



Administrative Manual PROCEDURE

SECTION

Personnel

SUBJECT

PREPARING AN "ENTRY TICKET"

SCOPE

The Central Payroll Division will not honor ENTRY TICKETS which are not filled out completely and correctly. Complete an ENTRY TICKET (28-1618-5142) as indicated in this procedure.

ENTRY TICKET

The numbers in parentheses refer to blocks on the attached sample form. A sample form is appended.

- (1) - SOCIAL SECURITY NUMBER - Copy this number directly from the employee's social security card.
- (2) - DEPT. - Department number as found on PAYROLL ATTENDANCE REPORT sent to you by the Central Payroll Division.
- (3) - LOC. - Location number as found on PAYROLL ATTENDANCE REPORT.
- (4) - NAME - Enter last name, first name, and middle name. If no middle name, type "NONE".
- (5) - SEX - Enter code as follows:
 - M = Male
 - F = Female
- (6) - MARITAL STATUS - Enter code as follows:
 - M - Married
 - S - Single
- (7) - RACE - Enter code as follows:
 - 1 = White. (Include persons of Indo-European descent including Pakistani and East Indian.)
 - 2 = Black. (Include persons of African descent as well as those identified as Jamaican, Trinidadian and West Indian.)

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- (7) 3 = Spanish surnames. (Include all persons of Mexican, Puerto Rican, Cuban, Latin American or Spanish descent.)
- 4 = Asian American. (Include persons of Japanese, Chinese, Korean, or Filipino descent.)
- 5 = American Indian. (Include persons who identify themselves or are known as such by virtue of tribal association.)

(8) - LEAVE BLANK.

(9) - DATE OF BIRTH - Month, day and year in numerals e.g., 3/14/62.

(10) - WORK CODE - For salaried employees paid on a bi-weekly basis enter work code as follows:

Work Code

- 05 = 5 day week
- 06 = Fire Dept. use only
- 07 = 7 day week
- 08 = Police Dept. use only
- 09 = hourly rate
- 10 = 10 month teacher (Education only)
- 62 = 10 month worker (Education only)
- 65 = 10 month worker (Health only)
- 00 = Level 1, per diem employee (Hiring)
- 01 = Level 2, per diem employee (Full Performance)
- 02 = Level 3, per diem employee (Experienced)

(11) - TYPE OF APPOINTMENT - Enter code as follows:

- 1 = Civil Service permanent full-time selected from a certification list.

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- (11) 2 = Civil Service provisional - used when no certifiable list is available.
 3 = Civil Service part-time, temporary, and provisional.
 6 = Civil Service permanent part-time selected from certification list.

X = Non-Civil Service, leave not controlled.

4 = Non-Civil Service, sick leave only controlled.

8 = Non-Civil Service, all leave controlled.

A = Appointed official.

F = Fire Department.

P = Police Department.

E = Department of Education, non-Civil Service.

L = Pratt Library.

C = Department of Education workers, e.g., cafeteria workers.

Use the suffix "R" in combination with one of the other letters for employees who have withdrawn their resignation within a 1 year period and who have returned to the same classification in the same agency, e.g., "6R".

(12) - ENTRY DATE - First date in pay status.

(13) - ADDRESS - Include all information requested and residence code as follows:

| | | |
|-----------------------|-----------------|----------------------|
| 01 - Alleghany | 09 - Charles | 17 - Prince George's |
| 02 - Anne Arundel | 10 - Dorchester | 18 - Queen Anne's |
| 03 - Baltimore County | 11 - Frederick | 19 - St. Mary's |
| 04 - Baltimore City | 12 - Garrett | 20 - Somerset |
| 05 - Calvert | 13 - Harford | 21 - Talbot |
| 06 - Caroline | 14 - Howard | 22 - Washington |
| 07 - Carroll | 15 - Kent | 23 - Wicomico |
| 08 - Cecil | 16 - Montgomery | 24 - Worcester |
| | | 25 - Out-of-State |

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Enter address of employee's residency. Do not use P. O. Box Number unless authorized as delivery point for address of employee/resident by the Postal Service.

