

DIVISION OF PARKS AND RECREATION

December 22, 1988

STAFF DIRECTIVE 88-26

TO: All Employees

FROM: William W. Davis, Ph.D., Director

SUBJECT: Activity Codes for Monthly Timesheets

The attached revised activity codes supersede those dated April 1986 and are to be used beginning with your January 1989 timesheet.

Appropriate activity code should be used by all employees. For example, any training, workshops, or conferences you attend should be charged to Activity Code 1005-Staff Development under General Administration.

For any clarification or questions you may have concerning this directive, please contact the Personnel Assistant or your Section Chief.

WWD:JBW;jh

Attachment

ACTIVITY CODES FOR MONTHLY TIMESHEET

These activity codes are to be used on your monthly timesheet effective January 1, 1989. They are to be used with the appropriate Fund code and RCC number assigned to your section, unit or park.

Activity Code

1000	General Administration
1001	Budget
1002	Personnel
1003	Procurement
1004	Public Information
1005	Staff Development (includes training, workshops, conferences, etc.)
1006	Warehouse Operations
1007	Workers Comp and/or Waiting Period
1008	Vacation, Holidays Sick Leave, Premium Leave, etc.
1100	Grants Administration
1200	Development
1201	Environmental Evaluation
1202	Archaeological Assessment
1203	Site Design
1204	Construction Design
1205	Special Studies
1206	Other
1300	Land Acquisition
1400	Construction
1401	Surveillance
1402	Other
2000	Management of Park Areas
2100	Interpretation and education
2200	Visitor Protection and Safety
2300	Natural Resources Management
2400	Maintenance and Operations
2500	State Trails System
2600	Volunteer Program Administration
2700	Concessions Management
2800	Community Services Worker Program
3000	Recreation and Park Consultation
3001	Counties
3002	Municipalities
3003	State
3004	Federal

ACTIVITY CODES FOR MONTHLY TIMESHEET

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3005	Commercial
3006	Private
3100	Studies, Surveys, Publications and Research
3200	LWCF
4000	SCORP (Planning Grant Element)
4100	Strategic Planning (Appropriations)
4200	Natural Heritage Program
4201	Natural Heritage Inventory
4202	Natural Heritage Information Services
4203	Natural Heritage Protection/Management

12/21/88