

BULLETIN

NO: 23-170
DATE: September 27, 2023
TO: All Personnel
FROM: Michelle Yamamoto, Deputy Director, Fiscal/Payroll
SUBJECT: Reactivation of Trade-Off Pay Code (1105)

In order to allow Emergency Operations personnel to enter trade-off hours for a future date (similar to other leave time), the Trade-Off pay code 1105 has been reactivated and is available for use in OneSD. The current practice of using the Regular Duty (0010) pay code for trade-off hours should no longer be followed.

Use of the trade-off pay code will not adjust the trade balance hours in OneSD, as all trade hour balances were frozen effective July 1, 2021, as stated in Bulletin 22-047 (*Resolution of Outstanding Trade Balance Hours*).

Any questions may be directed to your assigned Payroll Specialist.