3-09/280.20 - Duties of Personnel Administration

Upon receipt of a Personnel & Item Control/Additional Funding Request (SH-AD-650) from CLEB of either an increase or decrease in personnel required to staff contract city units, Personnel Administration shall:

- Enter the change in personnel indicated on the Personnel & Item Control/Additional Funding Request (SH AD 650) in the Personnel Information and Management System (PIMS);
- Indicate on the Personnel & Item Control/Additional Funding Request (SH-AD-650) the date of entry into PIMS and the initials of the employee making the entry; and
- Prepare photocopies of the entered Personnel & Item Control/Additional Funding Request (SH-AD-650) and forward a copy to CLEB, Fiscal Administration, and the concerned division.

Personnel Administration will maintain the original copy of the Personnel & Item Control/Additional Funding Request (SH-AD-650).