



DPM-11-320

MEMORANDUM

TO : ALL PROGRAM, DEPARTMENT, DIVISION AND EXECUTIVE DIRECTORS
EXECUTIVE AND LEGISLATIVE BRANCHES

FROM : Bernadette Bernally
Bernadette Bernally, Human Resources Director
Department of Personnel Management

DATE : June 8, 2011

SUBJECT : **Deadline for General Wage Adjustment (GWA)**

This memorandum is to reiterate the deadline for the submission and processing of Personnel Action Forms (PAF) for the General Wage Adjustment. Adherence to the deadlines is necessary to allow Personnel and Payroll sufficient time to review and process the PAFs. As stated in the General Wage Adjustment procedures, the deadline to implement the GWA will be no later than June 30, 2011. All PAFs must be submitted to DPM according to the PAF submission schedule to meet the **June 30, 2011** deadline. **Furthermore, DPM will no longer be processing any automation requests.**

A Back Pay Request Form must be submitted to the Payroll Office for all manual PAFs. Back Pay Request Forms must be reviewed and approved by the appropriate accounting section within the office of the Controller for funds availability.

Deadlines are necessary to ensure that PAFs submitted on or before the deadline are either processed or returned to the initiating program, depending on whether the PAF is correct or the personnel action is in accordance with established personnel policies and procedures. PAFs that are incomplete, lack supporting documentation or require correction will be returned to the program.

Your cooperation and adherence to these deadlines is expected. Please ensure that PAFs are submitted in the proper format with the appropriate documentation. PAFs are to be **typed without errors or type overs and will be returned to the initiating program for corrections if typographical errors are detected.** If you need assistance or have any questions regarding personnel or payroll issues please do not hesitate to call us. Thank you.

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