



INFORMATION SYSTEMS & ADMINISTRATIVE SERVICES

14889

SERVICE REQUEST
UISAS 160 (R 7/94)

300 LAKESIDE DR, 8TH FLOOR, OAKLAND, CA 94612-3550

<input type="checkbox"/>	RETRIEVAL OF INFORMATION
<input checked="" type="checkbox"/>	MODIFICATION TO SYSTEM
<input type="checkbox"/>	PRODUCTION RUN OF SYSTEM

DATE	DATE/CYCLE DUE	YES	NO
07 30 03		<input type="checkbox"/>	<input checked="" type="checkbox"/>
ESTIMATE REQUIRED?			

PERSON AUTHORIZING REQUEST: Michael O'Neill	EXTENSION 7-0905	CONTACT Patricia Yamashita	EXTENSION 7-0909
DEPARTMENT Payroll Coordination & Tax Services	ADDRESS 10th Floor Franklin		RECHARGE NO.
AUTHORIZED SIGNATURE <i>[Signature]</i>	REPORT FORMAT ATTACHED → <input type="checkbox"/>	SYSTEMS/FILES/PROGRAMS PPS	

RETRIEVAL/SYSTEM MODIFICATION: Description of Request

Please add the Description of Service (DOS) Code "RTB," Reduction in Time-Stipend to the DOS Table.

Please include and apply "RTB" in the same modules and manner as the other START DOS codes, "RTP" and "RTS."

Attached is a DOS Table displaying "RTB."

PRODUCTION RUN									
SYSTEM	EFFECTIVE DATE OF INFORMATION	TYPE OF RUN	RERUN	ADD'L	TYPE OF OUTPUT	REPORT	TAPE	XEROX TAPE	
			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		

RETRIEVAL/PRODUCTION RUN

DISTRIBUTION OF OUTPUT INSTRUCTIONS: (FOR RETRIEVAL REQUESTS, INCLUDE LONG TERM FILE RETENTION INSTRUCTIONS IF APPROPRIATE)

IS&AS USE ONLY								
<input type="checkbox"/> R	<input type="checkbox"/> NR	<input type="checkbox"/> IM/STAFF	TO:	<input type="checkbox"/> RET	<input type="checkbox"/> CORP SYS	<input type="checkbox"/> M&O	<input type="checkbox"/> PAYROLL	<input type="checkbox"/> PRODUCTION CONTROL
DATE RECEIVED	REVISED DUE DATE	DATE COMPLETED	COMPLETED BY	COMPUTING TIME/CHARGES	STAFF TIME/CHARGES	CRN	JOB NAME	
COMMENTS:								
ESTIMATE INFORMATION		COMPLETION DATE MO DY YR		STAFF HOURS	ESTIMATED COSTS COMPUTING COSTS		ESTIMATED TOTAL COSTS	
				\$	\$		\$	

APPROVAL TO PROCEED

(BASED ON ESTIMATE) _____ (SIGNATURE) _____ (NAME, TITLE, ADDRESS)

