

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Oregon State FSA Office
Tualatin, Oregon 97062

OR NOTICE PM – 418

FOR: COUNTY OFFICES

Personnel Action Processing – New Temporary Employees

APPROVED BY: State Executive Director
Larry A. Frey
LEF:mac/rmb

1 Overview

A Purpose The purpose of this notice is to provide instructions and a checklist to county offices for submitting SF-52’s “Personnel Action Requests” and related documents to the STO for newly hired temporary employees.

B County Office Action County Offices shall submit SF-52’s to the State Office according to 28-PM, Page 2-1, B. Personnel Actions Requiring SF-52.

The following forms/documents must be completed and sent to the State Office on or before the new employee’s actual effective (start) date.

- SF-52, Request for Personnel Action
- W-4, Tax Withholding, Federal
- W-4, Tax Withholding, State of Oregon
- SF-1199A, Direct Deposit Form
- VOIDED CHECK. A deposit slip will not work
- AD-349, Address Form
- FSA-586, County Oath of Office and Service Obligation
- SF-256, Self Identification of Handicap
- SF-181, Race & national Origin Identification
- I-9, Employment Eligibility Verification
- Position Description
- FSA-675, Application for County Office Employment
- FSA-67A, Statement of Prior Federal/County Service, (if applicable)

Exhibit 1 is a Checklist for Personnel Actions Required Forms and Documents. Please print copies of Exhibit 1 to use when processing new hires, and fax to STO with the required forms.

Continued on next page

DISPOSAL January 1, 2004	DISTRIBUTION County Offices, DD’s STO
---------------------------------	--

OR NOTICE PM-418

B
County Office
Action
Continued

PLEASE NOTE: County Offices must fax required forms for all new employees at least 1 week prior to first payroll. Original documents must then be mailed to the State Office; to be sure new employees receive their pay timely.

Entering new employee information in PC-TARE, SCIMS, or AS-400/System 36 does NOT automatically submit the required information to NFC, for the new employee to be documented and receive pay.

C
PC TARE
Action For New
Temporary
CO Employees

Accounting classification codes must be entered **on the first T&A** prepared for an employee. The “AC” field should be coded with “1” so that the accounting data will be stored for future reference. The accounting classification code must be entered on the first line of work hours on the T&A, beginning under the column labeled “APP”. The standard classification code format for all temporary employees is:

- **Y8741XXXTO0000**

The **Y** in the above format should be replaced by the fiscal year (2003 = 3); the **XXX** should be replaced by your 3 digit County Code. The TO are the actual letters which stand for Temporary Office employee, and the last four digits are zero's.

IMPORTANT: After an employee's first T&A is submitted the “AC” field should then be coded on **subsequent T&A's with a “2”**, without entering the classification code. The code “2” tells NFC to continue using the initial accounting loaded in the first T&A.

D
CONTACT

If you have questions regarding this notice, please contact Roseanna Breeding in the State Office at 503 692-1973 Ext. 231, or email roseanna.breeding@or.uds.gov.

**CHECKLIST FOR PERSONNEL ACTIONS
REQUIRED FORMS AND DOCUMENTS**

1. All documents must be legible and completed with all required information
2. SF-52, W-4's, SF-1199A, with voided check, AD-349, and I-9, must be faxed to the State Office on or before the new employee's actual effective (start) date.
3. All original copies of all required documents must be mailed to the State Office as soon as possible.

New Temporary County Office Employees

Employee Name _____

Faxed

Mailed

County Office _____

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | SF-52, Request for Personnel Action (*1) |
| <input type="checkbox"/> | <input type="checkbox"/> | W-4, Tax Withholding, <u>Federal</u> (*1) |
| <input type="checkbox"/> | <input type="checkbox"/> | W-4, Tax Withholding, <u>State</u> of Oregon (*1) |
| <input type="checkbox"/> | <input type="checkbox"/> | SF-1199A, Direct Deposit Form (*1) |
| <input type="checkbox"/> | <input type="checkbox"/> | VOIDED CHECK, A deposit slip will not work. (*1) |
| <input type="checkbox"/> | <input type="checkbox"/> | AD-349, Address Form (*1) |
| <input type="checkbox"/> | <input type="checkbox"/> | FSA-586, County Oath of Office and Service Obligation (*1) |
| <input type="checkbox"/> | <input type="checkbox"/> | SF-256, Self Identification of Handicap (*1) |
| <input type="checkbox"/> | <input type="checkbox"/> | SF-181, Race & National Origin Identification (*1) |
| <input type="checkbox"/> | <input type="checkbox"/> | I-9, Employment Eligibility Verification |
| <input type="checkbox"/> | <input type="checkbox"/> | Position Description |
| <input type="checkbox"/> | <input type="checkbox"/> | FSA-675 FSA Application for County Office Employment |
| <input type="checkbox"/> | <input type="checkbox"/> | FSA-67A, Statement of Prior Federal/County Service (if applicable) |

(*1) These are also required for all newly elected COC members

Notes: