Personnel Action Manual
Section 1
System Information

Rev. 04/2018

State Controller's Office

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Section 1.0: FOREWARD (rev. 08/16)

The intent of the Personnel Action Manual (PAM) is to explain the procedures and forms used in the Employment History System. The PAM defines purpose, use and processing of the forms. It also provides descriptions, references, and instructions for completing forms and forms items.

Pages in the PAM are in sequential order by section. The first digit indicates the section (***example of section***: *Section **1**.0*). The numbers following the decimal(s) indicate the sequential order within a section (***example of sequential order***: *Section 2.**48**; Section 2.**48.1**; 2.**48.2***).

Revisions to the PAM are issued according to need. Revised pages are noted by the revision date on the Table of Contents within the PAM section, and within the subtitle of each section.

There are six forms used for reporting personnel/payroll information under the Employment History System. These forms are:

DESCRIPTION	FORM
Employee Action Request (EAR)	Form STD. 686
Request for Nondisclosure of Employee Home Address	Form STD. 677
Separation/Disposition of PERS Contribution Separation	Form STD. 687
Personnel Action Request (Turnaround PAR)	Form STD. 680
Personnel Action Request (Padded PAR)	Form STD. 680A
Notice of Personnel Action (NOPA)	NOPA

The employee initiates the EAR, Request for Confidentiality of Home Address, and the Separation forms. The EAR is used to report personal information relevant to employment with the State of California. The Request for Confidentiality is used to request confidentiality of home address or release of home address when previously withheld. The employee uses the Separation form to report separations from State employment, and disposition of PERS contributions made.

The PAR is a personnel form designed on the turnaround concept. It is used by appointing powers to report employee appointment, miscellaneous change and separation actions.

The NOPA is the official notice to an employee that a personnel action has been processed for that employee.

The PAM is maintained by the Personnel/Payroll Services Division of the State Controller's Office, Sacramento. Any questions or suggestions for improvement should be sent on a Critique Sheet (PSD 15) or an informal memo to:

State Controller's Office
Personnel/Payroll Services Division
P.O. Box 942850
Sacramento, CA 94250-5878
ATTN: Customer Support Section

There are now more than 230,000 State employees. The functions of hiring, paying, maintaining, and retiring this ever-growing work force were formerly managed by individual systems developed at State Personnel Board (SPB), State Controller's Office (SCO), Public Employees' Retirement System (PERS) and California State Universities and Colleges (CSU). These systems suffered from the burden of an ever-increasing workload and cumbersome methods of information exchange. The inefficiency of maintaining duplicate personnel data in four separate rosters was costly and resulted in excessive time lag.

The Legislature provided funding in the 1973/74 fiscal year to develop a centralized personnel/payroll, retirement documentation processing system. The control agencies, SPB, SCO, PERS, and CSU, participated jointly in the development of a new centralized data base system. It is called the Employment History System.

The Employment History System was designed and implemented by the Personnel Information Management System (PIMS) during 1974. It is the first of several systems to be designed by PIMS. Administratively, PIMS is a division of SCO.

The Employment History System was maintained and operated by the Personnel Services Division (PSD). This division was responsible for many of the processes previously performed by SPB and some of the processes performed by SCO Disbursements.

The Personnel Services Division and SCO's Payroll Section of Disbursements were combined into one division on August 1, 1976. This merger was made to provide more efficient service to departmental personnel offices through the consolidation of the closely interrelated functions of personnel and payroll processes under one administration known as the Personnel/Payroll Services Division (PPSD).

Personnel Services now maintains and operates the Employment History System for civil service, exempt and CSU employees. Units within Personnel Services are Staff Support, Clerical Support, Processing and Control, Audits, Liaison, Video on-line and Training and Procedures.

Conversion of employee records to the Employment History System was completed as follows: Civil Service - May 1976, CSU - December, 1976 and Exempt - May, 1977.

