

## REIMBURSEMENT PROCEDURES

1507

(No. 36 Mar. 1995)

Effective May 1, 1993, for employees in Bargaining Unit 8 only, the processing of uniform allowance payments was moved from the claim schedule process to the payroll process, through the Payroll Input Process System (PIPS). Because uniform allowance payments continue to be charged against the Operating Expense and Equipment (OEE) budget, new "OEE reporting unit numbers" were established effective June 1, 1994 (see below for list of numbers).

The OEE unit number appearing on the check will be used for routing purposes only. The Index and PCA codes where the employee is tabled in the CALSTARS accounting system will determine which unit is actually charged for the uniform allowance expenditure.

New OEE unit numbers were not established for employees located in camps or other facilities; Personnel Services Specialists should use the OEE unit number of the assigned unit/area office responsible for processing uniform allowance payments for that camp or facility. All headquarters payments should be charged to one OEE unit number.

- Personnel Services Specialists must complete Sections 2, 3, 8 through 14, and 17 through 20 of Form CDF 671 -Uniform Allowance Certification/Payment Request Certification, and then send the form to the Unit Manager or designee or to the designee at the Region Headquarters, Sacramento Headquarters or the Academy. See below for detailed instructions for completing the CDF 671.
- Unit Managers or designees are responsible for reviewing the information shown on the form, making any changes necessary, and signing the form to certify that each employee listed is eligible to receive a uniform allowance.
- The signed CDF 671 must be returned to the Personnel Services Specialist to complete the remaining items so that the information can be keyed into PIPS.

### **Tax Liability**

Uniform allowance payments will be subject to federal and state income tax, social security and/or Medicare (when applicable) and retirement deductions (when applicable). See the instructions for completing Item (18) CBID for more detailed information regarding retirement deductions.

## **Instructions for Completing Form CDF 671 - Uniform Allowance Certification/Payment Request Certification**

### **Reporting Unit Manager's Signature and Date.**

By signing and dating form CDF 671, the manager or designee certifies each employee's eligibility to receive a uniform allowance payment. Eligibility standards for uniform allowances are cited in the Memorandum of Understanding, the Personnel Procedures Handbook, plus any other directives. No payments are to be issued until form CDF 671 is completed and signed.

### **Item (1) Page**

Enter the first page number of the batch to be keyed above the slash and the last page number below the slash. If only one page has been completed, enter "1" in both spaces.

### **Item (2) Month**

Enter the pay period in which the uniform allowance is due and payable.

### **Item (3) Year**

Enter the year in which the uniform allowance is due and payable.

### **Item (5) Batch ID**

Enter the Batch ID number.

### **Item (6) Data Keyed**

Enter the date the information is keyed into PIPS.

### **Item (7) Initials**

The person performing the keying function must initial here. This would usually be the Personnel Services Specialist/ Supervisor.

### **Item (8) Social Security Number**

Enter the employee's social security number.

### **Item (9) Initials**

Enter the employee's initials.

### **Item (10) Name**

Enter the employee's last name.

### **Item (11) Agency**

Enter the employee's agency code.

### **Item (12) Unit**

Enter the employee's reporting unit code.

### **Item (13) Class**

Enter the employee's class code.

**Item (14) Serial**

Enter the employee's serial number.

**Item (15) Earnings ID**

Enter **S1** - for CBID **Rank and File** employees. Retirement deductions WILL BE TAKEN from the uniform allowance payments.

OR

Enter **91** - for CBID **Confidential, Managerial or Supervisory** employees. Retirement deductions WILL NOT BE TAKEN from the uniform allowance payments.

Also see Item (18).

**Item (16) Alternate Funding Code (used for routing only)**

Enter "1" or "2" in the "Code" box. See Item (21) for more information.

**Item (17) Gross Amount**

Enter the uniform allowance gross amount.

**Item (18) CBID**

Enter **R** - for employees designated as rank and file or

Enter **C** - for employees designated as confidential or

Enter **M** - for employees designated as managerial or

Enter **S** - for employees designated as supervisory.

**Item (19) FT, PT, or Seasonal Allowance Rate**

Enter the employee's allowance rate (FT, PT, or Seas) upon which his/her uniform eligibility is based.

Enter **FT** - if employee is employed full time, is eligible for an annual uniform payment and wears the uniform full time.

OR

**PT** - if employee is employed full time, is eligible for an annual uniform allowance payment and wears the uniform part time, or if employee is employed part time, is eligible for an annual uniform allowance payment and wears the uniform full time while on duty.

OR

**Seas** - if employee is paid at the end of each season and the amount to be paid is prorated.

**Item (20) PCA Code**

If the employee is tabled to the PCA code to be charged, make no entry in this box. If the PCA code to be charged is different from the tabled number, enter the appropriate PCA code to be charged.

**Item (21) Alternate Funding Information (used for routing only)**

All uniform allowance payments will be routed based on the OEE unit numbers entered in this section. See below for the list of OEE unit numbers. Note: The Index and PCA code where the employee is tabled in the CALSTARS accounting system will determine which unit is actually charged for the uniform allowance.

Use serial code "975" for all uniform allowance payments.

Line 1 - The code box shows a "1"; enter "542" in the agency box; enter the appropriate "OEE" unit number; and enter "975" in the serial number box. All payments identified in Item (16) with a "1" will be routed to the same unit number.

Line 2 - must be completed to identify an additional routing location if there are employees listed on the same page whose uniform allowance payment is to be routed to another location. In addition, when charges are to be made against another funding source, this item is to be completed. The code box shows a "2"; enter the agency, OEE unit number and serial number. All payments identified in Item (16) with a "2" will be routed to the same unit number.

**Note:** For all pages included in each batch to be keyed, the code "1" and code "2" information must remain the same.

**Item (22) Total**

Enter the total gross amount for this page.

**Item (23) Total Gross Amount of All Pages**

On the last page of the batch to be keyed, enter the total gross amount of all pages, if more than one is completed.

**Personnel Services Specialist/Supervisor Signature and Date**

The PSS completing the form is required to sign and date the form before keying the payment information into PIPS.

**Retention Information**

Retain for two years from pay period involved, then retain two more years or until audited, whichever occurs first.

**Special Note**

Personnel Services Specialists/Supervisors may use form AUA200B in lieu of CDF 671 for supervisor verification only. The information shown on the form must be copied to the CDF 671 before the information is keyed into PIPS.

## **Uniform Allowance Operating Expense and Equipment (OEE) Reporting Unit Numbers**

### **NORTHERN REGION**

#### **Units:**

Humboldt/Del Norte	191
Mendocino	193
Lake Napa	194
Sonoma	195
Santa Clara	196
San Mateo/Santa Cruz	197
Butte	291
Lassen/Modoc	292
Shasta/Trinity	293
Siskiyou	294
Tehama/Glenn	295
Nevada/Yuba/Placer	296

### **SOUTHERN REGION**

#### **Units:**

Fresno/Kings	491
Madera/Mariposa/Merced	494
Tulare	496
Amador/El Dorado	497
Tuolumne/Calaveras	498
San Benito/Monterey	499
Riverside	392
San Bernardino	393
San Diego	394
San Luis Obispo	396

**SACRAMENTO HEADQUARTERS** 999

**FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.**

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