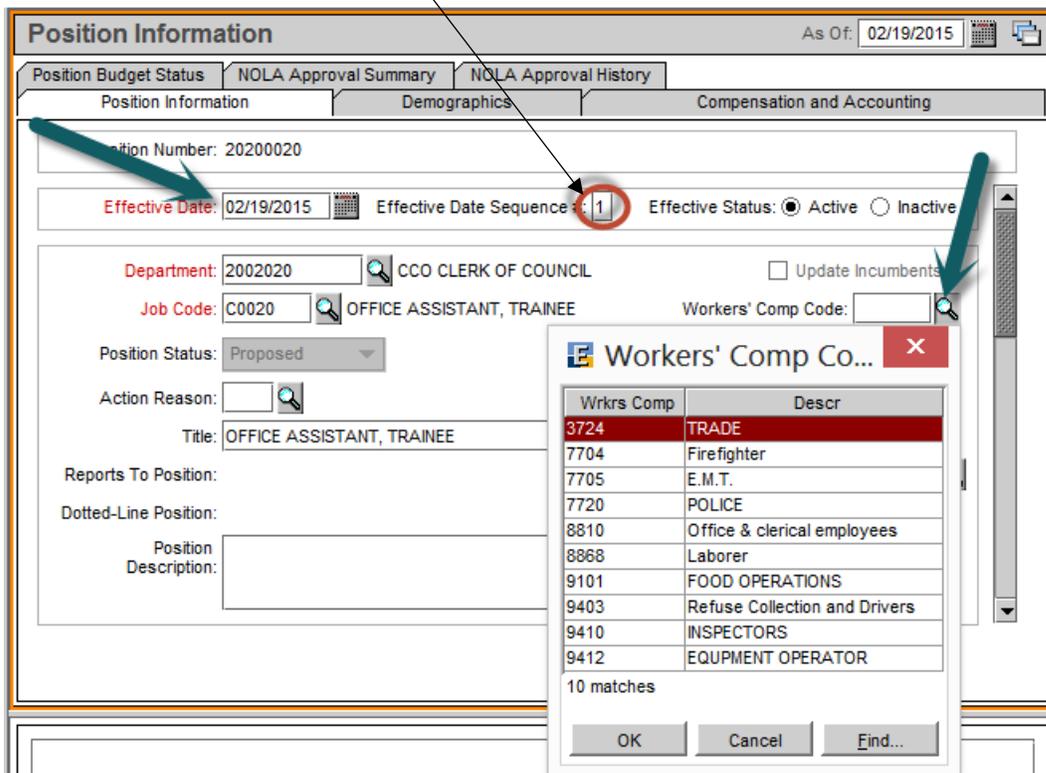
Updating a Position's Worker's Comp Code or Funding

Click **Position Management > Update Positions > Position Information**

1. Click the **Insert a Row**  icon. You will know that the row inserted because today's date will appear in the effective date field. Also, the scroll bar will appear dark gray/light gray.

NOTE: If you are making a change that is on the same effective date as the previous row, enter the same effective date, and then change the Effective Date Sequence # to "1"

2. Enter the effective date.
3. Select the correct Workers' Comp Code.



The screenshot shows the 'Position Information' form with the following fields and values:

- Position Number: 20200020
- Effective Date: 02/19/2015
- Effective Date Sequence: 1
- Effective Status: Active Inactive
- Department: 2002020 CCO CLERK OF COUNCIL
- Job Code: C0020 OFFICE ASSISTANT, TRAINEE
- Workers' Comp Code: (empty)
- Position Status: Proposed
- Action Reason: (empty)
- Title: OFFICE ASSISTANT, TRAINEE
- Reports To Position: (empty)
- Dotted-Line Position: (empty)
- Position Description: (empty)

The 'Workers' Comp Co...' dialog box is open, showing a list of codes and descriptions:

Wrks Comp	Descr
3724	TRADE
7704	Firefighter
7705	E.M.T.
7720	POLICE
8810	Office & clerical employees
8868	Laborer
9101	FOOD OPERATIONS
9403	Refuse Collection and Drivers
9410	INSPECTORS
9412	EQUIPMENT OPERATOR

10 matches

Buttons: OK, Cancel, Find...

4. Click on the **Compensation and Accounting** tab.



Position Information As Of: 02/19/2015

Position Budget Status: NOLA Approval Summary: NOLA Approval History

Position Information: Demographics: Compensation and Accounting

Position Number: 20200020 OFFICE ASSISTANT, TRAINEE

Effective Date: 02/19/2015 Effective Date Sequence #: 1 Effective Status: Active

Sal Admin Plan: CN1 Grade: 023 Step: Mgr Level: Non-Mgr Job Function:

Variable Pay Plan: Variable Splits: /

Account/Fund: GL Pay Type: Shift Rate Code: Regular Shift:

Position Earnings Distribution

Distribute by Percent

Percent: 50.000 Department: 2002020 Earn Cd: XYZ

Job Code: C0020 Position: GL PayType:

Account/Fund: 1601 Regular Shift:

5. Check the “Distribute by percent” check box. The percent must equal 100.

If the position is funded by multiple accounts, for example, enter 50 or another amount, ensure you click on the inner scroll bar and insert a row to add another row of data to complete the 100% (as shown below).

Position Earnings Distribution

Distribute by Percent

Percent: 50.000 Department: Earn Cd: XYZ

Job Code: Position: GL PayType:

Account/Fund: 001.200.2012. Regular Shift:

If you see Account/Fund = 1601, it needs to be changed (it is a placeholder) to the correct Account/Fund code by clicking on the .

Enter key / partial key / alternate key

AccountFund:

Description:

OK Cancel

6. **Account/Fund** – Click on the prompt to select the correct code. If you don't see your account fund listed, click the Find button and search by description. Note: If you need an account/fund code created in AFN, contact Budget to have the code created.

7.



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8. Update the **Max Headcount** and **FTE** fields, if necessary.

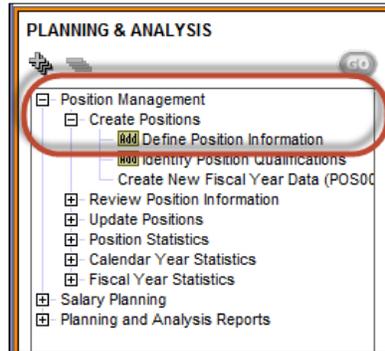
9. Click on the **Save**  icon when finished.

Click ok to the pop up message about incumbents. If you changed the standard hours, you will receive a message. Click OK to both messages.



Creating a New Position

Click **Planning & Analysis > Position Management > Create Positions > Add Define Position Information**



1. Once **Add** has been selected, enter the position number. The position Number is made up of 8 characters:
 - The first four position numbers are the **last** 4 numbers of the department id (org code). And the last four position numbers are the last 4 numbers of the job code.
2. Enter the Position Number and click **OK**.

Add...

Position Number:



The Position Information tab appears first.

Enter any information necessary for the new position.

Required fields are in **red**:

- **Effective Date** – Enter the **Effective Date** for this position.
- **Department** – Select the appropriate **Department**.
- **Job Code** – Select the appropriate **Job Code**.
- **Position Status** – Defaults to **Proposed** until this position is approved (see Approving Positions section of this guide).
- **Workers Comp Code** – Confirm the pre-populated Workers Comp Code is correct. Your choices are:

Wrks Comp	Descr
3724	TRADE
7704	Firefighter
7705	E.M.T.
7720	POLICE
8810	Office & clerical employees
8868	Laborer
9101	FOOD OPERATIONS
9403	Refuse Collection and Drivers
9410	INSPECTORS
9412	EQUIPMENT OPERATOR

Do not complete any other fields on this tab.



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2. Click on the **Demographics** tab.

Define Position Information

Position Information | **Demographics** | Compensation and Accounting | Position Budget Status

Position Number: 20100009 CLERK 4

Effective Date: 10/01/2013 Effective Date Sequence #: 0 Effective Status: Active

Department: 2002010 Cco Councilmembers' Office Eligible for Overtime

Job Code: C0023 CLERK 4 Leave Plan Eligible

Company: CNO City of New Orleans Allow Pay Group Override

Pay Group: FIR Fire

Employee Type: H Hourly

Location Code: 99999 Default

Reporting Location: 99999 Default

Geog Differential:

Holiday Schedule: HOL Holidays

Union Code:

Bargaining Unit:

Work Phone #:

Curriculum Codes

Required fields are in **red**:

- **Pay Group** – Select the Pay Group.
- **Employee Type** – Defaults based on the Job Code.

Do not complete any other fields on this tab. All other fields default and are INFORMATIONAL ONLY.

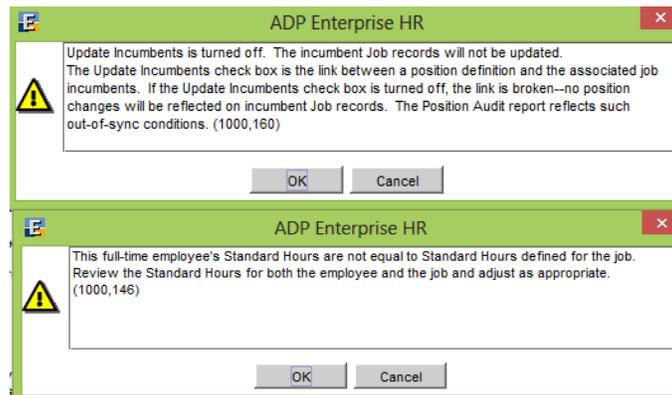
3. Click on the **Compensation and Accounting** tab.



6. Click on the **Position Budget Status** tab.

- **Max Head Count** – Enter the Max Head Count.
- **Max FTE** – Enter the Max FTE for this position.
- **Standard Hours** – Auto-populates based on the job code, but can be changed. NOTE: If you change the standard hours, you will get a warning message upon saving. You would click OK to the message (see below).
- **Standard Days** – Auto-populates based on the Standard Hours.

7. Click on the **Save**  icon. And click OK to both messages (as shown on the following page)



Whenever HR Managers insert a row for position they get one and maybe two warning pop ups. One advises that update incumbents is turned off and the second which appears occasionally says that the position standard hours do not match the job code standard hours. You should click through both of these.



Approving Positions

There are three levels of approvers:

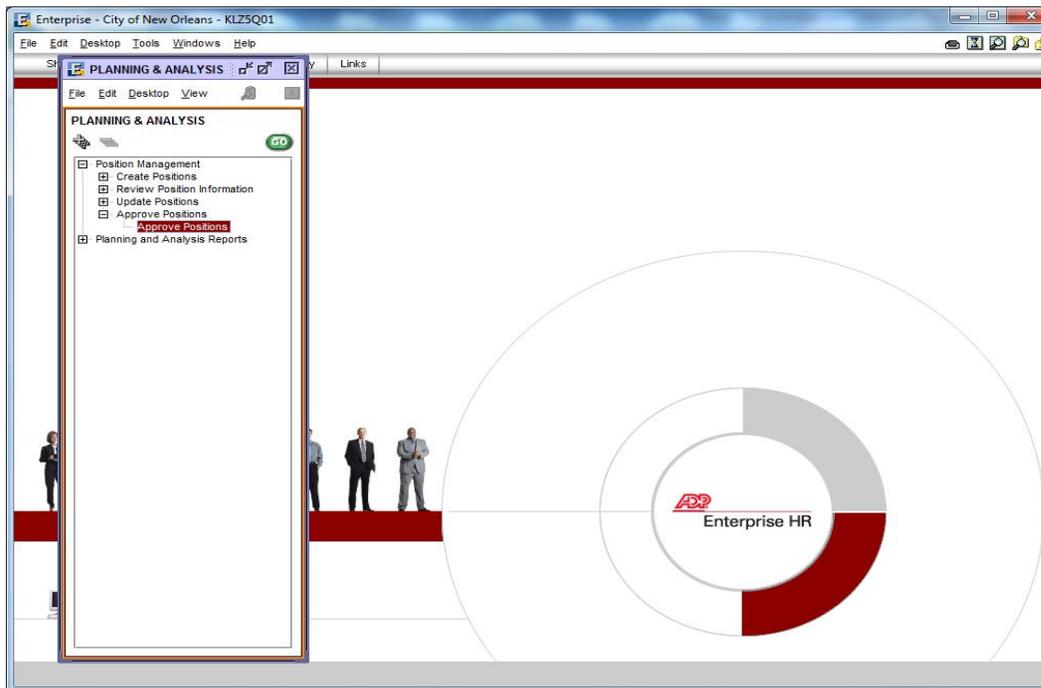
- Department
- Civil Service
- Budget Department

If you are unsure whether or not you're an approver, within the NOLA Approval Panel (on the following page), the DEPT Approval screen will NOT be grayed out and your name will display.

As previously mentioned, positions will remain in a “proposed” state, **until all 3 approvers** have approved the position.

First, review the position information by clicking on **Approve Positions > Approve Positions**.

1. Enter the position number or description and click OK. If you don't remember the position number, simply click OK and search for your position, ensuring you're looking at the column called Status. **Highlight the position and click OK.**





The position information tab appears.

2. Click on the **NOLA Approval Summary** tab.

Note: If you open this tab and notice that it's grayed out, close out of the position and re-open it.

3. Look to see where your name is located. You need to enter the requisition number in the Comments section along with any comments. This is to facilitate budget approval.
4. Click the 'Yes' button to approve. Note: 'No' is the default approval status.
5. Click the Save icon.

Position Information As Of: 02/19/2015

NOLA Approval Summary NOLA Approval History

Position Information Demographics Compensation and Accounting

Position Number: 20200020 OFFICE ASSISTANT, TRAINEE

Effective Date: 02/19/2015 Sequence: 0 Effective Status: Inactive Position Status: Proposed

Approval Status: Budget Approval Pending

Dept Approver: TEST1
02/19/2015 12:38:40PM
Approved: Yes No Pending
Comment: Approved Enter the Requisition Number

Budget Approver: Approved: Yes No Pending
Comment:

Final Approver: Approved: Yes No Pending
Comment:

There is no automated notification once you approve. To expedite the approval process, call or email the next approver.

Once all three approvers have approved, the status of the position will automatically change to Approved.

Confirm all position approvals have been applied before placing an employee into the approved position. Otherwise, the MSS transaction will fail and need to be re-entered.



Rejecting and Resubmitting a Position

If the HR Manager realizes there is a mistake to an already submitted position (waiting for approval) and needs to retract the submitted position, the Department approver should select “No” on the NOLA Approval Summary tab.

If Civil Service or Budget identifies an error with the proposed position, they will need to “reject” the position by:

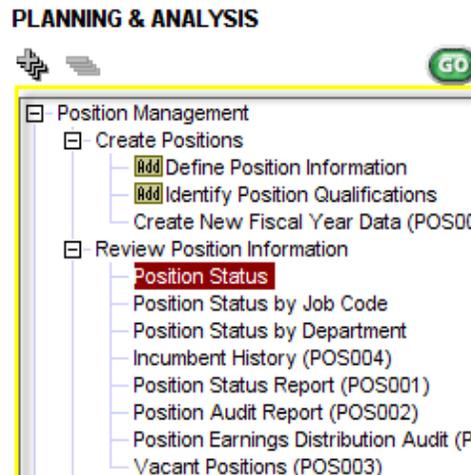
1. Open the position.
2. Add a Comment.
3. Save the position. (‘No’ is the default approval status)

In turn, this position is now considered rejected.

The HR Manager should resubmit the position.

Position Status

To look up a position and its status, click **Position Management > Review Position Information > Position Status**



1. Enter the **Position Number** and click **OK**.



CITY OF NEW ORLEANS

Search for...

Position Number

Description

Position Status

Department ID

Job Code

View History Information

Position information such as Head Count, FTE and incumbents are viewed on this tab.

20100003 COUNCIL MEMBER

Position Status

Position As Of Date:

Status: Proposed

Head Count:	7	FTE:	7.0000
Maximum Head Count:	10	Maximum FTE:	7.0000
Vacant Head Count:	3	Vacant FTE:	0.0000

Incumbents Group Box

Employee ID	Name	Empl Status	Entry Date	FTE
00001048	Gray II, James A	Active	05/06/2013	1.0000
00014464	Clarkson, Jacquelyn B	Active	05/06/2013	1.0000
00017593	Hedge-Morrell, Cynthia M	Active	05/06/2013	1.0000
00018207	Head, Stacy S	Active	05/06/2013	1.0000
00020579	Guidry, Susan G	Active	05/06/2013	1.0000



Delivered Position Management Reports

Position Status by Job Code

1. Click **Position Management > Review Position Information > Position Status > Position Status by Job Code.**

The Positions by Job Code tab displays the following information:

- Annual Midpoint
- Average Annual Salary
- Incumbents Information
- Headcounts Vacancies and FTE Vacancies

Position Status by Job Code

Positions by Job Code

Job Code: Z0045 COUNCIL MEMBER

Position As Of Date: 10/01/2013

Annual Midpoint:

Head Count: 7

Total Annual Salary:

Average Annual Salary:

Incumbents

Position	Empl ID	Name	Status	Department ID	Annual Rate	FTE
20100003	00001048	Gray II, James A	A	2002010		1.0000
20100003	00014464	Clarkson, Jacquelyn B	A	2002010		1.0000
20100003	00017593	Hedge-Morrell, Cynthia M	A	2002010		1.0000

Headcount Vacancies and FTE Variances

Position	Effective Status	Budgeted Status	Department ID	Department Name	Head Count	FTE
20100003	Active	Proposed	2002010	Cco Councilmembers' Office	3	0.0000



Position Status by Department

1. Click **Position Status by Department**.
2. Enter the **Department ID** you wish to search.

The Positions by Department tab displays the following information:

- Headcount
- FTE
- Total Annual Salary
- Incumbents in the Position by Department

Position Status by Department

Positions by Department

Department: 2002017 Cco Councilmember District E Position As Of Date: 10/01/2013 Refresh

Manager:

Head Count: 5 FTE: Total Annual Salary:

Incumbents

Position	Job Code	Empl ID	Name	FTE	Annual Rate
20170020	U0903	00022111	Oliver,Brandon M	1.0000	
20170021	U0904	00011540	Tio,Maria M	1.0000	
20170021	U0904	00015162	Baird,Maurice	1.0000	
20170021	U0904	00022106	Spears,Erin C	1.0000	

Headcount Vacancies and FTE Variances

Position	Effective Status	Budgeted Status	Job Code	Description	Head Count	FTE	Annual Midpoint
20171926	Active	Approved	C0020	OFFICE ASSISTANT, TRAINEE	1	1.0000	
20172346	Active	Approved	U0902	COUNCILMANIC SECRETARY 2	1	1.0000	

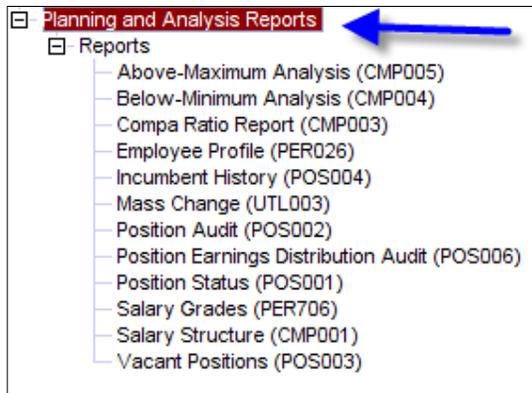


Additional Position Management Reports

- Incumbent History (POS004) Report
- Position Status Report (POS001)
- Position Earnings Distribution Audit (POS006) Report
- Position Audit (POS002) Report
- Vacant Positions (POS003) Report

More delivered Planning and Analysis Reports (Position Management)

To run these reports, follow the same steps as above. The same reports listed in the prior steps are duplicated in the delivered reports list below.





Hiring an Employee in MSS

Confirm all position approvals have been applied before placing an employee into a position in MSS. Otherwise, the transaction will FAIL when it is sent to Enterprise and will need to be re-entered.

Be sure to use proper case. DO NOT USE ALL CAPITAL LETTERS. Use upper and lower case always, and no punctuation in any name field.

1. Select **Organization & Staffing > Managing Work Events**.
2. Click **Hire New Employee**.
3. Click **Submit**.

Managing Work Events

Managing Your Employees

Select the appropriate action(s) below. Select the employee(s) you want to work with. Enter full or partial search criteria to filter your employee list. Click Submit to perform the action(s) on the selected employee(s).
Which actions do you want to perform?

Hire New Employee Rehire Employee

Select one or more of the Employment Changes below

Update Additional Employee Data Change Job & Salary Information
 Change Employment Status

Select the employee(s) you want to work with:

Last Name: young First Name: Department: Enter/Select Item
Job: Enter/Select Item Job Status: Select Full Time Part Time

<input type="checkbox"/>	Name	Job	Department	Job Status	Full Time/Part Time	Hire Date
<input type="checkbox"/>	Brandon Edwards	FIRE APPARATUS OPERATOR	FR CITY SUPPRESSION	Active	Full Time	07/16/2001
<input type="checkbox"/>	Natasha Frazer	OFFICE ASSISTANT IV	FR FIRE ADMINISTRATION	Active	Full Time	11/21/1999
<input type="checkbox"/>	Brian McKeen	FIRE APPARATUS OPERATOR	FR CITY SUPPRESSION	Active	Full Time	05/21/2000
<input type="checkbox"/>	John Custard	FIRE APPARATUS OPERATOR	FR CITY SUPPRESSION	Active	Full Time	05/21/2000
<input type="checkbox"/>	Diana Louis	FIRE APPARATUS OPERATOR	FR CITY SUPPRESSION	Active	Full Time	07/16/2001

Click to include employees for selected action(s).



4. On the next screen, enter information into the following required fields:
 - Social Security Number
 - First Name
 - Last Name
 - Start Date – Enter the date the employee begins work at The City. The format is MM/DD/YYYY with the slashes (/).

Managing Work Events

Enter information shown below.

Social Security Number:	▶ 302827266
Prefix:	<input type="text"/>
First Name:	▶ Walter
Middle Name:	<input type="text"/>
Last Name:	▶ Payton
Suffix:	<input type="text"/>
Start Date:	▶ 05/01/2014 <input type="text"/>

Department ID Position Number

Position Number:

20100900 - CHIEF OF STAFF
20110902 - COUNCILMANIC SECRETARY 2
20110903 - SECRETARY 1
20110904 - LEGISLATIVE AIDE
20120903 - SECRETARY 1
20120904 - LEGISLATIVE AIDE
20130902 - COUNCILMANIC SECRETARY 2
20130903 - SECRETARY 1
20130904 - LEGISLATIVE AIDE
20140020 - OFFICE ASSISTANT, TRAINEE
20140902 - COUNCILMANIC SECRETARY 2
20140903 - SECRETARY 1
20140904 - LEGISLATIVE AIDE
20150902 - COUNCILMANIC SECRETARY 2
20150903 - SECRETARY 1
20150904 - LEGISLATIVE AIDE
20160903 - SECRETARY 1
20160904 - LEGISLATIVE AIDE
20170903 - SECRETARY 1
20170904 - LEGISLATIVE AIDE
20200029 - Admin Support Specialist I
20200032 - OFFICE ASSISTANT I
20200050 - CLERK OF COUNCIL ASSISTANT
20200051 - CLERK OF COUNCIL
20200060 - OFFICE ASSISTANT II

Next Cancel Reset

5. DO NOT ENTER ANY INFORMATION ON THE DEPARTMENT TAB. Those fields will default based on the position. Click on the **Position Number** tab. In the **Position Number** field – **Select the position using the drop down arrow or enter the first 3-4 characters of your Org number** and then select the position from the list.
6. Click Next.



CITY OF NEW ORLEANS

Step 1: Personal Data Part A

Enter data in required fields indicated by a red ▶ arrow.

Managing Work Events

Enter information shown below.

Step 1 of 8 Candidate Name: Walter Payton

1. Personal Data Part A	Street: ▶	122 Canal Street
2. Personal Data Part B	Apt/Suite:	
3. Job Data Part A	Parish : ▶	Orleans
4. Job Data Part B	City/Town: ▶	New Orleans
5. Pay Info	State/Province: ▶	Louisiana ▼
6. Citizenship	Postal/ZIP: ▶	70112
7. Additional Hire Info	Country: ▶	USA
8. Ready To Submit	Home Phone: ▶	504-303-3837 ✕

Next Cancel Reset

- **Home Phone** – you do not have to use hyphens.

7. Click **Next**.



Step 2: Personal Data Part B

Enter data in required fields indicated by a red ▶ arrow.

Step 2 of 8 Candidate Name: Drew Brees

1. Personal Data Part A	Race/Ethnicity	Black or African American	▼
2. Personal Data Part B	Ethnic Group:	▶ Black	▼
3. Job Data Part A	Gender:	▶ Male	▼
4. Job Data Part B	Marital Status:	▶ Single	▼
5. Pay Info	Highest Education Level:	Not Indicated	▼
6. Citizenship	Birth Date:	▶ 09/17/1967	📅
7. Additional Hire Info	Disabled:	<input type="checkbox"/>	
8. Ready To Submit	Vets100:		
	Military Status:	▶ No Military Service	▼
	Disabled Veteran:	<input type="checkbox"/>	
	Military Discharge Date:		📅

▶

Note:

- Race/Ethnicity – This field is not used by government agencies, so no entry is required.
- Birth Date – The format is XX/XX/XXXX; with the slashes (/)
- Military Status (“Not Indicated” is a valid value)

8. Click **Next**.



Step 3: Job Data Part A

ALL of these fields default based on the employee's position. Part time hours entry will be addressed in a later screen. No data entry is required.

Step 3 of 8 Candidate Name: Water Payton

Regular/Temporary:	Regular
Full/Part Time:	Full-Time
Rate Code:	Select Rate Code

1. Personal Data Part A
2. Personal Data Part B
3. Job Data Part A
4. Job Data Part B
5. Pay Info
6. Citizenship
7. Additional Hire Info
8. Ready To Submit

Next Previous Cancel Reset

9. Click **Next**:



Step 4: Job Data Part B

Select values for the following two fields:

- **Reason for Action** – Select the reason for the new hire.
- **Civil Service Status** – Select the correct status.

If it's a S-Class or Z-Class employee, select one of these Civil Service Status options: Emergency, Transient, or Provisional.

Managing Work Events

Enter information shown below.

Step 4 of 8 Candidate Name: Walter Payton

1. Personal Data Part A	Reason For Action:	New Hire
2. Personal Data Part B	Civil Service Status :	Select Employee Classification
3. Job Data Part A		Prov-Not Eleg Longevity
4. Job Data Part B		Emergency
5. Pay Info		Emer With Otr Curr Perm Stat
6. Citizenship		Emer With Otr Curr Prob Stat
7. Additional Hire Info		On Leave From Class to Unclass
8. Ready To Submit		No Civil Service Status
		Permanent
		Probationary
		Prob With Otr Cur Perm Stat
		Provisional
		Prov With Otr Cur Perm Stat
		Prov With Otr Curr Prob Stat
		Transient
		Trans With Otr Curr Perm Stat
		Tran With Otr Curr Prob Stat
		Unclassified
		Civil Srvc,Classified

Next **Previous** **Cancel** **Reset**

10. Click **Next**.



Step 5: Pay Info

11. Enter the **Salary Step**.

If this is an S-Class or Z-Class employee or others who are hired at a rate which varies from the pay plan; leave the Salary Step field **blank** and enter the annual compensation rate and set the Compensation Frequency to “**Year**”.

Step 5 of 8 Candidate Name: Drew Brees

1. Personal Data Part A	Selected Job Code:	U0903, SECRETARY 1	
2. Personal Data Part B	Salary Plan:	CN1, City of New Orleans	
3. Job Data Part A	Salary Grade:	040, GRADE 40	
4. Job Data Part B	Compensation Frequency:	Annual	
5. Pay Info	Salary Step:	Select Salary Step ▾	
6. Citizenship	Compensation:	0.0	per : Select Frequency ▾
7. Additional Hire Info	Paygroup:	Admin Pay Group ▾	
8. Ready To Submit	Employment Type:	Hourly ▾	

Next Previous Cancel Reset

12. Click **Next**.



Step 6: Citizenship

The required information may be obtained from the completed I9 form that is available in the new hire packet (see **Error! Reference source not found.**).

13. Enter as much data as possible in the fields.

Step 6 of 8 Candidate Name: Walter Payton

Citizenship Status:	U.S. Native
Authorization and Identity (List A) Document:	<input type="text"/>
Authorization and Identity Document Expiration Date:	<input type="text"/>
Identity (List B) Document:	<input type="text"/>
Identity Expiration Date:	<input type="text"/>
Authorization (List C) Document:	<input type="text"/>
Authorization Expiration Date:	<input type="text"/>
Non US Country of Citizenship 1:	Select a Country
Non US Country of Citizenship 2:	Select a Country
Visa Type:	None - U.S. Citizen
Visa Number:	<input type="text"/>
Visa Expiration Date:	<input type="text"/>
Passport Number:	<input type="text"/>
Passport Expiration Date:	<input type="text"/>
Country Issuing Passport:	USA

Next Previous Cancel Reset

14. Click **Next**.



Step 7: Additional Hire Info

15. Enter data in required fields indicated by a **red** ▶ arrow.

- **Pay Location** – Select the correct pay location.
- **Leave Eligible** - Needs to be populated with Y if they are eligible to accrue leave and an N if they are not. If they are S-Class or Z-Class employees, select N.
- **Civil Service Status** – Select the Civil Service Status.
- **Supervisor ID** – A numeric Supervisor ID is required for the employee to be in **eTIME**. If you do not know who will be approving the employee's timecard, enter your own employee ID. You can change the supervisor ID after the employee is entered and approved. Once hired, this update/change will be made in an HR custom panel in Enterprise.
- **Manager ID** – Enter the Empl ID of the manager who should see this employee in **MSS**. If you don't enter anything, it will default to your own Empl ID.
- **Probation Start/End Date** – Enter the accurate dates.
- **Service Date** – Enter the start date for a new hire. If this is a rehire, enter the rehire date so longevity won't be calculated.
- **Police/Fire service dates** are optional. Enter if fire service date is different from hire date. For police, this date is used to calculate longevity.
- **Weekly Hours** – Populate for all new hires/rehires. Note: If you are changing hours that requires a decimal, such as 22.5, enter 22.50 and the system will accept those hours.



Step 7 of 8 Candidate Name: Walter Payton

1. Personal Data Part A	Pay Location:	400105 - Directors Office
2. Personal Data Part B	Leave Eligible :	N - Not Eligible for Leave
3. Job Data Part A	Civil Service Status :	7 - Probationary
4. Job Data Part B	Police Education Pay :	Enter/Select Item
5. Pay Info	Police Special Pay Code 1 :	Enter/Select Item
6. Citizenship	Police Special Pay Code 2 :	Enter/Select Item
7. Additional Hire Info	Shift Differential :	Enter/Select Item
8. Ready To Submit	Supervisor ID :	028272
	HR Manager ID :	028272
	Police Service Date :	<input type="text"/> (mm/dd/yyyy)
	Fire Service Date :	<input type="text"/> (mm/dd/yyyy)
	Service Date For New Hires, same as hire date. For Rehires, same as rehire date. :	05/01/2014 (mm/dd/yyyy)
	Probation Start Date :	<input type="text"/> (mm/dd/yyyy)
	Probation End Date :	<input type="text"/> (mm/dd/yyyy)
	Weekly Hours (Always enter the employee's scheduled weekly hours in this field) :	40

16. Click **Next**.



CITY OF NEW ORLEANS

Step 8: Ready to Submit

17. Enter comments and click **Submit**.

Approving managers can see these comments. Please be mindful the text you enter should be professional and related to the new hire.

It is helpful for subsequent approvers to read these comments and understand the transaction that you are submitting.

Step 8 of 8		Candidate Name: Drew Brees	
Start Date:	02/25/2014		
Position Number:	23114612, SR OFFICE ASSISTANT		
Department ID:	2302311, LAW FINANCE		
Job Code:	U0977, SR OFFICE ASSISTANT		
Comments:	<div style="border: 1px solid gray; height: 150px; width: 100%;"></div>		



New hires that do not start on the first day of the pay period (Sunday) will have a partial approval in eTIME for the first pay period.



