



Administrative Manual PROCEDURE

SECTION

Personnel

SUBJECT

PREPARING A "CHANGE NOTICE"

SCOPE

Complete a CHANGE NOTICE (28-1618-5143) as indicated in this procedure. Central Payroll will not process a CHANGE NOTICE unless it is filled out correctly and all necessary items are completed.

CHANGE NOTICE

The circled numbers refer to blocks on the sample form which is appended.

- (1) - For a transfer into a General Fund position, enter the 15 digit account number that the employee's position is changing from.

--Blocks 2 through 6 should always be filled-in, using the old information--

- (2) - SOCIAL SECURITY NUMBER - Verify number by referring to employee's social security card.
- (3) - DEPT. - Department number as found on PAYROLL ATTENDANCE REPORT sent by Central Payroll Division.
- (4) - LOC. - Location number as found on PAYROLL ATTENDANCE REPORT.
- (5) - PENSION NO. - Employee's pension number if member of City pension system and it is known.
- (6) - NAME - Enter last name, first name, and middle name.

--If information in any one of blocks 7 through 13 changes, all blocks on that line must be filled in, using the old information. If no information on this line changes, none of the blocks need be completed--

- (7) - GRADE - Grade of budgeted position.

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(8) - F-BY GRADE - Fill-in only if position is filled "in lieu" by classification other than that budgeted and the classification is of equal or a lower pay grade. Enter grade.

(9) - ANNUAL SALARY - Complete for employees in an annually rated salary classification only. Enter employee's actual salary, not the budgeted salary for the position. Add longevity monies to the figure to be entered, if applicable.

(10) - BI-WEEKLY RATE - Complete for bi-weekly employees only. Enter employees 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

(11) - HOURLY/DAILY RATE - Complete for employees paid by the hour, day or session only. Enter employee's actual salary, not the budgeted salary for the position. Add longevity monies to the figure to be entered, if applicable. Use salary figure to 3 decimal places, e.g., 7.365 or 10.000.

(12) - CLASS NO. - Enter employee's actual class number not the class no. of the budgeted position.

(13) - CLASS TITLE - Employee's actual class title, not the class title of the budgeted position.

-- If information in any one of blocks 14 through 21 changes,
fill in new information in that block only--

(14) - GRADE - Enter grade of budgeted position.

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- (15) - STEP - Enter salary level of actual position.
- (16) - F-BY GRADE - Fill in only if position is filled "in lieu" by classification other than that budgeted and the classification equal or lower pay grade. Enter grade.
- (17) - ANNUAL SALARY - Complete only for employees in annually rated classifications only. Enter employee's actual salary, not the budgeted salary for the position. Add longevity monies to the figure to be entered, if applicable.
- (18) - BI-WEEKLY RATE - Complete only for employees in an annually rated salary 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

- (19) - HOURLY/DAILY RATE - Complete for employees paid by the hour, day or session only. Use salary figure to 3 decimal places, e.g., 7.365 or 10.000.
- (20) - WORK CODE - For salaried employees paid on a bi-weekly basis, enter work code as follows:

- 05 = 5 day week.
- 06 = Fire Dept. use only.
- 07 = 7 day week.
- 08 = Police Dept. use only.
- 09 = hourly rate in a bi-weekly job.
- 10 = 10 month teacher (Education only).
- 62 = 10 month worker (Education only).
- 65 = 10 month worker (Health only).

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- 00 = Level 1, per diem employee (Hiring).
 01 = Level 2, per diem employee (Full Performance).
 02 = Level 3, per diem employee (Experience).

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

- 1 = Civil Service selected from list
 2 = Civil Service provisional
 3 = Civil Service temporary intermittent
 6 = Civil Service permanent part time
- 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

Use the suffix "R" in connection with above codes for employees who have withdrawn their resignation within a year and who have returned to the same classification in the same agency, e.g. "6R."

--Always fill in block 22--

(22) - EFFECTIVE DATE - Date of change.

--If information in any one of blocks 23 through 38 changes, fill in new information in that block--

(23) - DEPT. - Department number as found on PAYROLL ATTENDANCE REPORT sent to you by the Central Payroll Division.

(24) - LOC. - Location number as found on PAYROLL ATTENDANCE REPORT.

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- (25) - JOB NO. - 8 digit job number - Use 3 digit program code followed by 5 digit job number, e.g., 100-00001. Do not enter a job number for part-time or temporary employees. This space must be filled in and an EMPLOYEE ACTION REQUEST (28-1608-5021) must be attached if an employee's position is changed to another available job number in the agency.
- (26) - BUDGET ACCOUNT NUMBER - Full 15 digit budget account number or 6 digit work order number, if applicable, should be entered. A 6 digit work code number is used by certain designated agencies.
- (27) - SOCIAL SECURITY NUMBER - Verify number by referring to employee's social security card.
- (28) - PERCENT (%) TIME:
- (a) FOR BUDGETED POSITIONS: Percent of position being filled, e.g., 100% for full-time employee, 50% for part-time employee working 20 hours per week and filling a 40 hour per week position, etc.
- (b) FOR NON-BUDGETED POSITIONS, i.e., part-time, temporary, labor: Enter "000".
- (29) - CLASS NO. - Classification number of budgeted position.
- (30) - CLASS TITLE - Classification title of budgeted position.
- (31) - F-BY CLASS NO. - Classification number of "in lieu" job.
- (32) - FILLED-BY CLASS Title - Classification title of "in lieu" job.
- (33) - NAME - Enter complete new name.
- (34) - LEAVE BLANK.
- (35) - LEAVE BLANK.