Since the inception of the Employment History System, the State Controller's Office has continued to examine methods and processes, which would expedite employees' pay. After several years of operating a centralized automated personnel/payroll system, during which time the process was simplified and streamlined as much as possible, it was determined further advancement of the system could only be obtained by allowing employing departments to update their records from their location.

In January 1981, a pilot project was established at the California State University at Sacramento. The pilot allowed the campus to directly input personnel and payroll related data into the State

Controller's Office computer system. The results of this pilot revealed that the decentralized input of data into the computer system improves the quality and timeliness of service, while maintaining the accuracy of data.

Employment History Decentralization for the California State Universities was completed September 1983. Employment History Decentralization for Civil Service/Exempt Departments began December 1982 and was completed September 1987 with the exception of Legislature's Assembly Rules Committee and the Lieutenant Governor's Office.

Section 1.3: PIMS SYSTEM USERS/CONVERSION DATES (rev. 05/90)

AGENCY	EFFECTIVE DATE	SECTION
Alcoholic Beverage Control	February 4, 1975	1.4
California Highway Patrol	February 4, 1975	1.4
Department of Corporations	February 4, 1975	1.4
Department of Food and Agriculture (except Agricultural Association)	February 4, 1975	1.4
Department of Housing and Community Development	February 4, 1975	1.4
Department of Motor Vehicles	February 4, 1975	1.4
Department of Real Estate	February 4, 1975	1.4
Stephen P. Teale Consolidated Data Center	February 4, 1975	1.4
Air Resources Board	March 4, 1975	1.4
Coastal Zone Conservation Commission of California	March 4, 1975	1.4
Department of Conservation	March 4, 1975	1.4
Department of Fish & Game	March 4, 1975	1.4
Department of Insurance	March 4, 1975	1.4
Department of Parks & Recreation	March 4, 1975	1.4
Department of Savings & Loan	March 4, 1975	1.4
Department of Water Resources	March 4, 1975	1.4
Department of Industrial Relations	March 4, 1975	1.4
Department of Navigation/Ocean Development	March 4, 1975	1.4
Public Utilities Commission	March 4, 1975	1.4
Resources Agency	March 4, 1975	1.4
San Francisco Bay Conservation & Development Commission	March 4, 1975	1.4
State Banking Department	March 4, 1975	1.4
State Compensation Insurance Fund	March 4, 1975	1.4
State Controller's Office	March 4, 1975	1.4
State Lands Division	March 4, 1975	1.4
State Solid Waste Management Board	March 4, 1975	1.4
State Treasurer's Office	March 4, 1975	1.4
State Water Resources Control Board	March 4, 1975	1.4
Department of Commerce	April 4, 1975	1.4
Department of Education	April 4, 1975	1.4
Department of Finance	April 4, 1975	1.4
Public Employees' Retirement System	April 4, 1975	1.4
State Board of Equalization	April 4, 1975	1.4
State Fire Marshal	April 4, 1975	1.4
State Franchise Tax Board	April 4, 1975	1.4
State Teachers' Retirement System	April 4, 1975	1.4
Agnews State Hospital (Department of Health)	May 4, 1975	1.5
Agriculture and Services Agency	May 4, 1975	1.5
Department of Benefit Payments	May 4, 1975	1.5
Department of Consumer Affairs	May 4, 1975	1.5

