

# New Hire

## Sutter County Personnel/Payroll Form (PPF) Transactions for Superior Finance

Please fill-in **ALL** light blue shaded boxes.

**Personal Information:**

Entity	Sutter County (Root)		
SSN			
Employee Number	(System Assigned)		
Employee Type (Permanent, LT, EH and Exempt or Non-Exempt)	Sample: <b>New Permanent and Non-Exempt</b> or Extra Help and Non-Exempt, etc. (FLSA Exempt or Non-Exempt is based on the Job Title/Classification) <b>C1</b>		
Last Name			
First Name			
Middle Initial			
Suffix			
Hire Date			
DOB (Date of Birth)			
Gender			
Race (Ethnic ID)	List of Options: White (Not Hispanic), Black, Asian/Pacific Isl., Amer. Indian, Hispanic, East Indian, Other: <b>C3</b>		
Marital Status (S/M)			
Military Veteran? Y, N, UNKN			

**Employee Address:**

MAILING Address (Street/P.O. Box)			
City			
State			
Zip Code			
Phone Number 1 and Ext.(if appl)	Phone 1 Type (ex. Cell, Home, Pager)		Complete Only If Applicable
Phone Number 2 and Ext.(if appl)	Phone 2 Type (ex. Cell, Home, Pager)		

(PPF Webform- Additional "Person" Tab Info)

FTE (Full-Time Equivalent) <small>(ex. Full-time=1.0 or Part-time =.5, etc.)</small>	1.0 or _____	Days Worked Per Yr: <b>260</b> is for most 40 hr/wk, or _____ for Fire ( <b>C4</b> )	Pay Cycle: <b>Bi-Weekly</b> ; Periods Worked & Paid Per Yr: <b>26</b>
	Calendar - <b>POSITIVE PAY, 9X80FRI1 or 9X80FRI2</b>	Barg Unit Code (Gen, Prof-Safety (S) or Prof-Non-Safety (NS), Sup-S or NS, Law-S or NS, Fire, <b>EXTRA</b> (ALL Extra Help), etc.) <b>C6</b>	

	Location Code (i.e. Specific Budget Unit Description Ex. Mental Health Svcs, Mental Health Svcs Act, Public Works-Road, Sheriff-Boat Patrol) <b>C8</b>	Department Code (4 digits - Prior Examples: <b>4102</b> , 4104, 3100, 2205) <b>C9</b>	Division Code (i.e. Program Code) (Ex. <b>103=Crisis Clinic</b> , 702=Urgent Svcs, 000=Departmental, etc.) <b>C10</b>	"Area" i.e. the Whole Dept. Name (ex. Mental Health is in Human Svcs) <b>C11</b>
<i>Sample:</i>	<b>BH</b>	<b>4102</b>	<b>103</b>	<b>Human Svcs</b>
<i>Actual:</i>				

**Position/Pay Assignment:**

Job Title of Position:			
Requires Board or CAO Approval? (Y/N)	<b>No or</b> _____		
If yes, Date of Approval	<b>N/A or</b> _____		
Pay Asgn/ Salary Change Reason Code	<b>20 Hire Step 1 or</b> _____		
Assignment Status	ex. <b>20 Hire-Step 1, 22 Hire-Advanced Step, 31 EH to Reg</b> (or see <b>C12</b> list or HR will complete) <b>C13</b> (ex. 10 Perm, 20 Limited-Term, 30 Extra Help/Temp, Underfill)		
Pay Class	Unit _____ Describe and HR will complete (This combines Unit, Exempt/Non-Exempt and Positive Pay or Autopay and 9-80's) Ex. <b>GSP Non-Exempt</b> (i.e. Positive Pay), or <b>GSP Non-Exempt AUTOPAY</b> , or <b>GSP Non-Exempt 9-80</b> , or Extra Help-EX or NE, etc.) (See <b>C14</b> , this is an important code and must be correct! It affects pay and hours on their on-line timesheet, etc.)		
PCN (Position Control Number - 8 digits Ex. <b>MHACKL12</b> )	If you do not have the code, provide a description of the flex or straight position, " <b>Mental Health Svcs-Account Clerk Flex I/II</b> " and HR will complete) <b>C15</b>		
Position Code (10 digits Ex. <b>MHACKL1202</b> )	If you do not have the code, provide a description the level the position is filled at, <b>MH-Account Clerk II</b> " and HR will complete) <b>C16</b>		
Begin Pay-Date (Date of Hire)			
End Pay-Date	12/31/2050 Default		

