

PERSONNEL SERVICES BULLETINS (PSBs)

330-1

Subject: Payroll action to be followed when an employee moves from one City agency to another

Supersedes: Personnel Policy and Procedure No. 632-86

Date: March 21, 1997

I. Policy

In order to eliminate any interruption in service that might jeopardize an employee's retirement benefits or other rights, the following procedure shall be followed by all City agencies when an employee moves from one agency to another. The payroll period and the work week begin at 12:01 a.m. on Sunday and end at 12:00 a.m. on Saturday for all employees, unless otherwise specifically stated.

II. Procedure

Agencies shall adopt the following payroll procedures:

- A. An employee who leaves an agency at the end of a pay period to go to another City agency should be removed from the former agency's payroll as of 12:00 a.m. Sunday.
- B. An employee who leaves an agency during a pay period to go to another City agency should be removed from the former's payroll as of 12:00 a.m. of the day he/she is to report to the new agency.
- C. An employee who comes to an agency from another City agency at the beginning of a pay period should be entered on the new agency's payroll as of 12:01 a.m. Sunday.
- D. An employee who comes to an agency from another City agency during a pay period should be entered onto the new agency's payroll as of 12:01 a.m. on the first day of employment of the new agency.

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Commissioner

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