AGENCY	EFFECTIVE DATE	SECTION
Department of General Services (except Office of State Printer)	May 4, 1975	1.5
Department of Justice	May 4, 1975	1.5
Department of Veteran's Affairs	May 4, 1975	1.5
State Energy Resources Conservation and Development Commission	May 4, 1975	1.5
State Personnel Board	May 4, 1975	1.5
State Scholarship and Loan Commission	May 4, 1975	1.5
Stockton State Hospital (Department of Health)	May 4, 1975	1.5
Camarillo State Hospital (Department of Health)	June 4, 1975	1.5
Department of Corrections	June 4, 1975	1.5
Department of Rehabilitation	June 4, 1975	1.5
Department of Youth Authority * Health & Welfare Agency	June 4, 1975	1.5
Metropolitan State Hospital (Department of Health) * Office of Educational Liaison * Prepared by Benefit Payments	June 4, 1975	1.5
Agricultural Associations	July 5, 1975	1.5
California Crime Technological Research Foundation	July 5, 1975	1.5
California Horse Racing Board	July 5, 1975	1.5
California Hospital Commission	July 5, 1975	1.5
California Law Revision Commission	July 5, 1975	1.5
Colorado River Board of California	July 5, 1975	1.5
Commission for Teacher Preparation & Licensing	July 5, 1975	1.5
Community Colleges	July 5, 1975	1.5
Military Department	July 5, 1975	1.5
Office of Aging	July 5, 1975	1.5
Office of Criminal Justice Planning	July 5, 1975	1.5
Office of Emergency Services	July 5, 1975	1.5
Office of Legislative Counsel	July 5, 1975	1.5
1-A District Agricultural Association	July 5, 1975	1.5
Secretary of State	July 5, 1975	1.5
Department of Health • Atascadero State Hospital • Fairview State Hospital • Napa State Hospital • Pacific State Hospital • Patton State Hospital • Porterville State Hospital • Sonoma State Hospital	August 4, 1975	1.5
Department of Health (Headquarters)	October 4, 1975	1.6
Employment Development Department	January 4, 1976	1.6
Department of Transportation	January 4, 1976	1.6

AGENCY	EFFECTIVE DATE	SECTION
State Printing Plant	May 6, 1976	1.6
C.S.U. Employees	December 1976	1.6
Exempt Employees	May, 1977	1.6
Maritime Academy - Student Assistants	November 1, 1978	1.6
C.S.U. - Student Assistants	May 12, 1979	1.6

Section 1.7: REMOVED

Section 1.8: EMPLOYMENT HISTORY DECENTRALIZED DEPARTMENTS ID'S/CONVERSIONS DATES (CHART) (rev. 04/18)

	DEPARTMENT	DEPT ID *	CONVERSION DATE
Rev. 05/11	Agricultural Labor Relations Board	40-5	06/86
	Alcohol & Drug Program	40-4	06/86
	Alcoholic Beverage Control	39-2	04/86
	Air Resources Board	35-5	05/85
	Arts Council	42-4	01/87
	Board of Equalization	31-6	10/84
	Board of Prison Terms	42-9	02/87
	Boating & Waterways	39-1	03/86
	California Coastal Commission	43-6	04/87
	CalFire	FS	01/84
	Amador - El Dorado Ranger Unit	47-2	05/92
	Butte Ranger Unit	45-3	07/89
	Coastal-Cascade Region**	44-8	01/85, 07/89
	Humboldt-Del Norte Ranger Unit	44-7	07/84
	King Ranger Unit	47-9	07/93
	Lake Napa Ranger Unit	45-5	07/89
	Lassen-Modoc Ranger Unit	45-6	07/89
	Madera-Mariposa-Merced Ranger Unit	47-3	05/92
	Mendocino Ranger Unit	45-7	10/89
	Nevada-Yuba-Placer Ranger Unit	44-6	06/89
	Riverside Ranger Unit	46-3	06/90
	San Benito-Monterey Ranger Unit	47-6	10/92
	San Bernardino Ranger Unit	49-0	10/94
	San Diego Ranger Unit	45-4	09/94
	San Luis Obispo Ranger Unit	48-8	08/94
	San Mateo-Santa Cruz	44-9	07/89
	Santa Clara Ranger Unit	45-1	07/89
	Shasta-Trinity Ranger Unit	33-1	07/94
	Sierra-South Region Office**	32-9	01/84, 07/89
	Siskiyou Ranger Unit	48-6	07/94
	Sonoma Ranger Unit	45-2	07/89
	Tehama-Glenn Ranger Unit	47-5	10/92
	Tulare Ranger Unit	48-7	08/94
	Tuolumne-Calaveras Ranger Unit	47-7	10/92
Rev. 06/14	California Coastal Conservancy	43-2	02/87
	California Conservation Corp	30	07/84
	California Earthquake Authority	30-6	05/01
	California Exposition and State Fair	32-1	11/84
	California Health Benefit Exchange	74-0	04/13
	California State Highway Patrol	HP	03/84