Once A New Hire is Approved in MSS

- Once the new hire is approved in MSS, the employee's information will be sent to EV5. Depending on the timing of the approval, the employee may not be saved to EV5 for 48 hours.
- When the employee is saved into EV5, he/she will not appear in eTIME until the following day. The HR Manager or Supervisor will need to input the employee's schedule in eTIME.
- HR Managers need to review employee information in EV5 to confirm that all information is accurate and notify the employee of his/her EMPLID.
- Go to Page 113 of this manual for instructions on how to view personal information and job information that was brought over from MSS.
- Once the new hire is saved in EV5, the HR Manager should reach out to the new hire asking him/her to do the following:
 - Access the Day One Guide with instructions on how to perform important new hire tasks such as:
 - Register for the portal (portal.adp.com)
 - Enter direct deposit information
 - Enter tax information



CITY OF NEW ORLEANS

Hiring an S or Z-Class Employee

When hiring in an employee within one of these classes, the following needs to be entered on the new hire panels:

- On the *Job Data Part B* screen, select the correct Civil Service Status:
 - Emergency, Transient, or Provisional).
- On the *Pay Info* screen, do not select a salary step. Simply enter annual rate at which the employee will be hired/paid at.
- On the *Additional Hire Info* screen, select “No – Not Eligible for Leave” and select the correct Civil Service Status: Emergency, Transient, or Provisional).

This will hire the employee at the entered comp rate and ensure that the employee does not accrue any annual/sick leave. Also, since there will not be a step entered for the employee, the longevity program will not run for this employee.



Change Job & Salary Information

Below are the reason codes associated with changing job and salary actions. The first character of the Action Reason denotes the approval path the action must take.

Additional information is in Appendix I: Approval Paths.

ACTION	CODE	DESCRIPTION	INSTRUCTIONS
DEM	C29	Demotion Grade Change Volun	Voluntary position change to lower grade
DEM	C30	Reinstate to Former Class	If promotion is rescinded for any reason, use this action to reinstate to prior position
DEM	M02	Demotion Grade Change Invol	Involuntary position change to lower grade
DEM	P47	Remove SRP Pol Commander Pay	Current acting Commander is moved to a new position or is no longer acting as Commander
DEM	P49	Remove SRP CS Trainer 5%	EE is Terminated or no longer acting as a Civil Service Trainer
DEM	P50	Remove SRP Fire NOAB 5%	Fire EE is Terminated or no longer working at the New Orleans Aviation Board
DEM	P51	Remove SRP Fire NOAB EMT 10%	Fire EE is Terminated or no longer working at the New Orleans Aviation Board as EMT and their prior special rate of pay was 10%
DEM	P52	Remove SRP Fire NOAB EMT 5%	Fire EE is Terminated or no longer working at the New Orleans Aviation Board as EMT and their prior special rate of pay was 5%
DEM	P53	Remove SRP Fire DPIU 20%	Fire EE is Terminated or no longer working at the Dept of Public Integrity
DEM	P54	Remove SRP Fire EMT Cert 5%	Fire EE is Terminated or no longer working as a certified EMT
DEM	P55	Remove SRP Fire Hazard 5%	Fire EE is Terminated or no longer working in hazardous duty
DEM	P56	Remove SRP Fire Training 10%	Fire EE is Terminated or no longer working as a Trainer and their prior special rate of pay was 10%
DEM	P57	Remove SRP Fire Training 20%	Fire EE is Terminated or no longer working as a Trainer and their prior special rate of pay was



ACTION	CODE	DESCRIPTION	INSTRUCTIONS
			20%
DEM	P58	Remove SRP Lead Laborer 10%	EE is Terminated or no longer working as a Lead Laborer
DEM	P59	Remove SRP NOAB 5%	EE is Terminated or no longer working with the New Orleans Aviation Board
DEM	P60	Remove SRP Pol DNA Analyst 15%	Police EE is Terminated or no longer working as a DNA Analyst
DEM	P61	Remove SRP Pol PID 10%	Police EE is Terminated or no longer working in the Public Integrity Division
DEM	P62	Remove SRP Fire Flying Sq 5%	Fire EE is Terminated or no longer working with the Flying Squad
DEM	P63	Remove SRP Fire Rescue Sq 5%	Fire EE is Terminated or no longer working with the Rescue Squad
DEM	P65	Remove Temp Pay	Generic action to remove any other special rates of pay not identified above
DEM	S01	Remove SRP Unclass: Step Decr	Unclassified only: Remove any % based special rate of pay
DEM	S03	Unclass: Invol Salary Rate Dec	Unclassified only: Involuntary Salary Rate Decrease
DEM	S04	Unclass: Vol Salary Rate Dec	Unclassified only: Voluntary Salary Rate Decrease
PAY	N02	City Longevity	Used by the ADP program to indicate a pay increase due to the City Longevity Calc
PAY	N03	Fire Longevity	Used by the ADP program to indicate a pay increase due to the Fire Longevity Calc
PAY	N04	Update Longevity	Used by the ADP program to indicate a pay increase due to the City Longevity Calc if EE's step has changed
PAY	S06	Unclass: Pay Rate Change	Unclassified: Miscellaneous pay rate change
POS	C34	Transfer within Agency	EE moves to a new position in the same agency/same HR manager
POS	C35	Transfer Between Agencies	EE moves to a new position in the different agency/same HR manager



ACTION	CODE	DESCRIPTION	INSTRUCTIONS
POS	P25	Lateral Class Change	EE moves to a lateral position with the same HR manager
PRO	P26	SRP Fire DPIU 20%	Fire: EE is working at the Dept of Public Integrity
PRO	P27	SRP Fire Training School 20%	Fire EE is working as a Trainer and their prior special rate of pay was 20%
PRO	P28	SRP Fire Training School 10%	Fire EE is working as a Trainer and their prior special rate of pay was 10%
PRO	P29	SRP Fire NOAB EMT 10%	Fire EE is working at the New Orleans Aviation Board as EMT and their prior special rate of pay was 10%
PRO	P30	SRP Fire NOAB EMT Intermed 5%	Fire EE is working at the New Orleans Aviation Board as EMT and their prior special rate of pay was 5%
PRO	P31	SRP Fire NOAB 5%	Fire EE is working at the New Orleans Aviation Board
PRO	P32	SRP Fire EMT Certification 5%	Fire EE is working as a certified EMT
PRO	P33	SRP Fire Hazard 5%	Fire EE is working in hazardous duty
PRO	P34	SRP CS Trainer 5%	EE is Terminated or no longer acting as a Civil Service Trainer
PRO	P35	Pos: Grade Increase Unclass	Unclassified: EE is moved to a new position with a higher grade
PRO	P36	SRP Lead Laborer 10%	EE is working as a Lead Laborer
PRO	P37	SRP Pol PID 10%	Police EE is working in the Public Integrity Division
PRO	P38	SRP Pol DNA Analyst 15%	Police EE is working as a DNA Analyst
PRO	P39	Classified Step Increase Other	Classified: Miscellaneous step increase
PRO	P40	SRP NOAB 5%	EE is working with the New Orleans Aviation Board
PRO	P41	SRP Police Commander	Police: Current Lieutenant, Caption, Major is acting as Commander
PRO	P43	Salary Rate Unclass	Unclassified reate increase
PRO	P46	SRP Fire Flying Squad 5%	Fire EE is working with the Flying squad
PRO	P48	SRP Fire Rescue Squad 5%	Fire EE is working with the Rescue Squad



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ACTION	CODE	DESCRIPTION	INSTRUCTIONS
PRO	P66	Temp Pay Higher Class	EE is moved to a higher class with a pay increase on a temporary basis
PRO	P67	Temp Pay Spec Assign	EE is moved to a new assignment with a pay increase on a temporary basis
PRO	S05	Unclass: Step Increase Other	Undefined step increase
PRO	C32	Promotion Grade Increase	EE moves to a higher graded position

Additional action reasons will be added from time to time and this document will be updated to reflect those changes.



Promotion/Step Increase/Lateral/Transfer and Civil Service Status Update

To enter a promotion/step increase/lateral/transfer, the position needs to be open and have open headcount. This transaction type should be used for position changes accompanying a salary change.

An example of a promotion/step increase/lateral/transfer is when an employee changes to a higher level position, while remaining one of your direct reports or if the employee receives a step based on a special rate of pay. The Lateral is used if an employee is moving to another position within the same grade and step.

Confirm all position approvals have been applied before placing an employee into a position in MSS. Otherwise, the transaction will FAIL when it is sent to Enterprise and will need to be re-entered.

You will be updating the employee's position, step and Civil Service status in one step.

NOTE: If you do not see the employee in your list, you may need to go back to Organization & Staffing > Direct Reports and drill down, click on the employee's name and select from the pop-up list of transactions.

The screenshot shows the 'Direct Reports' interface in the MSS system. At the top, there are navigation tabs: 'Manager', 'Home', 'Organization & Staffing', and 'Reports'. Below this is a search bar with the text 'Filter your results by entering full or partial data'. A 'Manager Name' field contains 'Sara'. To the right, there are fields for 'First Name' and 'Department' (set to 'Enter/Select Item'). Below these are checkboxes for 'Full Time' and 'Part Time', and buttons for 'Apply Filter' and 'Clear'. A table lists direct reports with columns for Name, Job, Department, Job Status, Full Time/Part Time, and Hire Date. The table contains two rows: 'Ewell Eagan' (ATTORNEY II, LAW FINANCE, Active, Full Time, 07/23/2013) and 'Monica Manzella' (ATTORNEY II, LAW LAW ADMINISTRATION, Active, Full Time, 06/10/2013). A red arrow points to the 'La' button in the 'Job' column of the first row. A pop-up menu titled 'Employee Events' is visible, listing options: 'Employee Profile', 'Change Job & Salary Information', 'Change Job Status', and 'Change Employment Status'.

Name	Job	Department	Job Status	Full Time/Part Time	Hire Date
Ewell Eagan	ATTORNEY II	LAW FINANCE	Active	Full Time	07/23/2013
Monica Manzella	ATTORNEY II	LAW LAW ADMINISTRATION	Active	Full Time	06/10/2013



1. Select **Change Job & Salary Information**.
2. Select the employee who requires a change in position and/or salary.

Managing Work Events

Managing Your Employees

Select the appropriate action(s) below. Select the employee(s) you want to work with. Enter full or partial search criteria to filter your employee list. Click Submit to perform the action(s) on the selected employee(s).

What actions do you want to perform?

Hire New Employee

Rehire Employee

Select one or more of the Employment Changes below

Update Additional Employee Data

Change Job & Salary Information

Change Employment Status

Select the employee(s) you want to work with:

Last Name: First Name: Department:

Job: Job Status: Full Time Part Time

<input type="checkbox"/>	Name	Job	Department	Job Status	Full Time/Part Time	Hire Date
<input checked="" type="checkbox"/>	Kevin Carlton	CLERK 4	ALL	Active	Full Time	10/01/2013
<input type="checkbox"/>	Jeremy Stockwell	CLERK 4	ALL	Active	Full Time	10/01/2013

3. Click **Submit**.
4. On the first screen, you will enter a description/comments of what you're going to be doing during this transaction. Civil Service asks that you provide these comments so that it is easier for all approvers to understand what they are approving.

Start Work Events

For the work event(s) you started, enter comments regarding the employment changes. All approving managers can view these comments.

Comments:

5. Click **Next**.



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6. Select **Promotion/Step Increase/Lateral/Transfer**.

Kevin Carlton

» **Change Job and Salary Info**

Employee Name: Kevin Carlton	Status: Active
Employee ID: 999997	Job: C0023 - CLERK 4
Hire Date: 10/01/2013	Department: ALL - ALL
Service Date: 10/01/2013	Pay Group: NON
Employee Type: H	

Compensation Rate: \$25,000.00 Per: Year	Position: 99991111 - CLERK 4
Salary Grade: 040	
Salary Step: 0	

Change Job & Salary Info:

Promotion/Step Increase/Lateral/Transfer
Demotion/Step Decrease



7. Enter data the following fields:

- **Effective Date** – Enter the effective date.
- **Reason** – Select the reason for the promotion.
- **Position** – Select the new position that reflects the promotion. If the position is the same, type the current position number into the Position field.
- **Salary Step** – Select the step. You will then see the new salary displayed along with the change amount. For those exceeding step 99 a in the pay plan, check with Civil Service to determine the grade/step to use.

IMPORTANT: If an employee is eligible for longevity, the amount you see reflects the base compensation rate for the grade and step because the longevity process has not run yet. Once this transaction has been approved, the longevity process will run (overnight) and update the salary information.

Change Job & Salary Info: Promotion/Step Increase/Lateral

Promotion
Enter the required information and click Submit to complete the action.

Effective Date:	<input type="text" value="04/20/2014"/> (mm/dd/yyyy)
Reason:	<input type="text" value="C32 - Promotion Grade Increase"/>
Position:	<input type="text" value="20200051 - CLERK OF COUNCIL"/>
Job:	<input type="text" value="C0051 - CLERK OF COUNCIL"/>
Salary Step:	<input type="text" value="42"/>
:	<input type="radio"/> Percent <input checked="" type="radio"/> Amount <input type="text" value="50170.11"/> Per Year : Year <input type="text" value="200.88"/> Percentage Change:
New Salary:	\$75170.11

Additional Job Salary Information: [Click here for additional details.](#)

Salary Data for C0051 - CLERK OF COUNCIL	
Salary Grade:	078
Salary Step:	0
Salary Amount:	\$00.00



8. Click “Click Here for Additional Details” to update:

- **Civil Service Status** – Ensure the correct Civil Service Status is correct.
- **Probation Start and End Dates** - Required when performing a promotion.
- **Weekly Hours** – Update as necessary.

Value	Description
0	Prov-Not Eleg Longevity
1	Emergency
2	Emer With Otr Curr Perm Stat
3	Emer With Otr Curr Prob Stat
4	On Leave From Class to Unclass
5	No Civil Service Status
6	Permanent
7	Probationary
8	Prob With Otr Cur Perm Stat
9	Provisional
A	Prov With Otr Cur Perm Stat
B	Prov With Otr Curr Prob Stat
C	Transient
D	Trans With Otr Curr Perm Stat
E	Tran With Otr Curr Prob Stat
G	Unclassified
K	Civil Svc,Classified

Managing Work Events

Additional Job Salary Change Information

Update, edit, or add employee Job Salary Change information.

Select a value

Civil Service Status :

K - Civil Svc,Classified

Probation Start Date :

(mm/dd/yyyy)

Probation End Date :

(mm/dd/yyyy)

Weekly Hours

(Change only if different from previous position) :

35



Save

Reset

Cancel

9. Click **Save**.

10. Click **Submit**.

11. Once the transaction is approved in MSS, the updated information will be sent to EV5.

12. Confirm that all information is accurate in EV5.

13. Go to Page 113 of this manual for instructions on how to view personal information and job information that was brought over from MSS.



Changing Weekly Hours

1. Navigate to **“Update Additional Employee Data”** to change an employee’s weekly hours.
2. Select the employee who requires a weekly hours change.

Managing Work Events ?

Managing Your Employees

Select the appropriate action(s) below. Select the employee(s) you want to work with. Enter full or partial search criteria to filter your employee list. Click Submit to perform the action(s) on the selected employee(s).

What actions do you want to perform?

Hire New Employee Rehire Employee

Select one or more of the Employment Changes below

Update Additional Employee Data Change Job & Salary Information
 Change Employment Status

Select the employee(s) you want to work with:

Last Name: First Name: Department:

Job: Job Status: Full Time Part Time

<input type="checkbox"/>	Name	Job	Department	Job Status	Full Time/Part Time	Hire Date
<input checked="" type="checkbox"/>	Kevin Carlton	CLERK 4	ALL	Active	Full Time	10/01/2013
<input type="checkbox"/>	Jeremy Stockwell	CLERK 4	ALL	Active	Full Time	10/01/2013

3. Click **Submit**.
4. As you learned earlier, you have the option of entering text to correspond with the position change. Approving managers can view these comments.

Managing Work Events

Start Work Events

For the work event(s) you started, enter comments regarding the employment changes. All approving managers can view these comments.

Comments:

5. Click **Next**.



Managing Work Events

Kevin Carlton

▶▶ Change Job Status

Employee Name: Kevin Carlton
Employee ID: 999997
Hire Date: 10/01/2013
Service Date: 10/01/2013
Employee Type: H

Status: Active
Job: C0023 - CLERK 4
Department: ALL - ALL
Location: 99999 - Default Location
Pay Group: NON

■ Change Additional Employment Data

Enter the required information and click Submit to complete this action.

Effective Date:	▶ 06/30/2014  (mm/dd/yyyy)
Reason:	▶ P64 - Change Scheduled Hours ▼
Additional Employment Data :	Details

Enter values in applicable fields. Any field with a **red** arrow is required.

Important fields are:

- **Effective Date** – Enter the effective date.
- **Reason** – Select the reason code **P64 Change Scheduled Hours**.

6. Click [Details](#).



7. Enter the weekly hours.

NOTE: If you are changing hours that requires a decimal, such as 22.5, enter 22.50 and the system will accept those hours.

Additional Employment Data	
Update, edit, or add additional employment data.	
Select a value	
Leave Eligible :	N - Not Eligible for Leave
Civil Service Status :	K - Civil Srvc,Classified
Police Education Pay :	Enter/Select Item
Police Special Pay Code 1 :	Enter/Select Item
Police Special Pay Code 2 :	Enter/Select Item
Shift Differential :	Enter/Select Item
Fire Service Date :	<input type="text"/> (mm/dd/yyyy)
Probation Start Date :	<input type="text"/> (mm/dd/yyyy)
Probation End Date :	<input type="text"/> (mm/dd/yyyy)
DROP Entry Date :	<input type="text"/> (mm/dd/yyyy)
DROP Exit Date :	<input type="text"/> (mm/dd/yyyy)
Weekly Hours (Enter the employee's scheduled weekly hours in this field) :	<input type="text" value="35"/>





8. Click **Save**.

9. Click **Submit**.

10. Once the transaction is approved in MSS, the updated information will be sent to EV5.

11. **Confirm that all information is accurate in EV5.**

12. Go to Page 113 of this manual for instructions on how to view personal information and job information that was brought over from MSS.



Updating Civil Service Status

1. Navigate to **“Update Additional Employee Data”** to change an employee’s weekly hours.
2. Select the employee who requires a civil service status change.

Managing Work Events ?

Managing Your Employees

Select the appropriate action(s) below. Select the employee(s) you want to work with. Enter full or partial search criteria to filter your employee list. Click Submit to perform the action(s) on the selected employee(s).

What actions do you want to perform?

Hire New Employee Rehire Employee

Select one or more of the Employment Changes below

Update Additional Employee Data Change Job & Salary Information
 Change Employment Status

Select the employee(s) you want to work with:

Last Name: First Name: Department:

Job: Job Status: Full Time Part Time

<input type="checkbox"/>	Name	Job	Department	Job Status	Full Time/Part Time	Hire Date
<input checked="" type="checkbox"/>	Kevin Carlton	CLERK 4	ALL	Active	Full Time	10/01/2013
<input type="checkbox"/>	Jeremy Stockwell	CLERK 4	ALL	Active	Full Time	10/01/2013

3. Click **Submit**.
4. As you learned earlier, you have the option of entering text to correspond with the civil service change. Approving managers can view these comments.

Managing Work Events

Start Work Events

For the work event(s) you started, enter comments regarding the employment changes. All approving managers can view these comments.

Comments:

5. Click **Next**.



Enter values in applicable fields. Any field with a **red** arrow is required.

Important fields are:

- **Effective Date** – Enter the effective date.
- **Reason** – Select the reason code **U12 Change Civil Service Status to P**.

Change Additional Employment Data

Enter the required information and click Submit to complete the action.

Effective Date: 06/30/2014 (mm/dd/yyyy)

Reason: Select a Reason

Additional Employment Data :

Submit Reset Cancel

U12 - Change Civil Service Stat to P

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6. Click [Details](#).



7. Change the **Civil Service Status**.

NOTE: If you are changing hours that requires a decimal, such as 22.5, enter 22.50 and the system will accept those hours.

Additional Employment Data
Update, edit, or add additional employment data.

Select a value

Leave Eligible :	N - Not Eligible for Leave
Civil Service Status :	K - Civil Srvc,Classified
Police Education Pay :	Enter/Select Item
Police Special Pay Code 1 :	Enter/Select Item
Police Special Pay Code 2 :	Enter/Select Item
Shift Differential :	Enter/Select Item

Fire Service Date :	<input type="text"/>	(mm/dd/yyyy)
Probation Start Date :	<input type="text"/>	(mm/dd/yyyy)
Probation End Date :	<input type="text"/>	(mm/dd/yyyy)
DROP Entry Date :	<input type="text"/>	(mm/dd/yyyy)
DROP Exit Date :	<input type="text"/>	(mm/dd/yyyy)

Weekly Hours
(Enter the employee's scheduled weekly hours in this field) :

Save **Reset** **Cancel**

8. Click **Save**.

9. Click **Submit**.

10. Once the transaction is approved in MSS, the updated information will be sent to EV5.

11. **Confirm that all information is accurate in EV5.**

Go to Page 113 of this manual for instructions on how to view personal information and job information that was brought over from MSS.



Salary Only Change

A salary change occurs when it's necessary to change an employee's pay, but not an employee's position. An example of a salary only change is when S and Z Class employees require an increase, but remain in the same position.

1. Select the employee(s) who require a salary change.
2. Click **Submit**.

Managing Your Employees

Select the appropriate action(s) below. Select the employee(s) you want to work with. Enter full or partial search criteria to filter your employee list. Click Submit to perform the action(s) on the selected employee(s).

What actions do you want to perform?

Hire New Employee

Rehire Employee

Select one or more of the following Employment Changes below

Change Job & Salary Information

Change Employee Status

Select the employee(s) you want to work with:

Last Name: young First Name: Department: Enter/Select Item

Job: Enter/Select Item Job Status: Select Full Time Part Time Apply Filter Clear

Name	Job	Department	Job Status	Full Time/Part Time	Hire Date
Brandon Edwards	FIRE APPARATUS OPERATOR	FR CITY SUPPRESSION	Active	Full Time	07/15/2001
Stasha Francis	OFFICE ASSISTANT IV	FR FIRE ADMINISTRATION	Active	Full Time	11/21/1999
Brian McKean	FIRE APPARATUS OPERATOR	FR CITY SUPPRESSION	Active	Full Time	05/21/2000
John Custale	FIRE APPARATUS OPERATOR	FR CITY SUPPRESSION	Active	Full Time	05/21/2000
<input checked="" type="checkbox"/> Darius Young	FIRE APPARATUS OPERATOR	FR CITY SUPPRESSION	Active	Full Time	07/16/2001

Click to include employee for selected action(s).

Submit

You have the option of entering text to correspond with the salary change. Enter the details about the salary change so the approving manager can view your comments.

Managing Work Events

Start Work Events

For the work event(s) you started, enter comments regarding the employment changes. All approving managers will see your comments.

Comments:

Next Cancel

3. Click **Next**.



4. Select **Promotion/Step Increase/Lateral/Transfer** (unless it's a negative pay change).

Kevin Carlton

▶▶ **Change Job and Salary Info**

Employee Name: Kevin Carlton	Status: Active
Employee ID: 999997	Job: C0023 - CLERK 4
Hire Date: 10/01/2013	Department: ALL - ALL
Service Date: 10/01/2013	Pay Group: NON
Employee Type: H	

Compensation Rate: \$25,000.00 Per: Year

Salary Grade: 040

Salary Step: 0

Position: 99991111 - CLERK 4

Change Job & Salary Info:

Select ...
 Promotion/Step Increase/Lateral/Transfer
 Demotion/Step Decrease

Submit Cancel

5. Enter values in applicable fields. Any field with a **red** arrow is required.

Promotion

Enter the required information and click Submit to complete the action.

Effective Date:	▶ 04/02/2014 (mm/dd/yyyy)
Reason:	▶ P39 - Classified Step Increase Other
Position:	99991111 - CLERK 4
Job:	C0023 - CLERK 4
Salary Step:	Select a step... <input type="radio"/> Percent <input checked="" type="radio"/> Amount 100.00 Per Year : Year
New Salary:	\$25100.00

Salary Data for C0023 - CLERK 4
 Salary Grade: 040
 Salary Step: 0
 Salary Amount: \$00.00

Additional Job Salary Information: [Click here for additional details.](#)

Submit Reset Cancel

Important fields are:

- **Effective Date** – Enter the effective date.
- **Reason** – Enter the reason code for the salary/rate change.
- **Position** – Select the same position that the employee currently holds, this will open the Salary Step fields.
- **Salary Step** – Select a salary step. The new salary will populate.



6. If this is an **S or Z class employee**, select either **Percent** or **Amount** button and enter the appropriate percentage or amount to be added or subtracted from the rate.

Note: If this is a demotion, enter a minus sign in front of the amount or percentage, for example -2.00.

7. Click the “**Click Here for Additional Details**” link. Make sure to change any necessary fields.

Managing Work Events

Additional Job Salary Change Information
Update, edit, or add employee Job Salary Change information.

Select a value

Civil Service Status : K - Civil Srvc,Classified

Probation Start Date : (mm/dd/yyyy)

Probation End Date : (mm/dd/yyyy)

Weekly Hours
(Change only if different from previous position) : 35

Save Reset Cancel

8. Click **Save**.

9. Click **Submit**.

10. Once the transaction is approved in MSS, the updated information will be sent to EV5.

11. Confirm that all information is accurate in EV5.

12. Go to Page 113 of this manual for instructions on how to view personal information and job information that was brought over from MSS.



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Transfers

Overview

The process below describes how to move an employee to a different department.

1. The receiving manager completes the various sections within the Change of Agency Form and prints the form.
2. Next, the receiving manager sends the form to additional approvers for wet signature(s).
3. Send to Civil Service or CAO for approval.
4. Civil Service or CAO enters the employee's new HR Manager using EV5 Custom HR Data panel.
5. Civil Service or CAO communicates with receiving manager when these steps are completed.

All forms are found within the Manager > Welcome Page in MSS

 Change of Agency Form						
<p>Instructions: Complete this form to initiate an employee transfer. To ensure accurate processing, provide all required information and email to Civil Service for classified employees or CAO Office for unclassified employees.</p> <p>For ease of use and for security purposes, HR Managers will only see the employees in their department within Manager Self Service (MSS).</p> <p><u>Overview of Transfer Process</u></p> <ol style="list-style-type: none">1. By completing this form, the <u>initiating</u> HR Manager is requesting that Civil Service or CAO change the employee's HR Manager. Notification can be over the phone, or email, but written documentation must follow.2. Civil Service or CAO will change the employee's HR Manager by accessing the employee's Custom HR User Data tab in EV5 to make the update.3. Civil Service or CAO will notify the HR Manager when the change has been completed. The HR Manager accesses MSS, opens the employee's job record and performs a promotion/step increase/ lateral change to the employee's new position. <p>Today's Date: _____</p> <p>Effective date of Transfer: _____</p> <p><u>Manager Initiating Request:</u></p> <table border="1"><tr><td>Your Name</td></tr><tr><td>Your EMPLID</td></tr></table> <p><u>Transferring Employee Information:</u></p> <table border="1"><tr><td>Employee Name</td></tr><tr><td>EMPLID</td></tr><tr><td>Department ID</td></tr><tr><td>New Position Number and Title</td></tr></table>	Your Name	Your EMPLID	Employee Name	EMPLID	Department ID	New Position Number and Title
Your Name						
Your EMPLID						
Employee Name						
EMPLID						
Department ID						
New Position Number and Title						

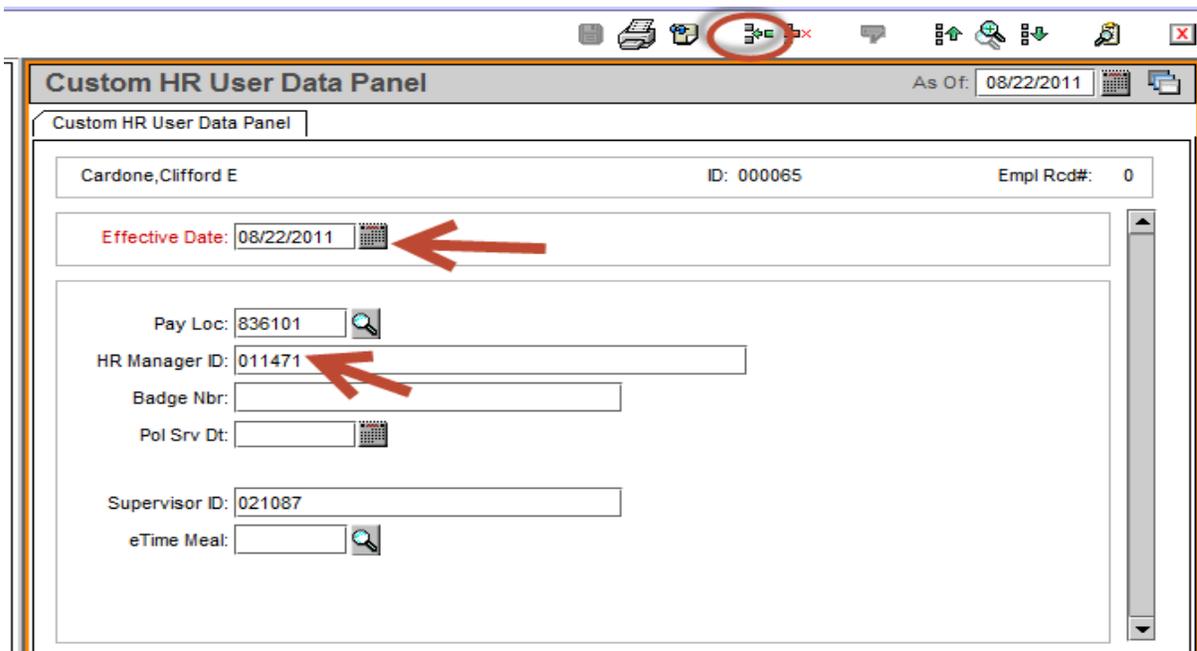


Civil Service or CAO enters the new HR manager using the steps below:

1. Click **Personnel Actions > Change Job/Position Information > Custom HR User Data Panel > Search for the employee.**



2. Click the Insert a Row icon  and enter the effective date of the HR Manager change.
3. Enter the EMPL ID of the HR Manager in the **HR Manager ID** field.



4. Click Save.



Receiving HR Manager updates the employee's job record in MSS after the Transfer

The Receiving HR Manager now has the ability to see the employee in MSS and will complete the job change.

1. Select **Change Job & Salary Information**.
2. Select the employee who has been transferred to you.
3. Click **Submit**.

Managing Work Events

Managing Your Employees

Select the appropriate action(s) below. Select the employee(s) you want to work with. Enter full or partial search criteria to filter your employee list. Click Submit to perform the action(s) on the selected employee(s).

What actions do you want to perform?

Hire New Employee
 Rehire Employee
 Select one or more of the Employment Changes below
 Change Job & Salary Information
 Change Employment Status

Select the employee(s) you want to work with:

Last Name: young First Name: Department: Enter/Select Item
Job: Enter/Select Item Job Status: Select Full Time Part Time

Name	Job	Department	Job Status	Full Time/Part Time	Hire Date
Brandon Edwards	FIRE APPARATUS OPERATOR	FR CITY SUPPRESSION	Active	Full Time	07/16/2001
Natasha Frasier	OFFICE ASSISTANT IV	FR FIRE ADMINISTRATION	Active	Full Time	11/21/1999
Brian McKean	FIRE APPARATUS OPERATOR	FR CITY SUPPRESSION	Active	Full Time	05/21/2000
John Oustant	FIRE APPARATUS OPERATOR	FR CITY SUPPRESSION	Active	Full Time	05/21/2000
<input checked="" type="checkbox"/> Daria Young	FIRE APPARATUS OPERATOR	FR CITY SUPPRESSION	Active	Full Time	07/16/2001

Click to include employee for selected action(s).

Enter text to correspond with the transfer. Approving managers will view these comments.

Managing Work Events

Start Work Events

For the work event(s) you started, enter comments regarding the employment changes. All approving manager

Comments:

4. Click **Next**.
5. Click **Promotion/Step Increase/Lateral/Transfer** or **Demotion Step/Decrease**.

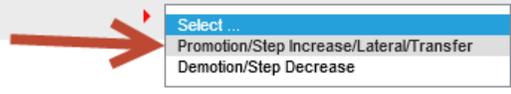


Kevin Carlton

Change Job and Salary Info

Employee Name: Kevin Carlton	Status: Active
Employee ID: 999997	Job: C0023 - CLERK 4
Hire Date: 10/01/2013	Department: ALL - ALL
Service Date: 10/01/2013	Pay Group: NON
Employee Type: H	
Compensation Rate: \$25,000.00 Per: Year	Position: 99991111 - CLERK 4
Salary Grade: 040	
Salary Step: 0	

Change Job & Salary Info:



Promotion

Enter the required information and click Submit to complete the action.

