Personnel Action Manual

Section 5
PAR Special Instructions

Rev. 09/2013

State Controller's Office

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Section 5.10 – ADDITIONAL POSITION DOCUMENTATION (rev. 11/94)

I. **Appointment for Position New to Data Base**

A. Use Form 680A, Padded PAR.

B. For civil service employee use A01 or A02 Transaction Code (depending on eligibility used for the appointment).

C. For exempt employee use one of A30-A35 Transaction Codes (depending on exempt type).

D. Refer to appropriate appointment Required/Conditional chart (see Index, page 3.19 in PAM) and complete necessary items.

E. For civil service employee, complete Line 8/9 Item 850, Additional Position Substantiation.

F. For civil service or SPB Exempt employee who is being appointed while on a leave of absence, complete Line 8/9 Item 890, Employment During Leave of Absence Clearance.

G. For civil service and exempt employees, (except for Statutory Board Member), obtain concurring appointing power signature if additional position appointment is with another appointing power.

H. An EAR is not submitted with this appointment. If employee has EAR changes to report he/she must do so by completing a Form 686 with the appointing power employing him/her at the highest time base.

I. A Turnaround PAR will be produced for this additional position as well as all other positions held by the employee whenever any transaction is keyed to any position.

II. **Transactions Using Turnaround PAR (History is on Data Base)**

A. The TAD PAR received after the initial appointment to the additional position is used to document all transactions for the additional position. Once permanently separated from an additional position any subsequent appointments to an additional position must be made using the turnaround PAR for the existing separated additional position history (check the position screen to determine if an additional position record exists that should be used for future documentation).

B. Complete the Turnaround PAR for a subsequent additional position appointment according to instructions above (I., B thru G).

III. **Completion of Separation EAR Form (STD. 687)**

A. When an employee is separating from one or more of his/her additional positions, Form 687 (Separation/Disposition of PERS Contributions) is not required.

B. If employee is separating from ALL positions a Form 687 is REQUIRED and must be completed and submitted with the PAR.

When employee separates from the last (primary) position held, the Separation EAR Form is completed with the appropriate type of separation (i.e., resignation, etc.) and processed with the PAR.

Section 5.25 – Personnel/Payroll Cutoff Dates for 2018 (new 06/17)

2018 PAY PERIOD MONTHS	PAY PERIOD INCLUSIVE DATES	PAYROLL SEMIMONTHLY CUTOFF DATES	PERSONNEL SEMIMONTHLY CUTOFF DATES	PAYROLL MASTER CUTOFF DATES	PERSONNEL MASTER CUTOFF DATES
JANUARY	1/01 – 1/30	1/08	1/05	1/22	1/17
FEBRUARY	1/31 – 2/28	2/09	2/08	2/20	2/14
MARCH	3/01 – 3/31	3/09	3/08	3/22	3/19
APRIL	4/01 – 4/30	4/09	4/06	4/20	4/17
MAY	5/01 – 5/30	5/09	5/08	5/21	5/16
JUNE	5/31 – 6/30	6/11	6/08	6/20	6/15
JULY	7/01 – 7/31	7/09	7/06	7/23	7/18
AUGUST	8/01 – 8/30	8/09	8/08	8/22	8/17
SEPTEMBER	8/31 – 9/30	9/10	9/07	9/20	9/17
OCTOBER	10/01 – 10/30	10/09	10/08	10/22	10/17
NOVEMBER	10/31 – 11/29	11/08	11/07	11/19	11/14
DECEMBER	11/30 – 12/31	12/10	12/07	12/19	12/14

Section 5.26 – Personnel/Payroll Cutoff Dates for 2017 (new 06/17)

2017 PAY PERIOD MONTHS	PAY PERIOD INCLUSIVE DATES	PAYROLL SEMIMONTHLY CUTOFF DATES	PERSONNEL SEMIMONTHLY CUTOFF DATES	PAYROLL MASTER CUTOFF DATES	PERSONNEL MASTER CUTOFF DATES
JANUARY	1/01 – 1/31	1/09	1/06	1/23	1/18
FEBRUARY	2/01 – 3/01	2/09	2/08	2/17	2/14
MARCH	3/02 – 3/31	3/09	3/08	3/22	3/17
APRIL	4/01 – 5/01	4/10	4/07	4/20	4/17
MAY	5/02 – 5/31	5/09	5/08	5/22	5/17
JUNE	6/01 – 6/30	6/09	6/08	6/21	6/16
JULY	7/01 – 8/01	7/10	7/07	7/21	7/18
AUGUST	8/02 – 8/31	8/09	8/08	8/23	8/18
SEPTEMBER	9/01 – 9/30	9/11	9/08	9/21	9/18
OCTOBER	10/01 – 10/31	10/09	10/06	10/23	10/18
NOVEMBER	11/01 – 11/30	11/08	11/07	11/20	11/15
DECEMBER	12/01 – 12/31	12/11	12/08	12/19	12/14