	DEPARTMENT	DEPT ID *	CONVERSION DATE
	California State Library	46-5	07/90
Rev. 06/14	California Tahoe Conservancy	E4	04/14
	California Waste Management Board	43-4	04/87
	Commission on Teacher Credentialing	43-1	02/87
	Community Colleges	44-1	09/87
	Community Services and Development	40-1	10/86
	Conservation	39-5	04/86
	Consumer Affairs	CA	03/84
	Corporations	39-6	04/86
	Corrections		
	Admin/Parole & Comm. Ser	33-2	01/85
	Avenal State Prison	42-7	01/87
	California City Correctional Facility	IP	02/14
	California Correctional Center	34-7	03/85
	California Institution for Men	33-6	01/85
	California Medical Facility - Main	33-9	02/85
	California Medical Facility - South	43-8	02/85
	California Men's Colony	34-2	04/85
	California Rehabilitation Center	34-1	04/85
	California State Board of Corrections	30-8	05/03
	California State Prison, Los Angeles County	47-8	01/93
	California Substance Abuse Treatment Facility, Corcoran	49-5	06/97
	Calipatria State Prison	46-8	07/91
	Centinela State Prison	48-0	07/93
	Central California Women's Facility	46-2	05/90
	Chuckawalla State Prison	44-4	11/88
	Corcoran State Prison	44-2	01/88
	Correctional Inst./Tehachapi	34-5	03/85
	Correctional Training Center - Galt	36-2	08/85
	Correctional Training Facility	33-5	01/85
	Deuel Vocational Institution	34-8	04/85
	Donovan Correctional Facility	42-8	02/87
	Folsom State Prison	35-4	05/85
	High Desert State Prison	49-3	07/95
	Institution for Women	34-4	03/85
	Ironwood State Prison	48-3	01/94
	Kern Valley State Prison	34-9	03/05
	Mule Creek State Prison, Ione	42-5	01/87
	North Kern State Prison	46-9	07/91
	Northern Calif. Women's Facility	42-6	01/87
	Pelican Bay State Prison	45-8	10/89

DEPARTMENT	DEPT ID *	CONVERSION DATE
Planning and Construction Division	46-4	05/90
Pleasant Valley State Prison	48-9	09/94
Sacramento State Prison	48-1	08/93
Salinas Valley State Prison	49-4	05/96
San Quentin State Prison	33-4	01/85
Sierra Conservation Center	34-6	03/85
Valley State Prison for Women	49-1	02/95
Wasco State Prison Reception Center	46-6	01/91
Del Mar Fairgrounds - 22nd DDA	29-1	11/04
Department of Aging	41-3	10/86
Department of Child Support Services	49-8	01/00
Department of Commerce	42-2	01/87
Department of Financial Institutions	41-7	12/86
Department of Housing & Community Development	34-3	03/85
Department of Information Technology	49-9	01/00
Department of Insurance	35-7	06/85
Department of Military	49-6	03/98
Department of Personnel Administration	DP	10/83
Department of Rehabilitation	32-2	11/84
Developmental Services	DS	03/84
Agnews State Hospital	AN	10/84
Canyon Springs	30-4	07/00
Fairview State Hospital	FV	11/84
Lanterman State Hospital	24	11/84
Northern CA Facility - Sierra Vista	30-2	07/00
Porterville State Hospital	28	12/84
Sonoma State Hospital	23	10/84
Education - Administration	38-1	02/86
Diagnostic Center, Central California	38-5	03/86
Diagnostic Center, Southern California	38-7	03/86
School for the Blind - Fremont	38-2	05/86
School for the Deaf - Fremont	38-3	03/86
School for the Deaf - Riverside	38-4	03/86
Employment Development Department	HR	08/83
Energy Resources Commission	36-3	09/85
Fair Employment & Housing	39-9	05/86
Fair Political Practices Commission	43-7	06/87
Finance	FI	10/83
Fish and Game	FG	02/83
Food and Agriculture	FA	12/82
Franchise Tax Board	25	06/84
General Services	21	05/84