Effective Date:	04/02/2014 (mm/dd/yyyy)	
Reason:	P39 - Classified Step Increase Other	
Position:	99991111 - CLERK 4	Salary Data for C0023 - CLERK 4 Salary Grade: 040 Salary Step: 0 Salary Amount: \$00.00
Job:	C0023 - CLERK 4	
Salary Step:	Select a step...	Percentage Change: 0.40
	<input type="radio"/> Percent <input checked="" type="radio"/> Amount <input type="text" value="100.00"/> Per Year : Year	
New Salary:	\$25100.00	

Additional Job Salary Information: [Click here for additional details.](#)

Enter data in the following fields:

- **Effective Date** – Enter the effective date.
- **Reason** – Enter the reason code for the salary/rate change.
- **Position** – Select the correct position.
- **Salary Step** – Select a salary step. The new salary will populate.

6. Click the “**Click Here for Additional Details**” link. Make sure to change any necessary fields such as: Probation Start and End Dates or Weekly Hours fields.



Managing Work Events

Additional Job Salary Change Information	
Update, edit, or add employee Job Salary Change information.	
Select a value	
Civil Service Status :	K - Civil Srvc,Classified
Probation Start Date :	<input type="text"/> (mm/dd/yyyy)
Probation End Date :	<input type="text"/> (mm/dd/yyyy)
Weekly Hours (Change only if different from previous position) :	<input type="text" value="35"/>

7. Click **Save**.
8. Click **Submit**.
9. Once the transaction is approved in MSS, the updated information will be sent to EV5.
10. **Confirm that all information is accurate in EV5.**

Go to Page 113 of this manual for instructions on how to view personal information and job information that was brought over from MSS.



Data Changes

The following are reasons to make Data Changes:

ACTION	ACTION REASON*	DESCRIPTION	INSTRUCTIONS
DTA	C31	Update Consecutive Svc Date	Used to update the longevity service date for an EE who is rehired or otherwise had an adjustment in their service date
DTA	C33	Change Civil Service Status Oth	Used to update the value when an EE goes on to probation, or has any other civil service status change. (see attached for coding) Excludes completed probation becoming Permanent (see action U12)
DTA	E03	Update Police Service Date	Used to update the date an EE starts with police, especially in a transfer from another city department.
DTA	E04	Enter Drop Entry Date	Enter the date the EE requests DROP to begin. This triggers the pension deduction to be ended.
DTA	E06	Exit Drop Date	Enter the date the EE requests DROP to end. This triggers the pension deduction to begin again.
DTA	E08	Update Fire Service Date	Used to update the date an EE starts with fire, especially in a transfer from another city department. This date will be used for the fire longevity calculation,
DTA	E10	Change Supervisor	Used to change an EE's timecard approver. Enter the new supervisor's EE ID.
DTA	E11	Change HR Manager	
DTA	N07	Change Badge Number	Stored for police, fire and EMS. Required for Court Notify and various reporting.
DTA	N08	Change Pay Location	Change pay location.
DTA	N09	Change Meal/Shift Diff Indicator	



ACTION	ACTION REASON*	DESCRIPTION	INSTRUCTIONS
DTA	P20	Add SRP Police Education Pay	Police Only: Used to add advanced degree special pay for police (see attached for coding)
DTA	P21	Remove SRP Pol Special Pay	Police Only: Used to remove special rate of pay for police if and EE is terminated or no longer working in Police.
DTA	P22	Add SRP Police Special Pay	Police Only: Used to add percentage special pay for police (see attached for coding)
DTA	P23	Remove SRP Pol Education Pay	Police Only: Used to remove advanced degree special rate of pay for police if and EE is terminated or no longer working in Police.
DTA	P64	Change Scheduled Hours	If an EE is going part time in a position, use this action to enter the scheduled hours. The FTE % will be updated and sent to eTime.
DTA	U10	Update Probation Begin Date	Used on new hire and rehire to add probation begin date; also used to update probation date for a position change
DTA	U11	Update Probation End Date	Used on new hire and rehire to add probation end date
DTA	U12	Change Civil Service Stat to Perm	Used to change civil service status when EE has completed probation.
DTA	U13	Extend Probation	Used to extend probation end date if required

* The first character of the Action Reason denotes the approval path the action must take. Additional information is in Appendix I: Approval Paths. Additional reason codes will be added periodically, this guide will be updated to reflect the additions.



Data Changes

Data changes occur when it's necessary to update fields such as Civil Service Status, Weekly Standard Hours, Drop Entry/Exit dates, Probation Start and End dates or On and Off Light Duty.

1. Select **“Select one or more of the Employment Changes below”**.
2. Next select **“Update Additional Employee Data”**.

Managing Work Events

Managing Your Employees

Select the appropriate action(s) below. Select the employee(s) you want to work with. Enter full or partial search criteria to filter your employee list. Click Submit to perform the action(s) on the selected employee(s).

What actions do you want to perform?

Hire New Employee

Rehire Employee

Select one or more of the Employment Changes below

Update Additional Employee Data Change Job & Salary Information

Change Employment Status

Select the employee(s) you want to work with:

Last Name: First Name: Department:

Job: Job Status: Full Time Part Time

<input type="checkbox"/>	Name	Job	Department	Job Status	Full Time/Part Time	Hire Date
<input checked="" type="checkbox"/>	Kevin Carlton	CLERK 4	ALL	Active	Full Time	10/01/2013
<input type="checkbox"/>	Jeremy Stockwell	CLERK 4	ALL	Active	Full Time	10/01/2013

3. Select the employee who requires a data change.
4. Click **Submit**.
5. Enter optional corresponding text to explain the data change that you are performing.

Managing Work Events

Start Work Events

For the work event(s) you started, enter comments regarding the employment changes. All approving managers can view these comments.

Comments:



Enter information in the following fields:

The screenshot shows a web application interface for managing work events. At the top, there are navigation tabs: Manager, Home, Organization & Staffing, and Reports. The main heading is 'Managing Work Events' with a help icon. Below this, the employee's name 'Sally Yates' is displayed, along with a 'Change Job Status' link. The employee's details are as follows:

Employee Name:	Sally Yates	Status:	Active
Employee ID:	999998	Job:	C0023 - CLERK 4
Hire Date:	10/01/2013	Department:	ALL - ALL
Service Date:	10/01/2013	Location:	99999 - Default Location
Employee Type:	H	Pay Group:	NON

Below the details, there is a section for 'Change Additional Employment Data'. It prompts the user to enter the required information and click Submit. The 'Effective Date' is set to 11/14/2014. A dropdown menu for 'Reason' is open, showing a list of codes and descriptions:

- AL2 - Denial Allowance - Lost AQ2
- C31 - Update Consecutive Svc Date
- C33 - Change Civil Service Status Of
- E03 - Update Police Service Date
- E04 - Enter Drop Entry Date
- E06 - Enter Drop Exit Date
- E08 - Update Fire Service Date
- E12 - Shift Off Indicator
- LD1 - On Light Duty
- LD2 - Off - Light Duty
- N07 - Change Badge Number
- N08 - Change Pay Location
- P09 - Add SRP Police Education Pay
- P21 - Remove SRP Plat Special Pay
- P22 - Add SRP Police Special Pay
- P23 - Remove SRP Plat Education Pay
- P64 - Change Scheduled Hours
- U10 - Update Probation Begin Date
- U11 - Update Probation End Date
- U12 - Change Civil Service Stat to P
- U13 - Extend Probation

At the bottom of the form, there are 'Submit', 'Reset', and 'Cancel' buttons. A 'Privacy | Legal' link is also present.

- Enter the Effective Date.
- Enter the Reason Code.

6. Click the [Details](#) link.

Update any necessary fields.



Managing Work Events

Additional Employment Data	
Update, edit, or add additional employment data.	
Select a value	
Leave Eligible :	N - Not Eligible for Leave ▼
Civil Service Status :	K - Civil Srvc,Classified ▼
Police Education Pay :	Enter/Select Item ▼
Police Special Pay Code 1 :	Enter/Select Item ▼
Police Special Pay Code 2 :	Enter/Select Item ▼
Shift Differential :	Enter/Select Item ▼
Fire Service Date :	<input type="text"/> (mm/dd/yyyy)
Probation Start Date :	<input type="text"/> (mm/dd/yyyy)
Probation End Date :	<input type="text"/> (mm/dd/yyyy)
DROP Entry Date :	<input type="text"/> (mm/dd/yyyy)
DROP Exit Date :	<input type="text"/> (mm/dd/yyyy)
Weekly Hours (Enter the employee's scheduled weekly hours in this field) :	<input type="text" value="35"/>



NOTE: If an employee enters or exit the drop program, contact payroll.

7. Click **Save**.
8. Click **Submit**.
9. Once the transaction is approved in MSS, the updated information will be sent to EV5.
10. **Confirm that all information is accurate in EV5.**

Go to Page 113 of this manual for instructions on how to view personal information and job information that was brought over from MSS.



Terminations

You will process terminations using MSS.

The following are Termination Reasons:

ACTION	ACTION REASON *	DESCRIPTION	INSTRUCTIONS
TER	C36	Transfer City to S&WB	
TER	C37	Layoff City to S&WB	
TER	C38	Promo City to S&WB	
TER	C39	Demo City to S&WB	
TER	C40	Lateral Class Change to S&WB	
TER	D01	Dismissal - Absenteeism	Disciplinary: Termination due to absenteeism
TER	D02	Dismissal - Accident - At Fault	Disciplinary: Termination due to an accident with the employee at fault
TER	D03	Dismissal - Accident - Left the Scene	Disciplinary: Termination due to an accident where the employee left the scene
TER	D04	Dismissal - Accident - Preventable	Disciplinary: Termination due to an accident deemed preventable
TER	D08	Dismissal - CDL - Invalid	Disciplinary: Termination due to an invalid Commercial Driver's License
TER	D10	Dismissal - Dept Policy Violation	Disciplinary: Termination due to a violation of department policy
TER	D11	Dismissal - Dishonesty	Disciplinary: Termination due to dishonesty
TER	D12	Dismissal - Equipment - Damaged/Abused	Disciplinary: Termination due to unauthorized use of equipment
TER	D14	Dismissal - Equipment - Unauthorized Use	Disciplinary: Termination due to damage or abuse of equipment
TER	D16	Dismissal - Fighting	Disciplinary: Termination due to fighting
TER	D18	Dismissal - Insubordination	Disciplinary: Termination due to insubordination
TER	D22	Dismissal - Misconduct	Disciplinary: Termination due to misconduct



ACTION	ACTION REASON *	DESCRIPTION	INSTRUCTIONS
TER	D23	Dismissal - Neglect of Duty	Disciplinary: Termination due to neglect of duty
TER	D24	Dismissal - Obscene Remarks	Disciplinary: Termination due to obscene remarks
TER	D25	Dismissal - Payroll Fraud	Unclassified: Disciplinary: Termination due to other
TER	D31	Dismissal - Sick Leave - Left Residence	Disciplinary: Termination due to having left residence while on sick leave
TER	D32	Dismissal - Sleeping on the Job	Disciplinary: Termination due to sleeping on the job
TER	D33	Dismissal - Substance Abuse Test Failure	Disciplinary: Termination due to failing a substance abuse test
TER	D34	Dismissal - Substance Abuse Test Refusal	Disciplinary: Termination due to refusing a substance abuse test
TER	D35	Dismissal - Tardiness	Disciplinary: Termination due to tardiness
TER	D36	Dismissal - Theft	Disciplinary: Termination due to theft
TER	D37	Dismissal - Threats to Others	Disciplinary: Termination due to threats to others
TER	D38	Dismissal - Unable to Perform Duties	Disciplinary: Termination due to inability to perform duties
TER	D39	Dismissal - Unauthorized LWOP	Disciplinary: Termination due to unauthorized leave without pay
TER	D41	Dismissal - Unauthorized Work Site Absence	Disciplinary: Termination due to unauthorized work site absence
TER	D42	Dismissal - Under the Influence- Alcohol	Disciplinary: Termination due to being under the influence of alcohol
TER	D43	Dismissal - Under the Influence- Substance	Disciplinary: Termination due to being under the influence of drugs
TER	D44	Dismissal - Verbal Abuse	Disciplinary: Termination due to verbal abuse
TER	D50	Dismissal - Other	Disciplinary: Termination due to other
TER	D63	Dismissal - Incompetence	Disciplinary: Termination due to incompetence



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ACTION	ACTION REASON *	DESCRIPTION	INSTRUCTIONS
TER	D64	Dismissal - Failed to Report to Duty	Disciplinary: Termination due to failure to report to duty
TER	D65	Dismissal - Abandonment Of Job	Disciplinary: Termination due to abandonment of job
TER	D66	Dismissal - Absent without Leave	Disciplinary: Termination due to being absent without leave
TER	D68	Dismissal - Unsatisfactory Job Performance	Disciplinary: Termination due to unsatisfactory job performance.
TER	D69	Retired - Involuntary	Terminated due to Involuntary retirement
TER	D70	Dismissal - Probationary Period Failure	Termination due to Probation Period Failure
TER	V01	Deceased - line of duty	Deceased in the line of duty
TER	V02	Deceased - on the job	Deceased on the job
TER	V03	Deceased - off the job	Deceased off the job
TER	V04	End of Temp Appointment	Terminated due to the temporary assignment ending
TER	V05	Retired	Terminated due to voluntary retirement
TER	V06	Resign - Attend School	Resignation to attend school
TER	V07	Resign - Better Job	Resignation to take a better job
TER	V08	Resign - Child Care	Resignation to take care of children
TER	V09	Resign - Retired - Pension Eligible	Retired as a pension eligible employee
TER	V10	Resign - Ill Health	Resignation due to ill health
TER	V11	Resign - Moved from City	Resignation due to move from the city
TER	V12	Resign - Self Employed	Resignation to become self employed
TER	V13	Retired - Disability	Resignation due to disability
TER	V15	Resign - Unknown	Resignation Other
TER	V16	Resign - Home Obligation	Resignation due to a home obligation
TER	V17	Resign: Pending Investigation	Resignation pending an investigation
TER	V18	Retire: Pending Investigation	Retired pending an investigation



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ACTION	ACTION REASON *	DESCRIPTION	INSTRUCTIONS
TER	V19	Layoff	Terminated due to a layoff

* The first character of the Action Reason denotes the approval path the action must take. Additional information is in Appendix I: Approval Paths. Additional reason codes will be added periodically at which time this guide will be updated to reflect those additions.



Terminations WITHOUT a Special Rate of Pay

1. Select **Change Employment Status**.
2. Select the employee who requires a termination.

Managing Work Events ?

Managing Your Employees

Select the appropriate action(s) below. Select the employee(s) you want to work with. Enter full or partial search criteria to filter your employee list. Click Submit to perform the action(s) on the selected employee(s).

What actions do you want to perform?

Hire New Employee
 Rehire Employee
 Select one or more of the Employment Changes below

Update Additional Employee Data
 Change Job & Salary Information
 Change Employment Status

Select the employee(s) you want to work with:

Last Name: First Name: Department:

Job: Job Status: Full Time Part Time

<input type="checkbox"/>	Name	Job	Department	Job Status	Full Time/Part Time	Hire Date
<input checked="" type="checkbox"/>	Kevin Carlton	CLERK 4	ALL	Active	Full Time	10/01/2013
<input type="checkbox"/>	Jeremy Stockwell	CLERK 4	ALL	Active	Full Time	10/01/2013

3. Click **Submit**.
4. Enter corresponding text.

Managing Work Events

Start Work Events

For the work event(s) you started, enter comments regarding the employment changes. All approving managers can view these comments.

Comments:

5. Click **Next**.



6. Select **Terminate**. Your screen will automatically advance.

Kevin Carlton

▶▶ **Change Employment Status**

Employee Name: Kevin Carlton	Status: Active
Employee ID: 00001004	Job: C1510 - Laborer
Hire Date: 06/20/2013	Department: VOL - Volunteer Employees
Service Date: 06/20/2013	Location: 99999 - Default
Employee Type: Hourly	Pay Group: VOL

Change Employment Status: Select...
Leave of Absence (Paid)
Leave of Absence (Unpaid)
Suspension
Terminate

7. Complete the following fields:

- **Termination Date** – Enter one day after the pre-final date.
- **Reason for Termination** – Enter the reason for Termination.
- **Pre-Final Date** – Enter one day after the employee’s last day worked.
- **Date of Death** – Enter the date that the employee died (when necessary).

Employee Name:	XXXXXXXXXXXXXXXXXX	Status:	
Employee ID:	XXXXXXXX	Job:	
Hire Date:	04/22/2014	Department:	
Service Date:	04/22/2014	Location:	
Employee Type:	XXXXXXXX	Pay Group:	

Change Employment Status: ▶ Terminate ▼

■ **Terminate**
Enter the required information and click Submit to complete the action.

Termination Date:	▶ <input type="text" value=""/> (mm/dd/yyyy)
Reason for Termination:	▶ XXXXXXXX - XXXXXXXX ▼
Pre-Final Date :	▶ 04/22/2014 (mm/dd/yyyy)
Date of Death :	▶ 04/22/2014 (mm/dd/yyyy)

8. Click **Submit**.

9. Once the transaction is approved in MSS, the updated information will be sent to EV5.



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REMINDER: The employee and the manager should approve the time card after the last days' time is recorded on the timecard.

10. Confirm that all information is accurate in EV5.

Go to Page 113 of this manual for instructions on how to view personal information and job information that was brought over from MSS.



Terminations WITH a Special Rate of Pay

You will need to remove the special rate of pay (SRP) from the longevity calculation for those with any additional step based special rate of pay such as:

- Police
- Bomb Squad
- Airport workers
- Training Pay

1. Select **Change Job & Salary Information**.
2. Select the employee and click **Submit**.

Managing Your Employees

Select the appropriate action(s) below. Select the employee(s) you want to work with. Enter full or partial search criteria to filter your employee list. Click Submit to perform the action(s) on the selected employee(s).

What actions do you want to perform?

Hire New Employee
 Rehire Employee
 Select one or more of the Employment Changes below

Update Additional Employee Data
 Change Job & Salary Information
 Change Employment Status

Select the employee(s) you want to work with:

Last Name: First Name: Department: Enter/Select Item

Job: Enter/Select Item Job Status: Select Full Time Part Time

<input type="checkbox"/>	Name	Job	Department	Job Status	Full Time/Part Time	Hire Date
<input checked="" type="checkbox"/>	Kevin Carlton	CLERK 4	ALL	Active	Full Time	10/01/2013
<input type="checkbox"/>	Jeremy Stockwell	CLERK 4	ALL	Active	Full Time	10/01/2013

3. Select **Demotion/Step Decrease**.

Employee Name: Kevin Carlton **Status:** Active
Employee ID: 999997 **Job:** C0023 - CLERK 4
Hire Date: 10/01/2013 **Department:** ALL - ALL
Service Date: 10/01/2013 **Pay Group:** NON
Employee Type: H

Compensation Rate: \$25,000.00 Per: Year **Position:** 99991111 - CLERK 4
Salary Grade: 040
Salary Step: 0

Change Job & Salary Info:

Select ...
 Promotion/Step Increase/Lateral/Transfer
 Demotion/Step Decrease

- Enter the **Effective Date** (same as the Pre-final Date) - **One day after the employee's last day worked**.
- Enter a **Reason Code**.
- Enter the same **position** that the employee currently holds.
- Change the pay. You will need to remove the special rate of pay by either changing the step or by subtracting a percentage.



4. Click **Submit**.

Enter the required information and click Submit to complete the action.

Effective Date:	04/02/2014 (mm/dd/yyyy)
Reason:	P39 - Classified Step Increase Other
Position:	99991111 - CLERK 4
Job:	C0023 - CLERK 4
Salary Step:	Select a step... <input type="radio"/> Percent <input checked="" type="radio"/> Amount 100.00 Per Year : Year
New Salary:	\$25100.00

Salary Data for C0023 - CLERK 4	
Salary Grade:	040
Salary Step:	0
Salary Amount:	\$00.00

Percentage Change: 0.40

Additional Job Salary Information: [Click here for additional details.](#)

After that transaction is approved, terminate this employee with an effective date of ONE day after the pre-final date.

REMINDER: The employee and the manager should approve the time card after the last days' time is recorded on the timecard.

- Once the transaction is approved in MSS, the updated information will be sent to EV5.
- Confirm that all information is accurate in EV5.

Go to Page 113 of this manual for instructions on how to view personal information and job information that was brought over from MSS.



Suspension

Use MSS to process a suspension. You will also need to use MSS to return an employee from suspension to make them “active” again. Also, the employee will not appear in eTIME until a “Return from Suspension” action occurs (see next activity).

1. Select **Change Employment Status**.
2. Select the employee and click **Submit**.

Managing Work Events

Managing Your Employees

Select the appropriate action(s) below. Select the employee(s) you want to work with. Enter full or partial search criteria to filter your employee list. Click Submit to perform the action(s) on the selected employee(s).

What actions do you want to perform?

Hire New Employee Select one or more of the Employment Changes below

Rehire Employee Update Additional Employee Data Change Job & Salary Information

Change Employment Status

Select the employee(s) you want to work with:

Last Name: First Name: Department:

Job: Job Status: Full Time Part Time

<input type="checkbox"/>	Name	Job	Department	Job Status	Full Time/Part Time	Hire Date
<input checked="" type="checkbox"/>	Kevin Carlton	CLERK 4	ALL	Active	Full Time	10/01/2013
<input type="checkbox"/>	Jeremy Stockwell	CLERK 4	ALL	Active	Full Time	10/01/2013

3. Enter comments surrounding the suspension and click Next.

Managing Work Events

Start Work Events

For the work event(s) you started, enter comments regarding the employment changes. All approving managers can view these comments.

Comments:

Suspending an employee.]

4. Select Suspension. The screen will automatically advance.



Change Employment Status

Employee Name: Kevin Carlton	Status: Active
Employee ID: 999997	Job: C0023 - CLERK 4
Hire Date: 10/01/2013	Department: ALL - ALL
Service Date: 10/01/2013	Location: 99999 - Default Location
Employee Type: H	

Change Employment Status:

- Select...
- Leave of Absence (Paid)
- Leave of Absence (Unpaid)
- Suspension**
- Terminate

Submit Cancel

Enter data in the following fields:

- **Suspension Date** – Enter the date of the suspension.
- **Expected Return Date** – Enter the date that the employee is expected to return to work (optional). NOTE: This does not change the employee’s status to “active”. Only a Return from Suspension action changes the employee status.
- **Suspension Reason** – Select the appropriate reason code.

Change Employment Status

Employee Name: Kevin Carlton	Status: Active
Employee ID: 999997	Job: C0023 - CLERK 4
Hire Date: 10/01/2013	Department: ALL - ALL
Service Date: 10/01/2013	Location: 99999 - Default Location
Employee Type: H	Pay Group: NON

Change Employment Status: Suspension

Suspension

Enter the required information and click Submit to complete the action.

Suspension Date: 08/01/2014 (mm/dd/yyyy)

Expected Return Date: 08/30/2014 (mm/dd/yyyy)

Suspension Reason: D10 - Dept Policy Violation

Submit Reset Cancel

5. Click **Submit**.
6. Once the transaction is approved in MSS, the updated information will be sent to EV5.
7. **Confirm that all information is accurate in EV5.** The employee will not appear in eTIME until a “Return from Suspension” action occurs (see next activity).

Go to Page 113 of this manual for instructions on how to view personal information and job information that was brought over from MSS.



Returning an Employee from Suspension

To return an employee from suspension, follow the steps below:

1. Select **Change Employment Status**.
2. Select the employee and click **Submit**.
3. Enter the appropriate Comments, click Next.
4. Select Return from Suspension.
5. Complete the fields on the screen and click Submit.

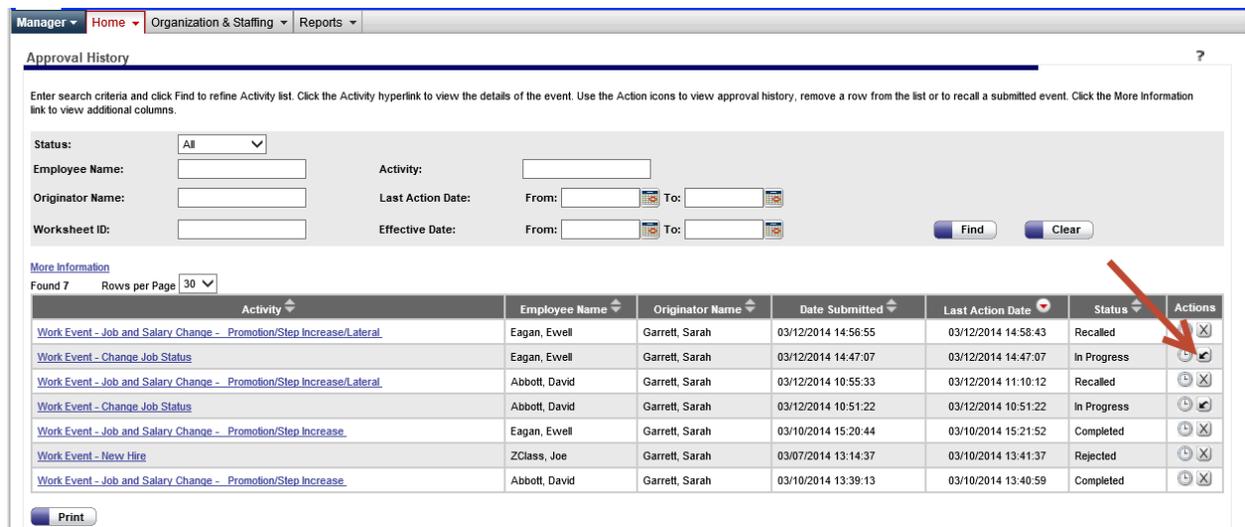
Recalling a Submitted Transaction

If you notice a mistake on one of the transactions that you previously submitted, but that has not yet been approved by anyone, you'll need to recall the transaction and re-enter a new one. You'll need to recreate the work event from the beginning and resubmit.

If it has already been approved at any level, contact the next approver and ask them to reject the transaction so that you can edit and re-submit with the updates.

1. Click **Home > Approval History**.

2. Locate the row(s) you need to recall. Click the  icon to recall the event.



The screenshot shows the 'Approval History' page with a search filter set to 'All'. Below the search filters is a table with 7 rows. The first row is highlighted, and a red arrow points to the recall icon (a circular arrow) in the 'Actions' column of that row.

Activity	Employee Name	Originator Name	Date Submitted	Last Action Date	Status	Actions
Work Event - Job and Salary Change - Promotion/Step Increase/Lateral	Eagan, Ewell	Garrett, Sarah	03/12/2014 14:56:55	03/12/2014 14:58:43	Recalled	 
Work Event - Change Job Status	Eagan, Ewell	Garrett, Sarah	03/12/2014 14:47:07	03/12/2014 14:47:07	In Progress	 
Work Event - Job and Salary Change - Promotion/Step Increase/Lateral	Abbott, David	Garrett, Sarah	03/12/2014 10:55:33	03/12/2014 11:10:12	Recalled	 
Work Event - Change Job Status	Abbott, David	Garrett, Sarah	03/12/2014 10:51:22	03/12/2014 10:51:22	In Progress	 
Work Event - Job and Salary Change - Promotion/Step Increase	Eagan, Ewell	Garrett, Sarah	03/10/2014 15:20:44	03/10/2014 15:21:52	Completed	 
Work Event - New Hire	ZClass, Joe	Garrett, Sarah	03/07/2014 13:14:37	03/10/2014 13:41:37	Rejected	 
Work Event - Job and Salary Change - Promotion/Step Increase	Abbott, David	Garrett, Sarah	03/10/2014 13:39:13	03/10/2014 13:40:59	Completed	 

3. Click **OK** to the message.



Recalled transactions cannot be edited. You'd need to start over and submit a new transaction.

Resubmitting a Rejected Transaction

When a transaction has been rejected, you need update the transaction based on the feedback received and resubmit for approval.

1. Click **Home > Message Center > Notifications.**

The screenshot shows the Message Center interface with the following elements:

- Navigation menu: Practitioner, Home, Human Resources, Payroll, Reports.
- Message Center tabs: Approvals, Notifications (circled in red), Employee Activities.
- Search criteria: Employee Name, Activity, Originator Name, Date Submitted, Worksheet ID, Effective Date.
- More Information: Found 10, Rows per Page 30.
- Activity list table:

Activity	Employee Name	Originator Name
Work Event - New Hire	Webb, Sehora	Yates, Sally
Work Event - New Hire	Webb, Sehora	Yates, Sally

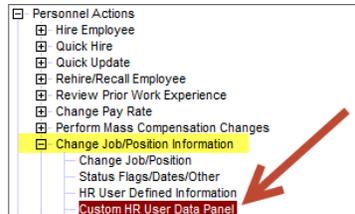
2. Click on the Underlined event.
3. Edit and update the transaction as requested and resubmit.



Changing a Pay Location

Changing a pay location occurs when an employee transfers.

1. Click **Personnel Actions > Change Job/Position Information > Custom HR User Data Panel > Search for the employee.**



2. Click the Insert a Row icon  and enter the effective date of the Pay Location change.
3. Select the correct Pay Location.

Custom HR User Data Panel As Of: 04/28/2014

Custom HR User Data Panel

Rodriguez,Erika A ID: 000001 Empl Rcd#

Effective Date: 04/28/2014

Pay Loc: 237001

HR Manager ID: 001234

Badge Nbr: _____

Pol Srv Dt: _____

Supervisor ID: 022082

eTime Meal: _____

4. Click the Save icon  at the top of the screen or press enter to save.

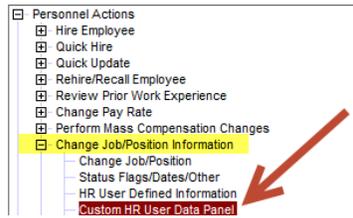


Changing the Employee's Approver in eTIME (in EV5)

Before you begin, determine the supervisor's employee ID in EV5.

This can be done by accessing EV5 (Personal Information > Change Employee Demographics > Search by supervisor's last name) OR in eTIME under QuickFind.

1. Click Personnel Actions > Change Job/Position Information > Custom HR User Data Panel > Search for the employee.



2. Click the Insert a Row icon  and enter the effective date of the eTIME approver change.
3. Enter the **Supervisor ID** (EMPLID) of the eTIME Approver **(must be 6 digits)** and always include leading zeroes when necessary.
4. Click the Save icon  at the top of the screen or press enter to save.

Custom HR User Data Panel As Of: 04/28/2014

Custom HR User Data Panel

Rodriguez, Erika A ID: 000001 Empl Rcd#

Effective Date: 04/28/2014

Pay Loc: 237001

HR Manager ID: 001234

Badge Nbr:

Pol Srv Dt:

Supervisor ID: 022082

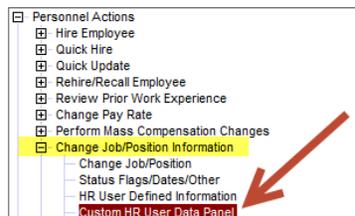
eTime Meal:



Changing the MSS HR Manager (who should see this employee in MSS)

Before you begin, determine the HR Manager's employee ID in ADP. This can be done by accessing Enterprise (Personal Information > Change Employee Demographics > Search by supervisor's last name) OR in eTIME under QuickFind.

1. Click **Personnel Actions > Change Job/Position Information > Custom HR User Data Panel > Search for the employee.**



2. Click the Insert a Row icon  and enter the **effective date** of the MSS Manager change.
3. Enter the **HR Manager ID** (EMPLID) of the person who should see this employee in MSS (**must be 6 digits**) and always include leading zeroes when necessary.
4. Click the Save icon  at the top of the screen or press enter to save.

