



Office of the State Controller

Preliminary Testing (E1Q Processing)

1. Agency contacts BEST Shared Services to create a Heat Ticket for Preliminary Settlement and sends BEST a copy of the Draft PD-14, Actions List, Draft Time Entries to be attached to Ticket.
2. BEST Shared Services will send an email to Agency and Settlement Team with Heat Ticket #.
3. Settlement Coordinator (SC) will Acknowledge Heat Ticket.
4. SC will email Agency a Preliminary Template Memo explaining a turnaround time of approximately Two weeks. (One week for OM/PA & Time, one week for Payroll depending on arising issues)
5. Settlement Coordinator (SC) in PY Operations obtains all necessary documents related to processing the Preliminary Settlement information from the Heat Ticket (preliminary Draft PD14, Draft Action Checklist, etc.)
 - The SC will communicate with the Agency to obtain all necessary documentation (Proposed Action Changes, Time Entries, Draft PD-14, Payroll Data including Longevity, Shift Premium etc. from Agency)