	DEPARTMENT	DEPT ID *	CONVERSION DATE
	Governor's Office	42-1	01/87
Rev. 06/14	Governor’s Office of Business & Economic Development (Go-Biz)		
	Health Services	33-7	02/85
	Health & Welfare Data Center	36-5	09/85
	Horse Racing Board	43-9	07/87
	Housing Finance Agency	41-8	12/86
	Industrial Relations	27	06/84
	Judicial Council	32-6	12/84
	Justice	JU	02/84
	Legislative Counsel	39-3	04/86
	Managed Care	30-5	10/00
	Managed Risked Medical Insurance Board	31-4	06/03
Rev. 04/18	Mental Health Administration	31-5	10/84
	Atascadero State Hospital	31-8	02/85
	Coalinga State Hospital	32-3	06/03
	Metropolitan State Hospital	31-9	10/84
	Napa State Hospital	NH	10/84
	Patton State Hospital	31-7	10/84
	Salinas Valley Psychiatric Program	30-7	01/03
	Vacaville Psychiatric Facility	44-5	01/89
	Motor Vehicles	MV	02/84
	Museum of Science & Industry	38-8	03/86
	Office of Administrative Law	40-7	08/86
	Office of Criminal Justice Planning	41-5	11/86
	Office of Emergency Services	41-6	11/86
	Office of Environmental Health Hazard Assessment	47-4	08/92
	Office of the Inspector General	30-1	05/00
	Office of Planning & Research	42-3	01/87
	Office of Statewide Health Planning & Development	40-2	06/86
	Office of Tax Appeals	OQ	01/18
	Orange Co. Fairs & Expo Ctr 32nd Dist. Ag. Assoc.	30-9	05/03
	Parks and Recreation	PR	12/83
	Peace Officer Standards & Training	43-3	03/87
	Pesticide Regulations	48-5	07/94
	Post-secondary Education Commission	40-6	07/86
	Prison Industry Authority	41-1	09/86
	Public Employees' Retirement System	PA	01/84
	Public Employment Relations Board	41-2	10/86
	Public Utilities Commission	32-7	12/84
	Real Estate	36-4	09/85
	Real Estate Appraisers	49-2	07/95

	DEPARTMENT	DEPT ID *	CONVERSION DATE
	Secretary of State	32-8	01/85
	Social Services	31-2	09/84
(Rev. 05/11)	State Board of Control	46-1	05/90
	State Bureau of Audits	48-2	08/93
	State Compensation Insurance Fund	26	06/84
	State Controller	CO	05/83
	State Lands Commission	39-8	05/86
	State Lottery Commission	37-9	01/86
	State Personnel Board	PB	02/84
	State Public Defender	46-7	06/91
	State Teachers' Retirement System	39-7	05/86
	State Treasurer	40-8	10/86
	Student Aid Commission	40-3	06/86
	Teale Data Center	39-4	04/86
	Toxic Substances Control	47-1	08/91
	Transportation - H.Q. Equip. & Lab	31-1	09/84
	Unemployment Insurance Appeals Board	22	05/84
	Veteran's Affairs	33-3	01/85
	Barstow Veteran's Home	49-7	04/98
	Veteran's Home - Chula Vista	30-3	07/00
	Veteran's Home	33-8	03/85
	Water Resources	WR	11/83
	Water Resources Control Board	35-6	06/85
	Youth Authority - Headquarters	36-6	10/85
	DeWitt Nelson Training Center	37-1	11/85
	El Paso de Robles School	37-5	12/85
	Fred C. Nelles School	37-6	01/86
	Karl Holton School	37-3	11/85
	N.A. Chaderjian School	45-9	03/90
	Northern California Youth Center	36-9	11/85
	Northern Reception Center	36-7	10/85
	O.H. Close School	37-2	11/85
	Preston School	36-8	10/85
	Southern Reception Center	37-7	01/86
	Ventura School	37-4	12/85
	Youth Training School	37-8	01/86