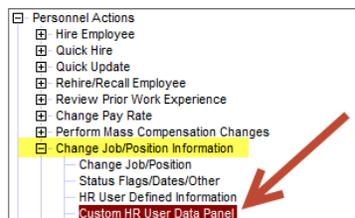
A screenshot of the 'Custom HR User Data Panel' form. The form title is 'Custom HR User Data Panel' and it shows 'As Of: 04/28/2014'. The employee name is 'Rodriguez,Erika A' and the ID is '000001'. The 'Effective Date' is '04/28/2014'. The 'HR Manager ID' is '001234'. Other fields include 'Pay Loc: 237001', 'Badge Nbr:', 'Pol Srv Dt:', 'Supervisor ID: 022082', and 'eTime Meal:'. The 'HR Manager ID' field is highlighted in yellow.



Changing the Employee's Meal Deduction for eTIME (in EV5)

A supervisor can change the employee's eTIME meal deduction temporarily in eTIME, however, if the change needs to be permanent, the supervisor contacts the HR Manager to make the permanent change in EV5.

1. Click Personnel Actions > Change Job/Position Information > Custom HR User Data Panel > Search for the employee.



2. Click the Insert a Row icon  and enter the effective date of the eTIME approver change.
3. Click in the eTIME Meal prompt and select the correct meal deduction.
4. Click the Save icon  at the top of the screen or press enter to save.

The screenshot shows the 'Custom HR User Data Panel' for employee 'Yates, Sally' (ID: 999998, Empl Rcd#: 0) as of 06/09/2014. The panel contains several input fields: 'Effective Date' (04/22/2014), 'Pay Loc' (202001), 'HR Manager ID' (021705), 'Badge Nbr', 'Pol Srv Dt', 'Supervisor ID' (999999), and 'eTime Meal'. An 'eTime Meal' dialog box is open, displaying a table of meal options:

eTime Meal	Descr
1HOUR	1 Hour Meal Break
30MIN	30 Minute Meal Break
NOMEAL	No Meal Break

The dialog box also indicates '3 matches' and has 'OK' and 'Cancel' buttons.



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Retro Pay

Retro Pay is entered using Rapid Paydata Entry, an ADP tool. It will be entered by Payroll.



Reports

MSS is delivered with several relevant manager reports. The following reports are available to run:

- Work Profiles
- Job and Pay Profiles
- Performance Profiles
- Anniversary List
- Birthday List
- Address & Phone List
- Team Emergency Contacts

1. To access reports, select **Reports > Manager Reports**.



2. To run the Work Profiles report, select the radio button next to **Work Profiles** and select the “sort” option.

The screenshot shows the 'Manager Reports' interface. Under the 'Team Reports' section, the 'Work Profiles' radio button is selected. Below it, there are several 'Select sort' dropdown menus. A blue arrow points to the 'Work Profiles' radio button. The 'Employee History Reports' section is also visible, with 'Compensation History' selected. At the bottom, there are 'Submit' and 'Reset' buttons.

3. Sort options are:

- Employee ID
- Department ID
- Department Name
- Location Code
- Location Name

4. Click **Submit**.

5. An informational message indicating the report will be submitted for processing will appear, click **OK**.

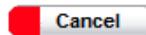


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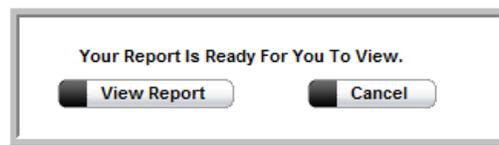


The report is processing...

We are Gathering Information for Your Report.
One Moment Please.
Leaving This Page Will Cancel This Report.



6. Click the **View Report** button.



The report opens in Microsoft Excel. It can be viewed and manipulated in an Excel spreadsheet. Note: Internet Explorer Download File dialog box may appear asking you to either Open or Save the report.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Employee Empl Rcd	Effective Date	Emj Primary Jc	Employee Direct Ma							Pay Group		Location C	Location N	Departme	Departme	Position # Po
2	16882	0	10/7/2009	Livi Y	Active	2681					1AA		650 Arizona O	500510	Corporate-		-
3	16760	0	10/7/2009	Tell Y	Active	2681					1AA		650 Arizona O	500510	Corporate-		-
4	13964	0	10/7/2009	Lak Y	Active	2681					1AA		330 Legal	500510	Corporate-		-
5	11968	0	10/7/2009	Per Y	Active	2681					1AA		300 Asset Mar	500510	Corporate-		-
6	2092	0	10/7/2009	Aln Y	Active	2681					1AA		650 Arizona O	500510	Corporate-		-
7	722	0	10/7/2009	Lon Y	Active	2681					1AA		610 Colorado	500510	Corporate-		-
8	351	0	10/7/2009	Roc Y	Active	2681					1AA		650 Arizona O	500510	Corporate-		-

You may save your report in Microsoft Excel if you would like to review the report in the future by clicking **File, Save As** and **save to your computer**.

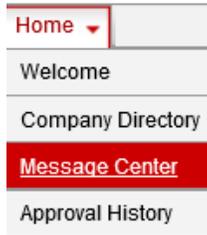


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Approvals

ADP recommends that approvals/rejections are addressed within 1 day.

1. To view work events that are awaiting your approval, select **Home > Message Center**.



The **Approvals** tab displays work events that require your approval.

The search boxes allow you to search for work events using specific criteria.



Click the View History  icon to view historical information regarding the work event.

2. Click on the corresponding work event hyperlink to **approve** and view the details about an approval.

The screenshot shows the Message Center interface with search filters and a table of work events. A green arrow points to the 'Work Event - Job and Salary Change - Salary Change' link in the table.

Search filters include: Employee Name, Activity, Originator Name, Date Submitted, Worksheet ID, and Effective Date. There are 'Find' and 'Clear' buttons.

Activity	Employee Name	Originator Name	Date Submitted	Actions
Work Event - Job and Salary Change - Salary Change	Purseell, Ronald	Garrett, Sarah	08/23/2013 13:51:28	

There is also a 'Print' button at the bottom left.



Work Event - Job and Salary Change - Salary Change (Pursell, Ronald)

Instructions to Approvers

The changes made by a manager are shown below. If any of the information is incorrect, reject the changes and the manager will be notified so that they can make corrections. You can also add comments, which will display in the approval history.

Comments:

Employee Name: Ronald Pursell **Status:** Active
Employee ID: 00005655 **Job:** U0985 - Associate City Attorney
Hire Date: 09/25/1989 **Department:** 2302310 - Law Law Administration
Service Date: 09/25/1989 **Pay Group:** ADM
Employee Type: Salaried

Compensation Rate: \$77,239.63 Per: Year **Position:** 2310411 - Deputy City Attorney
Salary Grade: 105
Salary Step: 40

Change Job & Salary Info: ▶ Salary Change

Salary Change Only

Effective Date: ▶ 8/22/2013
Reason: T27 - Temp Sal Incr-

Change Rate: Amount 1000 Per: Year **Percentage Change:** 1.29

New Salary: \$78239.63

Additional Job/Salary Information: [Details](#)

3. Enter comments at the top of the screen regarding your action.
4. Review the details of the work event and click **Approve or Reject**.
5. A summary screen appears indicating the next approval route.

If you **Reject** a work event, notification goes to the requestor, any approvers who already approved the work event, and the work event is canceled.

Approval History

Enter search criteria and click Find to refine Activity list. Click the Activity hyperlink to view the details of the event. Use the Action icons to view approval history, remove a row from the list or to recall a submitted event. Click the More Information link to view additional details.

Employee: All Activity: Find Clear

Originator Name: Last Action Date: From: To:

Work/Action ID: Effective Date: From: To:

More Information Found 7 Rows per Page 30

Activity	Employee Name	Originator Name	Date Submitted	Last Action Date	Status	Actions
Work Event - Job and Salary Change - Promotion/Max Increase/Labor	Garrett, Sarah	Garrett, Sarah	03/12/2014 14:50:33	03/12/2014 14:50:43	Rejected	30
Work Event - Change Job Status	Garrett, Sarah	Garrett, Sarah	03/12/2014 14:47:02	03/12/2014 14:47:07	In Progress	40
Work Event - Job and Salary Change - Promotion/Max Increase/Labor	Abdell, David	Garrett, Sarah	03/12/2014 10:45:33	03/12/2014 11:10:12	Rejected	30
Work Event - Change Job Status	Abdell, David	Garrett, Sarah	03/12/2014 10:43:02	03/12/2014 10:53:20	In Progress	40
Work Event - Job and Salary Change - Promotion/Max Increase	Garrett, Sarah	Garrett, Sarah	03/10/2014 15:20:44	03/10/2014 15:21:52	Completed	30
Work Event - Job and Salary Change - Promotion/Max Increase	Abdell, David	Garrett, Sarah	03/10/2014 15:14:37	03/10/2014 15:14:37	Rejected	30
Work Event - Job and Salary Change - Promotion/Max Increase	Abdell, David	Garrett, Sarah	03/10/2014 13:39:13	03/10/2014 13:40:39	Completed	30



View Approval History

Once the activity has been approved, it will be removed from your list of activities but can be searched for using the view history icon as shown below.

1. Click Home > Approval History.

Approval History

Enter search criteria and click Find to refine Activity list. Click the Activity hyperlink to view the details of the event. Use the Action icons to view approval history, remove a row from the list or to recall a submitted event. Click the More Information link to view additional c

Status: In Progress
Employee Name:
Originator Name:
Worksheet ID:
Activity:
Last Action Date: From: To:
Effective Date: From: To:
Find Clear

More Information
Found 1 Rows per Page 30

Activity	Employee Name	Originator Name	Date Submitted	Last Action Date	Status
Employee Event - Address			11/03/2014 10:18:20	11/05/2014 11:47:43	In Progress

Print

2. Click the Clock icon.

Welcome, Michael Brenes
Edit page content More Information... Log Off

Manager Home Organization & Staffing Reports

Approval
Message Center
Approval History

Enter search criteria and click Find to refine Activity list. Click the Activity hyperlink to view the details of the event. Use the Action icons to view approval history, remove a row from the list or to recall a submitted event. Click the More Information link to view additional columns.

Status: All
Employee Name:
Originator Name:
Worksheet ID:
Activity:
Last Action Date: From: To:
Effective Date: From: To:
Find Clear

More Information
Found 165 [1-30] [1-60] [1-90] Rows per Page 30

Activity	Employee Name	Originator Name	Date Submitted	Last Action Date	Status	Actions
Employee Event - Direct Deposit			11/12/2014 08:48:32	11/12/2014 08:48:33	Completed	
Employee Event - Direct Deposit			11/12/2014 08:40:33	11/12/2014 08:40:34	Completed	
Employee Event - Direct Deposit			11/11/2014 21:54:38	11/11/2014 21:54:39	Completed	
Employee Event - Direct Deposit			11/11/2014 21:52:55	11/11/2014 21:52:56	Completed	
Employee Event - Direct Deposit			11/11/2014 12:39:36	11/11/2014 12:39:37	Completed	
Employee Event - Direct Deposit			11/10/2014 18:14:03	11/10/2014 18:14:04	Completed	
Employee Event - Direct Deposit			11/07/2014 19:34:30	11/07/2014 19:34:32	Completed	
Employee Event - Address			11/03/2014 10:18:20	11/05/2014 11:47:43	In Progress	
Work Event - New Hire			11/03/2014 12:50:46	11/05/2014 11:03:32	Rejected	
Work Event - New Hire			10/30/2014 16:54:29	11/05/2014 11:00:32	Rejected	
Employee Event - Direct Deposit			11/02/2014 12:26:21	11/02/2014 12:26:22	Completed	
Employee Event - Direct Deposit			10/24/2014 13:31:08	10/24/2014 13:31:10	Completed	
Employee Event - Direct Deposit			10/24/2014 13:27:29	10/24/2014 13:27:30	Completed	
Employee Event - Direct Deposit			10/24/2014 13:26:56	10/24/2014 13:26:57	Completed	
Employee Event - Direct Deposit			10/24/2014 13:24:20	10/24/2014 13:24:22	Completed	

3. The screen displays the historical details of the event.



Approval History

This page displays the historical details of the selected workflow event.

History

Activity Employee Event - Direct Deposit
Employee Name [REDACTED]
Worksheet ID [REDACTED]
Originator Name [REDACTED]
Date Submitted 11/12/2014 08:48:32
Effective Date
Completion Date 11/12/2014 08:48:33
Workflow Path Name
Business Rule

Assigned to	Action Taken	Date	Comments
	Completed	11/12/2014 08:48:33	
Default Approver	Notified	11/12/2014 08:48:33	
System	Skipped	11/12/2014 08:48:33	Auto-skipped - empty work group.
[REDACTED]	Submitted	11/12/2014 08:48:32	

[Back](#)



Proxy Assignment

Proxy assignment allows you the ability to assign another manager's approval on work events when you will be away and unable to approve. The time period can be determined by a date range or by number of days.

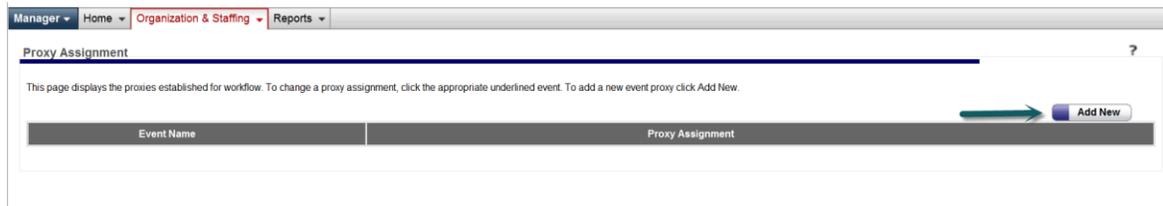
For example, you will be on vacation for one week. You can assign another manager (proxy) the authority to approve any work events for your direct/indirect reports during that time period. Once you're back from vacation, according to the proxy schedule, approvals will automatically be directed back to you.

*If you do not assign a proxy, the default proxy will take effect. The default proxy flows up one level if you don't approve work events after one day of submittal. This includes weekends.

1. Select **Organization & Staffing > Proxy Assignment**



2. Click the **Add New** button.



When the proxy screen appears, **Default Proxy Assignment** is the default selection. It allows you the ability to enter the number of days to assign to the proxy.



If the proxy should be created using a range of dates, select **Specific Date Proxy Assignment**.

3. To assign a proxy, select the **Work Event Name** category such as Work Event – Employment Status Change.
4. On the left side of the screen, select “Specific Date Proxy Assignment.”
5. Enter the “from and to” dates to proxy.
6. Select **One Level Up, HR Work Group or Specific Manager** as the proxy.

Note: If you select One Level Up, the approval will route up one level.

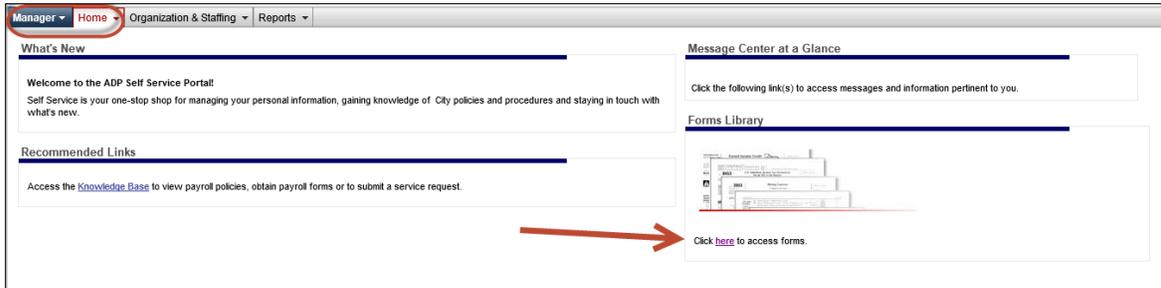
7. Once the proxy is created, click the **Save** button. The screen will automatically advance to a summary page displaying the established proxy workflow.



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Forms

Manager Forms are located on the MSS Home Page



Employee Forms are located on the ESS Home Page





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Manager Forms:

Hire / Rehire Form

Use this form for Dual Assignments, for example, these employees are already in eTIME and would only have one timecard. When they work out of class, they would simply change the position on the timecard that they are working in to pay them at a different rate. Or use this form if MSS is unavailable.

Complete and submit the form to:

CITY OF NEW ORLEANS

(Recommended method) Email: NOLA.payroll@adp.com

Fax: (925) 598-9494

Or mail it to: PO Box 17128

Augusta, GA 30903

Manager Forms:

Tips:

- The last approver, typically Civil Service, will then send the form to ADP for processing (the fax and/or email address are on the top of the form).
- Any field with a red arrow is required.

[Job Pay Change Form - E-PR032-7](#)

- Use this form to insert a row below the top of stack (most current row) for an employee. If you want to make a change to an employee with a certain effective date, check EV5 to see if there is a later effective dated row present. If so, then this form is required to update history.

[Data Correction Form](#)

- Use this form to initiate the correction to a previously submitted HR transaction. Input only the values that need updating in the "Old Value" and "New Value" fields. The form needs to be signed by whoever would normally approve the transaction if this was performed using MSS.

[Change of Agency Form](#)

- Use this form to request a change of HR Manager from one Agency to another. This must be done before you can view the employee in MSS and complete the transfer. This form is a City only form and should be completed and submitted to CAO or Civil Service.

[Hire Rehire Form - E-PR032-6](#)

- Most New Hires and Rehires should be processed using MSS.
- Use this form for Dual Assignments, for example, these employees are already in eTIME and would only have one timecard. When they work out of class, they would simply do a labor level transfer to the other the position on the timecard that they are working in to pay them at a different rate.
- Also, use this form when hiring a part-time employee who is taking on a position that has a vacancy that is less than 1.0 headcount.

[Mass Change Request](#) - (ONLY COMPLETE THE SECOND SECTION OF PAGE 2, TITLED DEPARTMENT CHANGE) *Disregard the sections that do not apply to your Mass Change Request.

Use this form when a group of employees within the same department need to move under a different HR Manager or Supervisor.

Follow the steps below to complete the form, then Save and submit to the email listed on the top of the form:

1. Complete the Requestor Information Section on Page 1.
2. Go to Page 2, and complete the following fields in the Department Change Section:
 - Effective Date
 - Action: Type: Manager Change
 - Action Reason, type either: DTA-E10 Change Supervisor or type DTA E11 Change HR Manager
 - Description of Change: Enter a statement indicating what needs to be done.
 - Make Change on Future Transactions: Check Yes
 - New Department: Type the Department ID (may be the same as today)
 - Field: Type either HR Manager or Supervisor then enter the Employee ID of the HR Manager or Supervisor in the "From" and "To" fields.

[Concurrent Job Form](#) - Use this form to manage an employee's concurrent job. A concurrent job is a secondary job that an active employee works aside from his/her primary job.

- The top of the form provides you with details surrounding which sections need to be completed depending on if you are hiring an employee into a concurrent job, changing an employee's concurrent job or terminating an employee from a concurrent job.



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Job Pay Change Form

Use this form to insert a row for an effective date below top of stack in the employee's job record.

If you want to make a change to an employee with a certain effective date, check EV5 to see if there is a later effective-dated row present. If so, then this form is required to update history. You need to complete a form for every row that needs to be changed, in other words, each row that is effected by the change.

For example, an employee has a Pay Rate Change that should be effective April 15th but there's already a May 15th row (a later dated row) in the employee's record. Using MSS, you cannot enter a row prior to the current row in EV5.

Complete and submit the form to:

CITY OF NEW ORLEANS

(Recommended method) Email: NOLA.payroll@adp.com

Fax: (925) 598-9494

Or mail it to: PO Box 17128

Augusta, GA 30903

Manager Forms:

Tips:

- The last approver, typically Civil Service, will then send the form to ADP for processing (the fax and/or email address are on the top of the form).
- Any field with a red arrow is required.

Job Pay Change Form - E PR032-7

- Use this form to insert a row below the top of stack (most current row) for an employee. If you want to make a change to an employee with a certain effective date, check EV5 to see if there is a later effective dated row present. If so, then this form is required to update history.

Data Correction Form

- Use this form to initiate the correction to a previously submitted HR transaction. Input only the values that need updating in the "Old Value" and "New Value" fields. The form needs to be signed by whoever would normally approve the transaction if this was performed using MSS.

Change of Agency Form

- Use this form to request a change of HR Manager from one Agency to another. This must be done before you can view the employee in MSS and complete the transfer. This form is a City only form and should be completed and submitted to CAO or Civil Service.

Hire Rehire Form - E PR032-6

- Most New Hires and Rehires should be processed using MSS.
- Use this form for Dual Assignments, for example, these employees are already in eTIME and would only have one timecard. When they work out of class, they would simply do a labor level transfer to the other the position on the timecard that they are working in to pay them at a different rate.
- Also, use this form when hiring a part-time employee who is taking on a position that has a vacancy that is less than 1.0 headcount.

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Concurrent Job Form - Use this form to manage an employee's concurrent job. A concurrent job is a secondary job that an active employee works aside from his/her primary job.

- The top of the form provides you with details surrounding which sections need to be completed depending on if you are hiring an employee into a concurrent job, changing an employee's concurrent job or terminating an employee from a concurrent job.



Change of Agency Form

Use this form to initiate an employee transfer from one department to another.

Complete and submit the form to Civil Service or CAO.

Manager Forms:

Tips:

- The last approver, typically Civil Service, will then send the form to ADP for processing (the fax and/or email address are on the top of the form).
- Any field with a red arrow is required.

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CITY OF NEW ORLEANS

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Forms to use if MSS/EV5 are unavailable

Job Status Change Form

Use this form to complete an employee job status change, such as a weekly hours change.

Termination Form

Use this form to initiate a termination.

Reports to Change Form

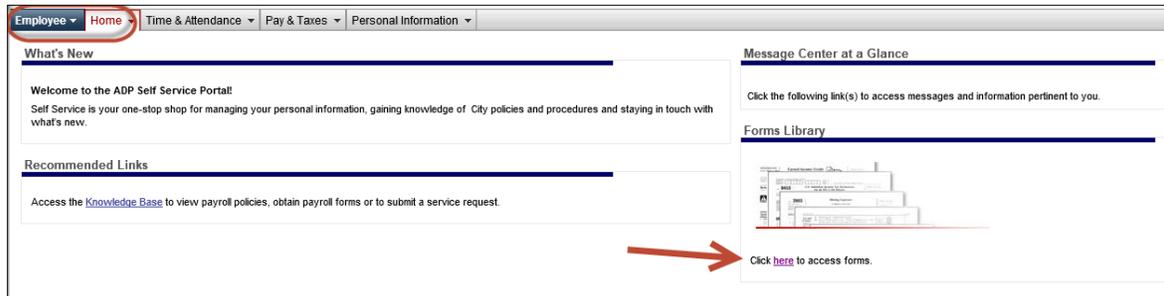
Use this form to add or delete an employee from a manager/supervisor list in MSS or eTIME. This transaction should normally be performed by using the Custom HR Panel in EV5.



Employee Forms

Employees can perform the following transactions using ESS. Employees may not need to use forms. But, if so, the forms are available.

1. Click the hyperlink to access employee forms.



Employee Forms are listed as shown below:

Employee Forms:

- [Direct Deposit Authorization - E_PR024-A](#)
 - This form is used to update your Direct Deposit
- [Personal Data Change - EPR032-4.2](#)
- [SSN or Name Change - E-PR032-1](#)
- [Deduction Update Form - E_PR032-3A](#)
- [W-2 request Form E-YE008](#)
- [W-4 Form](#)
- [Employee Withholding Exemption Certificate \(L-4\)](#)
- [Exemption from Withholding Louisiana Income Tax \(L-4E\)](#)

Direct Deposit Authorization Form

Employees will be updating this information in ESS. Newly hired employees can complete this form for initial direct deposit setup but it's recommended that new hires complete direct deposit setup in ESS.

Personal Data Change Form

Employees will update personal information using this form and submit it to his/her HR Manager for processing.

SSN or Name Change

Employees can use this form to update their social security number or name and submit it to his/her HR Manager for processing.



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Deduction Update Form

Employees can use this form to update their voluntary deductions and submit it to his/her HR Manager for processing.

W-2 Request Form

Employees can use this form to request W-2s, beginning with 2014. Previous year W-2s need to be requested through their HR Manager. Employees can get this information themselves in Employee Self Service by selecting Pay & Taxes > Annual Statements.

W-4 Form

Employees use this form to update W-4 information submit for processing.

Employee Withholding Exemption Certificate (L4)

Employees can use this form to update their state tax information. It needs to be printed, signed and submitted to their HR Managers who will provide it to ADP by faxing it to:

Exemption from Withholding Louisiana Income Tax (L-4E)

Employees can use this form to claim exemption from their Louisiana Income Tax. It needs to be printed, signed and submitted to their HR Managers who will provide it to ADP by faxing it to:



CITY OF NEW ORLEANS

Viewing Employee Information in Enterprise (EV5)



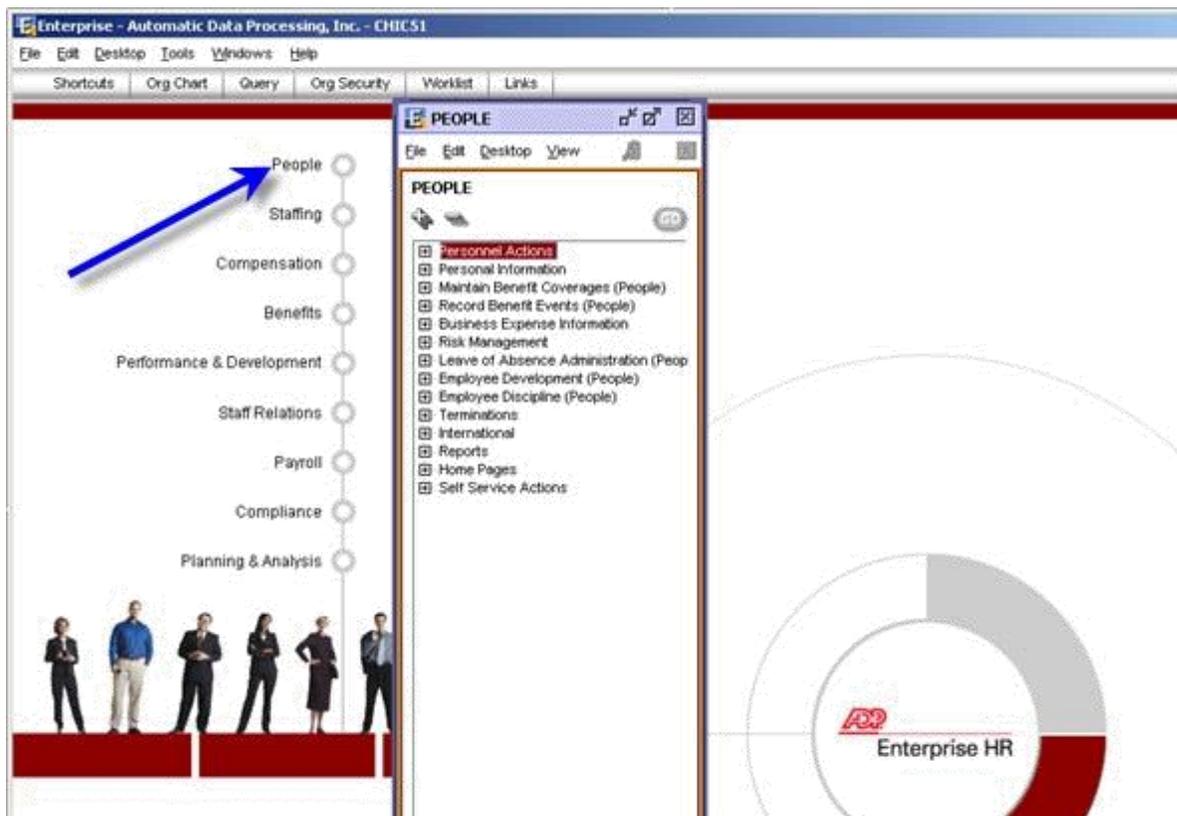
CITY OF NEW ORLEANS

Viewing Employee Information

Enterprise (EV5) is where all permanent employee information is stored.

To view personal information:

Click **People** to navigate to an employee's personal or job related record. You will then be presented with a list of options.





Viewing Personal Information

Click **PEOPLE > Personal Information > Change Employee Demographics > Personal Information > Access the employee's record**

You're taken to the Name/SSN tab.

100000 - Jenkins,Roy D - DSS/ET1 - 100000

Name/SSN | Address Detail | Telephone Numbers | Regulatory Information | Citizenship/19

Name: Jenkins,Roy D ID: 100000

Personnel Status: Employee Employee OID
Social Security #: XXX-XX-1001 Original Hire Date: 04/04/2004 Local National

First Name: Roy

Middle Name: D

Last Name: Jenkins

Name Prefix:

Name Suffix:

Preferred Name:

Former Name:

Formal Title:

Key fields in the **five** Personal Information tabs:

- **Social Security Number** – May be masked due to security.
- **Original Hire Date** – Displays the employee's original hire date.
- **EMPLID** – Unique and auto-assigned during the new hire (and conversion)
- process as an identifier for an employee for HR purposes. The EMPLID is what you will use to search for an employee when viewing employee data.
- **First, Middle, Last Name** – Employee name.



1. Click on the Address Detail tab.

100000 - Jenkins,Roy D - DSS/ET1 - 100000

Name/SSN | Address Detail | Telephone Numbers | Regulatory Information | Citizenship/19

Jenkins,Roy D ID: 100000

Home Address:

Address 1: 5921 Little Richmond Road

Address 2:

Address 3:

County:

City: Dayton StProv: OH Postal/Zip: 45426 Country: USA

Mailing Address:

Address 1: P. O. Box

Address 2:

Address 3:

City: Atlanta StProv: GA Postal/Zip: 30105 Country: USA

E-Mail Address:

E-Mail Address 2:

- **Home Address** – Address Lines 1 and 2 will appear on an employee’s pay check. Address Line 3 is informational only.
- **Mailing Address** – Informational only.



2. Click on the Telephone Numbers tab.

100000 - Jenkins,Roy D - DSS/ET1 - 100000

Name/SSN | Address Detail | Telephone Numbers | Regulatory Information | Citizenship/19

Jenkins,Roy D ID: 100000

International Direct Dial (IDD) Update

Phone Type	Description	IDD Country	IDD City	Phone Number	Exten/PIN	OK To Publish
WORK	Work Telephone - Primary			708-857-8558		Y

- Phone Type/Description/Number – Examples include: HOME, WORK or FAX

3. Click on the Regulatory Information tab.



Name/SSN	Address Detail	Telephone Numbers	Regulatory Information	Citizenship/I9
Jenkins, Roy D		ID: 12379		
Race/Ethnicity: Black or African American				
Ethnic Group: Black		Gender: Male		
Marital Status: Single		Date: <input type="text"/>		
Birthdate: 12/25/1991		Age: 22	Date of Death: <input type="text"/>	
Highest Educ Level: Not Indic		Disability: <input type="checkbox"/> Disabled Type: <input type="text"/>		
Retiree Billing Method: Direct				
Medicare Date: <input type="text"/>				
Military Status				
Vets 100A Status: Not Indicated <input type="checkbox"/> Disabled		Vets 100 Status: Not Indicated <input type="checkbox"/> Disabled		Discharge Dt: <input type="text"/>

- **Race/Ethnicity** – Displays the employee’s race/ethnicity for EEO purposes.
- **Ethnic Group**
- **Marital Status**
- **Gender**
- **Birthdate**

4. Click on the **Citizenship/I9** tab.



100000 - Jenkins,Roy D - DSS/ET1 - 100000				
Name/SSN	Address Detail	Telephone Numbers	Regulatory Information	Citizenship/I9
Jenkins,Roy D		ID: 100000		
I-9 Verification				
Proof 1: <input type="text" value="DRIV LIC"/>				
Proof 2: <input type="text" value="SS CARD"/>				
Passport		Visa		
Passport #: <input type="text"/>		Visa #: <input type="text"/>		
Issued By: <input type="text" value="USA"/> <input type="text" value="USA"/>		Visa Type: <input type="text" value="N"/> <input type="text" value="None"/>		
Expiration Date: <input type="text"/> <input type="text"/>		Expiration Date: <input type="text"/> <input type="text"/>		
Citizenship				
Status: <input type="text" value="U.S. Native"/>		Canadian SIN: <input type="text"/>		
Country 1: <input type="text" value="USA"/> <input type="text" value="United States"/>		National ID: <input type="text"/>		
Country 2: <input type="text"/>		Country: <input type="text"/>		
Country 3: <input type="text"/>				

- **I-9 Verification** – Displays the verification documentation provided.