Section 5.27 – Personnel/Payroll Cutoff Dates for 2016 (new 06/17)

2016 PAY PERIOD MONTHS	PAY PERIOD INCLUSIVE DATES	PAYROLL SEMIMONTHLY CUTOFF DATES	PERSONNEL SEMIMONTHLY CUTOFF DATES	PAYROLL MASTER CUTOFF DATES	PERSONNEL MASTER CUTOFF DATES
JANUARY	1/01 – 1/31	1/11	1/08	1/21	1/15
FEBRUARY	2/01 – 3/01	2/08	2/05	2/19	2/16
MARCH	3/02 – 3/31	3/09	3/08	3/22	3/17
APRIL	4/01 – 4/30	4/11	4/08	4/21	4/18
MAY	5/01 – 5/31	5/09	5/06	5/20	5/17
JUNE	6/01 – 6/30	6/09	6/08	6/21	6/16
JULY	7/01 – 8/01	7/11	7/08	7/21	7/18
AUGUST	8/02 – 8/31	8/09	8/08	8/23	8/18
SEPTEMBER	9/01 – 9/30	9/09	9/08	9/22	9/19
OCTOBER	10/01 – 10/31	10/10	10/07	10/21	10/18
NOVEMBER	11/01 – 11/30	11/08	11/07	11/18	11/15
DECEMBER	12/01 – 12/31	12/09	12/08	12/20	12/15

PAR DOCUMENTATION

Section 5.29 – Pending Investigation of Injury/Illness (rev. 08/95)

The following documentation procedures may be used to temporarily take an employee off the payroll pending approval of a WCTD/IDL or NDI injury or illness when an employee has exhausted or chooses not to use his/her leave credits.

Exception: Do not use for agricultural associations under Department of Food and Agriculture.

Employee Not Able to Work

Condition	Process Transaction	Additional Information
WCTD/IDL or NDI approval is pending	S57	Refer to R/C Chart
WCTD approval pending for CCC employee covered by Federally Funded WCTD and pay period is non-qualifying	715	Refer to R/C Chart Item 215 – Leave Blank Item 715 – Enter "NQ" pp.

Employee on S57 or CCC Employee Pending Federally Funded WCTD and Determination is Made

* All time covered by the S57 must now be covered in some other manner.

Condition	Process Transaction	Additional Information
WCTD/IDL approved	Package: S57V and 565	See Section 9, appropriate R/C Chart and if necessary, Section 6.
NDI approved	Package: S57V and S49	
WCTD/IDL or NDI denied	Package: S57V and appropriate Leave of Absence or Separation Transaction.	

Employee on S57 or CCC Employee Pending Federally Funded WCTD and Determination is Made (cont.)

* All time covered by the S57 must now be covered in some other manner.

Condition	Process Transaction	Additional Information
WCTD/IDL approved for CCC employee covered by Federally Funded WCTD.	For each pay period process a 715 Transaction or a 715C to qualify the pay period (s).	Refer to R/C Chart Item 215 – "Federal WCTD" Item 715 – "Q" pp. (see Section 9, if necessary)
WCTD approval pending for CCC employee covered by Federally Funded WCTD and pay period is non-qualifying	715	Refer to R/C Chart Item 215 – Leave Blank Item 715 – Enter "NQ" pp

Employee on S57 Returned to Work Prior to Determination

* After determination, all time covered by the S57 must now be covered in some other manner.

Condition	Process Transaction	Additional Information
Upon return, WCTD/IDL and/or NDI still pending	Appropriate Appointment Transaction (A03, A02, or A01) for reinstatement (or reappointment if employee only has temporary status).	Refer to appropriate R/C Chart. See Section 9 and if necessary, Section 5.
After return, WCTD/IDL approved	Package: S57V, A03V or A02V, A01V and 565	
After return, NDI approved	Package: S57V and S49 (A03V, A02V or A01V, if needed)	

Employee on S57 Returned to Work Prior to Determination (cont.)

* After determination, all time covered by the S57 must now be covered in some other manner.

