

Civil Service (CS) Weekly Processing Dates

10/12/2020

Organizational Management

Position Control

Workload	Oldest Date
Change in Established Positions (Std. 607)	10/05/2020

Payroll Administration

Audits

Workload	Oldest Date
Lump Sum PARs (Std. 680-A)	10/06/2020
Stipulation PARs (Std. 680-A)	08/14/2020
Personnel Action Request (Std. 680)	08/14/2020

Payroll

Workload	Oldest Date
Lump Sum Pay Payments	10/06/2020
Payroll Adjustment Notice (Std. 674)	06/08/2020
Payroll Adjustment Notice - Accounts Receivable (Std. 674AR)	06/17/2020

Premium Pay

Workload	Oldest Date
Premium Pays: Overtime, Non Locked-In Pay Differentials, etc. (Std. 671/674)	03/27/2020

W2/Misc. Deductions

Workload	Oldest Date
Duplicate W2 Request (Std. 436)	10/09/2020
Non Uniform State Payroll System (USPS) Transactions (Std. 676)	10/09/2020
Miscellaneous Deduction (Std. 674)	10/09/2020
W2 Miscellaneous Adjustments (Std. 674)	10/09/2020

Benefits Administration

Benefits

Workload	Oldest Date
Dental Plan Enrollment (Std. 692) Dental News	08/06/2020
Dental Plan Enrollment (Std. 692) Dental Cancels	07/03/2020
Dental Plan Enrollment (Std. 692) Dental Changes	09/10/2020
Payroll Adjustment Notice - Accounts Receivable (Std. 674AR) Change Method of Collection	08/10/2020
Payroll Adjustment Notice - Leave Credits Request (Std.674AR)	12/24/2018
Cash Option Enrollment Authorization (Std. 701C) Flex Enrollment (Cancels)	06/07/2020
Cash Option Enrollment Authorization (Std. 701C) Flex Enrollment (News/Changes)	02/09/2020
Reimbursement Account Enrollment Authorization (Std. 701R) Flex Reimbursements	05/17/2020
Vision Plan Enrollment Authorization (Std. 700)	10/09/2020

Disability Payments

Workload	Oldest Date
Industrial Disability Leave (IDL) - Payment Request (Std. 674D) IDL Regular	09/28/2020
Industrial Disability Leave - Transfer/Out of History Request (Std. 674D) IDL Specials/Complex	09/21/2020
State Disability Insurance (SDI) - Payment Request (Std. 674D) SDI Regular	09/28/2020
State Disability Insurance - Transfer/Out of History Request (Std. 674D) SDI Special/Complex	09/23/2020
Non-Industrial Disability Insurance (NDI) - Payment Request (Std. 674D) NDI Regular	09/30/2020
Non-Industrial Disability Insurance - Transfer/Out of History Request (Std. 674D) NDI Special/Complex	09/23/2020
Temporary Disability (TD) - Pay/Adjustment Request (Std. 674) TD Regular	09/23/2020
Temporary Disability - Pay/Adjustment Request (Std. 674) TD Special/Complex	09/18/2020
Accounts Receivable - Change Method of Collection Request (Std. 674 AR) 4400	10/01/2020
LC 4800 Transfer Request (Std.674) LC4800	09/22/2020