PERSONNEL/PAYROLL SERVICES DIVISION

1. LOCATOR SERVICE
   To locate a current state employee, call (916) 322-2760.

2. PERSONNEL OPERATIONS LIAISON UNIT
   Departmental personnel office representatives may call the *Personnel Operations Liaison* unit from 8:00 a.m. through 3:45 p.m.

   Please contact the *Personnel Operations Liaison* at (916) 372-7200 to obtain information regarding:

   - Questions on how to document and/or key a PAR transaction.
   - To report errors made by Personnel Operations.
   - Interpretation of PAM.
   - Clarification of PSD40 form.
   - Requesting a duplicate PAR if agency is NOT decentralized. (Do not request duplicate copy for a document that is outstanding at Personnel Operations).
   - Requesting a duplicate NOPA (Do not request duplicate copy for a document that is outstanding at Personnel Operations). Do not use the Request Verification Screen to request a duplicate NOPA (see page 10.24).
   - Requesting records on the INACTIVE Employment History database (EHDB) to be restored to the ACTIVE EHDB.
   - To request additional employment history not reflected on the database.
     NOTE: For history prior to 1974 (i.e., prior to data base conversion), send a letter to Personnel Operations, Production Support/Employment History Unit.

   NOTE: For questions on EAR documentation, call *Production Support Unit* at (916) 322-8141.

   When contacting the *Personnel Operations Liaison* be prepared to give the following Information:

   - Your name, department, and phone number.
   - Employee name, social security number, birth date.
   - Transaction code and effective date.
   - Description of the problem.
   - Position number - only when employee has more than one.
   - Reason for request - when requesting a duplicate PAR.

3. PAYROLL OPERATIONS LIAISON UNIT
   For payroll questions, please call the *Payroll Liaison Unit* at (916) 323-3081.
   See PPM Section A 013.

4. PROGRAM MANAGEMENT AND ANALYSIS BUREAU MANAGER
   Call the manager of the *Program Management and Analysis Bureau* at (916) 322-6194 for questions or requests regarding mass updates (reorganizations, reallocations, etc.).

5. STATEWIDE TRAINING
   To cancel training class enrollment of an employee, E-mail: ppsdtraining@sco.ca.gov.
   To request a special session of a training class, E-mail: ppsdtraining@sco.ca.gov.
   For problems with E-learning modules, E-mail: ppsdtraining@sco.ca.gov.

6. PAM
   For questions regarding PAM revisions, contact the PAM/PPM Revisions Coordinator at E-mail: pamppmrevisions@sco.ca.gov.

   Submit suggestions for PAM revisions to:

   State Controller's Office
   Personnel/Payroll Services Division
   P.O. Box 942850
   Sacramento, CA 94250-5878
   ATTN: Customer Support Section

OTHER SCO CONTACTS

1. SDD TELEPROCESSING HOTLINE
   For assistance concerning "Abend" messages or system/equipment problems, call (916) 324-6716.

2. DATA GUIDANCE
   To request additional keying time or additional information, contact Vicky Meserva at dgehdb@sco.ca.gov, (916) 322-8089.

3. INFORMATION SECURITY OFFICE
   For assistance concerning password/user ID problems, call (916) 322-8094.