Condition	Process Transaction	Additional Information
After return, WCTD/IDL and/or NDI denied	Package: S57V and appropriate Leave of Absence or Separation Transaction	If A03, A02, or A01 is no longer valid, also process void (and re-entered transaction where appropriate) with the package.

NOTE: If employee is unable to work and approval of NDI is pending – see charts on PAM page section 5.29.

General Information

NDI benefits, leaves and subsequent reinstatements are reported on the PAR by the use of Transaction Codes S49, SPC, A01, A02, A03, A12, A30 – A33 and 565. Conditions under which specific codes are used are provided below.

Refer to PAM page 5.50 if returning employee to A04, A13, A20 or A21 after a S49 or S50.

For employee with additional positions, process documentation according to NDI action taken for each position.

For definition of NDI benefit period, contact the Employment Development Department.

Documentation

Use the following chart(s) to determine the appropriate Transaction Code(s). In addition to the information provided, refer to the Required/Conditional Chart(s) for completion of other applicable items.

NOTE: When using Transaction Codes A03, A12, or A30 - A33 to return employee from NDI leave, complete Item 606 - Time to Be Paid (New), for negative attendance employees only.

FOR EMPLOYEES ON NDI AND TD CONCURRENTLY, use charts on PAM page 5.32, DO NOT USE THE FOLLOWING CHARTS.

NDI Benefits Begin

Condition	Process Transaction	Additional Information
Initial or new NDI benefit period begins and employee goes off pay status.	S49	Item 210 - Enter date NDI benefits begin (enter BOB or number of hours on pay status in the HOURS column. Item 215 - Enter "A/L" if employee is participating in the Annual Leave Program. Item 892 - Enter last day on pay status (i.e., last day worked or on paid leave).
Initial or new NDI benefit period begins and employee remains on pay status.	SPC	Item 210 - Enter date NDI benefits begin. Item 215 - Enter "A/L" if employee is participating in the Annual Leave Program. Item 957 - Enter Code 22.

NDI Benefits Continue After Reinstatement

Condition	Process Transaction	Additional Information
Employee returns to pay status from S49, but NDI benefits continue.	A03, A12, or A30-A33 as appropriate	Item 957 – Enter Code 22
Employee returns to pay status from S49, NDI benefits continue – employee is entitled to both TD/IDL and NDI.	Package: A01, A02, A03, A12, or A30-A33 as appropriate and 565 transaction	Enter on appointment and 565: Item 957 – Enter Code 22

Intervening On and Off Periods of NDI

Condition	Process Transaction	Additional Information
Employee on S49 temporarily returns to work. NDI is subsequently resumed for the SAME benefit period. Pay period remains NON-QUALIFYING for State service.	DO NOT PROCESS A PAR.	Intervening periods are certified on form STD. 674.
Employee on S49 temporarily returns to work. NDI is subsequently resumed for the SAME benefit period. Pay period is QUALIFYING because of this activity.	715	Item 715 – Enter month and year of qualifying pay period.
Employee on S49 returns to work. A subsequent NDI leave begins for a NEW benefit period.	Package: A01, A02, A03, A12 or A30-A33 as appropriate and S49 (for the NEW period).	If other transactions occur within this period, they should also be included in this package.

NDI Benefits End

Condition	Process Transaction	Additional Information
Employee returns to work from S49 leave.	A01, A02, A03, A12 or A30-A33 as appropriate	
Temporary or permanent separation from S49 leave. (DPA 599.774)	Appropriate Separation Transaction	If NDI is to be paid for day of separation, effective date of separation should be changed to the next day, BOB.
Employee does not return to work from S49 leave and meets conditions of DPA 599.781	S54	
NDI benefits end and employee was receiving NDI benefits while on pay status.	SPC	Item 210 – Enter the first date employee is no longer receiving NDI. Item 957 – Enter Code 23.
NDI benefits end (employee DOES NOT RETURN to work) and employee is approved for IDL/TD.	Package: A01, A02, A03 as appropriate and 565	Employee must be returned from leave status PRIOR to being placed on IDL/TD (G.C. 19869).

Section 5.32 – On NDI and TD Concurrently (rev. 11/97)

If employee is on NDI and TD at the same time, use the following charts for documentation.

NDI Benefits Begin

Condition	Process Transaction	Additional Information
NDI and TD begin on the same day.	565	565 – See PAM pages 5.33 – 5.37.1 Item 957 – Enter code 22.
Already receiving TD, and NDI begins after effective date of TD. Employee entitled to both TD and NDI.	SPC	Item 210 – Enter date employee begins receiving NDI. Item 213 – Enter "A/L" if employee is participating in the Annual Leave Program. Item 957 – Enter code 22.