Review Personal History

Click **PEOPLE > Personal Information > Review Personal History > Personal History**

Access the Review Personal Information tab to view previous address changes and telephone number changes that have been made in Employee Self Service.

100000 - Jenkins,Roy D - DSS/ET1 - 100000	
Personal History	
Change Date: 04/18/2006	Change Sequence #: 0
Name: Jenkins,Roy D	Personnel Status: Employee
Marital Status: Single	Marital Status Date:
Military Status: Not Indicated	Medicare Date: Retiree Bill: D
Home Address/Phone	Mailing Address
Address 1: 5921 Little Richmond Road	Address 1: P. O. Box
Address 2:	Address 2:
Address 3:	Address 3:
City: Dayton	City: Atlanta
St/Prov: OH Postal/Zip: 45426	St/Prov: GA Postal/Zip: 30105
Country: USA Phone: 770/293-7928	Country: USA



Job Information

Click **PEOPLE > Personnel Actions > Change Job/Position Information > Change Job/Position > Access the employee's record**

You will be taken to the **Job Status** tab.

This area within Enterprise HR contains employee job related data. These tabs store permanent information about an employee. Historical records can be viewed simply by clicking downward on the scroll bar.

The screenshot displays the 'Job Information' tab within the Enterprise HR system. The interface includes several tabs at the top: 'Earnings Distribution', 'Benefit Program', 'Employment Information', 'Union Information', 'Job Status', 'Job Information', 'Job/Pay/Location', and 'Compensation Details'. The 'Job Status' tab is currently selected. The main content area shows employee details for an employee with ID [redacted] and Empl Rcd# [redacted]. The 'Effective Date' is 10/29/2012, and the 'Effective Date Sequence #' is 9. The 'Employee Status' is 'Active'. The 'Action' is 'Data Chg' with a date of 01/31/2014. The 'Reason Code' is 'CNV' (CONVERSION). The 'Position' is '23304167' (TRAFFIC/MUNICIPAL ATTORNEY), the 'Department' is '2302330' (LAW MUNICIPAL AND TRAFFIC), and the 'Job Code' is 'U0920' (TRAFFIC/MUNICIPAL ATTORNEY). The 'HR Manager' is '019568'. The 'Time in Job' is 1 year and 4 months. There are checkboxes for 'Override Position Data', 'Updated by Position', 'Primary Job', and 'Contract Job'. The 'Primary Job' checkbox is checked. The 'Entry Dates' section shows three dates: 10/29/2012, 10/29/2012, and 10/29/2012. A red arrow points to the scroll bar on the right side of the form.

- **Effective Date** – Everything in Enterprise HR is based on the effective date field. The effective date field displays the date of the **Action** (i.e. Hire, Pay Rate Change, etc.) that was entered in MSS or using a form.
- **Reason Code** – Displays the Reason for the above Action.
- **Position** – This field displays the position that the employee currently holds.
- **Department** – Defaults based on the position.
- **Job Code** – Defaults based on the position.
- **Reports To** – Displays the manager the employee who should have access to viewing this employee in MSS (Manager Self Service).



5. Click on the Job Information tab.

The screenshot shows a web-based interface for employee information. At the top, there are tabs for 'Earnings Distribution', 'Benefit Program', 'Employment Information', and 'Union Information'. Below these are sub-tabs for 'Job Status', 'Job Information', 'Job/Pay/Location', and 'Compensation Details'. The 'Job Information' sub-tab is active. The main content area displays the following information:

- Effective Date: 10/29/2012 Current
- Effective Date Sequence #: 9
- Action: Data Cho Reason: CONVERSION
- Standard Hours: 35.00 (highlighted with a red circle)
- FTE: 1.0000
- Eligible for Overtime:
- Eligible for Leave Plan:
- CS Status: Unclassified
- EEO Exclusion: None of the Above
- FLSA Status: Exempt
- Officer Code: None
- Full/Part Time: Full-Time
- Regular/Temporary: Regular
- Workers' Comp Cd: 8810 Office & clerical employees

- **Standard Hours** – Displays the employee’s standard hours based on the employee’s Job Code.
- **CS Status** – Displays the employee’s civil service classification. Examples include: Unclassified, Permanent, and Transient.
- **FLSA Status** – Data defaults based on the Job Status tab entries. Examples include: Exempt / Nonexempt Status.
- **Officer Code** – Defaults to “None”.
- **Full/Part Time:** Defaults based on the Job Code.
- **Regular/Temporary** – Defaults based on the Job Code to either Regular or Temporary.
- **Workers’ Comp Cd:** - Displays the assigned workers compensation code derived from the Job Code table.

6. Click on the Job/Pay/Location tab.



Earnings Distribution	Benefit Program	Employment Information	Union Information
Job Status	Job Information	Job/Pay/Location	Compensation Details

ID: [REDACTED] Empl Rcd#: 0

Effective Date: 10/29/2012 Current Effective Date Sequence #: 9

Action: Data Chg Reason: CONVERSION

Company: CNO	Holiday Schedule: HOL
Pay Group: ADM	Work Location: 99999
Employee Type: S	Reporting Location: 99999
	Geog Differential: [REDACTED]

Pay Plans

Salary Plan: CN1	City of New Orleans	Entry Dates
Salary Grade: 063	GRADE 63	10/29/2012
Salary Step: 1		10/29/2012
Variable Plan: [REDACTED]		Next Step Date: [REDACTED]
	Splits [REDACTED]	<input type="checkbox"/> Allow Draw

- **Pay Group** – Displays: Admin, Police, Fire, or Weekly.
- **Employee Type** – Displays either Hourly or Salaried.
- **Work/Reporting Location** – Defaults to 99999.
- **Salary Grade** – Displays the employee’s Salary Grade.
- **Salary Step** – Displays the employee’s salary step.



7. Click on the Compensation Details tab.

The screenshot displays the 'Compensation Details' tab with the following information:

- Effective Date: 10/29/2012 (Current)
- Effective Date Sequence #: 9
- Action: Data Chg, Reason: CONVERSION
- Comp Frequency: Annual (dropdown)
- Comp Rate: 33,524.9478
- Annual Benefits Base: 33,524.95
- Currency Code: USD
- Employee Compensation Summary:
 - Hourly Rate: 18.4203
 - Monthly Rate: 2,793.75
 - Annual Rate: 33,524.95
- Rate Change section with fields for Change Amt, Change %, and Retro Start Date.
- Compensation Components table with columns: Pay Change Reason, Change Amount, Change %, Aggregate Amt, Aggregate %.

- **Compensation** - You can view the breakdown of compensation rate by hourly, monthly and annual rate.
- **Compensation Components** – Optional. May see multiples values entered. These fields are used to use multiple reasons for a rate increase. Two rows may be entered as 1% - Merit, 2% - Cost-of-living reasons for a total of a 3% increase.



8. Click on the Earnings Distribution tab. This tab displays how the position that the employee holds is funded.

The screenshot shows a software interface with several tabs: Earnings Distribution, Benefit Program, Employment Information, and Union Information. Under Earnings Distribution, there are sub-tabs: Job Status, Job Information, Job/Pay/Location, and Compensation Details. The main area contains fields for ID, Empl Rcd#, Effective Date (10/29/2012), Effective Date Sequence # (9), Action (Data Chg), Reason (CONVERSION), and Tax File ID (0). There are also fields for Shift Rate Code, Regular Shift, Rate, Factor, General Ledger GL Pay Type, and Account/Fund. A red rounded rectangle highlights the 'Job Earnings Distribution' section, which includes radio buttons for 'None', 'By Amount', 'By Hours', and 'By Percent' (selected). Below these are columns for Percent (100.000), Regular Shift (with a search icon), Earns Cd (REG), and Department (with a search icon). At the bottom, there are fields for Job Code, Position (23304167), GL Pay Type, and Account/Fund (001.230.2330.).

- The total percent will equal 100%. Note that multiple percentages can total to 100% if more than one account funds this position.

9. Click on the Benefit Program tab.



Ben Program	Descr
ADM	Admin
FIR	Fire
MON	Monthly
POL	Police
VOL	Volunteer Employees
WKL	Weekly

6 matches

OK Cancel Find...

- **Event Date** – Similar to the effective date field as it represents the date an employee entered a Benefit Program.
- **Benefit Program** – A Benefit Program contains all of the Benefit plans an employee is eligible to be enrolled.

10. Click on the **Employment Information** tab.



Earnings Distribution	Benefit Program	Employment Information	Union Information
Job Status	Job Information	Job/Pay/Location	Compensation Details

ID: [REDACTED]		Empl Rcd#: 0
----------------	--	--------------

Hire Date: 03/06/1998	Acquisition Date:	Termination Date:
Rehire Date: 10/29/2012	Expected Return Date:	Pre-Final Date:
Co Seniority Date: 10/29/2012	Probation Date:	Retirement Date:
Hire Time:	Service Date: 10/29/2012	Service: 2 years 0 months
Civil Service Date:	Benefit Eligible Date:	

Referral Source: Unknown	Security Clearance:
Business Title:	Credit Association ID:
Supervisor's ID: 011362	United Way Area Code:
<input type="checkbox"/> Owns 5% (or More) of Company <input type="checkbox"/> Full-Time Student <input checked="" type="checkbox"/> Eligible for Rehire	
Comments: [REDACTED]	

- **Hire Date** – Contains the employee's original hire date.
- **Service Date** – Displays the date that longevity is based off of.
- **Termination Date** – Contains the termination date once an employee has been terminated.
- **Pre-Final Date** – Contains the pre-final date.

11. **SKIP the Union Information tab.**



CITY OF NEW ORLEANS

Custom HR User Data Panel

Click on PEOPLE > Change Job/Position Information > Custom HR User Data Panel

Custom HR User Data Panel

As Of: 04/28/2014

Custom HR User Data Panel

Rodriguez, Erika A ID: 000001 Empl Rcd#

Effective Date: 04/28/2014

Pay Loc: 237001

HR Manager ID: 001234

Badge Nbr:

Pol Srv Dt:

Supervisor ID: 022082

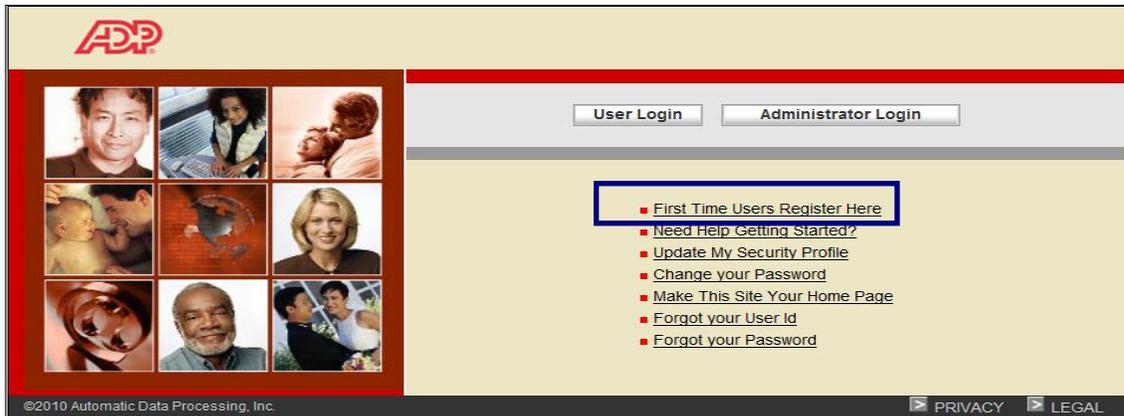
eTime Meal:

- **Pay Location -**
- **HR Manager ID –** Displays the Manager who updates the employee’s record in MSS.
- **Supervisor ID –** Displays the eTIME approver.
- **eTIME Meal –** Use to override current eTIME meal deduction.



Appendix A: New Hire - ADP Portal Registration

1. Access the Internet. Enter <https://portal.adp.com> in the URL at the top of the internet page.
2. Click **First Time Users Register Here**.



Step 1 of 7: Begin Registration:

Enter **NOLAPAY-1234** in the Registration Code and click **Next**.



Step 2 of 7: Verify Identity:

Enter Identity Information

- Enter your **First Name**
- Enter your **Last Name**
- Enter the last 4-digits of your **Social Security** number
- Enter the last 4-digits of your **Social Security** number (again) to confirm
- Enter your **Birth Month** and **Day**

Register for ADP Services

Step 1 Begin Registration ✓

Step 2 Verify Identity

Step 3 Get User ID & Password

Step 4 Select Security Questions

Step 5 Enter Contact Information

Step 6 Enter Activation Code

Step 7 Review and Submit

Step 2 of 7: Verify Identity

ADP is committed to protecting your privacy and ensuring that only you can access your information. We ask for some personal information so we can verify your identity.

Company Name: City of New Orleans Test (Not your company? Re-enter your registration code.)

Identity Type: Partial SSN

First Name: *

Last Name: *

Last 4 digits of SSN or EIN or ITIN: *

Confirm Last 4 digits: *

Birth Month and Day: *

Month: [Dropdown] Day: [Dropdown]

Cancel Previous Next Done

- Click **Next**.



Step 3 of 7: Get your User ID & Password



Look at the top of the screen to view your User ID! This will be used in the near future to log into the portal.

- Create a **Password** and retype it in the **Confirm Password** field. Passwords must be at least 8 characters long and contain at least 1 number. Passwords are case sensitive. It is recommended that passwords be 12 characters and contain a mix of upper and lower case letters, numbers, and special characters.

Write down your User ID _____

Write down your Password _____

Note: **Important:** once you create your password, you will need to keep it secure and remember it for logging into Employee Self Service/ADP Portal in the future. Passwords must be 8 or more characters and contain a mix of upper case and lower case letters, numbers and characters.

- Click **Next**.



Step 4 of 7: Select Security Questions and Answers

Select and type your answers to three (3) **Security Questions**. Choose questions that will be easy for you to remember. Case does not matter for these fields.

The screenshot shows a web form titled "Register for ADP Services" with a progress bar on the left. The progress bar includes seven steps: Step 1 (Begin Registration), Step 2 (Verify Identity), Step 3 (Get User ID & Password), Step 4 (Select Security Questions), Step 5 (Enter Contact Information), Step 6 (Enter Activation Code), and Step 7 (Review and Submit). Step 4 is currently selected and highlighted. The main content area displays the title "Step 4 of 7: Select Security Questions and Answers" and a sub-header "Security Questions and Answers". Below this, there are three sets of question and answer fields. Each set consists of a question dropdown menu and an answer text input field. The instructions state: "Answers must be at least 2 alphanumeric characters long and are not case sensitive. Be sure to choose answers you can remember." At the bottom of the form, there are three buttons: "Cancel", "Previous", and "Next", along with a "Done" button with a green checkmark icon.

- Click **Next**.



Step 5 of 7: Enter your Contact Information

- Enter either a NOLA work email address or a personal email address.
- Select the corresponding circle (Use for Notifications)
- Enter a phone number if you would like to receive a text message with your temporary password

Optional: If you don't have a NOLA work email address. You can create a **free**, personal email address at any of the following.

See **Setting Up a Personal Email** section (page 14) of this guide for detailed instructions:

Gmail provided by Google – www.google.com

Outlook provided by Microsoft – outlook.com

Yahoo Mail provided by Yahoo – www.yahoo.com

The screenshot shows a registration form titled "Register for ADP Services". On the left is a vertical sidebar with seven steps: Step 1 (Begin Registration), Step 2 (Verify Identity), Step 3 (Get User ID & Password), Step 4 (Select Security Questions), Step 5 (Enter Contact Information), Step 6 (Enter Activation Code), and Step 7 (Review and Submit). Step 5 is highlighted with a dark arrow. The main content area is titled "Step 5 of 7: Enter Your Contact Information". It includes instructions: "Enter your contact information to receive communication from your company and/or ADP. ADP will send you an activation code to confirm that we can contact you." and "ADP may send notifications when your pay statements are ready, benefit enrollment changes are processed, and/or workflow items need your attention. If you forget your login information, ADP can send you an email with your temporary password and/or user ID." The form has two columns: "Email Addresses" and "Use for Notifications". Under "Email Addresses", there are input fields for "Work:" and "Personal Email:". Under "Use for Notifications", there are two radio buttons. Below this is a "Phone Numbers" section with instructions: "If you forget your login information, ADP can send you a text message with your temporary password and/or user ID. ADP does not charge for this service, but standard text and data charges might apply from your mobile phone carrier. Terms and Conditions". It has input fields for "Work Phone:", "Work Mobile:", and "Personal Mobile:", each with a dropdown menu for country code (all set to "United States +1") and a text input field. To the right of each phone number field is a checkbox: "I authorize ADP to send my login information to this phone at my request." At the bottom of the form are buttons for "Cancel", "Previous", "Next", and "Done".

- Click **Next**.

With your Employee Self Service/ADP portal registration page open, go to your NOLA email, or, if you have created a new email as explained above, open another internet webpage and open the personal email account that you provided.

You will receive an email with your activation information. Please print or copy this information to use in your registration process.



Welcome, User Demo018

Use the information in this email to activate your email address to receive notifications from your company/ADP.

Activation Code: 18504
Expires On: Sun Feb 26 2012 14:23:33 EST

Have questions or need assistance? Contact your company administrator for assistance.

This email has been sent from an automated system. DO NOT REPLY.

Step 6 of 7: Enter Activation Code

Go back to the Employee Self Service/ADP portal, and select Step 6 and enter the **Activation Code** that you received in your email.

Register for ADP Services

- Step 1: Begin Registration ✓
- Step 2: Verify Identity ✓
- Step 3: Get User ID & Password ✓
- Step 4: Select Security Questions ✓
- Step 5: Enter Contact Information ✓
- Step 6: Enter Activation Code**
- Step 7: Review and Submit

Step 6 of 7: Enter Activation Code

An activation code has been sent to you. Activate your communication channels now to ensure that they are in service and can be used to reach you.

If you want to activate later or you did not receive your activation code(s), you may skip this step. Follow the instructions in your registration confirmation email to activate your communication channels at your earliest convenience.

jsmith@yxz.com
Activation Code:

Note: You may need to wait longer for an activation code to arrive by email. There can be a delay due to Internet traffic, your service provider, firewalls, etc. If you request a new activation code, the activation code previously issued to you will expire and become invalid even if it has not arrived.

Didn't receive a code? [Send a new activation code.](#)

- Click **Next**.

Step 7 of 7: Review and Submit:

Review the information you provided and click **DONE**.

IMPORTANT: If you do not click **DONE**, the registration will not be saved and you will have to re-register.



Register for ADP Services

Step 1 of 7: Review and Submit

Review the information on this page; click Done to confirm and continue. To make changes, use the left navigation options or click Previous.

User ID: JSmith1@NOLAT

Security Questions and Answers

Question 1: In what city was your mother born? (Enter full name of city only)
Answer 1: bronx

Question 2: In what city was your father born? (Enter full name of city only)
Answer 2: new york

Question 3: What is the first and last name of your childhood best friend?
Answer 3: betty

Contact Information

Work: jsmith@yxz.com Use for Notifications

Cancel Previous Next Done

Congratulations! You have completed your Employee Self Service/ADP Portal registration process. You will receive an e-mail confirming your registration.

```
Welcome, User Demo018! You have registered for ADP service(s).

Use the information in this email to log in to your account.

-----
Login Instructions:
-----
1. Go to the login page of your ADP service.
2. On the Login page, enter the user ID: UDemo018@
3. Enter the password you created during registration.
4. Click Log In to access your ADP services.

-----
Activating Your Email Addresses and Mobile Numbers
-----
If you have not activated your email address and/or mobile phone numbers, do the following:
1. Go to this URL: /public/isi/index.html
2. Go to Myself > Contact Information to request an activation code.
3. Follow the instructions on the page to complete this task.

You must activate your email address to receive notifications from ADP. For example, depending on your company setup, ADP may send notifications when your pay statements are ready, benefit enrollment changes are processed, and/or your user ID is retrieved or password is reset. You must activate your mobile numbers to receive your login information upon your request.

-----
Have questions or need assistance?
-----
Contact your company administrator for assistance.

This email has been sent from an automated system. DO NOT REPLY.
```



Appendix B: AHRIS / ADP Crosswalk

Note: The left column is the process described in the AHRIS PERSONNEL ACTION PROCEDURES Manual (6th. Rev.) The right column is how this process is now accomplished using the new ADP System.

AHRIS	ADP	
Screen	Role	Action
Create a New Position Screen: PSMT	Practitioner	Define Position Information
Change the Status of An Existing Position Screens: PSMT, PAMT, QPST, QPAT, QPTL	Practitioner	Define Position Information
View Incumbents in Existing Position Screen: PMST, QPSR	Practitioner	Position Status
Define or Change the Profile Attributes of a Position Screen: PSMT	Practitioner	Define Position Information
Check the Status of a Position Screen: PSMT	Practitioner	Position Status
Check for the Number of Vacancies in a Position Screen: PSMT	Practitioner	Position Status
Establishment and Maintenance of Both the Number of Incumbents and Full Time Equivalents (“FTE’s”) Allowed for Each Position Screen: PAMT	Practitioner	Position Status
Increase Number of Incumbents in a position Screen: PAMT	Practitioner	Define Position Information
New Employee Screen: NEMP	Manager	Hire New Employee
Employment Status Maintenance Screen: ESMT	Manager	Change Employment Status
Agency Specific & Accounting Data Screen: AGYS	Manager	Hire New Employee
Employee Attributes Screen: ATTR	Manager	Hire New Employee
Employee Licenses & Certifications Screen: LCNS		Not available



AHRIS	ADP	
Screen	Role	Action
Address Screen: ADDR	Manager	Hire New Employee
Emergency Contact Screen: EMER	Employee	Employee Role
Electronic Funds Transfer Screen: EFT	Employee	Direct Deposit
Benefits Screens: ENRL, DPND		HR Manager must see Benefits Group
Requisition Personnel (New Hire Process)	Practitioner	Position Status.
Enter Employee Status Info Screen: ESMT	Manager	Hire New Employee
Enter Agency Data Screen: AGYS	Manager	Hire New Employee
Enter Employee Attributes Screen: ATTR	Manager	Hire New Employee
Enter Pension Data Screen: PENS	Manager	Update Additional Employee Data
Enter Dependent Information Screen: DPND	Manager	See Benefits
Enter EFT Screen: EFT	Employee	Direct Deposit
Enter Tax Information from W-4 & L-4 Screen: TAX	Employee	W-4 – complete in MSS L-4- print out and submit to HR Manager
Record Educational Achievement Screen: PA		Not available
Correct Social Security Number Screen: EIDC		Form sent to Managed Payroll Services
Employee Name Change Screen: ENCH		Form sent to Managed Payroll Services
Voluntary Demotion - S&WB to City Screens: NEMP, ESMT	Manager	Hire New Employee
SWB to City - Restored to Former Class through Layoff Process Screens: NEMP; ESMT	Manager	Hire New Employee
SWB to City - Transfer through Layoff Process Screens: NEMP; ESMT	Manager	Hire New Employee
Promotion - Sewerage & Water Board to City Screens: NEMP; ESMT	Manager	Hire New Employee
Transfer From S&WB to City Screens: NEMP; ESMT	Manager	Hire New Employee



AHRIS	ADP	
Screen	Role	Action
Death of an Active Employee Screen: ESM2	Manager	Change employment status to terminate
Voluntary Demotion - City to S&WB Screen: ESMT	Manager	Change Job & Salary Information
Dismissal (Termination) Screen: ESM4	Manager	Change employment status to terminate
City to S&WB - Restored to Former Class through Layoff Process Screen: ESMT	Manager	Change employment status to terminate
City to S&WB - Transfer through Layoff Process Screen: ESMT	Manager	Change employment status to terminate
Promotion City to Sewerage & Water Board Screen: ESMT	Manager	Change employment status to terminate
Resignation Screen: ESM2	Manager	Change employment status to terminate
Retirement – Voluntary Screen: ESM2	Manager	Change employment status to terminate
Retirement – Involuntary Screen: ESM2	Manager	Change employment status to terminate
Transfer From City to S&WB Screen: ESM2	Manager	Change employment status to terminate
Dismissal Rescinded Screen: ESM4	Manager	Complete MPS form and submit
Layoff - Restored to previous position /transferred Screen: ESMT	Manager	Rehire Employee
Return To Active Status / Re employment Screen: ESMT	Manager	Rehire Employee
Return to Active Status / Rehire Screen: ESMT	Manager	Rehire Employee
Return to Active Status / Reinstatement Screen: ESMT	Manager	Complete form and submit
Return to Active Status / Re employment after Layoff - Preferred Re employment Screen: ESMT	Manager	Rehire Employee
Return to Active Status / Return to Work from Retirement Screen: ESMT	Manager	Change Job Status



AHRIS	ADP	
Screen	Role	Action
Return to Active Status / Involuntary Retirement Rescinded Screen: ESM2	Manager	Complete MPS form and submit
Return to Active Status / Return to Active Pay from Leave Screen: ESM2	Manager	Change employment status
Return to Active Status / Return to Active Pay from Suspension Screen: ESM4	Manager	Change employment status
Return to Active Status / Suspension Rescinded or Amended Screen: ESM4	Manager	Change employment status or complete the Job/Pay Change form if below top of stack.
Return to Active Status / Off Worker's Compensation Screen: ESM2	Manager	Change employment status
Goes on No Pay Status / Education Leave Without Pay Screen: ESM2	Manager	Change Employment Status, then select status type, then select Reason.
Family Medical Leave Without Pay Screen: ESM2	Manager	Change Employment Status, then select status type, then select Reason.
Leave Without Pay Screen: ESM2	Manager	Change Employment Status, then select status type, then select Reason.
Maternity Leave Without Pay Screen: ESM2	Manager	Change Employment Status, then select status type, then select Reason.
Military Leave Without Pay Screen: ESM2	Manager	Change Employment Status, then select status type, then select Reason.
Rehabilitation Leave Without Pay Screen: ESM2	Manager	Change Employment Status, then select status type, then select Reason.
Suspension / Goes on No Pay Status Screen: ESM4	Manager	Change Employment Status, then select status type, then select Reason.
Sick Leave Without Pay / Goes on No Pay Status Screen: ESM2	Manager	Change Employment Status, then select status type, then select Reason.
Goes on Extended Leave With Pay Status / Education Leave With Pay Screen: ESM2	Manager	Change Employment Status, then select status type, then select Reason.



AHRIS	ADP	
Screen	Role	Action
Family Medical Leave With Pay Screen: ESM2	Manager	Change Employment Status, then select status type, then select Reason.
Leave With Pay Screen: ESM2	Manager	Change Employment Status, then select status type, then select Reason.
Maternity Leave With Pay Screen: ESM2	Manager	Change Employment Status, then select status type, then select Reason.
Military Leave With Pay Screen: ESM2	Manager	Change Employment Status, then select status type, then select Reason.
Rehabilitation Leave With Pay Screen: ESM2	Manager	Change Employment Status, then select status type, then select Reason.
Other Change in Employment Status / Adding or Reactivating a Dual Rate Screen: ESM2	Manager	Complete form and submit or Payroll Function
Other Change in Employment Status / Inactivate a Dual Rate Screen: ESM2	Manager	Change Employment Status, then select status type, then select Reason.
Correction to Employment Status Screen: ESMT	Manager	Complete the Job/Pay Change form and submit
Other Change in Employee Status / On Worker's Compensation Screen: ESM2	Manager	Navigate to "Change Employment Status", the select either Leave of Absence (Unpaid or Paid), Then select reason
Change in Civil Service Status / Certification After Probation Screen: ESM3	Manager	Update Additional Employee Data
Change in Civil Service Status / Extension of Probationary Period Screen: ESM3	Manager	Update Additional Employee Data
Change in Civil Service Status Screen: ESMT	Manager	Update Additional Employee Data
Change in Civil Service Status / On Leave to the Unclassified Service Screen: ESM2	Manager	Complete P1 Form and Submit to Civil Service
Change in Title / Demotion – Involuntary Screen: ESMT	Manager	Change Job and Salary Info
Change in Title / Voluntary Demotion Screen: ESMT	Manager	Change Job and Salary Info



AHRIS	ADP	
Screen	Role	Action
Change in Title / Demotion Rescinded Screen: ESMT	Manager	Complete form and submit
Change in Title / Voluntary Demotion - accepts Lower Class from Register Screen: ESMT	Manager	Change Job and Salary Info
Change in Title / Lateral Classification Change Screen: ESMT	Manager	Change Job and Salary Info
Change in Title / Lateral Classification Change - Police Recruit Screen: ESM2	Manager	Change Job and Salary Info
Change in Title / Promotion Screen: ESMT	Manager	Change Job and Salary Info
Change in Title / Reinstatement - Return to Previous Position Screen: ESMT	Manager	Complete MPS form and submit / Change Job and Salary Info
Change in Pay / Add Allowance(s) Screen: ESM5	Manager	Accomplished via Payroll
Change in Pay / Expire Allowance(s) Screen: ESM5	Manager	Accomplished via Payroll
Change in Pay / Reduction in Pay Screen: ESM2	Manager	Change Job and Salary Info
Change in Pay / Reduction in Pay Rescinded or Amended Screen: ESM2	Manager	Change Job and Salary Info
Change in Pay / Salary Increase Screen: ESM2	Manager	Change Job and Salary Info
Change in Pay / Salary Decrease Screen: ESM2	Manager	Change Job and Salary Info
Change in Pay / Temporary Salary Increase Screen: ESM2	Manager	Change Job and Salary Info
Change in Pay / Add Special Rate of Pay Screen: ESM2	Manager	Change Job and Salary Info / Change Job Information
Change in Pay / Remove Special Rate of Pay Screen: ESM2	Manager	Change Job and Salary Info / Change Job Information
Change in Pay / Police and Fire State Supplemental Pay Withholding Screen: ESM2	Manager	Accomplished via Payroll
Change Effective Date / Demotion Date Amended Screen: ESMT	Manager	Complete form and submit



AHRIS	ADP	
Screen	Role	Action
Change Effective Date / Dismissal Date Amended Screen: ESM4	Manager	Complete form and submit
Change Effective Date / Involuntary Retirement Date Amended Screen: ESM2	Manager	Complete form and submit
Change in Organization Code / Transfer Within Department (Budget Code Change) Screen: ESM2; AGYS	Manager	Complete P1 form and submit to Civil Service
Change in Organization Code / Transfer Between Departments Screen: ESMT; AGYS	Manager	Change Job and Salary Info
Miscellaneous Correction Screen: ESMX	Manager	Complete form and submit
Add an Employee to the DROP Program Screen: ESM2, PENS	Manager	Update Additional Employee Data
Return from DROP Screen: ESM2, PENS	Manager	Update Additional Employee Data
Change a Dual Rate Screen: ESM2	Manager	Complete form and submit
Adjust Hours of Work: FT/PT Screen: ESM2	Manager	Update Additional Employee Data
Adjust Hours of Work: 35/40 Screen: ESM2	Manager	Change Job and Salary Info
Payout terminal leave Screen: ESM2	Manager	Payroll Function
Resign from Classified Service to accept appointment in the Unclassified Service Screen: ESM2	Manager	Complete P1 form and submit to Civil Service
Change in Organization Pay Location Code Screen: AGYS	Manager	Update Additional Employee Data
Change in Accounting Distribution Screen: AGYS	Manager	Update position management



Appendix C: New Hire Checklist

- | | |
|--|--|
| <input type="checkbox"/> Concentra Drug Screen | <input type="checkbox"/> Pension Profile |
| <input type="checkbox"/> Personnel Requisition (P1) | <ul style="list-style-type: none">• Pension enrollment form• Pension beneficiary designation form |
| <input type="checkbox"/> NEMP form (page 1 of 4) | |
| <input type="checkbox"/> Personnel Action form (page 2 of 4) | <input type="checkbox"/> Group Life insurance beneficiary form |
| <input type="checkbox"/> AGYS form (page 3 of 4) | |
| <input type="checkbox"/> ATTR form (page 4 of 4) | <input type="checkbox"/> I-9 form |
| <input type="checkbox"/> ADDR/EMER form | <input type="checkbox"/> Healthcare Enrollment form |
| <input type="checkbox"/> Personal History Record | <input type="checkbox"/> Non-Active Employee Medical form * |
| <input type="checkbox"/> Personal History form (RAMS) | <input type="checkbox"/> Substance Abuse Policy |
| <input type="checkbox"/> Payroll Tax form | <input type="checkbox"/> Time Card Acknowledgement |
| <ul style="list-style-type: none">• W4• L4• Direct Deposit w/voided check• Payroll Calendar• Copy of Timesheet | <input type="checkbox"/> Standards of Appearance |
| <input type="checkbox"/> eTIME Schedule Populated | <input type="checkbox"/> Confidentiality form |
| <input type="checkbox"/> Voluntary Products information | <input type="checkbox"/> Smoking Policy |
| | <input type="checkbox"/> Holiday Schedule |
| | <input type="checkbox"/> Annual/Sick Leave Civil Service Rules |
| | <input type="checkbox"/> LA Code of Ethics |
| | <input type="checkbox"/> City Code of Ethics |

**A copy of the non-active medical should be stored in a medical file. All medical documentation should be kept separate from the Personnel File.*



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New Hire Checklist Continued

In addition, each department will likely require new employees to acknowledge receipt of several additional documents. These should include the following:

CAO Policy Memos:

- No. 4 – Grievance Procedure of the City of New Orleans
- No. 19 (R) - Domicile Requirements for City Employees
- No. 28 (R) - Employee Identification Cards
- No. 33 (R) – Maternity Leave
- No. 49 (R) – Leave Status and Employment Termination
- No. 54 (R) – City’s Affirmative Action and Equal Employment Policies
- No. 70 (R) – Application of the Fair Labor Standards Act (FLSA) to Governmental Entities
- No. 71 - City & State Code of Ethics
- No. 72 (R) – Correct Time Keeping
- No. 73 (R) – Amended IRCA Employer Regulations I-9 Form
- No. 75 (R) – Selective Service Registration
- No. 76 (R) - Smoking Policy
- No. 82 (R) – Standards of Appearance for City Employees
- No. 83 – Standards of Behavior for City Employees
- No. 89 (R) - Substance Abuse
- No. 93 – Inspection of Personnel Records of Public Employees
- No. 107 – Mandatory Direct Deposit Program
- No. 108 – Family and Medical Leave Policy and Procedures
- No. 109 - Regulations Pertaining to Assignment, Usage and Care, and Return of City Property by Employees
- No. 111 – Restrictions on Political Activities by City Employees

CAO Circular Memo No. 16-98 - Deferred Compensation Providers
Civil Service Rules on Leave (Rule VIII)
IRCA Verification of I-9 Form (see CAO Policy Memo No. 73 (R))

These may also be included when applicable: Departmental/Agency Rules & Regulations, any uniform requirements, a job description, a Personal History Form or resume, and the following CAO Policy Memos:

- No. 5(R) – Vehicle and Equipment Policy
 - No. 9 (R) – Travel by City Employees
 - No. 21 (R) – Auto Allowance and Mileage Reimbursement
 - No. 61 – Internet Use and Access Authorization
 - No. 97 – Health Care Coverage for Dependents of Employees Killed in the Line of Duty
 - No. 115 – Disability Retirement Healthcare Benefits for Public Safety Personnel Injured in the Line of Duty with less than 10 years of Consecutive Service
 - No. 116 – Credit Card Issuance and Use
- CAO Circular Memo No. 17-99 - Advanced Earned Income Credit



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Checklist of Additional (Non-AHRS) Forms Needed For New Hires In Classified Service

Send to Civil Service

- _____ Personnel Requisition (P1) form
- _____ Civil Service Register
- _____ Non-active employee medical form

Send to Finance – Payroll

- _____ Tax Form (TAX), with Forms W-4 and L-4 (Federal and State Tax Withholding) attached

Send to CAO - Insurance Section

- _____ Group Health Insurance Enrollment Forms*
- _____ Health Insurance Declination Form/ Pre-existing Conditions form*

Send to Risk Management, Law Dept.