- (14) - GRADE - Grade of budgeted position.
- (15) - STEP - Salary level of budgeted position.
- (16) - F-BY GRADE - Fill in only if position is filled "in lieu" by classification other than that budgeted and it is an equal or lower pay grade.
- (17) - STEP - Salary level at entry.
- (18) - EXEMPTIONS - Number of Federal and State tax exemptions. (Transfer from W-4 form).
- (19) - ADDITIONAL TAX - Additional withholding tax, if any. (Transfer from W-4 form).
- (20) - EXEMPT - If employee is federal, state, or FICA tax-exempt, type an "X" in the appropriate box. Fire Dept. and Police Dept. personnel may use code "M" relative to FICA, if applicable.
- (21) - LEAVE BLANK.
- (22) - ANNUAL SALARY - Complete only for employees in an annually rated classification. Enter employee's actual annual salary, not the budgeted salary for the position. Add longevity monies to the figure before entering, if applicable.
- (23) - BI-WEEKLY RATE - Complete for employees in an annually rated classification. Enter employee's actual annual salary, divided by 26, except for employees with the following work codes.

| <u>Work Code</u> | <u>Divide by</u> |
|------------------|------------------|
| 07 | 26.072 |
| 10 | 21.6 |
| 62 | 21.6 |
| 65 | 21.6 |

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- (24) - HOURLY/DAILY RATE - For employees paid by the hour, day or session only. Use salary figure to three decimal places, e.g., 7.365 or 10.000.
- (25) - LEAVE BLANK.
- (26) - STATE PENSION PC - For Department of Education and Pratt Library use only. Enter percentage figure as appropriate for respective system.
- (27) - LEAVE BLANK.
- (28) - JOB NO. - 8 digit job number, i.e., 3 digit program code followed by 5 digit job number, e.g., 100-00001 applies to permanent full-time and permanent part-time positions. Do not enter a job number for part-time, temporary employees. Do not assign more than one employee to a given 8 digit job number.
- (29) - PERCENT TIME (%):
- (a) FOR BUDGETED POSITIONS: Percent of position being filled, e.g., 100% for permanent full-time employee; 50% for permanent part-time employee working 20 hours per week filling a 40 hour per week position, etc.
- (b) FOR NON-BUDGETED POSITIONS, e.g., temporary, part-time, labor. Enter "000".
- (30) - BUDGET ACCOUNT NUMBER - Enter full 15 digit budget account number used to find the position. A 6 digit work order number, if applicable, can be used; however only certain designated agencies may do so, e.g., Office of Employment Development.
- (31) - POSITION APPROVED B. of E. - Date position was approved by the Board of Estimates. If position was approved as part of the budget, the date used is the first day of the fiscal year (7/1/YR).

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- (32) - CLASS NO. - Classification number of budgeted position.
- (33) - CLASS TITLE - Classification title of budgeted position.
- (34) - F-BY CLASS NO. - Classification number of "in lieu" job, if applicable.
- (35) - FILLED-BY CLASS TITLE - Classification title of "in lieu" job, if applicable.
- (36) - DEPARTMENT - BUREAU AND DIVISION - Names of department, bureau and division.
- (37) - APPOINTING OFFICER - Signature of appointing officer and date.

ATTACHMENTS TO TICKET

The ENTRY TICKET should be accompanied by the following form(s), as noted.

- 1.) Current year Internal Revenue Service Form W4.
- 2.) FLSA Assignment (Civil Service Form.)
- 3.) EMPLOYMENT ELIGIBILITY VERIFICATION Form (28-1418-5014).
- 4.) RELEASE OF INFORMATION Form (28-1608-5104), if the requirement for a criminal background investigation has been indicated on the EMPLOYEE ACTION REQUEST.
- 5.) NON-CITY RESIDENT APPROVAL REQUEST (28-1258-5036) if applicable.
- 6.) Pre-employment physical release.
- 7.) EMPLOYEE ACTION REQUEST (28-1608-5021).

RETAINED FORMS

The following form(s) should be retained at the agency level and not forwarded with the "ENTRY TICKET".