PCN FTE  
(usually same as FTE entry ex. 1.0, .5)  
Index Key - i.e. Salary Range and  
Step (ex. GEN31 / 01)  
Hourly Rate:  
Hours Per Day (typically 8)

<b>1.0 or _____ if less</b>	Status: <b>O</b> , Freq: <b>A</b> ; Period Type: <b>B</b> ; Reg Rate: <b>H</b> ; Override Sal: <b>N</b> ; Ovrd Hr/Day/Perds : √=Y
	Salary Range and Step of the Position/Job Classification, See the current list of Salaries by Job Classifications on the intra or internet on the HR Dept. Page.
<b>\$</b>	
<b>8 hrs/Day or _____ hrs/Day if other (Ex. Ex Help=1 hr, or Part-time)</b>	<b>Days Worked Per Yr:</b> <b>260</b> is for most 40 hr/wk, or _____ for Fire ( <b>C4</b> )

**Labor Funding Distribution** (i.e. Position Funding Distribution - "Pay Dist" Tab):

	GL Org Key (Budget Unit = Full Department/Program Budget Unit Code - 6 digits) <b>C18</b>	GL Account (Reg or LT = 51010, if Extra Help = 51020 or if Sheriff Reserves = 51022) <b>C19</b>	Percent
<i>Sample:</i>	<b>410203</b>	<b>51010</b>	<b>100%</b>
<b>Actual:</b>			

Total \_\_\_\_\_ (Must equal 100%)

**Emergency Contact:**

Primary Contact Name		(ex. Spouse, Child, Parent, Friend, Other)
Relation		
Street Address		
City		
State		
Zip Code		
Phone Number 1 and Ext.(if appl)		
Phone Number 2 and Ext.(if appl)		Phone 2 Type (ex. Cell, Home, Work)

Complete Only If Applicable

**Special Pays:**

Ex. Bilingual Pay, Resident Deputy, Jail Premium Pay, Educational Incentive, etc. <b>C20 list</b>	Type of Special Pay ("CDH")	Amount	Begin Date	End Date
				12/31/2050 (Default)
				12/31/2050 (Default)

**Other/Comments:**

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Approved: \_\_\_\_\_

Department Head Signature

Date

Employee Acknowledgement Signature

Date

**Human Resources Department Only**

Chemical/Drug Test Passed <small>(Future Applicant Tracking)</small>	Hire Pay Period <small>EE Mstr-Misc Info-Char-Field 2</small>	<b>PP</b> _____	Next Review Type and Status		Performance- Eval Tp, then St = IN
Fingerprinting Passed <small>(Future Applicant Tracking)</small>	Next Step Pay Period <small>EE Mstr-Misc Info-Char-Field 3</small>	<b>SPP</b> _____	Next Review Date <small>(Reminder auto-fills after Due Dt.)</small>		Perform-Due Dt and for Primary-Eval Dt
Medical Screen or Phys - <small>(Future Applicant Tracking) <b>Qualified?</b></small>	FLSA √ <b>ONLY IF NON-Exempt?</b> <small>EE Mstr - Primary</small>		Reminder Tp (Type) <small>(Eval)</small>		Performance-Suppl Tab, 60 Days before
I-9 Verification <small>(Performance -I-9)</small>	Set Adjusted DOH (same as DOH) <small>EE Master-Misc Dates-"Longevity"</small>		Probation Begin Date (Hire Date)		Performance-Suppl Tab
Request to Fill Approved	Position Assigned (10 digits) Quick Pay		Probation End Date		Performance-Suppl Tab
Meets Minimum Qualifications? Eligible List AND Certification List?	<b>RETRO NOTED (If Applicable)</b> Quick Pay-Misc Tab- Spec Cd 1- <b>RTRO</b>		Next Step Date		Performance-Suppl-Step Increase
<b>EH Insur. Calc MM-DD-YY for ACA</b> <small>EE Mstr-Misc Info-Char-Field 15</small> ..... Contract EE annual sick/vac accruals - Fields 27 & 28	If K-9 or LAW Unit 12 hr (except NOT Dispatch) Custom Field for FLSA calc: <small>EE Mstr-Misc Info-Char-Field 20:</small> K-9 = LWK9 or Law 12 hr Shift = LW12		Pay Class Confirmed; Change Approval Status to SEND		Quick Pay HRPYQP

Approved: \_\_\_\_\_

Human Resources Department

Date