NDI Benefits Continue and TD Expires

Condition	Process Transaction	Additional Information
Employee returns to work, but NDI benefits continue.	565	565 – See PAM pages 5.33 – 5.37.1 Item 957 – Enter code 22
Employee DOES NOT RETURN to work; NDI continues.	Package: 565 and S49	565 – See PAM pages 5.33 – 5.37.1 S49 – Effective BOB same date as 565 or complete number of "HOURS" in pay status.

NDI Benefits Continue and TD Expires (cont.)

Condition	Process Transaction	Additional Information
Employee RETURNS to work in a DIFFERENT class and NDI continues.	Package: 565 and A02 or A12 as appropriate.	565 – See PAM pages 5.33 – 5.37.1 (Item 957 – Code 22 must be entered on the 565). A02 or A112 – Effective same date as 565. Complete "HOURS: for negative attendance employees only.

NDI Benefits End

Condition	Process Transaction	Additional Information
NDI benefits end, but employee remains on TD.	SPC	Item 210 – Enter the first date employee is no longer receiving NDI. Item 957 – Enter code 23.
NDI and TD expire the same day.	565	565 – See PAM pages 5.33 – 5.37.1 Item 957 – Enter code 23

Section 5.33 – Documentation of Workers' Compensation (TD, IDL, IDL/S, EIDL) (rev. 05/93)

This section provides documentation instructions for Workers' Compensation:

- Temporary Disability (TD)
- Industrial Disability Leave (IDL)
- Industrial Disability Leave with Supplementation (IDL/S)
- Enhanced Industrial Disability Leave (EIDL)

Exceptions: Pending Workers' Compensation approval of TD or IDL, IDL/S, EIDL is not covered in this section. Refer to PAM page section 5.29.

Approved – Workers' Compensation for TD or IDL, IDL/S, EIDL for:

- An employee on NDI and TD benefits simultaneously, refer to PAM page section 5.32.
- A CCC employee covered by Federal Funds, refer to PAM page 5.29.

How to Document

Approved – Workers' Compensation for TD or IDL, IDL/S, EIDL must be documented on employment history records.

- Use the charts on PAM page section 5.34 through 5.39 to determine items to complete on each transaction.
- Several transactions may be processed as a package, refer to PAM page section 5.100 for instructions.
- For out-of-sequence transactions, refer to Section 9 for instructions.
- Additional positions approved by SCIF must reflect the appropriate disability status; therefore, documentation must be processed for each position.

Payroll Documentation – Specific periods of Workers' Compensation TD or IDL, IDL/S, EIDL must be reported to Payroll Operations by the appropriate Form 674/674D.

When to Document

Documentation is required under these conditions:

- For initial transaction placing employee on TD or IDL, IDL/S, EIDL.
- For any subsequent return to TD or IDL, IDL/S, EIDL when employee was last reported on pay status.
- For late payment of waiting period.
- For change of benefits from TD to IDL, IDL/S, EIDL or vice versa.
- For return to work for 15 or more full consecutive working days when employee was last reported on TD or IDL, IDL/S, EIDL.
- For final return to work from TD or IDL, IDL/S, EIDL.

When to Document (cont.)

The following conditions rarely occur but must be documented. The method of documentation would be the same as indicated above.

- Reporting TD or IDL, IDL/S, EIDL for a new illness or injury.
- Reappointment for an employee who was on Workers' Compensation at the time of separation and whose:
  - TD or IDL, IDL/S, EIDL benefits are still in effect upon reappointment; or
  - TD or IDL, IDL/S, EIDL benefits are reactivated upon reappointment.

The SEPARATION transaction takes employee off TD, IDL, IDL/S, EIDL; therefore, another transaction must be documented to return employee to TD, IDL, IDL/S, EIDL.