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(36) - ADDRESS - Include all information requested and residence codes as follows:

01 - Allegany	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

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

(37) - MARITAL STAT. - Enter code as follows:

M = Married

S = Single

(38) - LEAVE BLANK.

*--Fill-in block 39 for any change that requires
Board of Estimates approval--*

(39) - BOARD OF ESTIMATES - Date change was approved by the Board of Estimates. If change occurred as part of the budget, the date used is the first day of the fiscal year, i.e., 7/1/YR.

--Blocks 40 and 41 must be filled in--

(40) - DEPARTMENT-BUREAU AND DIVISION - Names of department, bureau and division.

(41) - APPOINTING OFFICER - Signature of appointing officer and date.

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ATTACHMENTS TO NOTICE

The CHANGE NOTICE should be accompanied by the following form(s) as noted:

- 1) EMPLOYEE ACTION REQUEST, (28-1608-5021), if a job number change is involved.
- 2) FLSA Assignment Form (Civil Service Form), if applicable and class number is changing.
- 3) RELEASE OF INFORMATION Form (28-1608-5104), if the requirement for a criminal background investigation has been indicated on the EMPLOYEE ACTION REQUEST.

RETAINED FORMS

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

- 1) BACKGROUND QUESTIONNAIRE (28-1608-5105), if the requirement for a criminal background investigation has been indicated on the EMPLOYEE ACTION REQUEST.

Questions regarding the processing of a CHANGE NOTICE should be referred to the Civil Service Commission, 396-3872.

RELATED DOCUMENTS

For additional information, see:

AM-230-2	JOB NUMBER
AM-231-1	HIRING AND TRANSFERS
AM-231-1-1	EMPLOYEE ACTION REQUEST
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

1400-23-6

28-1618-5143 Rev. 09-80

CHANGE NOTICE (1)	CIVIL SERVICE COMMISSION OF BALTIMORE
DO NOT WRITE IN THIS SPACE	

SOCIAL SECURITY NO. (2)	DEPT. (3)	LOC. (4)	PENSION NO. (5)	NAME (6)
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CHANGE FROM:	Grade (7)	F—By Grade (8)	Annual Salary (9)	Bi-Weekly Rate (10)	Hrly/Dly Rate (11)	Class No. (12)	CLASS TITLE (13)
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CHANGE TO: FILL IN ONLY THE INFORMATION WHICH CHANGED

15	S/S NO. DEPT. LOC. (14)	Grade Step F—By Grade (15)	Annual Salary (16)	Bi-Weekly Rate (17)	Hrly/Dly Rate (18)	Work Code (19)	TYPE OF APPOINTMENT (20)	EFFECTIVE DATE (21)
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12	S/S NO. DEPT. LOC. (23)	LOC. (24)	JOB NO. (25)	BUDGET ACCOUNT NUMBER (26)	11	S/S NO. (27)	SOCIAL SECURITY NO. (27)
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C O N T	CLASS NO. (28)	CLASS TITLE (29)	F—By Class No. (30)	FILLED—BY CLASS TITLE (31)	FILLED—BY CLASS TITLE (32)
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13	S/S NO. (33)	LAST NAME (33)	FIRST NAME (33)	M.I. (33)	16	S/S NO. DEPT. LOC. (34)	MAINTENANCE (34)	17	S/S NO. DEPT. LOC. (35)	DIFFERENTIAL (35)
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50	S/S NO. (36)	STREET (36)	CITY (36)	STATE (36)	ZIP CODE (36)	COUNTY (36)	RES. CODE (36)
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PERSONNEL USE ONLY				PAYROLL USE ONLY			
52	S/S NO. (37)	MARITAL STAT. (37)	EDUCATION (38)	BOARD OF ESTIMATES DATE: (39)	NET EFFECT		
DEPARTMENT—BUREAU AND DIVISION (40) APPOINTING OFFICER (41) DATE					BASE PAY		DEDUCTIONS
					S		
C O N T R O L S					H		
					KP:		KV:

CIVIL SERVICE COMMISSION COPY

- . Form Number : 28-1618-5143
- . Type : 7-Part Set
- . Size : 8 x 5
- . Order Unit : Specify "Package"
- . Quantity of Forms per Order Unit : 100 Set

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