

**Systems  
Development  
Division  
Handbook**

FEB 87

CONTENTS

ORGANISATION

10. Structure of LOLA
11. Organisation of the Systems Development Division.
12. Job Descriptions.  
Under review - to follow.
13. Applications Co-ordination.
14. Work Control System.

ADMINISTRATION

20. Time keeping.
21. Sickness.
22. Leave Authorisation.
23. Planned Overtime.
24. Call-Out
25. Expenses, Travel and Overtime Claim Forms.
26. Requisitions.
27. Authorisation for Operations.
28. Correspondence with Users.

OPERATIONS

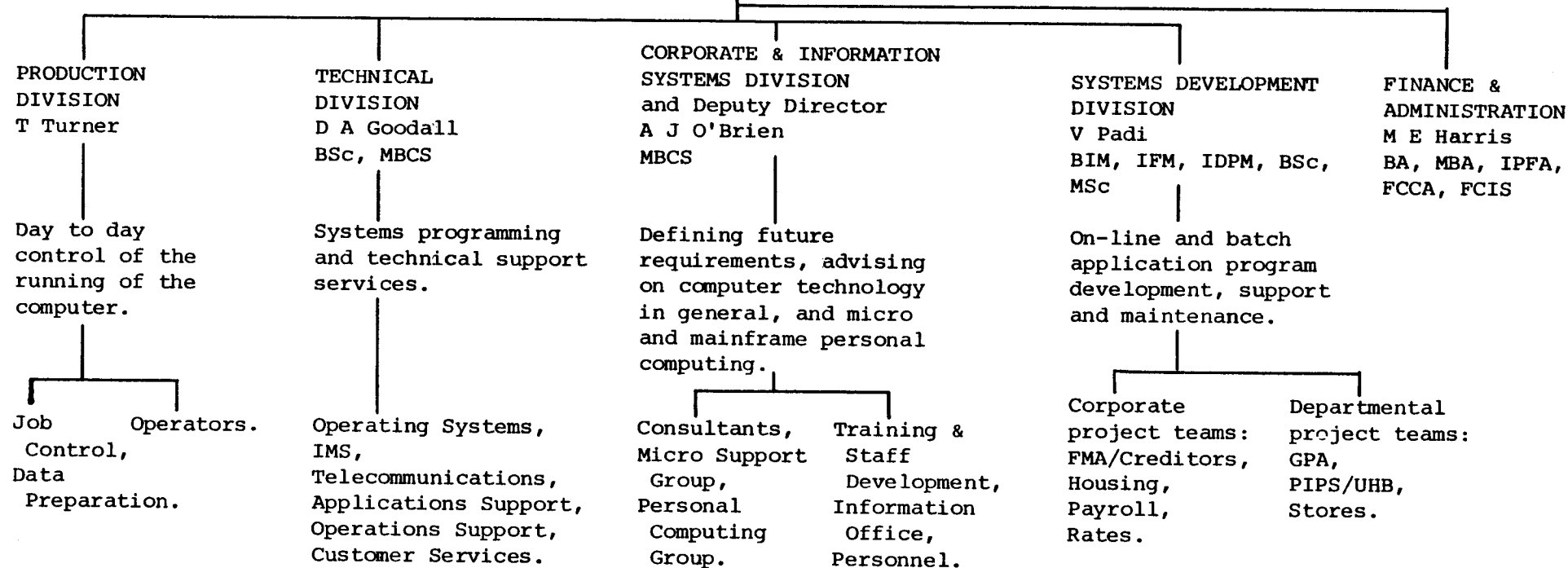
30. Tape Usage System.
31. Transactions Security for new IMS Transaction Codes.

## THE STRUCTURE OF LOLA

LOLA Joint Committee  
 advised by  
 Chief Executive's Group and Technical Officer's Panel (TOP)

DIRECTOR OF COMPUTER SERVICES

Dr A M Lepper  
 BSc, PhD, MBCS



## THE ORGANISATION OF THE SYSTEMS DEVELOPMENT DIVISION

