

Updates to the Payroll Attendance Collection User's Manual – July 2004

Updates have been made to the User's Manual for the Payroll Attendance Collection System (PACS). You may print the following sections and replace the pages with the original ones in your existing manual.

If you do not have a manual or need additional copies, please contact the Division of Payroll for a copy and staff will respond to your inquiry.

For your reference, descriptions of updates to the manual are listed in the table below. The main changes are instructions for changing your password when prompted, rewording of the workshop dates entry on the workshop screen, and updates to the Paycode Reference guide as there are several new paycodes available for Profession, Supporting Services and Summer Supplemental Employment.

Section	Page number(s)	Change description
Section 1	1.3, page 10	Added reference to Password Change instructions
	1.3, pages 11-12	Added instructions for changing your password
Section 2	2.11, page 123	Reworded account text and added instructions for the fiscal year split pay period.
Glossary		Page numbers changed
Appendix B	All of Appendix B	Reworded descriptions, added paycodes to Supporting Services and Professional Employees, Temporary Part Time Employment, and Summer Supplemental Employment
Appendix C	All of Appendix C	Corrected appendix and added paycodes to Supporting Services and Professional Employees, Temporary Part Time Employment, and Summer Supplemental Employment
Appendix I	All of Appendix I	Updated the fax telephone number