ITEM 205 – TRANSACTION CODE	
Condition:	**Enter**:
For initial transaction to place employee on TD or IDL, IDL/S, EIDL.	565
For initial transaction to place employee on TD or IDL, IDL/S, EIDL when employee was last reported on leave status. Note: Employee must be returned to work status prior to being placed on TD or IDL, IDL/S, EIDL (G.C. 19869).	565
For reporting subsequent return to TD or IDL, IDL/S, EIDL when employee was last reported on work status.	565
For late payment of waiting period.	565C
For change of benefits from TD to IDL, IDL/S, EIDL or vice versa.	565
For return to work for 15 or more full consecutive working days when employee was last reported on TD or IDL, IDL/S, EIDL.	565

ITEM 205 – TRANSACTION CODE (cont.)	
Condition:	**Enter**:
For final return to work from TD or IDL, IDL/S, EIDL.	565
For an eligible employee who elects to change from IDL to IDL/S during an open enrollment period.	215

ITEM 210 – EFFECTIVE DATE AND *HOURS	
Condition:	**Enter**:
For positive attendance employee	Do not complete "HOURS."
For initial transaction to place employee on TD or IDL, IDL/S, EIDL.	Date employee is approved for TD or IDL, IDL/S, EIDL (per SCIF Form 290). Do not show first date of waiting period if NOT approved by SCIF per Form 290.
For initial transaction to place employee on TD or IDL, IDL/S, EIDL when employee was last reported on leave status. Note: Employee must be returned to work status prior to being placed on TD or IDL, IDL/S, EIDL (G.C. 19869).	Date employee is approved for TD or IDL, IDL/S, EIDL (per SCIF Form 290). Do not show first date of waiting period if NOT approved by SCIF per Form 290.
For reporting subsequent return to TD or IDL, IDL/S, EIDL when employee was last reported on work status.	Date employee is approved for TD or IDL, IDL/S, EIDL (per SCIF Form 290).
For late payment of waiting period.	Date of initial transaction.
For change of benefits from TD to IDL, IDL/S, EIDL or vice versa.	Effective date of the change.

ITEM 210 – EFFECTIVE DATE AND *HOURS (cont.)	
Condition:	**Enter**:
For return to work for 15 or more full consecutive working days when employee was last reported on TD or IDL, IDL/S, EIDL.	First date employee returns to work.
For final return to work from TD or IDL, IDL/S, EIDL.	First date employee returns to work.
For an eligible employee who elects to change from TD to IDL/S or from IDL to IDL/S during an open enrollment period.	The date the employee becomes eligible per memorandum of understanding (MOU).
For an eligible employee who becomes disabled on or after January 1, 1993 and elects IDL/S.	Date the employee is approved for IDL (per SCIF Form 290).
* Do not complete "Hours" when there is intervening activity in the pay period.	

ITEM 215 – EMPLOYMENT HISTORY REMARKS	
Condition:	**Enter**:
For initial transaction to place employee on TD or IDL, IDL/S, EIDL.	To ENHANCED IDL or *Statement of up to 16 characters and spaces as desired.
For initial transaction to place employee on TD or IDL, IDL/S, EIDL when employee was last reported on leave status. Note: Employee must be returned to work status prior to being placed on TD or IDL, IDL/S, EIDL (G.C. 19869).	To ENHANCED IDL or *Statement of up to 16 characters and spaces as desired.
For reporting subsequent return to TD or IDL, IDL/S, EIDL when employee was last reported on work status.	To ENHANCED IDL or *Statement of up to 16 characters and spaces as desired.
For late payment of waiting period.	WAITING PER PD
For change of benefits from TD to IDL, IDL/S, EIDL or vice versa.	*Statement of up to 16 characters and spaces as desired.
For return to work for 15 or more full consecutive working days when employee was last reported on TD or IDL, IDL/S, EIDL.	From ENHANCED IDL or *Statement of up to 16 characters and spaces as desired.

ITEM 215 – EMPLOYMENT HISTORY REMARKS (cont.)	
Condition:	**Enter**:
For final return to work from TD or IDL, IDL/S, EIDL.	*Statement of up to 16 characters and spaces as desired.
For an eligible employee who elects to change from IDL to IDL/S during an open enrollment period.	IDL/S 957-13B
*Reference as to type of benefit should be made; e.g., To/From IDL or ENHANCED IDL To/From Intervening Act (See Note) To/From TD w/wo Suppl Note: Intervening activity is when an employee is on and off IDL sporadically in a pay period.	