- _____ Group Life Insurance Enrollment Forms*
- _____ Life Insurance Beneficiary Form*

Send to Retirement

- _____ Retirement's Enrollment Application/ Personal History form**
- _____ Pension Beneficiary Form**

** These forms are not required if the employee is part-time and works less than 30 hours.*

*** These forms are not required if the employee is part-time and works less than 17.5 hours.*



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Appendix D: Termination/Resignation Checklist

- _____ Resignation/Termination letter
- _____ AHRIS P2 (Personnel Action Form)
- _____ AGYS form
- _____ Exit Interview – Termination of Employment
 1. Email/Fax to Third Party Administrator (TALX)
 2. Pink copy to employee
 3. Yellow copy to CAO (unclassified)
 4. Gold copy (Department)
- _____ Separation Notice Alleging Disqualification;
 1. Original to La. Dept. of Labor
 2. Pink copy to employee
 3. Yellow copy to CAO (unclassified)
- _____ Retirement System Termination of Service (RS-13);
Original forms to Retirement
RS-13 and RS-16 forms for withdrawal of contributions
If retiring, use RS-10 form – Application for Retirement
Copy of retirement forms to CAO (unclassified)
- _____ Hospitalization Termination Form
- _____ COBRA coverage election
Original to Hospitalization Division
Copy to CAO (unclassified)
- _____ Voluntary Products Information
- _____ MidAmerica form (Employees 55 years old)

NOTE: See the following CAO memos pertaining to the return of city property:

- No. 5 (R) Vehicle and Equipment Policy
- No. 28 (R) Employee Identification Cards
- No. 60 (R) Wireless Telephones
- No. 109 Regulations Pertaining to Assignment, Usage and Care, and Return of
City Property by Employees



Appendix E: Conditions for Long-Term Leave*

Sick Leave without Pay (Rule VIII, Section 5.2)

- Employee must be probationary or permanent.
- It can be used for up to 1 year.
- If leave lasts for 90 days, a physician's statement to the Civil Service Commission is required. Another statement is required in the seventh month of leave.
- Granted with the approval of the Director of Civil Service, subject to the approval of the Commission.
- Employees should contact the Insurance Section of the Chief Administrative Office to arrange for premium payments while on leave without pay. They must pay health care plan insurance premium to maintain coverage.

Educational Leave with Pay (Rule VIII, Section 7, CAO Policy Memo #13)

- It can be used for up to 1 year.
- Training must be for the "betterment of the service rendered by the department to the public".
- Approval of the Chief Administrative Office is required, after which the request must be approved by the Civil Service Commission.

Military Leave (Rule VIII, Section 8)

- Good while employees are in active military service and may extend beyond their relief from duty under certain restrictions.
- Employees should contact the Insurance Section of the Chief Administrative Office to arrange for premium payments while on leave without pay. They must pay health care plan insurance premium to maintain coverage.
- Generally, employees are entitled to return to the position which they vacated and with the Civil Service status that they held before leaving. See this Section of the Rules for restrictions.
- If their position is eliminated while on leave, covered employees have re employment rights. Again, restrictions apply.



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Maternity Leave
(Rule VIII, Section 9, CAO Policy memo #33, Civil Service Memo #406)

- Employee must be probationary or permanent.
- A physician's statement is required. It must contain these three pieces of information: (1) date maternity leave is to begin; (2) expected delivery date; (3) estimated period of incapacitation.
- It can be used up to 6 months, with an additional 6 months available at the discretion of the appointing authority with an additional physician's statement.
- It can be any combination of sick leave, annual leave and leave without pay. The breakdown of usage should be included on the request the employee makes to her appointing authority.
- Employee must notify her appointing authority at least 10 working days before going on leave, unless unusual medical circumstances are present.
- When the employee returns to work, she must provide a physician's statement that she is able to resume her duties and must notify her appointing authority at least 10 days prior to her return.
- Employees should contact the Insurance Section of the Chief Administrative Office to arrange for premium payments while on leave without pay. They must pay health care plan insurance premium to maintain coverage.

NOTE: If the employee is placed on LOA (unpaid), the employee becomes "Inactive" in eTIME. Returning an employee from LOA triggers eTIME to re-activate the employee.

If the employee is going to be paid for a portion of his time off, he should be placed on LOA (Paid) so he remains active in eTIME.



Family Medical Leave (Rule VIII, Section 10)

- Employees must be employed with the City for 12 months, and have worked 1,250 hours within 12 month period. Family Medical Leave can be used for any of the following reasons:
 - (a) To care for an ill spouse, parent, or child.
 - (b) To deal with the employee's own illness.
 - (c) To care for a child following birth, adoption, or the beginning of foster care. Leave for this purpose must be used within the first twelve (12) months following birth or, in cases of adoption and foster care, placement of the child with the employee.
- Requests should be made in writing 30 days prior to effective date of leave, if possible. If not possible, as soon as need is evident. A special form is required.
- If leave is for the employee's illness, or that of a family member, medical documentation/certification is required.
- If leave is for the employee's illness, a combination of sick leave, annual leave and leave without pay can be used. The appointing authority may require that the employee use annual or sick leave. The breakdown of usage is to be included on the request the employee makes to the appointing authority.

NOTE: If the employee uses both leave with pay and leave without pay, both a FAM01 and FAM02 will need to be completed. These can be done at the same time and can be future dated. You can perform this in MSS as a Paid LOA and then enter sick/annual time on the timecard in eTIME if needed.

- Employees should contact the Insurance Section of the Chief Administrative Office to arrange for premium payments while on leave without pay. They must pay health care plan insurance premium to maintain coverage.
- Appointing authorities must review the request form and notify employees of their decision ASAP. They must give their employee a copy of approved, or disapproved, form.
- The department must send copy of the form (approved or disapproved) to Civil Service Department (Class & Pay Division). If LWOP is involved, a copy should also be forwarded to CAO (Insurance Section); original is kept on file in department.
- If multiple requests are made intermittently, employees' leave usage should be monitored to insure leave does not exceed 12 weeks.



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Family Medical Leave (Rule VIII, Section 10) - (continued)

- The appointing authority cannot ask for specific medical details on leave request form.
- The appointing authority cannot attach detailed medical documentation to the form when routing, or keep such information in departmental files. After reviewing a documentation letter or report, information can be returned to employee.

** This information is provided as a quick reference for the AHRS user. It is not intended to substitute for the Rules and Policy Memos referenced.*

** In either process, employee must complete and sign City Group Health Enrollment Card, the health questionnaire, and the Life & Accident Insurance Group Enrollment Form, and send the Group Health enrollment form to the Insurance section of the CAO's office, the Life and Accident Insurance Group enrollment form to Risk Management in the Law Dept., and the Beneficiary Designation form (completed for the Pension system) to the appropriate retirement system.*



Appendix F: Earnings Codes to ADP Codes Mapping

ERNCD	DESCRIPTION	SHORT	ADP	ADP	ADP SHORT
039	AUTO ALLOWANCE	AUTO ALLOW	ALA	Auto Allowance	AUTO ALLOW
040	UNIFORM ALLOWANCE	UNIFRM ALLOW	ALB	Uniform Allowance	UNIFRM ALLOW
041	TOOL ALLOWANCE	TOOL ALLOW	ALC	Tool Allowance	TOOL ALLOW
005	ADJUSTMENT REGULAR	ADJ REGULAR	CE2	Adj to REG	ADJ REGULAR
021	ADJUSTMENT TO OVERTIME	ADJ OVERTIME	CE3	Adj to OT	ADJ OVERTIME
002	ONE-TIME PAYMENT	1 TIME PAYMT	CE4	One-time payment	1 TIME PAYMT
042	PARKING AMBASSADOR	PARK AMB.	CE8	Parking	PARK AMB.
025	HOLIDAY NOT WORKED	HOLIDAY	CE9	Holiday not worked	HOLIDAY
25PAY	HOLIDAY NOT WORKED	HOLIDAY	CE9	Holiday not worked	HOLIDAY
030	ANNUAL LEAVE	ANNUAL LEAVE	CEA	Annual Leve	ANNUAL LEAVE
031	SICK LEAVE	SICK LEAVE	CEB	Sick Pay	SICK LEAVE
31PAY	SICK LEAVE	SICK LEAVE	CEB	Sick Pay	SICK LEAVE
033	CIVIL LEAVE	CIVIL LEAVE	CEC	Civil Leave	CIVIL LEAVE
33PAY	CIVIL LEAVE	CIVIL LEAVE	CEC	Civil Leave	CIVIL LEAVE
080	LEAVE WITHOUT PAY	LWOP	CED	LWOP	LWOP
80PAY	LEAVE WITHOUT PAY	LWOP	CED	LWOP	LWOP
082	LEAVE WITHOUT PAY EXCESS L USE	LWOP EXC LV	CEE	LWOP Excess Use	LWOP EXC LV
82PAY	LEAVE WITHOUT PAY EXCESS L USE	LWOP EXC LV	CEE	LWOP Excess Use	LWOP EXC LV
083	LEAVE WITHOUT PAY SUSPENSION	LWOP SUSP	CEF	LWOP Suspension	LWOP SUSP



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ERNCD	DESCRIPTION	SHORT	ADP	ADP	ADP SHORT
83PAY	LEAVE WITHOUT PAY SUSPENSION	LWOP SUSP	CEF	LWOP Suspension	LWOP SUSP
088	FURLOUGH LWOP	FUR LWOP	CEG	Furlough	FUR LWOP
88PAY	FURLOUGH LEAVE	FUR LEAVE	CEG	Furlough	FUR LWOP
098	WORKER'S COMPENSATIONS	WORKERS COMP	CEH	Workers Comp	WORKERS COMP
98PAY	WORKER'S COMPENSATIONS	WORKERS COMP	CEH	Workers Comp	WORKERS COMP
036	INJURED ON DUTY LEAVE - FIRE	IOD LV FIRE	CEI	Injured on Duty Leave - Fire	IOD LV FIRE
36PAY	INJURED ON DUTY PAY FIRE	IOD PAY FIRE	CEI	Injured on Duty Leave - Fire	IOD LV FIRE
36FIR	INJURED ON DUTY PAY FIRE	IOD PAY FIRE	CEI	Injured on Duty Leave - Fire	IOD LV FIRE
037	INJURY ON DUTY LEAVE NO OT	IOD LV NO OT	CEJ	Injured on duty leave no OT	IOD LV NO OT
37PAY	INJURY ON DUTY LEAVE NO OT	IOD LV NO OT	CEJ	Injured on duty leave no OT	IOD LV NO OT
37NOT	INJURY ON DUTY LEAVE NO OT	IOD LV NO OT	CEJ	Injured on duty leave no OT	IOD LV NO OT
44LFL	MILLAGE LUMP SUM FIRE LONG	MIL LMF LONG	CEK	MILLAGE LUMP SUM FIRE LONG	MIL LMF LONG
44LMF	MILLAGE LUMP SUM PYMT FIRE	MILL LMP FIR	CEL	MILLAGE LUMP SUM PYMT FIRE	MILL LMP FIR
44LML	MILLAGE LUMP SUM PYMT FIRE	MILL LMP FIR	CEM	MILLAGE LUMP SUM PYMT FIRE	MILL LMP FIR
44LMP	MILLAGE LUMP SUM PYMT POLICE	MILL LMP POL	CEN	MILLAGE LUMP SUM PYMT POLICE	MILL LMP POL
44PP	MILLAGE PAY PERIOD AMOUNT	MILL PAY PD	CEO	MILLAGE PAY PERIOD AMOUNT	MILL PAY PD
44PPL	MILLAGE LEAVE NON FLSA	MILL LEAVE	CEP	MILLAGE LEAVE NON FLSA	MILL LEAVE
80EPY	LEAVE WITHOUT PAY/EAP	LWOP/EAP	CEQ	LEAVE WITHOUT PAY/EAP	LWOP/EAP



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ERNCD	DESCRIPTION	SHORT	ADP	ADP	ADP SHORT
82EPY	LEAVE WITHOUT PAY EXCESS L USE	LWOP EXC LV	CES	LEAVE WITHOUT PAY EXCESS L USE	LWOP EXC LV
83EPY	LEAVE WITHOUT PAY SUSPENSION	LWOP SUSP	CEU	LEAVE WITHOUT PAY SUSPENSION	LWOP SUSP
84DPY	TERMINAL LV-DEATH SICK LEAVE	TL SK DEATH	CEW	TERMINAL LV-DEATH SICK LEAVE	TL SK DEATH
84PAY	TERMINAL LEAVE SICK	TRM SICK	CEX	TERMINAL LEAVE SICK	TRM SICK
88EPY	FURLOUGH LWOP/EAP	FUR LWOP/EAP	CF1	FURLOUGH LWOP/EAP	FUR LWOP/EAP
98OFF	WORKER'S COMP OFFSET	W.C. OFFSET	CF3	WORKER'S COMP OFFSET	W.C. OFFSET
98PYF	WORKER'S COMPENSATIONS	WORKERS COMP	CF5	WORKER'S COMPENSATIONS	WORKERS COMP
AACPY	PENSION EMPLOYER SHARE	PENSION EMPR	CF6	Pension Fringe Pay	PENSION EMPR
ADCPY	POLICE PENSION EMPL CONT.	POL PEN ER	CF7	POLICE PENSION EMPL CONT.	POL PEN ER
AFCPY	FIRE PENSION EMPL CONT.	FIR PEN ER	CF8	FIRE PENSION EMPL CONT.	FIR PEN ER
AHCPY	LA CLERK OF COURT RET (EMPER)	AHC-EMPER	CF9	LA CLERK OF COURT RET (EMPER)	AHC-EMPER
ARPAY	ACTIVATED RESERVIST MAKE-UP PY	ACT RES MKUP	CFA	ACTIVATED RESERVIST MAKE-UP PY	ACT RES MKUP
BCCPY	HOSP EMPLOYER SHARE	HOSP EMPR	CFB	HOSP EMPLOYER SHARE	HOSP EMPR
BCEPY	HOSP EMPR NOT ENRLD FRINGE PAY	HOSP EMPR NO	CFC	HOSP EMPR NOT ENRLD FRINGE PAY	HOSP EMPR NO
CODIS	CODIS BENEFIT PAYMENTS	CODIS PAYMT	CFD	CODIS BENEFIT PAYMENTS	CODIS PAYMT
CSIC2	SICK LEAVE - OVERFLOW	SICK LV - OF	CFE	SICK LEAVE - OVERFLOW	SICK LV - OF
EDPAD	ASSOCIATE DEGREE PD ED INC PAY	AO DEGREE	CFF	ASSOCIATE DEGREE PD ED INC PAY	AO DEGREE
EDPBD	BACHELORS DEGREE PD ED INC PAY	BA DEGREE	CFG	BACHELORS DEGREE PD ED INC PAY	BA DEGREE
EDPGD	POST GRADUATE DEGREE INC PAY	PG DEGREE	CFH	POST GRADUATE DEGREE INC PAY	PG DEGREE



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ERNCD	DESCRIPTION	SHORT	ADP	ADP	ADP SHORT
EDUCP	EDUCATION LEAVE PAY - FIRE	EDUC LV PAY	CFI/CFJ	EDUCATION LEAVE PAY - FIRE	EDUC LV PAY
EEDUP	EXTENDED EDUCATIONAL LEAVE PAY	EX EDU LV PY	CFK	EXTENDED EDUCATIONAL LEAVE PAY	EX EDU LV PY
EMER	OFFICIAL EMERGENCY LEAVE	OFF EMER LV	CFM	OFFICIAL EMERGENCY LEAVE	OFF EMER LV
OELPY	EMERGENCY PAY NOT WORKED	EMR PY NT WK	CFM	EMERGENCY PAY NOT WORKED	EMR PY NT WK
JDCPY	FICA EMPLOYER SHARE	JD-FICA EMPR	CFO	FICA EMPLOYER SHARE	JD-FICA EMPR
JFCPY	MEDICARE EMPL SHARE PAY	JF-MED EMPR	CFP	MEDICARE EMPL SHARE PAY	JF-MED EMPR
LICPY	LIFE EMPLOYER SHARE	LIF INS EMPR	CFQ	LIFE EMPLOYER SHARE	LIF INS EMPR
OEPYW	EMERGENCY WORKED PAY	EMER WORK PY	CFS	EMERGENCY WORKED PAY	EMER WORK PY
OFSET	OFFSET REGULAR WAGES-REINSTATE	OFFSET REGLR	CFT	OFFSET REGULAR WAGES-REINSTATE	OFFSET REGLR
PDCPY	POLICE PAID UP PENSION	POL P/U EMPR	CFU	POLICE PAID UP PENSION	POL P/U EMPR
PECPY	FIRE PAID UP PENSION(OLD SYS)	FIR P/U EMPR	CFV	FIRE PAID UP PENSION(OLD SYS)	FIR P/U EMPR
PFCPY	FIRE PAID UP PENSION(NEW SYS)	FIR P/U EMPR	CFW	FIRE PAID UP PENSION(NEW SYS)	FIR P/U EMPR
SRPBS	BOMB SQUAD SPECIAL RATE	SPECIAL RATE	CFY	BOMB SQUAD SPECIAL RATE	SPECIAL RATE
SRPFT	FIELD TRAINING OFF SPC RATE	FTO SPC RATE	CFZ	FIELD TRAINING OFF SPC RATE	FTO SPC RATE
SRPKU	K-9 UNIT SPECIAL RATE	K-9 SPC RATE	CG1	K-9 UNIT SPECIAL RATE	K-9 SPC RATE
SRPMP	MOUNTED PATROL SPECIAL RATE	MTP SPC RATE	CG2	MOUNTED PATROL SPECIAL RATE	MTP SPC RATE
SRPMU	MARINE UNIT SPECIAL RATE	M/U SPC RATE	CG3	MARINE UNIT SPECIAL RATE	M/U SPC RATE
SRPTM	TRAFFIC/MOTORCYCLE SPC RATE	T/M SPC RATE	CG4	TRAFFIC/MOTORCYCLE SPC RATE	T/M SPC RATE
SRPTU	TACTICAL UNIT SPECIAL RATE	T/U SPC RATE	CG5	TACTICAL UNIT SPECIAL RATE	T/U SPC RATE



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ERNCD	DESCRIPTION	SHORT	ADP	ADP	ADP SHORT
STEP	STRAIGHT TIME EMERGENCY PAY	STEP EMER WK	CG6	STRAIGHT TIME EMERGENCY PAY	STEP EMER WK
STOTC	STATE SUPPLEMENTAL PAY OT	ST SUPP OT	CG7	STATE SUPPLEMENTAL PAY	for OT
STPYA	STATE SUPPLEMENTAL PAY	ST SUPP	CG8	STATE SUPPLEMENTAL PAY	ST SUPP
STPYB	STATE SUPPLEMENTAL PAY-OFFSET	ST SUPP OFF	CG9	STATE SUPPLEMENTAL PAY-OFFSET	ST SUPP OFF
STPYL	STATE SUPPLEMENTAL PAY LONGEVITY	StSuppLong	CGA	STATE SUPPLEMENTAL PAY	StSuppLong
SVCHP	VENDOR XSACTION SERVICE CHARGE	SERVICE CHRG	CGB	VENDOR XSACTION SERVICE CHARGE	SERVICE CHRG
UCCPY	UNEMPLOYMENT COMPENSATION	UNEMPLY COM	CGC	UNEMPLOYMENT COMPENSATION	UNEMPLY COM
VUCPY	VEHICLE USE PAY	VEHICLE USE	CGD	VEHICLE USE PAY	VEHICLE USE
VUDPY	VEHICLE USE DEDUCTION PAY	VH US DED PY	CGE	VEHICLE USE DEDUCTION PAY	VH US DED PY
WCCPY	WORKER'S COMP FIRNIGE PAY	WK CMP PAY	CGF	WORKER'S COMP FIRNIGE PAY	WK CMP PAY
47FLN	PILOT NOT SPRAYING MOSQ CTRL	PLT NSPT MSQ	CGH	PILOT NOT SPRAYING MOSQ CTRL	PLT NSPT MSQ
47FLS	PILOT SPRAYING - MOSQUITO CTRL	PLT SPY MOSQ	CGI	PILOT SPRAYING - MOSQUITO CTRL	PLT SPY MOSQ
47FTO	FIELD TRAINING OFFICER	FIELD TRN OF	CGJ	FIELD TRAINING OFFICER	FIELD TRN OF
47MCM	AIR & PWR PLT MECH-MOSQ CTRL	AIR & PW PLT	CGK	AIR & PWR PLT MECH-MOSQ CTRL	AIR & PW PLT
47MCO	FLT OBS/AERIAL PHOTO MOSQ CTRL	FLT OBSERVER	CGL	FLT OBS/AERIAL PHOTO MOSQ CTRL	FLT OBSERVER
47MCP	PESTICIDE HNDL-MOSQUITO CONTRL	PEST HAND	CGM	PESTICIDE HNDL-MOSQUITO CONTRL	PEST HAND
47SCT	SCOOTER PAY - POLICE	SCOOTER	CGN	SCOOTER PAY - POLICE	SCOOTER



CITY OF NEW ORLEANS

ERNCD	DESCRIPTION	SHORT	ADP	ADP	ADP SHORT
038	SUPP PAY - JUVENILE COURT	SUPP PAY-JC	CGP	Supplemental Pay - Court	SUPP PAY-JC
84020	TERMINAL LEAVE - SICK LV @ 20%	TERM SK 20%	CI2	TERMINAL LEAVE - SICK LV @ 20%	TERM SK 20%
84025	TERMINAL LEAVE - SICK LV @ 25%	TERM SK 25%	CI3	TERMINAL LEAVE - SICK LV @ 25%	TERM SK 25%
84033	TERMINAL LEAVE - SICK LV @ 33%	TERM SK 33%	CI4	TERMINAL LEAVE - SICK LV @ 33%	TERM SK 33%
84050	TERMINAL LEAVE - SICK LV @ 50%	TERM SK 50%	CI5	TERMINAL LEAVE - SICK LV @ 50%	TERM SK 50%
84100	TERMINAL LEAVE - SICK LV @ 100%	TERM SK 100%	CI6	TERMINAL LEAVE - SICK LV @ 100%	TERM SK 100%
AFMLV	ACCRUE FAMILY LEAVE	ACC FAM LEAV	CHH	ACCRUE FAMILY LEAVE	ACC FAM LEAV
AR1PAY	ACTIVE MILITARY DUTY MAKEUP PY	ACT MIL MKUP	CHI	ACTIVE MILITARY DUTY MAKEUP PY	ACT MIL MKUP
FLSA	OVERTIME-FLSA SYSTEM GENERATED	OVERTIME	CHK	OVERTIME-FLSA SYSTEM GENERATED	OVERTIME
PNFLA	PENSION FLSA ADJUSTMENT	PEN/FLSA/ADJ	CHN	PENSION FLSA ADJUSTMENT	PEN/FLSA/ADJ
PNFLO	PENSION FLSA OFFSET	PEN/FLSA/OFF	CHO	PENSION FLSA OFFSET	PEN/FLSA/OFF
RAAAD	RESTORE ACC WHILE ACT DTY	AC AN ACT DT	CHP	RESTORE ACC WHILE ACT DTY	AC AN ACT DT
RANNL	REDUCE ANNUAL LEAVE	REDUCE ANNUL	CHQ	REDUCE ANNUAL LEAVE	REDUCE ANNUL
RASAD	RESTORE ACC SICK WHILE ACT DTY	AC SK ACT DT	CHR	RESTORE ACC SICK WHILE ACT DTY	AC SK ACT DT
RUAAD	RESTORE USE ANNL WHILE ACT DTY	US AN ACT DT	CHS	RESTORE USE ANNL WHILE ACT DTY	US AN ACT DT
SKDON	DONATION OF SICK LEAVE	DONATE SICK	CHT	DONATION OF SICK LEAVE	DONATE SICK
STPAO	STPYA OFFSET - LWOP	STPYA - LWOP	CHU	STPYA OFFSET - LWOP	STPYA - LWOP
STPBO	STPYB OFFSET - LWOP	STPYB - LWOP	CHV	STPYB OFFSET - LWOP	STPYB - LWOP



CITY OF NEW ORLEANS

ERNCD	DESCRIPTION	SHORT	ADP	ADP	ADP SHORT
UFLAN	USE ANNUAL LV FOR FAMILY LEAVE	USE FAM-ANNL	CHW	USE ANNUAL LV FOR FAMILY LEAVE	USE FAM-ANNL
UFLSK	USE SICK LEAVE FOR FAMILY LEAV	USE FAM-SICK	CHX	USE SICK LEAVE FOR FAMILY LEAV	USE FAM-SICK
090	TERMINAL LV FOR DEATH - ANNUAL	DEATH ANNUAL	CJ1	TERMINAL LV FOR DEATH - ANNUAL	DEATH ANNUAL
91020	TERMINAL LEAVE -DEATH-SICK LV 20%	DEATH SK 20%	CJ2	TERMINAL LEAVE -DEATH-SICK LV 20%	DEATH SK 20%
91025	TERMINAL LEAVE -DEATH-SICK LV 25%	DEATH SK 25%	CJ3	TERMINAL LEAVE -DEATH-SICK LV 25%	DEATH SK 25%
91033	TERMINAL LEAVE -DEATH-SICK LV 33%	DEATH SK 33%	CJ4	TERMINAL LEAVE -DEATH-SICK LV 33%	DEATH SK 33%
91050	TERMINAL LEAVE -DEATH-SICK LV 50%	DEATH SK 50%	CJ5	TERMINAL LEAVE -DEATH-SICK LV 50%	DEATH SK 50%
91100	TERMINAL LEAVE -DEATH-SICK LV 100%	DEATH SK 100%	CJ6	TERMINAL LEAVE -DEATH-SICK LV 100%	DEATH SK 100%
85PAY	TERMINAL LEAVE ANNUAL	TRM ANNUAL	CJ9	TERM Annual Leave	TRM ANNUAL
035	NON-FAMILY HLDY WORKED	NF HD WK	HO2	Non-family holiday worked	NF HD WK
045	FAMILY HOLIDAY WORKED	FM HD WK	HOT	Holiday at OT rate	FM HD WK
25OFD	HOLIDAY ON SCHEDULED DAY OFF	HLDY DY OFF	HST	Holiday - worked straight time	HLDY DY OFF
032	MILITARY LEAVE	MILITARY LEV	MIL	Military Pay	MILITARY LEV
32PAY	MILITARY LEAVE	MILITARY LEV	MIL	Military Pay	MILITARY LEV
003	UNSCHEDULED OVERTIME	UNSCHEDULED	UNS	Unscheduled Time	Unsched
03MNP	03 OT MILLAGE NOT PENSIONABLE	03 OT MILNP	OT2	OT millage non-pensionable	03 OT MILNP
03MP	03 OT MILLAGE PENSIONABLE	03 OT MILPEN	OT3	OT millage pensionable	03 OT MILPEN
03SNP	03 OT STATE PAY NON PEN	03 OT ST NP	OT4	OT state pay non-pensionable	03 OT ST NP
03SP	03 OT STATE PENSIONABLE	03 OT ST PEN	OT5	OT state pay pensionable	03 OT ST PEN



CITY OF NEW ORLEANS

ERNCD	DESCRIPTION	SHORT	ADP	ADP	ADP SHORT
029	PRE AHRS OT ADJ - NO PENS	PRE AHRS OT	OT6	pre-AHRS OT Adj	PRE AHRS OT
44OTC	MILLAGE FOR OTIME CALCULATION	MILL FOR OT	OT7	Millage for OT calc	MILL FOR OT
062	SCHEDULED OT FCOPV	SCH OT FCOPV	OT8	Scheduled OT FCOPV	SCH OT FCOPV
OTEP	OVERTIME EMERGENCY PAY WORK	OTEP PAY	OT9	OVERTIME EMERGENCY PAY WORK	OTEP PAY
BTPY	DOM PARTNER TAXABLE INCOME	DOM PART TAX	PTA	DOM PARTNER TAXABLE INCOME	DOM PART TAX
001	REGULAR PAY	REGULAR PAY	REG	Regular	REGULAR
01R	REGULAR PAY	REGULAR PAY	REG	REGULAR	REGULAR PAY
SSRTR	STATE SUPP PAY RETROACTIVE PAY	ST SUPP RETR	RT1	STATE SUPP PAY RETROACTIVE PAY	ST SUPP RETR
54203	UNSCHEDULED 2ND SHIFT PAY	UNSCH 2ND SH	SF2	UNSCHEDULED 2ND SHIFT PAY	UNSCH 2ND SH
54303	UNSCHEDULED 3RD SHIFT PAY	UNSCH 3RD SH	SF3	UNSCHEDULED 3RD SHIFT PAY	UNSCH 3RD SH
542ND	SHIFT BASE PAY + 2.5%	SHFT BS+2.5%	SF4	SHIFT BASE PAY + 2.5%	SHFT BS+2.5%
543RD	SHIFT BASE PAY + 5.0%	SHFT BS+5.0%	SF5	SHIFT BASE PAY + 5.0%	SHFT BS+5.0%
34	Use Sick Leave for Funeral Leave	Funeral	CGO	Funeral	Funeral
98FIR	Workers Comp Fire	WC Fire	CF2	Workers Comp Fire	WC Fir
			2FH	2nd Shift Fam Hol Wkd + Credit	2FHoWk+Cr
			2FW	2nd Shift Fam Hol Worked	2ndFHoWkd
			2NH	2nd Shift NonFam Hol Wkd + Crd	2NFHWk+Cr
			2NW	2nd Shift NFam Hol Worked	2ndNFHoWk
			3FH	3rd Shift Fam Hol Wkd + Credit	3FHoWk+Cr
			3FW	3rd Shift Fam Hol Worked	3rdFHoWkd



