



County of San Bernardino EMPLOYMENT STATUS AND WAGE NOTIFICATION

An Employment Status and Wage Notification is used to inform new employees of relevant employment data. It is also provided to current employees whenever their employment status is changed.

REFERENCES

All Current County Memoranda of Understanding (MOU); Ordinance; Compensation Plan; Personnel Rules

FORMS REQUIRED

Employment Status and Wage Notification

MANDATORY FIELDS

All

GENERAL INFORMATION

Information to be inserted in each field is based upon the Job Code Title and the individual circumstance.

Refer to applicable Memoranda of Understanding (MOU), Ordinance, Compensation Plan or Personnel Rules for other terms and conditions of employment.

PAYROLL SPECIALIST RESPONSIBILITIES










- ◆ Complete Employment Status and Wage Notification.
- ◆ Employee must sign the form and receive a copy **within ten (10) working days** from the date of employment or change in status.
- ◆ Payroll Specialist certifies and affirms the information on the Employment Status and Wage Notification was explained to the employee and the form data is accurate.
- ◆ Obtain Appointing Authority or Designee signature.
- ◆ Complete appropriate JAR packet and attach completed Employment Status and Wage Notification.
- ◆ Retain a copy for department file.
- ◆ Forward to EMACS-HR.

DEADLINES

Refer to the Master Calendar for EMACS Processing

RELATED FORMS/PROCEDURES

- Checklist for Concurrent Appointment (Additional Position)
- Checklist for Assignment To Vacant Higher Position (Exempt)
- Checklist for Contract to Extra-Help
- Checklist for Contract to Regular
- Checklist for Demotion (Disciplinary Action)
- Checklist for Demotion (Voluntary)
- Checklist for Extra-Help/Recurrent/PSE to Regular
- Checklist for Extra-Help to Recurrent
- Checklist for Job Change
- Checklist for Job Share
- Checklist for New Hire-Exempt
- Checklist for New Hire-Extra-Help/Recurrent

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- Checklist for New Hire-PSE 
 - Checklist for New Hire-Regular/Part-time/Reemployment (Rehire) 
 - Checklist for Promotion 
 - Checklist for Reclassification 
 - Checklist for Recurrent to Extra-Help 
 - Checklist for Regular to Extra-Help/Recurrent 
 - Checklist for Return from Leave Without Right to Return 
 - Checklist for Return to Former Job Code Title 
 - Checklist for Temporary Performance of Higher Level Duties 
 - Checklist for Transfer without Promotion/Lateral Transfer 