

**A. CONSTRUCTIVE INTERVENTION UNIT (CIU)**

1) Employee Name		2) Employee Office/Division	
3) Employee Position Number (Agency-Unit-Class-Serial)		4) Employee Classification	
5) Employee Home Address		6) Employee Phone Number	
7) CIU Consultant Name	8) Signature		9) Phone Number
10) Penalty and Effective Date of Action (Attach supporting document for PTU only; not to be forwarded to OFS)			
11) Name of Personnel Transactions Manager			12) Date Delivered
13) Informational Copy Provided to C&P Analyst Yes                      No			

**B. PERSONNEL TRANSACTIONS UNIT (PTU)**

14) Date Received from PTU Manager		15) Date Forwarded to OFS			
16) PAYMENT DELIVERY TYPE <input type="checkbox"/> MAIL Certified, Return Receipt <input type="checkbox"/> Overnight Mail <input type="checkbox"/> In-Person Pick-Up <input type="checkbox"/> Other Special Arrangements _____ <input type="checkbox"/> Pre-Addressed Envelope Provided to OFS		17) PAYMENT TYPE AND DUE DATE <input type="checkbox"/> Regular Pay _____ <input type="checkbox"/> Lump Sum _____ <input type="checkbox"/> Accounts Receivable _____ <input type="checkbox"/> Salary Advance _____ <input type="checkbox"/> Other/Miscellaneous _____			
18) Comments					
19) Personnel Specialist Name		20) Signature		21) Date	
22) PTU Supervisor Name		23) Signature		24) Date	

**C. OFFICE OF FISCAL SERVICES (OFS)**

25) Date Received		26) Date Processed			
27) Disbursement Analyst Name		28) Signature		29) Date	
30) Delivery Confirmation <input type="checkbox"/> Check was provided to Employee per instructions in box #16 above, on _____(date) <input type="checkbox"/> OFS returned copy of completed form to PTU contact person listed in box #19 on _____(date) in a separate envelope marked "CONFIDENTIAL"					

## INSTRUCTIONS

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### SECTION A – Constructive Intervention Unit

<u>Responsibility</u>	<u>Box #</u>	<u>Instructions</u>
CIU Consultant	1-6	Enter employee information: employee name, phone number, position number, civil service classification, office/division of employment, and home mailing address according to payroll records.
	7-9	Enter CIU Consultant name, signature and phone number.
	10	Indicate effective date of personnel action prompting final pay. Make a copy of supporting documentation for separation ( <i>for PTU Use Only</i> )
	11-13	Indicate name of PTU Supervisor. Make copy of form and forward original form and documentation to PTU Supervisor. Provide informational copy of form to C&P Analyst, check box, and enter date provided.

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### SECTION B – Personnel Transactions Unit

<u>Responsibility</u>	<u>Box #</u>	<u>Instructions</u>
PTU Supervisor		Receive and review the form and documentation; forward the package to the appropriate Personnel Specialist. Enter information on Adverse Action Log.
Personnel Specialist	14	Indicate the date received from the Supervisor. Based upon the accompanying documentation, prepare the employee's final pay calculations.
	16	Determine the most appropriate method of delivery and complete the Payment Delivery Type information, including preparing an addressed envelope for OFS for mailing payment to employee.
	17	Complete the Payment Type and Due Date information.
	18	Add clarifying information, as needed, in Comments section.
	19-21	Enter name, sign and date. Remove supporting documentation provided by CIU (not to be forwarded to OFS due to confidentiality). Forward form and accompanying envelope to PTU Supervisor in a timely manner for final review and sign-off.
PTU Supervisor	22-24	Review final pay information and ensure all appropriate information has been provided. Enter name, sign and date. Return to Personnel Specialist. Enter information on Adverse Action Log.
	15	Indicate date forwarded to OFS and forward (or deliver, as appropriate) package to OFS.

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### SECTION C – Office of Fiscal Services

<u>Responsibility</u>	<u>Box #</u>	<u>Instructions</u>
Disbursement Analyst	25-26	Enter date received and date processed.
	27-29	Enter name, sign and date.
	30	Check appropriate Delivery Confirmation box(es) per instructions in Box #15; sign name when delivery has been completed. Make copy of completed form. Using a separate envelope marked "confidential", send completed form to Personnel Specialist noted in Box #13. Check box at bottom of form and enter date when completed.