

## PAYROLL SPECIALIST RESOURCE LIST

### **EMACS-HR**

Additional Pays – Automobile, Bilingual, Cellular Phone, Differentials and Special Assignment Compensation (SAC)  
 Benefits Administration  
 Employment Contracts  
 Job Status Update Notice Report (Probation to Active)  
 Leave Extensions and Reductions  
 Leave Request for Medical Leave of Absence, Education, With Right and Without Right to Return to Position processing  
 Name Changes  
 Open Work Performance Evaluation Reports (Waives, WPE's)  
 Pay Step Advance Notice Report  
 Perfect Attendance Leave (PAL)  
 Personnel Transactions (JAR Packets) New Hire, Demotion, Disciplinary Action, Promotion, Termination, Transfer, etc.  
 Position Management – Position Data Changes (PDC's), Position Number Requests (PNR's); establish, reclassify and inactivate positions  
 Restoration of Benefits  
 Vacation Transfer Service Credit  
 WPE processing  
 30 Year 7% Earnable Compensation

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### **EBS-D-HR**

Benefit Designation Changes  
 COBRA  
 Combined Giving  
 DCAP Enrollment and Claims  
 Dental Eligibility  
 Exempt Orientations  
 Family Status Changes  
 Flexible Spending Account (FSA) Enrollment/Claims  
 ID Cards  
 Life Insurance  
 Leave Cash-Out/Conversions  
 Medical and Dental Premium Subsidies/Flex Dollars  
 Medical Eligibility  
 Official Personnel File (OPF) Maintenance  
 Retirement Buybacks  
 Retiree Orientations  
 Salary Savings – 401(k), 457(b) and PST  
 Service Pins  
 Subpoena's-Personnel Information  
 Unemployment Insurance  
 Vision Eligibility  
 Voluntary Time Off (VTO) Eligibility

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### **LEAVES TEAM-HR**

Catastrophic Leave  
 Family Medical Leave Act (FMLA) Leaves  
 Long Term Disability (LTD)  
 Leave Requests for Sick Leave With Pay, Sick Leave Without Pay, Leaves With Pay, Leaves Without Pay, Occupational Injury/Illness and Military Leave processing  
 Medical Emergency Leave (MEL)  
 Short Term Disability (STD)

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### **Central PAYROLL**

Control D Access  
 Deceased Employee's Pay  
 Deductions  
 Direct Deposits  
 eTime  
 Garnishments  
 Leave Cash-Outs  
 Lost/Stolen Warrants  
 Military Pay  
 On Demand Pay Requests  
 Pay Card  
 Payroll Adjustments  
 Payroll Specialist List Updates  
 Retro Recoveries & Refunds  
 Sick Leave Conversion  
 State Disability Insurance (SDI)  
 Subpoenas-Payroll information  
 Termination Pay Out  
 W-2 and W-4 (Tax Reporting)  
 Worker's Compensation Pay

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