CITY OF NEW ORLEANS

ERNCD	DESCRIPTION	SHORT	ADP	ADP	ADP SHORT
			3NH	3rd Shift NonFam Hol Wkd +Crdt	3NFHWk+Cr
			3NW	3rd Shift NonFam Hol Worked	3rdNFHoIWk
			FHC	Fam Holiday Worked + Credits	FHoIWk+Cr
			SOT	Fire Over 35 Hours	Fir>35Hrs
			CH1	Sick Lv > 10000 Hrs Cnvt @ 20%	Xcss Sk20
			CH2	Sick Lv > 10000 Hrs Cnvt @ 25%	Xcss Sk25
			CH3	Sick Lv > 10000 Hrs Cnvt @ 33%	Xcss Sk33
			CH4	Sick Lv > 10000 Hrs Cnvt @ 50%	Xcss Sk50
			CH5	Sick Lv > 10000 Hrs Cnvt @ 100%	Xcss Sk100
OPSE	Secondary Employment	Sec Empl	OAY	Secondary Employment	Sec Empl



Appendix G: Deductions Codes to ADP Codes Mapping

DEDCD	DEDPL	DESCRIPTION	SHORT	ADP CODE	ADP DESCRIPTION	SHORT
9999	9999	Net Pay	Net Pay	CKZ	Net Pay	Net Pay
AA	DROP	Enter DROP		CMA	Enter DROP	
AA	DROPR	Return from DROP		CMB	Return from DROP	
AA	PENS1	MUNICIPAL EMP RETIREMENT SYS	AA-PENSION	CFA	MUNICIPAL EMP RETIREMENT SYS	AA-PENSION
AA	PENS2	MUNICIPAL EMP RETIREMENT SYS	AA-PENSION	CFA	MUNICIPAL EMP RETIREMENT SYS	AA-PENSION
AAC	PENAA	PENSION EMPLOYER SHARE	PENSION EMPR	CFA	PENSION EMPLOYER SHARE	PENSION EMPR
AAC	AMEE	Active Military EE Reimb	Mil EE Reim	CMC	Active Military EE Reimb	Mil EE Reim
AAC2	PENAA	PENSION EMPLOYER SHARE	AAC2-PENS ER	CFA	PENSION EMPLOYER SHARE	AAC2-PENS ER
AAR	PENAR	MUNICIPAL EMP RET SYS (ARREARS)	AAR-ARREARS	CFD	MUNICIPAL EMP RET SYS (ARREARS)	AAR-ARREARS
AB		MUNICIPAL EMP RETIREMENT SYS	AA-PENSION	CFE	MUNICIPAL EMP RETIREMENT SYS	AA-PENSION
AD	DROP	Police DROP		CMF	Police DROP	
AD	PENS3	MUNICIPAL POLICE STATE PENSION	AD-PENSION	CFF	MUNICIPAL POLICE STATE PENSION	AD-PENSION
ADC	AMEE	POLICE PENSION EMPLOYER CONT.	POL PEN ER	CFG	POLICE PENSION EMPLOYER CONT.	POL PEN ER
ADR	PENAR	MUN POLICE ST PENS (ARREARS)	ADR-ARREARS	CFH	MUN POLICE ST PENS (ARREARS)	ADR-ARREARS
AE	ANNT	EXEMPT FROM PENSION DEDUCTION	PENS EXMPT	CFI	EXEMPT FROM PENSION DEDUCTION	PENS EXMPT



CITY OF NEW ORLEANS

DEDCD	DEDPL	DESCRIPTION	SHORT	ADP CODE	ADP DESCRIPTION	SHORT
AE	CONOT	EXEMPT FROM PENSION DEDUCTION	PENS EXMPT	CFI	EXEMPT FROM PENSION DEDUCTION	PENS EXMPT
AE	SEAS	EXEMPT FROM PENSION DEDUCTION	PENS EXMPT	CFI	EXEMPT FROM PENSION DEDUCTION	PENS EXMPT
AF	DROP	Fire DROP		CML	Fire DROP	
AF	PENS4	FIREFIGHTERS PENSION SYSTEM	AF-PENSION	CFJ	FIREFIGHTERS PENSION SYSTEM	AF-PENSION
AFC		FIRE PENSION EMPLOYER CONT.	FIR PEN ER	CFK	FIRE PENSION EMPLOYER CONT.	FIR PEN ER
AFR		FIREFIGHTERS PENS SYS (ARREARS)	AFR-ARREARS	CFL	FIREFIGHTERS PENS SYS (ARREARS)	AFR-ARREARS
AH	PENS6	LA CLERK OF COURT RETIREMT SYS	AH-PENSION	CFM	LA CLERK OF COURT RETIREMT SYS	AH-PENSION
AHC	PENAH	LA CLERK OF COURT RET (EMPER)	AHC-PENS F/B	CFN	LA CLERK OF COURT RET (EMPER)	AHC-PENS F/B
AHP	PENSP	LA CLERK OF COURT (EXP & SUPPL)	AHP-PENS	CFO	LA CLERK OF COURT (EXP & SUPPL)	AHP-PENS
AHPC	PENAH	LA CLERK OF COURT RET (EMPER)	AHPC-PENS	CFO	LA CLERK OF COURT RET (EMPER)	AHPC-PENS
AHR		LA CLERK OF COURT RET (ARREARS)	AHR-ARREARS	CFQ	LA CLERK OF COURT RET (ARREARS)	AHR-ARREARS
AHRC		LA CLERK OF COURT ARREARS EMPR	AHRC-PENS	CFR	LA CLERK OF COURT ARREARS EMPR	AHRC-PENS
AJ	PENS5	LA STATE JUDGES RETIREMENT SYS	AJ-PENSION	CFS	LA STATE JUDGES RETIREMENT SYS	AJ-PENSION
AJ2		LA STATE JUDGES RETIREMENT SYS	AJ2-PENSION	CFT	LA STATE JUDGES RETIREMENT SYS	AJ2-PENSION



CITY OF NEW ORLEANS

DEDCD	DEDPL	DESCRIPTION	SHORT	ADP CODE	ADP DESCRIPTION	SHORT
AJ2R		LA ST JUDGES RET SYS(ARREARS)	AJ2R-ARREARS	CFU	LA ST JUDGES RET SYS(ARREARS)	AJ2R-ARREARS
AJR	PENAR	LA ST JUDGES RET SYS(ARREARS)	AJR-ARREARS	CFV	LA ST JUDGES RET SYS(ARREARS)	AJR-ARREARS
ASPP	BENCR	CITY OF N O SPECIAL PAY PLAN	ASPP-LEAVE	CMO	CITY OF N O SPECIAL PAY PLAN	ASPP-LEAVE
ASPP	MIDAM	Mid American	Mid Am	COO	Mid American	Mid Am
ASPP	AXAEQ	Axa Equitable	Axa Equit	CPJ	Axa Equitable	Axa Equit
BC	BC1	CORE INSURANCE PRE-TAX CORE	Ins Pre	CPK	CORE INSURANCE PRE-TAX CORE	Ins Pre
BC	BC6	CORE INSURANCE PRE-TAX CORE	INS PRE	CFX	CORE INSURANCE PRE-TAX CORE	INS PRE
BC	BC7	CORE INSURANCE PRE-TAX CORE	INS PRE	CMP	CORE INSURANCE PRE-TAX CORE	INS PRE
BC	BC8	CORE INSURANCE PRE-TAX CORE	INS PRE	CMQ	CORE INSURANCE PRE-TAX CORE	INS PRE
BC	BC9	CORE INSURANCE PRE-TAX CORE	INS PRE	CMR	CORE INSURANCE PRE-TAX CORE	INS PRE
BCC	HOSPF	HOSP EMPR	HOSP EMPR	CFY	HOSP EMPR	HOSP EMPR
BCCBR	BC10R	COBRA CORE PLAN POST-TAX	CBR COR PST	CFZ	COBRA CORE PLAN POST-TAX	CBR COR PST
BCCOB	BC10	COBRA CORE PLAN PRE-TAX	CBR COR PRE	CGA	COBRA CORE PLAN PRE-TAX	CBR COR PRE
BCE	HOSPF	HOSP EMPLYR NOT ENROLLED	HOSP EMPR NO	CGB	HOSP EMPLYR NOT ENROLLED	HOSP EMPR NO
BCEEE	BC10	HOSP NOT ENRLD EMPLE DED	HOSP NO-EE	CGC	HOSP NOT ENRLD EMPLE DED	HOSP NO-EE
BCM	BC11	CITY MEDICAL INS/MISC	MED INS	CGD	CITY MEDICAL INS/MISC	MED INS



CITY OF NEW ORLEANS

DEDCD	DEDPL	DESCRIPTION	SHORT	ADP CODE	ADP DESCRIPTION	SHORT
BCO	BC5	CITY MED INS RIDER PRETAX	INS RIDER	CGE	CITY MED INS RIDER PRETAX	INS RIDER
BCR	BC1R	Core Insurance Post Tax	Ins Pst	CPL	Core Insurance Post Tax	Ins Pst
BCOR	BC5R	CITY MED INS RIDER TAXABLE	INS RIDER	CGF	CITY MED INS RIDER TAXABLE	INS RIDER
BCR	BC6R	CORE INSURANCE POST- TAX CORE	INS PST	CMT	CORE INSURANCE POST- TAX CORE	INS PST
BCR	BC7R	CORE INSURANCE POST- TAX CORE	INS PST	CMU	CORE INSURANCE POST- TAX CORE	INS PST
BCR	BC8R	CORE INSURANCE POST- TAX CORE	INS PST	CMV	CORE INSURANCE POST- TAX CORE	INS PST
BCR	BC9R	CORE INSURANCE POST- TAX CORE	INS PST	CGG	CORE INSURANCE POST- TAX CORE	INS PST
BDR	BD7R	PPO Domestic Partner	PPO DP	CGH	PPO Domestic Partner	PPO DP
BDR	BD7RC	Dom Part Post-Tax Core	DM PostTx	COI	Dom Part Post-Tax Core	DM PostTx
BDR	BD8R	PPO Dom Part and Minors	MED INS/DP	COJ	PPO Dom Part and Minors	MED INS/DP
BE	BE6	ENHANCED INSURANCE PRE-TAX	ChPI Pre	CGI	ENHANCED INSURANCE PRE-TAX	ENHANCED PRE
BE	BE7	ENHANCED INSURANCE PRE-TAX	ENHANCED PRE	COK	ENHANCED INSURANCE PRE-TAX	ENHANCED PRE
BE	BE8	ENHANCED INSURANCE PRE-TAX	ENHANCED PRE	COL	ENHANCED INSURANCE PRE-TAX	ENHANCED PRE
BE	BE9	ENHANCED INSURANCE PRE-TAX	ENHANCED PRE	COM	ENHANCED INSURANCE PRE-TAX	ENHANCED PRE
BECBR	BE10R	COBRA ENHANCED PLAN POST-TAX	CBR ENH PST	CGJ	COBRA ENHANCED PLAN POST-TAX	CBR ENH PST
BECOB	BE10	COBRA ENHANCED PLAN PRE-TAX	CBR ENH PRE	CGK	COBRA ENHANCED PLAN PRE-TAX	CBR ENH PRE



CITY OF NEW ORLEANS

DEDCD	DEDPL	DESCRIPTION	SHORT	ADP CODE	ADP DESCRIPTION	SHORT
BER	BE6R	ENHANCED INSURANCE POST-TAX	ENHANCED PST	CGL	ENHANCED INSURANCE POST-TAX	ENHANCED PST
BER	BE7R	ENHANCED INSURANCE POST-TAX	ENHANCED PST	CON	ENHANCED INSURANCE POST-TAX	ENHANCED PST
BER	BE8R	ENHANCED INSURANCE POST-TAX	ENHANCED PST	CM0	ENHANCED INSURANCE POST-TAX	ENHANCED PST
BER	BE9R	ENHANCED INSURANCE POST-TAX	ENHANCED PST	CM1	ENHANCED INSURANCE POST-TAX	ENHANCED PST
BT	BT2	ER Fringe Benefit Taxable	ER Fr Txbl	CPM	ER Fringe Benefit Taxable	ER Fr Txbl
BT	BT7	EMPLOYER	EMPLOYER	CGM	EMPLOYER	EMPLOYER
CA1	SAVGS	GTE FCU - SAVINGS	CA1-GTE	CGN	GTE FCU - SAVINGS	CA1-GTE
CA2	CHCKG	GTE FCU - CHECKING	CA2-GTE	CGO	GTE FCU - CHECKING	CA2-GTE
CA3	GOALS	GTE FCU - GOALS	CA3-GTE	CGP	GTE FCU - GOALS	CA3-GTE
CB1	SVGS	POLICE CREDIT UNION-SAVINGS	CB1-POLICE	CGQ	POLICE CREDIT UNION-SAVINGS	CB1-POLICE
CB1	SAVGS	POLICE CREDIT UNION-SAVINGS	CB1-POLICE	CGQ	POLICE CREDIT UNION-SAVINGS	CB1-POLICE
CB2	CHCKG	POLICE CREDIT UNION-CHECKING	CB2-POLICE	CGR	POLICE CREDIT UNION-CHECKING	CB2-POLICE
CB3	GOALS	POLICE CREDIT UNION-GOALS	CB3-POLICE	CGS	POLICE CREDIT UNION-GOALS	CB3-POLICE
CC1	SAVGS	FIRE CREDIT UNION - SAVINGS	CC1-FIRE CU	CGT	FIRE CREDIT UNION - SAVINGS	CC1-FIRE CU
CC2	CHCKG	FIRE CREDIT UNION - CHECKING	CC2-FIRE CU	CGU	FIRE CREDIT UNION - CHECKING	CC2-FIRE CU
CC3	GOALS	FIRE CREDIT UNION - GOALS	CC3-FIRE CU	CGV	FIRE CREDIT UNION - GOALS	CC3-FIRE CU
CD1	SAVGS	IRF CREDIT UNION - SAVINGS	CD1-IRF	CGW	IRF CREDIT UNION - SAVINGS	CD1-IRF



CITY OF NEW ORLEANS

DEDCD	DEDPL	DESCRIPTION	SHORT	ADP CODE	ADP DESCRIPTION	SHORT
CD2	CHCKG	IRF CREDIT UNION - CHECKING	CD2-IRF	CGX	IRF CREDIT UNION - CHECKING	CD2-IRF
CD3	GOALS	IRF CREDIT UNION - GOALS	CD3-IRF	CGY	IRF CREDIT UNION - GOALS	CD3-IRF
CE1	SAVGS	GNO FCU - SAVINGS	CE1-GNO	CGZ	GNO FCU - SAVINGS	CE1-GNO
CE2	CHCKG	GNO FCU - CHECKING	CE2-GNO	CHA	GNO FCU - CHECKING	CE2-GNO
CE3	GOALS	GNO FCU - GOALS	CE3-GNO	CHB	GNO FCU - GOALS	CE3-GNO
DA		COMMONWEALTH LIFE INS	DA-COMMNWLTH	CHC	COMMONWEALTH LIFE INS	DA-COMMNWLTH
DB	VOLGN	AMERICAN HERITAGE LIFE INS	DB-AMER/HERT	CHD	AMERICAN HERITAGE LIFE INS	DB-AMER/HERT
DC	VOLGN	AFLAC-ALL PLANS (NON-PRETAX)	DC-AFLAC	CHF	AFLAC-ALL PLANS (NON-PRETAX)	DC-AFLAC
DC1	TAXEX	AMERICAN FAMILY LIFE - 125C	AFLAC125	CHE	AMERICAN FAMILY LIFE - 125C	AFLAC125
DE	VOLGN	DENT-ALL DENTAL PLANS	DE-DENT/ALL	CHG	DENT-ALL DENTAL PLANS	DE-DENT/ALL
DF	VOLGN	COLONIAL-ALL PLANS(NON-PRETAX)	DF-COLONIAL	CHH	COLONIAL-ALL PLANS(NON-PRETAX)	DF-COLONIAL
DF1	TAXEX	COLONIAL LIFE - 125C	DF1-COLONIAL	CHI	COLONIAL LIFE - 125C	DF1-COLONIAL
DF1	VOLGN	COLONIAL LIFE - 125C	DF1-COLONIAL	COO	COLONIAL LIFE - 125C	DF1-COLONIAL
DF2		COLONIAL LIFE - 125C	DF2-COLONIAL	CHJ	COLONIAL LIFE - 125C	DF2-COLONIAL
DF3		COLONIAL LIFE - 125C	DF3-COLONIAL	CHK	COLONIAL LIFE - 125C	DF3-COLONIAL
DF5		COLONIAL LIFE - UNIVERSAL	DF5-COLONIAL	CHL	COLONIAL LIFE - UNIVERSAL	DF5-COLONIAL



CITY OF NEW ORLEANS

DEDCD	DEDPL	DESCRIPTION	SHORT	ADP CODE	ADP DESCRIPTION	SHORT
DF6		AMERICAN FIDELITY ASSN CO.	DF6-AMER FID	CHM	AMERICAN FIDELITY ASSN CO.	DF6-AMER FID
DF7	VOLGN	STANDARD INSURANCE COMPANY	DF7-STANDARD	CHN	STANDARD INSURANCE COMPANY	DF7-STANDARD
DF8	VOLGN	STANDARD INSURANCE COMPANY	DF8-STANDARD	CHO	STANDARD INSURANCE COMPANY	DF8-STANDARD
DG	VOLGN	COMPANION LIFE INS	DG-COMPANION	CHP	COMPANION LIFE INS	DG-COMPANION
DH		AETNA LIFE & CASUALTY	DH-AETNA	CHQ	AETNA LIFE & CASUALTY	DH-AETNA
DI		HARTFORD LIFE INSURANCE	DI-HARTFORD	CHR	HARTFORD LIFE INSURANCE	DI-HARTFORD
DL	VOLGN	METROPOLITAN LIFE INSURANCE CO	DL-METLIFE	CHS	METROPOLITAN LIFE INSURANCE CO	DL-METLIFE
DM	VOLGN	NEW YORK LIFE INS	DM-NEW YORK	CHT	NEW YORK LIFE INS	DM-NEW YORK
DN		MUTUAL SAVINGS LIFE INS	DN-MUTL/SAV	CHU	MUTUAL SAVINGS LIFE INS	DN-MUTL/SAV
DQ		AMERICO FINANCIAL LIFE	DQ-AMERICO	CHV	AMERICO FINANCIAL LIFE	DQ-AMERICO
DQ1		TRANSAMERICA LIFE	DQ1-TRANSA	CHW	TRANSAMERICA LIFE	DQ1-TRANSA
DQ2		PROVIDENT LIFE INS	DQ2-PROVIDT	CHX	PROVIDENT LIFE INS	DQ2-PROVIDT
DS		THE GUARDIAN	DS-GUARDIAN	CHY	THE GUARDIAN	DS-GUARDIAN
DTA1	CAFH	TRANSAMERICA CANCER 125	CANCER 125	CIA	TRANSAMERICA CANCER 125	CANCER 125
DTA1	CAFL	TRANSAMERICA CANCER 125	CANCER 125	CM6	TRANSAMERICA CANCER 125	CANCER 125
DTA1	CAFM	TRANSAMERICA CANCER 125	CANCER 125	CAN	TRANSAMERICA CANCER 125	CANCER 125



CITY OF NEW ORLEANS

DEDCD	DEDPL	DESCRIPTION	SHORT	ADP CODE	ADP DESCRIPTION	SHORT
DTA1	CAIH	TRANSAMERICA CANCER 125	CANCER 125	CNE	TRANSAMERICA CANCER 125	CANCER 125
DTA1	CAIL	TRANSAMERICA CANCER 125	CANCER 125	COP	TRANSAMERICA CANCER 125	CANCER 125
DTA1	CAIM	TRANSAMERICA CANCER 125	CANCER 125	CNM	TRANSAMERICA CANCER 125	CANCER 125
DTA1	CATL	TRANSAMERICA CANCER 125	CANCER 125	CN6	TRANSAMERICA CANCER 125	CANCER 125
DTA2	TLCI	TRANS LIFE CRITICAL ILLNESS	LIFE/ILLNESS	CIB	TRANS LIFE CRITICAL ILLNESS	LIFE/ILLNESS
DTA3	UTLC	TRANS LONG TERM CARE	LG TERM CARE	CIC	TRANS LONG TERM CARE	LG TERM CARE
DTA4	STD	TRANS SHORT TERM DISABILITY	STD	CID	TRANS SHORT TERM DISABILITY	STD
DTA5		FSA MEDICAL	FSA MEDICAL	CIE	FSA MEDICAL	FSA MEDICAL
DTA6		FSA DEPENDENT CARE	FSA DEP CARE	CIF	FSA DEPENDENT CARE	FSA DEP CARE
DTA7		Commuter	Commuter	CIG	Commuter	Commuter
DU		LOYAL AMERICAN LIFE INS	DU-LOYAL AMR	CIH	LOYAL AMERICAN LIFE INS	DU-LOYAL AMR
DU1		AMERICAN PUBLIC LIFE	DU1-AMER/PUB	CII	AMERICAN PUBLIC LIFE	DU1-AMER/PUB
DZ		CAFETERIA PLAN ADMIN FEE	DZ-ADMIN/FEE	CIJ	CAFETERIA PLAN ADMIN FEE	DZ-ADMIN/FEE
EB	UNI27	LOCAL NO. 270	EB-LOCAL 270	CIK	LOCAL NO. 270	EB-LOCAL 270
EC	UNIFF	N.O. FIREIFGHTERS ASSN	EC-NOFFA	CIL	N.O. FIREIFGHTERS ASSN	EC-NOFFA



CITY OF NEW ORLEANS

DEDCD	DEDPL	DESCRIPTION	SHORT	ADP CODE	ADP DESCRIPTION	SHORT
EC2		FIREFIGHTERS ATTORNEY FEES	ATTORNEY FEE	CIM	FIREFIGHTERS ATTORNEY FEES	ATTORNEY FEE
EC3	VOLGN	FIRE ATTY FEE/LONGVTY SALARY	ATTY FEE/LSR	CIN	FIRE ATTY FEE/LONGVTY SALARY	ATTY FEE/LSR
EC4		FIRE ATTY FEE/STATE PAY LONG	ATTY FEE/SPL	CIO	FIRE ATTY FEE/STATE PAY LONG	ATTY FEE/SPL
ED	UNIBF	BLACK ASSN OF N O FIREFIGHTERS	ED-BANOFF	CIP	BLACK ASSN OF N O FIREFIGHTERS	ED-BANOFF
EF	UNIPA	PATROLMAN'S ASSN OF N.O.	EF-PANO	CIQ	PATROLMAN'S ASSN OF N.O.	EF-PANO
EF	VOLGN	PANO - (ALBUM)	EF1-PANO/ABM	CIR	PANO - (ALBUM)	EF1-PANO/ABM
EF2	VOLGN	PANO - (MISC)	EF2-PANO/MIS	CIS	PANO - (MISC)	EF2-PANO/MIS
EF3	VOLGN	PANO - (GOALS)	EF3-GOALS	CIT	PANO - (GOALS)	EF3-GOALS
EG	UNIFO	FRATERNAL ORDER OF POLICE	EG-FOP	CIU	FRATERNAL ORDER OF POLICE	EG-FOP
EG1	UNIFO	FRATERNL ORDER OF POLICE-LEGAL	EG1-F0P/LGL	CIV	FRATERNL ORDER OF POLICE-LEGAL	EG1-F0P/LGL
EG2	UNIFO	FRATERNL ORDER OF POLICE-MISC	EG2-F0P/MSC	CIW	FRATERNL ORDER OF POLICE-MISC	EG2-F0P/MSC
EH	VOLGN	POLICE & FIREMEN'S INS ASSN	EH-P&F INS	CIX	POLICE & FIREMEN'S INS ASSN	EH-P&F INS
EI	UNIPM	POLICE MUTUAL BENEVOLENT ASSN	EI-PMBA	CIY	POLICE MUTUAL BENEVOLENT ASSN	EI-PMBA
EJ	VOLGN	POLICE & FIREMEN'S ASSN	EJ-P&F ASSN	CIZ	POLICE & FIREMEN'S ASSN	EJ-P&F ASSN
EK	UNIBP	BLACK ORGANIZATION OF POLICE	EK-BOP	CJA	BLACK ORGANIZATION OF POLICE	EK-BOP



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DEDCD	DEDPL	DESCRIPTION	SHORT	ADP CODE	ADP DESCRIPTION	SHORT
EK1		BLACK ORGN OF POLICE-CIVILIANS	EK-BOPCVN	CJB	BLACK ORGN OF POLICE-CIVILIANS	EK-BOPCVN
EL	VOLGN	POLICE OFFCR WOMAN/EVERY RANK	EL-POWER	CJC	POLICE OFFCR WOMAN/EVERY RANK	EL-POWER
EM	VOLGN	N. O. POLICE FOUNDATION INC.	EM-NOPFI	CJD	N. O. POLICE FOUNDATION INC.	EM-NOPFI
EM2	VOLGN	N. O. POLICE TRAGEDY FUND	EM2-NOPTF	CJE	N. O. POLICE TRAGEDY FUND	EM2-NOPTF
EN	VOLGN	SERV EMPLOYEES INTERNTL UNION	EN-SEIU	CJF	SERV EMPLOYEES INTERNTL UNION	EN-SEIU
FA		SAVINGS BOND - \$100	FA-SAVB100	BNA	U S Savings Bonds	FA-SAVB100
FA1		SAVINGS BOND - \$100	FA1-SAVB100	BNA	U S Savings Bonds	FA1-SAVB100
FA2		SAVINGS BOND - \$100	FA2-SAVB100	BNA	U S Savings Bonds	FA2-SAVB100
FB		SAVINGS BOND - \$200	FB-SAVB200	BNA	U S Savings Bonds	FB-SAVB200
FB1		SAVINGS BOND - \$200	FB1-SAVB200	BNA	U S Savings Bonds	FB1-SAVB200
FB2		SAVINGS BOND - \$200	FB2-SAVB200	BNA	U S Savings Bonds	FB2-SAVB200
FC		SAVING BOND - \$500	FC-SAVB500	BNA	U S Savings Bonds	FC-SAVB500
FC1		SAVING BOND - \$500	FC1-SAVB500	BNA	U S Savings Bonds	FC1-SAVB500
FC2		SAVING BOND - \$500	FC2-SAVB500	BNA	U S Savings Bonds	FC2-SAVB500
FD		SAVINGS BOND - \$1000	FD-SAVB1000	BNA	U S Savings Bonds	FD-SAVB1000
FD1		SAVINGS BOND - \$1000	FD1-SAVB1000	BNA	U S Savings Bonds	FD1-SAVB1000
FD2		SAVINGS BOND - \$1000	FD2-SAVB1000	BNA	U S Savings Bonds	FD2-SAVB1000
GA	UWAY	UNITED WAY	GA-UWAY	UWA	UNITED WAY	GA-UWAY
GARN		GARNISHMENT	GARN	GAR	Garnishment	GARN
GB	CNORF	CITY OF N.O.-REFUNDS, REIMBURS	GB-CNO/REF	CJG	CITY OF N.O.-REFUNDS, REIMBURS	GB-CNO/REF



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DEDCD	DEDPL	DESCRIPTION	SHORT	ADP CODE	ADP DESCRIPTION	SHORT
GC	VOLGN	COMMUNITY SHARES	GC-COMM/SHAR	PAC	COMMUNITY SHARES	GC-COMM/SHAR
GM	CNOF	CITY OF N.O. - FINES	GM-CNO/FINE	CJH	CITY OF N.O. - FINES	GM-CNO/FINE
GQ		GARNISHMENT PROCESS CHARGES	GQ-GARN/FEE	CJI	GARNISHMENT PROCESS CHARGES	GQ-GARN/FEE
HB	VOLGN	BROWN'S UNIFORMS	HB-BROWN UNF	UEA	BROWN'S UNIFORMS	HB-BROWN UNF
HC	VOLGN	JEFF'S HABERDASHERY	HC-JEFFHABER	CJJ	JEFF'S HABERDASHERY	HC-JEFFHABER
HE		BIG EASY UNIFORMS & SUPPLIES	HE-BIG EASY	UEB	BIG EASY UNIFORMS & SUPPLIES	HE-BIG EASY
HF	AMPEQ	AMERICAN POLICE EQUIPMENT	HF-AMER/POLI	CJK	AMERICAN POLICE EQUIPMENT	HF-AMER/POLI
HG1		CRESCENT GUNS & SUPPLIES	HG1-CRES/GUN	CJL	CRESCENT GUNS & SUPPLIES	HG1-CRES/GUN
HH		PROFESSIONAL IMAGES, INC	HH-PROF/IMAG	CJM	PROFESSIONAL IMAGES, INC	HH-PROF/IMAG
HI	CRESC	CRESCENT OUTFITTERS & POLICE	HI-COPS	UEC	CRESCENT OUTFITTERS & POLICE	HI-COPS
HJ	VOLGN	LIGHTHOUSE UNIFORM COMPANY	HJ-LIGHTHOUS	UED	LIGHTHOUSE UNIFORM COMPANY	HJ-LIGHTHOUS
HK	VOLGN	CODE 3 SUPPLY	HK-CODE 3	CJN	CODE 3 SUPPLY	HK-CODE 3
KA		CHILD SUPPORT	KA-CS/GARN	GAR	Garnishment	KA-CS/GARN
KA1		CHILD SUPPORT	KA-CS/GARN	GAR	Garnishment	KA-CS/GARN
KA2		CHILD SUPPORT	KA2-CS/GARN	GAR	Garnishment	KA2-CS/GARN
KA3		CHILD SUPPORT	KA3-CS/GARN	GAR	Garnishment	KA3-CS/GARN
KA4		CHILD SUPPORT	KA4-CS/GARN	GAR	Garnishment	KA4-CS/GARN
KA5		CHILD SUPPORT	KA5-CS/GARN	GAR	Garnishment	KA5-CS/GARN



