



# County of San Bernardino POSITION DATA CHANGE

This form is used to initiate changes to position information such as: department ID, accounting code corrections, shift or inactivation of vacant unclassified positions.

## FORMS REQUIRED

Position Data Change (PDC)

## MANDATORY FIELDS

Pos No.; Dept ID; Org; GRC; Cost Center

## GENERAL INFORMATION

An effective pay period must be specified on the form.

Only extra-help, recurrent, and contract positions may be inactivated using this form. To inactivate a regular position, contact your department Finance Analyst as these must be approved by the Board of Supervisors. In addition, to change the Fund and/or Dept associated with the position, this also requires Board of Supervisors approval and must be coordinated through your department Finance Analyst.

**Note:** *If a position is filled with more than one employee (i.e. Dual Appointment) and a change is to be made to an individual, a JAR is needed to make the proper updates to the affected employee.*

## Definitions

**Note:** Blank rows must be lined through.

**POS No.** - Current position number in EMACS for the employee

**EMPL ID** - Employee's ID number

**DEPT ID** - 5 digit Batch ID number identifying the actual location of the position

**ORG** - 3 to 4 character alphanumeric code further defining departments

**GRC** - 3 to 8 character alphanumeric code used to group information for reporting purposes

**COST CENTER** - 3 to 5 digit numeric code used for time study tracking

**SHIFT** - 1-Day, 2-Evening (Swing), 3-Night (Graveyard), R-Rotating

**INACTIVATE** - Check box, to inactivate a vacant unclassified position

*Refer to department guidelines for individual procedures*

## PAYROLL SPECIALIST RESPONSIBILITIES

- ◆ Audit for completeness
- ◆ Verify pay period in which the change(s) should become effective
- ◆ Verify position number and employee ID (if position is filled)
- ◆ Verify correct Accounting Codes
- ◆ Sign and date
- ◆ Retain copy for department file
- ◆ Forward original to EMACS-HR/Position Control (0030)
- ◆ Verify that EMACS has been updated to reflect the requested action

## DEADLINES

Refer to Master Calendar for EMACS Processing