- 1.) RECEIPT OF STRIKE INFORMATION FORM (28-1408-5024).
- 2.) WORK PERMIT, if applicable, (AM-205-15).
- 3.) BACKGROUND QUESTIONNAIRE (28-1608-5105), if the

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requirement for a Criminal Background Investigation, CBI has been indicated on the EMPLOYEE ACTION REQUEST.

4.) Immigration and Naturalization supportive documentation (AM-205-4).

Questions regarding the processing of an Entry Ticket should be referred to the Civil Service Commission, 396-3872.

RELATED POLICIES

| | |
|------------|-------------------------------------|
| AM-205-4 | EMPLOYMENT ELIGIBILITY VERIFICATION |
| AM-205-15 | WORK PERMIT FOR MINOR |
| AM-231-1 | HIRING AND TRANSFERS |
| AM-231-1-1 | EMPLOYEE ACTION REQUEST |
| AM-231-1-2 | NON-CITY RESIDENT APPROVAL REQUEST |
| AM-231-1-3 | RECEIPT OF STRIKE INFORMATION |
| AM-232-1 | PERMANENT POSITIONS AND EMPLOYEES |
| AM-232-1-1 | FILLING A PERMANENT POSITION |
| AM-237-1 | POSITIONS OF TRUST |

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- INSTRUCTIONS:**
1. PREPARE USING TYPEWRITER COMPLETING ALL SPACES
 2. RETAIN LAST COPY "RECORD COPY" FOR YOUR FILE
 3. SUBMIT REMAINING COPY COMPLETE WITH CARBONS ATTACHED TO THE CIVIL SERVICE COMMISSION

28-1618-5142

**CIVIL SERVICE COMMISSION
OF BALTIMORE**

DO NOT WRITE IN THIS SPACE

ENTRY TICKET

FOR ALL EMPLOYEES OF THE CLASSIFIED SERVICE

| | | | | | | | | | | | |
|---|--------------------|----------------------------|---------------|---------------------------------------|------------------------|---------------------------------|-------------------|--|------------|------------------|--|
| SOCIAL SECURITY NUMBER | | FED. (2) | | LOC. (3) | | LAST NAME | | FIRST NAME (4) | | MIDDLE NAME | |
| SEX (5) | MARITAL STATUS (6) | AGE (7) | EDUCATION (8) | DATE OF BIRTH (9) | WORK CODE (10) | TYPE OF APPOINTMENT (11) | | ENTRY DATE (12) | | | |
| ADDRESS: STREET | | | | CITY (13) | STATE | ZIPCODE | COUNTY | RES. CODE | | | |
| Grade (14) | Step (15) | F—By Grade (16) | Step (17) | EXEMPTIONS FEDERAL (18) STATE (19) | | ADDITIONAL TAX FEDERAL STATE | | EXEMPT FED. TAX STATE TAX (20) F.I.C.A. | | MAINT. (21) | |
| ANNUAL SALARY (22) | | Bi-Weekly Rate (23) | | OR | Hourly Daily Rate (24) | | DIFFERENTIAL (25) | State Pension PC (26) | | PENSION NO. (27) | |
| JOB NO. (28) | PERCENT TIME (29) | BUDGET ACCOUNT NUMBER (30) | | | | POSITION APPROVED BY of E. (31) | | DATE: | | | |
| CLASS NO. (32) | CLASS TITLE (33) | | | F—By Class No. (34) | | FILLED—BY CLASS TITLE (35) | | | | | |
| PERSONNEL USE ONLY | | | | | | PAYROLL USE ONLY | | | | | |
| DEPARTMENT—BUREAU AND DIVISION (36) (37) APPOINTING OFFICER DATE CIVIL SERVICE COMMISSION COPY | | | | | | CONTROL SHEET | NET EFFECT | | | | |
| | | | | | | | TYPE | BASE PAY | DEDUCTIONS | | |
| | | | | | | | S | | | | |
| H | | | | | | | | | | | |
| KP: | | KV: | | | | | | | | | |

Form Number : 28-1618-5142
 Type : 7-part Set
 Size : 8 x 5

Order Unit : Specify "Each"
 Quantity of Forms per Order Unit : 100 Sets

To order, prepare a WAREHOUSE REQUISITION (28-1458-5129) (AM-302-1-1) specifying Warehouse Division 02, and citing the above information.