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DEDCD	DEDPL	DESCRIPTION	SHORT	ADP CODE	ADP DESCRIPTION	SHORT
KA6		CHILD SUPPORT	KA6-CS/GARN	GAR	Garnishment	KA6-CS/GARN
KA7		CHILD SUPPORT	KA7-CS/GARN	GAR	Garnishment	KA7-CS/GARN
KAR		CHILD SUPPORT (ARREARS)	KA-CS/GARN	GAR	Garnishment	KA-CS/GARN
KB		WAGE EARNER PLAN	KB-WE/GARN	GAR	Garnishment	KB-WE/GARN
KC		FEDERAL LEVIES	KC-FED LEVY	GAR	Garnishment	KC-FED LEVY
KD		STATE LEVIES	KD-ST LEVY	GAR	Garnishment	KD-ST LEVY
LA	MLHOU	MEALS & HOUSING REIMBURSEMENTS	LA-MEAL/HOUS	CJP	MEALS & HOUSING REIMBURSEMENTS	LA-MEAL/HOUS
LIC	LICF	LIFE EMPLOYER SHARE LIF	INS EMPR	CJQ	LIFE EMPLOYER SHARE LIF	INS EMPR
LICEE	LICF	LIFE EMPLOYER DED	LIF INS EMPE	CJR	LIFE EMPLOYER DED	LIF INS EMPE
MB	VOLGN	PREPAID LEGAL SERVICES	MB-PP/LEGAL	CJS	PREPAID LEGAL SERVICES	MB-PP/LEGAL
NA		EARN INCOME CREDIT-(SINGLE)	NA-EIC/SINGL	CJT	EARN INCOME CREDIT-(SINGLE)	NA-EIC/SINGL
NB		EARN INCOME CREDIT-(BOTH)	NB-EIC/BOTH	CJU	EARN INCOME CREDIT-(BOTH)	NB-EIC/BOTH
PDC	PENPD	POLICE PAID UP PENSION	POL P/U EMPR	CJV	POLICE PAID UP PENSION	POL P/U EMPR
PEC	PENPE	FIRE PAID UP PENSION(OLD SYS)	FIR P/U EMPR	CJW	FIRE PAID UP PENSION(OLD SYS)	FIR P/U EMPR
PFC	PENPF	FIRE PAID UP PENSION(NEW SYS)	FIR P/U EMPR	CJX	FIRE PAID UP PENSION(NEW SYS)	FIR P/U EMPR
PRFEE	PRFEE	GARNISHMENT FEE	GARN FEE	COQ	GARNISHMENT FEE	GARN FEE
RG	DCPEB	PEBSCO - DEFERRED COMPENSATION	RG-PEBSCO	CJY	PEBSCO - DEFERRED COMPENSATION	RG-PEBSCO
RG50	DCPEB	PEBSCO - 50 OR OLDER CATCH-UP	RG50-PBSC	CJZ	PEBSCO - 50 OR OLDER CATCH-UP	RG50-PBSC
RGC	DCPEB	PEBSCO-DEFERRED COMP CATCH UP	RG-PEBSCO CU	CKA	PEBSCO-DEFERRED COMP CATCH UP	RG-PEBSCO CU



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DEDCD	DEDPL	DESCRIPTION	SHORT	ADP CODE	ADP DESCRIPTION	SHORT
RGR50		PEBSCO ROTH CU 50+ PST TAX		CKR	PEBSCO ROTH CU 50+ PST TAX	
RGRH		PebSCO Roth Def Comp Pst Tax		CKP	PebSCO Roth Def Comp Pst Tax	
RGRHC		PEBSCO ROTH CATCH UP PST TAX		CKQ	PEBSCO ROTH CATCH UP PST TAX	
RH	DCEQU	EQUITABLE- DEFERRED COMP	RH-EQUITABLE	CKB	EQUITABLE- DEFERRED COMP	RH-EQUITABLE
RH50	DCEQU	EQUITABLE-50 OR OLDER CATCH-UP	RH50-EQU	CKC	EQUITABLE-50 OR OLDER CATCH-UP	RH50-EQU
RHC	DCEQU	EQUITABLE-DEFERD COMP CATCH UP	RH1-EQUIT CU	CKD	EQUITABLE-DEFERD COMP CATCH UP	RH1-EQUIT CU
RHR50		EQUITABLE ROTH CU 50+ PST TAX		CKU	EQUITABLE ROTH CU 50+ PST TAX	
RHRH		EQUITABLE ROTH DEF COMP PST TAX		CKS	EQUITABLE ROTH DEF COMP PST TAX	
RHRHC		EQUITABLE ROTH CATCH UP PST TAX		CKT	EQUITABLE ROTH CATCH UP PST TAX	
RI	DCVAL	VALIC - DEFERRED COMPENSATION	RI-VALIC	CKE	VALIC - DEFERRED COMPENSATION	RI-VALIC
RI50	DCVAL	VALIC - 50 OR OLDER CATCH-UP	RI50-VALIC	CKF	VALIC - 50 OR OLDER CATCH-UP	RI50-VALIC
RIC	DCVAL	VALIC - DEFERRED COMP CATCH UP	RI-VALIC CU	CKG	VALIC - DEFERRED COMP CATCH UP	RI-VALIC CU
RIR50		VALIC ROTH CU 50+ PST TAX		CKX	VALIC ROTH CU 50+ PST TAX	
RIRH		VALIC ROTH DEF COMP PST TAX		CKV	VALIC ROTH DEF COMP PST TAX	
RIRHC		VALIC ROTH CATCH UP PST TAX		CKW	VALIC ROTH CATCH UP PST TAX	



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DEDCD	DEDPL	DESCRIPTION	SHORT	ADP CODE	ADP DESCRIPTION	SHORT
RJ		ICMA RETIREMENT CORP DEF/COMP	RJ-ICMA	CKH	ICMA RETIREMENT CORP DEF/COMP	RJ-ICMA
UCC	UCCF	UNEMPLOYMENT COMPENSATION	UNEMPLY COM	CKI	UNEMPLOYMENT COMPENSATION	UNEMPLY COM
UCCEE	UCCF	UNEMPLOYMENT COMP. - EMPE DED	UNEMP CMP EE	CKJ	UNEMPLOYMENT COMP. - EMPE DED	UNEMP CMP EE
VUC	FUEL	Take Home Vehicle Fuel	Veh Fuel	CPN	Take Home Vehicle Fuel	Veh Fuel
VUC	VEHUS	VEHICLE USE FRINGE	VEH USE FR	CKK	VEHICLE USE FRINGE	VEH USE FR
VUCHR	EXCLD	VEHICLE USE CHARGE (NO TAX)	VU CHG NOTX	CKL	VEHICLE USE CHARGE (NO TAX)	VU CHG NOTX
VUCHR	EXCL	VEHICLE USE CHARGE	VU CHG	COR	VEHICLE USE CHARGE	VU CHG
VUD	VUDT	VEHICLE USE DEDUCTION	VU DED	CKM	VEHICLE USE DEDUCTION	VU DED
WCC	WCC-A	Workers Comp Fire Supp	WC FireSup	CLP	Workers Comp Fire Supp	WC FireSup
WCC	WCC-B	Workers Comp Waste	WC Waste	CLQ	Workers Comp Waste	WC Waste
WCC	WCC-C	Workers Comp Laborer	WC Laborer	CLR	Workers Comp Laborer	WC Laborer
WCC	WCC-D	Workers Comp Law Enforcement	WC Law Enf	CLS	Workers Comp Law Enforcement	WC Law Enf
WCC	WCC-E	Workers Comp Equipment Oper	WC EquipOp	CLT	Workers Comp Equipment Oper	WC EquipOp
WCC	WCC-F	Workers Comp Food Laundry	WCFoodLaun	CLU	Workers Comp Food Laundry	WCFoodLaun
WCC	WCC-G	Workers Comp Trade	WC Trade	CLV	Workers Comp Trade	WC Trade
WCC	WCC-H	Workers Comp Inspector	WC Inspect	CLW	Workers Comp Inspector	WC Inspect
WCC	WCC-I	Workers Comp Other	WC Other	CLX	Workers Comp Other	WC Other
WCC	WCC-J	Workers Comp No Ded	WC No Ded	CLY	Workers Comp No Ded	WC No Ded
WCC	WCC-K	Workers Comp EMT	WC EMT	CLZ	Workers Comp EMT	WC EMT
WCCEE	WCC-A	WORKER'S COM. EMPL DED.	WRK CMP-EE	CKO	WORKER'S COM. EMPL DED.	WRK CMP-EE
WCCEE	WCC-B	WORKER'S COM. EMPL DED.	WRK CMP-EE	CKO	WORKER'S COM. EMPL DED.	WRK CMP-EE
WCCEE	WCC-C	WORKER'S COM. EMPL DED.	WRK CMP-EE	CKO	WORKER'S COM. EMPL DED.	WRK CMP-EE



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DED CD	DED PL	DESCRIPTION	SHORT	ADP CODE	ADP DESCRIPTION	SHORT
WCCEE	WCC-D	WORKER'S COM. EMPL DED.	WRK CMP-EE	CKO	WORKER'S COM. EMPL DED.	WRK CMP-EE
WCCEE	WCC-E	WORKER'S COM. EMPL DED.	WRK CMP-EE	CKO	WORKER'S COM. EMPL DED.	WRK CMP-EE
WCCEE	WCC-F	WORKER'S COM. EMPL DED.	WRK CMP-EE	CKO	WORKER'S COM. EMPL DED.	WRK CMP-EE
WCCEE	WCC-G	WORKER'S COM. EMPL DED.	WRK CMP-EE	CKO	WORKER'S COM. EMPL DED.	WRK CMP-EE
WCCEE	WCC-H	WORKER'S COM. EMPL DED.	WRK CMP-EE	CKO	WORKER'S COM. EMPL DED.	WRK CMP-EE
WCCEE	WCC-I	WORKER'S COM. EMPL DED.	WRK CMP-EE	CKO	WORKER'S COM. EMPL DED.	WRK CMP-EE
WCCEE	WCC-K	WORKER'S COM. EMPL DED.	WRK CMP-EE	CKO	WORKER'S COM. EMPL DED.	WRK CMP-EE



Appendix H: Approval Paths

The first character of the Action Reason denotes the approval path the action must take.

1ST CHAR ACTION REASON	TYPE	APPROVAL PATH
A	Paid leave	Civil Service Class and Pay
C	Certification Review	Civil Service Certification and Civil Service Class and Pay
D	Involuntary	Civil Service Management Services
E	Misc EE update	Civil Service Class and Pay
F	Leave Return	CAO Human Resources then Civil Service Class and Pay
H	Hire/Rehire	Civil Service Class and Pay then Civil Service Certification
L	Unpaid Leave	Civil Service Class and Pay
N	Misc EE Change	No Approval required
P	Pay change	Civil Service Class and Pay
U	Misc EE Change	Civil Service Certification
V	Voluntary	Civil Service Class and Pay
M	Reduction in pay	CAO Human Resources then Civil Service Class and Pay then Civil Service Management
S	Unclassified Actions	CAO Human Resources Only
P38	Police Only	Civil Service Class and Pay Police Only



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Appendix I: Action Reasons

ACTION LEGEND	
ACTION	
DEM	Demotion
DTA	Miscellaneous Employee Data Changes
HIR	Hire
LOA	Leave of absence without pay
PAY	Pay Rate Change (used only for longevity increases)
PLA	Paid leave of absence
POS	Position Change
PRO	Promotion
REC	Recall from Suspension
REH	Rehire
RFL	Return from leave
SUS	Suspension
TER	Termination
XFR	Transfer

Note: The first character of the Action Reason (table below) denotes the approval path the action must take. Additional information is in Appendix I: Approval Paths.

ACTION	ACTION REASON *	DESCRIPTION	INSTRUCTIONS
DEM	C29	Demotion Grade Change Volun	Voluntary position change to lower grade
DEM	C30	Reinstate to Former Class	If promotion is rescinded for any reason, use this action to reinstate to prior position
DEM	C36	Unclass to Class No Break	Voluntary position change to lower grade
DEM	C41	Probationary Period Failure	Probationary Period Failure
DEM	M02	Demotion Grade Change Invol	Involuntary position change to lower grade
DEM	P47	Remove SRP Pol Commander Pay	Current acting Commander is moved to a new position or is no longer acting as Commander



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ACTION	ACTION REASON *	DESCRIPTION	INSTRUCTIONS
DEM	P49	Remove SRP CS Trainer 5%	EE is Terminated or no longer acting as a Civil Service Trainer
DEM	P50	Remove SRP Fire NOAB 5%	Fire EE is Terminated or no longer working at the New Orleans Aviation Board
DEM	P51	Remove SRP Fire NOAB EMT 10%	Fire EE is Terminated or no longer working at the New Orleans Aviation Board as EMT and their prior special rate of pay was 10%
DEM	P52	Remove SRP Fire NOAB EMT 5%	Fire EE is Terminated or no longer working at the New Orleans Aviation Board as EMT and their prior special rate of pay was 5%
DEM	P53	Remove SRP Fire DPIU 20%	Fire EE is Terminated or no longer working at the Dept of Public Integrity
DEM	P54	Remove SRP Fire EMT Cert 5%	Fire EE is Terminated or no longer working as a certified EMT
DEM	P55	Remove SRP Fire Hazard 5%	Fire EE is Terminated or no longer working in hazardous duty
DEM	P56	Remove SRP Fire Training 10%	Fire EE is Terminated or no longer working as a Trainer and their prior special rate of pay was 10%
DEM	P57	Remove SRP Fire Training 20%	Fire EE is Terminated or no longer working as a Trainer and their prior special rate of pay was 20%
DEM	P58	Remove SRP Lead Laborer 10%	EE is Terminated or no longer working as a Lead Laborer
DEM	P59	Remove SRP NOAB 5%	EE is Terminated or no longer working with the New Orleans Aviation Board
DEM	P60	Remove SRP Pol DNA Analyst 15%	Police EE is Terminated or no longer working as a DNA Analyst
DEM	P61	Remove SRP Pol PID 10%	Police EE is Terminated or no longer working in the Public Integrity Division
DEM	P62	Remove SRP Fire Flying Sq 5%	Fire EE is Terminated or no longer working with the Flying squad
DEM	P63	Remove SRP Fire Rescue Sq 5%	Fire EE is Terminated or no longer working with the Rescue Squad



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ACTION	ACTION REASON *	DESCRIPTION	INSTRUCTIONS
DEM	P65	Remove Temp Pay	Generic action to remove any other special rates of pay not identified above
DEM	S01	Remove SRP Unclass: Step Decr	Unclassified only: Remove any % based special rate of pay
DEM	S03	Unclass: Invol Salary Rate Dec	Unclassified only: Involuntary Salary Rate Decrease
DEM	S04	Unclass: Vol Salary Rate Dec	Unclassified only: Voluntary Salary Rate Decrease
DTA	C31	Update Consecutive Svc Date	Used to update the longevity service date for an EE who is rehired or otherwise had an adjustment in their service date
DTA	C33	Change Civil Service Status Oth	Used to update the value when an EE goes on to probation, or has any other civil service status change. (see attached for coding) Excludes completed probation becoming Permanent (see action U12)
DTA	E03	Update Police Service Date	Used to update the date an EE starts with police, especially in a transfer from another city department.
DTA	E04	Enter Drop Entry Date	Enter the date the EE requests DROP to begin. This triggers the pension deduction to be ended.
DTA	E06	Exit Drop Date	Enter the date the EE requests DROP to end. This triggers the pension deduction to begin again.
DTA	E08	Update Fire Service Date	Used to update the date an EE starts with fire, especially in a transfer from another city department. This date will be used for the fire longevity calculation,
DTA	E10	Change Supervisor	Used to change an EE's timecard approver. Enter the new supervisor's EE ID.
DTA	E11	Change HR Manager	
DTA	N07	Change Badge Number	Stored for police, fire and EMS. Required for Court Notify and various reporting.



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ACTION	ACTION REASON *	DESCRIPTION	INSTRUCTIONS
DTA	N08	Change Pay Location	Change pay location.
DTA	N09	Change Meal/Shift Diff Indicator	
DTA	P20	Add SRP Police Education Pay	Police Only: Used to add advanced degree special pay for police (see attached for coding)
DTA	P21	Remove SRP Pol Special Pay	Police Only: Used to remove special rate of pay for police if and EE is terminated or no longer working in Police.
DTA	P22	Add SRP Police Special Pay	Police Only: Used to add percentage special pay for police (see attached for coding)
DTA	P23	Remove SRP Pol Education Pay	Police Only: Used to remove advanced degree special rate of pay for police if and EE is terminated or no longer working in Police.
DTA	P64	Change Scheduled Hours	If an EE is going part time in a position, use this action to enter the scheduled hours. The FTE % will be updated and sent to eTime.
DTA	U10	Update Probation Begin Date	Used on new hire and rehire to add probation begin date; also used to update probation date for a position change
DTA	U11	Update Probation End Date	Used on new hire and rehire to add probation end date
DTA	U12	Change Civil Service Stat to Perm	Used to change civil service status when EE has completed probation.
DTA	U13	Extend Probation	Used to extend probation end date if required
HIR	H04	New Hire	General reason for a new hir. Most hires will fall into this reason
HIR	H08	Promotion to City from S&WB	Used for a new hire into Ev5 from the S&WB; EE is getting a promotion / new position with grade increase
HIR	H09	Demotion to City from S&WB	Used for a new hire into Ev5 from the S&WB; EE is getting a demotion / new position with grade decrease
HIR	H10	Transfer to City from S&WB	Used for a new hire into Ev5 from the S&WB; EE no change in grade or step or jobcode



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ACTION	ACTION REASON *	DESCRIPTION	INSTRUCTIONS
HIR	H11	Layoff to City from S&WB	S&WB EE laid off and hired by the City
HIR	H12	Lateral Class Change to City from S&WB	Used for a new hire into Ev5 from the S&WB; EE has lateral change in jobcode / position
HIR	HAM	Hire Above Minimum	EE is hired above the minimum in the classified or unclassified pay plan
LOA	L07	LWOP Other - Classified	Classified: EE is placed on Leave without Pay for any other reason
LOA	L11	FMLA - Classified	Classified: EE is placed on FMLA Leave without Pay
LOA	L12	Maternity - Classified	Classified: EE is placed on Maternity Leave without Pay
LOA	L13	Military - Classified	Classified: EE is placed on Military Leave without Pay
LOA	L14	Worker's comp - Classified	Classified: EE is placed on Worker's Comp Leave without Pay
LOA	L15	Education - Classified	Classified: EE is placed on Education Leave without Pay
LOA	N01	Worker's comp - Unclassified	Unclassified: EE is placed on Worker's Comp Leave without Pay
LOA	S07	Education - Unclassified	Unclassified: EE is placed on Education Leave without Pay
LOA	S08	LWOP Other - Unclassified	Unclassified: EE is placed on Leave without Pay for any other reason
LOA	S09	FMLA - Unclassified	Unclassified: EE is placed on FMLA Leave without Pay
LOA	S10	Maternity - Unclassified	Unclassified: EE is placed on Maternity Leave without Pay
LOA	S11	Military - Unclassified	Unclassified: EE is placed on Military Leave without Pay
PAY	N02	City Longevity	Used by the ADP program to indicate a pay increase due to the City Longevity Calc
PAY	N03	Fire Longevity	Used by the ADP program to indicate a pay increase due to the Fire Longevity Calc



CITY OF NEW ORLEANS

ACTION	ACTION REASON *	DESCRIPTION	INSTRUCTIONS
PAY	N04	Update Longevity	Used by the ADP program to indicate a pay increase due to the City Longevity Calc if EE's step has changed
PAY	S06	Unclass: Pay Rate Change	Unclassified: Miscellaneous pay rate change
PLA	A04	Worker's Comp - Classified	Classified: EE is placed on Worker's Comp Leave with Pay
PLA	A05	Leave - Other - Classified	Classified: EE is placed on Leave with Pay for any other reason
PLA	A06	Rehab Leave - Classified	Classified: EE is placed on Rehab Leave with Pay for any other reason
PLA	A07	Maternity Leave - Classified	Classified: EE is placed on Maternity Leave with Pay
PLA	A08	Military Leave - Classified	Classified: EE is placed on Military Leave with Pay
PLA	A09	FMLA Leave - Classified	Classified: EE is placed on FMLA Leave with Pay
PLA	A10	Education - Classified	Classified: EE is placed on Education Leave with Pay
PLA	S12	Worker's Comp - Unclassified	Unclassified: EE is placed on Worker's Comp Leave with Pay
PLA	S13	Leave - Other - Unclassified	Unclassified: EE is placed on Leave with Pay for any other reason
PLA	S14	Rehab Leave - Unclassified	Unclassified: EE is placed on Rehab Leave with Pay for any other reason
PLA	S15	Maternity Leave - Unclassified	Unclassified: EE is placed on Maternity Leave with Pay
PLA	S16	Military Leave - Unclassified	Unclassified: EE is placed on Military Leave with Pay
PLA	S17	FMLA Leave - Unclassified	Unclassified: EE is placed on FMLA Leave with Pay
PLA	S18	Education - Unclassified	Unclassified: EE is placed on Education Leave with Pay
POS	C34	Transfer within Agency	EE moves to a new position in the same agency/same HR manager
POS	C35	Transfer Between Agencies	EE moves to a new position in the different agency/same HR manager
POS	P25	Lateral Class Change	EE moves to a lateral position with the same HR manager



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ACTION	ACTION REASON *	DESCRIPTION	INSTRUCTIONS
PRO	C32	Promotion Grade Increase	EE moves to a higher graded position
PRO	C34	Transfer within Agency	Transfer within Agency
PRO	C35	Transfer between agency	Transfer between agency
PRO	C36	Unclass to Class No Break	Unclass to Class No Break
PRO	P25	Lateral Class Change	Lateral Class Change
PRO	P26	SRP Fire DPIU 20%	Fire: EE is working at the Dept of Public Integrity
PRO	P27	SRP Fire Training School 20%	Fire EE is working as a Trainer and their prior special rate of pay was 20%
PRO	P28	SRP Fire Training School 10%	Fire EE is working as a Trainer and their prior special rate of pay was 10%
PRO	P29	SRP Fire NOAB EMT 10%	Fire EE is working at the New Orleans Aviation Board as EMT and their prior special rate of pay was 10%
PRO	P30	SRP Fire NOAB EMT Intermed 5%	Fire EE is working at the New Orleans Aviation Board as EMT and their prior special rate of pay was 5%
PRO	P31	SRP Fire NOAB 5%	Fire EE is working at the New Orleans Aviation Board
PRO	P32	SRP Fire EMT Certification 5%	Fire EE is working as a certified EMT
PRO	P33	SRP Fire Hazard 5%	Fire EE is working in hazardous duty
PRO	P34	SRP CS Trainer 5%	EE is Terminated or no longer acting as a Civil Service Trainer
PRO	P35	Pos: Grade Increase Unclass	Unclassified: EE is moved to a new position with a higher grade
PRO	P36	SRP Lead Laborer 10%	EE is working as a Lead Laborer
PRO	P37	SRP Pol PID 10%	Police EE is working in the Public Integrity Division
PRO	P38	SRP Pol DNA Analyst 15%	Police EE is working as a DNA Analyst
PRO	P39	Classified Step Increase Other	Classified: Miscellaneous step increase
PRO	P40	SRP NOAB 5%	EE is working with the New Orleans Aviation Board



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ACTION	ACTION REASON *	DESCRIPTION	INSTRUCTIONS
PRO	P41	SRP Police Commander	Police: Current Lieutenant, Caption, Major is acting as Commander
PRO	P43	Salary Rate Unclass	Unclassified reate increase
PRO	P46	SRP Fire Flying Squad 5%	Fire EE is working with the Flying squad
PRO	P48	SRP Fire Rescue Squad 5%	Fire EE is working with the Rescue Squad
PRO	P66	Temp Pay Higher Class	EE is moved to a higher class with a pay increase on a temporary basis
PRO	P67	Temp Pay Spec Assign	EE is moved to a new assignment with a pay increase on a temporary basis
PRO	P68	Resign Class going to Unclass	Resign Class going to Unclass
PRO	S05	Unclass: Step Increase Other	Undefined step increase
REC	D56	Other	EE is recalled to work
REC	D57	Return from Suspension	EE is recalled to work from suspension
REC	D58	Suspension Rescinded	EE is recalled to work due to recinded suspension
REC	D59	Suspension Amended	EE is recalled to work due to amended suspension
REH	E05	Rehire from Layoff - Unclassified	Unclassified: EE is rehired from layoff
REH	E07	Unclassified Other	Unclassified EE is rehired
REH	E09	Rehire from Retire - Unclassified	Unclassified: EE is rehired after retirement
REH	H01	Reinstatement	EE is rehired after reinstatement
REH	H02	Reinstatement From Retire Class	Classified: EE is rehired from retirement
REH	H03	Reinstatement From Layoff Class	Classified: EE is rehired from layoff
REH	H05	Rehire from SWB	EE is rehired from S&WB
REH	H06	Rehire - Classified	Classified: EE is rehired
REH	H07	Re-Employment	EE is rehired as re-employment
RFL	F09	Unclassified	Unclassified: EE returns from leave
RFL	L16	Classified	Classified: EE returns from leave
SUS	D01	Absenteeism	Disciplinary: Suspended due to absenteeism
SUS	D02	Accident - At Fault	Disciplinary: Suspended due to an accident with the employee at fault



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ACTION	ACTION REASON *	DESCRIPTION	INSTRUCTIONS
SUS	D03	Accident - Left the Scene	Disciplinary: Suspended due to an accident where the employee left the scene
SUS	D04	Accident - Preventable	Disciplinary: Suspended due to an accident deemed preventable
SUS	D08	CDL - Invalid	Disciplinary: Suspended due to an invalid Commercial Drivers License
SUS	D10	Dept Policy Violation	Disciplinary: Suspended due to a violation of department policy
SUS	D11	Dishonesty	Disciplinary: Suspended due to dishonesty
SUS	D12	Equipment - Damaged/Abused	Disciplinary: Suspended due to damage or abuse of equipment
SUS	D14	Equipment - Unauthorized Use	Disciplinary: Suspended due to unauthorized use of equipment
SUS	D16	Fighting	Disciplinary: Suspended due to fighting
SUS	D18	Insubordination	Disciplinary: Suspended due to insubordination
SUS	D22	Misconduct	Disciplinary: Suspended due to misconduct
SUS	D23	Neglect of Duty	Disciplinary: Suspended due to neglect of duty
SUS	D24	Obscene Remarks	Disciplinary: Suspended due to obscene remarks
SUS	D25	Payroll Fraud	Disciplinary: Suspended due to payroll fraud
SUS	D31	Sick Leave - Left Residence	Disciplinary: Suspended due to having left residence while on sick leave
SUS	D32	Sleeping on the Job	Disciplinary: Suspended due to sleeping on the job
SUS	D33	Substance Abuse Test Failure	Disciplinary: Suspended due to failing a substance abuse test
SUS	D34	Substance Abuse Test Refusal	Disciplinary: Suspended due to refusing a substance abuse test
SUS	D35	Tardiness	Disciplinary: Suspended due to tardiness
SUS	D36	Theft	Disciplinary: Suspended due to theft
SUS	D37	Threats to Others	Disciplinary: Suspended due to threats to others



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ACTION	ACTION REASON *	DESCRIPTION	INSTRUCTIONS
SUS	D38	Unable to Perform Duties	Disciplinary: Suspended due to inability to perform duties
SUS	D39	Unauthorized LWOP	Disciplinary: Suspended due to unauthorized leave without pay
SUS	D41	Unauthorized Work Site Absence	Disciplinary: Suspended due to unauthorized work site absence
SUS	D42	Under the Influence-Alcohol	Disciplinary: Suspended due to being under the influence of alcohol
SUS	D43	Under the Influence-Substance	Disciplinary: Suspended due to being under the influence of drugs
SUS	D44	Verbal Abuse	Disciplinary: Suspended due to verbal abuse
SUS	D50	Other	Disciplinary: Suspended due to other
SUS	D62	Unsatisfactory Job Performance	Disciplinary: Suspended due to unsatisfactory job performance.
SUS	D63	Incompetence	Disciplinary: Suspended due to incompetence
SUS	D64	Failed to Report to Duty	Disciplinary: Suspended due to failure to report to duty
SUS	D65	Abandonment of Job	Disciplinary: Suspended due to abandonment of job
SUS	D66	Absent without Leave	Disciplinary: Suspended due to being absent without leave
SUS	S02	Other - Unclassified	Unclassified: Disciplinary: Suspended due to other
TER	C36	Transfer City to S&WB	
TER	C37	Layoff City to S&WB	
TER	C38	Promo City to S&WB	
TER	C39	Demo City to S&WB	
TER	C40	Lateral Class Change to S&WB	
TER	D01	Dismissal - Absenteeism	Disciplinary: Termination due to absenteeism
TER	D02	Dismissal - Accident - At Fault	Disciplinary: Termination due to an accident with the employee at fault
TER	D03	Dismissal - Accident - Left the Scene	Disciplinary: Termination due to an accident where the employee left the scene
TER	D04	Dismissal - Accident - Preventable	Disciplinary: Termination due to an accident deemed preventable



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ACTION	ACTION REASON *	DESCRIPTION	INSTRUCTIONS
TER	D08	Dismissal - CDL - Invalid	Disciplinary: Termination due to an invalid Commercial Drivers License
TER	D10	Dismissal - Dept Policy Violation	Disciplinary: Termination due to a violation of department policy
TER	D11	Dismissal - Dishonesty	Disciplinary: Termination due to dishonesty
TER	D12	Dismissal - Equipment - Damaged/Abused	Disciplinary: Termination due to unauthorized use of equipment
TER	D14	Dismissal - Equipment - Unauthorized Use	Disciplinary: Termination due to damage or abuse of equipment
TER	D16	Dismissal - Fighting	Disciplinary: Termination due to fighting
TER	D18	Dismissal - Insubordination	Disciplinary: Termination due to insubordination
TER	D22	Dismissal - Misconduct	Disciplinary: Termination due to misconduct
TER	D23	Dismissal - Neglect of Duty	Disciplinary: Termination due to neglect of duty
TER	D24	Dismissal - Obscene Remarks	Disciplinary: Termination due to obscene remarks
TER	D25	Dismissal - Payroll Fraud	Unclassified: Disciplinary: Termination due to other
TER	D31	Dismissal - Sick Leave - Left Residence	Disciplinary: Termination due to having left residence while on sick leave
TER	D32	Dismissal - Sleeping on the Job	Disciplinary: Termination due to sleeping on the job
TER	D33	Dismissal - Substance Abuse Test Failure	Disciplinary: Termination due to failing a substance abuse test
TER	D34	Dismissal - Substance Abuse Test Refusal	Disciplinary: Termination due to refusing a substance abuse test
TER	D35	Dismissal - Tardiness	Disciplinary: Termination due to tardiness
TER	D36	Dismissal - Theft	Disciplinary: Termination due to theft
TER	D37	Dismissal - Threats to Others	Disciplinary: Termination due to threats to others
TER	D38	Dismissal - Unable to Perform Duties	Disciplinary: Termination due to inability to perform duties
TER	D39	Dismissal - Unauthorized LWOP	Disciplinary: Termination due to unauthorized leave without pay



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ACTION	ACTION REASON *	DESCRIPTION	INSTRUCTIONS
TER	D41	Dismissal - Unauthorized Work Site Absence	Disciplinary: Termination due to unauthorized work site absence
TER	D42	Dismissal - Under the Influence-Alcohol	Disciplinary: Termination due to being under the influence of alcohol
TER	D43	Dismissal - Under the Influence-Substance	Disciplinary: Termination due to being under the influence of drugs
TER	D44	Dismissal - Verbal Abuse	Disciplinary: Termination due to verbal abuse
TER	D50	Dismissal - Other	Disciplinary: Termination due to other
TER	D63	Dismissal - Incompetence	Disciplinary: Termination due to incompetence
TER	D64	Dismissal - Failed to Report to Duty	Disciplinary: Termination due to failure to report to duty
TER	D65	Dismissal - Abandonment Of Job	Disciplinary: Termination due to abandonment of job
TER	D66	Dismissal - Absent without Leave	Disciplinary: Termination due to being absent without leave
TER	D68	Dismissal - Unsatisfactory Job Performance	Disciplinary: Termination due to unsatisfactory job performance.
TER	D69	Retired - Involuntary	Terminated due to Involuntary retirement
TER	D70	Dismissal - Probationary Period Failure	Disciplinary: Termination due to payroll fraud
TER	V01	Deceased - line of duty	Deceased in the line of duty
TER	V02	Deceased - on the job	Deceased on the job
TER	V03	Deceased - off the job	Deceased off the job
TER	V04	End of Temp Appointment	Terminated due to the temporary assignment ending
TER	V05	Retired	Terminated due to voluntary retirement
TER	V06	Resign - Attend School	Resignation to attend school
TER	V07	Resign - Better Job	Resignation to take a better job
TER	V08	Resign - Child Care	Resignation to take care of children
TER	V09	Resign - Retired - Pension Eligible	Retired as a pension eligible employee
TER	V10	Resign - Ill Health	Resignation due to ill health
TER	V11	Resign - Moved from City	Resignation due to move from the city



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ACTION	ACTION REASON *	DESCRIPTION	INSTRUCTIONS
TER	V12	Resign - Self Employed	Resignation to become self employed
TER	V13	Retired - Disability	Resignation due to disability
TER	V15	Resign - Unknown	Resignation Other
TER	V16	Resign - Home Obligation	Resignation due to a home obligation
TER	V17	Resign: Pending Investigation	Resignation pending an investigation
TER	V18	Retire: Pending Investigation	Retired pending an investigation
TER	V19	Layoff	Terminated due to a layoff