

DMSION OF PARKS AND RECREATION

June 1. 1998

STAFF DIRECTIVE 98-4

TO: Division Staff

FROM: Philip K. McKnelly

SUBJECT: Activity Codes for Monthly Timesheets

The attached table has been prepared to clarify which work activity codes should be used on monthly timesheets by staff. This directive replaces Staff Directive 97-10, and shall remain in effect until further notice.

All staff should continue to use the 1007 code for workers compensation and waiting period, and the 1008 code for vacation, holidays, sick leave, etc.

If you have any questions, or require additional information, please call the Personnel Officer.

PnIIGSR

Attachment