

SAM—PAYROLLS

POSITION NUMBERS

8533

(Revised 12/99)

Positions are identified on documents, budget schedules, agency rosters, the SCO's Employment History Data Base, and payrolls by a 13-digit code number made-up as follow:

Agency Code:

Three-digit code identifying the agency or major subdivision for personnel/payroll use, and the fund from which salaries are payable. This number is assigned by the SCO.

Reporting Unit Code:

Three-digit code identifying the budgetary function and the location of attendance reporting units within the agency code. (When positions are authorized to be used in any of several attendance reporting units, STD. 607 may show budget function codes instead of reporting unit codes to identify a group of reporting units.) These codes are assigned by the agency to conform with the organizational structure, with the approval of the Department of Finance and the SCO.

Class Code:

Four-digit code identifying the civil service class or exempt position title, as shown in the Civil Service Pay Scales or Exempt Pay Scales.

Serial Number:

Three-digit code identifying the individual position within the class and function. Serial numbers in the seven and eight hundred series identify employees in interchangeable classes and the nine hundred series identifies blanket positions.