ITEM 565 – JOB CODE	
Condition:	**Enter**:
For reporting a return to TD for employees back to work full time but losing time for subsequent Dr. appointment	Code 1 (On TD, remains ON Payroll*)
For reporting initial transaction, change or return to TD.	Code 2 (On TD, OFF Payroll*)
For reporting return to work status from TD when job code 1 was used.	Code 3 (Off TD, ON Payroll at time of return to work)
For reporting return to work status from TD when job code 2 was used.	Code 4 (Off TD, OFF Payroll at time of return to work)

ITEM 565 – JOB CODE (cont.)	
Condition:	**Enter**:
For reporting initial transaction, change or return to IDL, IDL/S, EIDL.	Code 5 (On IDL, IDL/S, EIDL, Off Payroll*)
For reporting initial transaction to place employee on IDL, IDL/S or EIDL when employee was last reported on leave status. Note: Employee must be returned to work status prior to being placed on IDL, IDL/S or EIDL (G.C. 19869).	Code 5 (On IDL, IDL/S, EIDL, Off Payroll*)
For return to work status from IDL, IDL/S, EIDL.	Code 6 (Off IDL, IDL/S, EIDL, Off Payroll at time of return to work)
For late payment of waiting period.	Same code as initial transaction.
* See PAM page 5.39.1 - 5.39.5 for additional information.	

ITEM 565 – INJURY DATE	
Condition:	**Enter**:
For initial transaction to place employee on TD or IDL, IDL/S, EIDL.	Date of injury or illness.
For initial transaction placing employee on TD or IDL, IDL/S, EIDL (employee entitled) when employee was last reported off pay status/on NDI, and NDI benefits are to continue. Note: Employee must be returned to work status prior to being placed on TD or IDL, IDL/S, EIDL (G.C. 19869).	Date of injury or illness.
For reporting subsequent return to TD or IDL, IDL/S, EIDL when employee was last reported on work status.	Date of injury or illness.
For late payment of waiting period.	Date of injury or illness from initial transaction.
For change of benefits from TD to IDL, IDL/S, EIDL or vice versa.	Date of injury or illness.
For return to work for 15 or more full consecutive working days when employee was last reported on TD or IDL, IDL/S, EIDL.	*EOF to delete date. (For codes 3, 4 and 6)

ITEM 565 – INJURY DATE (cont.)	
Condition:	**Enter**:
For final return to work from TD or IDL, IDL/S, EIDL.	*EOF to delete date. (For codes 3, 4 and 6)

ITEM 565 – WCTD/IDL DATE	
Condition:	**Enter**:
For initial transaction to place employee on TD or IDL, IDL/S, EIDL.	Date employee is approved for TD or IDL, IDL/S, EIDL (per SCIF Form 290.) Do not show first date of waiting period if NOT approved by SCIF per Form 290.
For initial transaction placing employee on TD or IDL, IDL/S, EIDL (employee entitled) when employee was last reported off pay status/on NDI, and NDI benefits are to continue. Note: Employee must be returned to work status prior to being placed on TD or IDL, IDL/S, EIDL (G.C. 19869).	Date employee is approved for TD, IDL, IDL/S or EIDL (Per SCIF Form 290). Do not show first date of waiting period if NOT approved by SCIF Form 290.
For reporting subsequent return to TD or IDL, IDL/S, EIDL when employee was last reported on work status.	Original date employee was approved for TD or IDL, IDL/S, EIDL. The date in this item will print in Line 12 - Employment History.
For late payment of waiting period.	First date of waiting period.
For change of benefits from TD to IDL, IDL/S, EIDL or vice versa.	Original date employee was approved for TD or IDL, IDL/S, EIDL.

ITEM 565 – WCTD/IDL DATE (cont.)	
Condition:	**Enter**:
For return to work for 15 or more full consecutive working days when employee was last reported on TD or IDL, IDL/S, EIDL.	*EOF to delete date. (For codes 3, 4 and 6)
For final return to work from TD or IDL, IDL/S, EIDL.	*EOF to delete date. (For codes 3, 4 and 6)

ITEM 606 – TIME TO BE PAID (NEW)	
Condition:	**Enter**:
For positive attendance employee.	Leave blank.
For Job Code 1 (On TD, On Payroll)	Leave blank.
For Job Code 2 (On TD, Off Payroll) AND NOT reporting late payment of waiting period.	Time in pay status from beginning of the pay period up to effective date of the transaction being submitted. (NOTE: If none, enter "NON" in Hours column.)
For Job Code 2 (On TD, Off Payroll) AND Reporting late payment of waiting period.	Total time in pay status previously submitted on initial transaction.
For Job Code 3 (Off TD, On Payroll At Time Of Return To Work)	Leave blank.
For Job Code 4 (Off TD, Off Payroll At Time Of Return To Work) AND Same pay period at Job Code 2	Total regular time* to be paid for the pay period. (Note: If none, enter "NON" in Hours column.)
For Job Code 4 (Off TD, Off Payroll At Time Of Return To Work.) AND Different pay period than Job Code 2	Regular time to be paid from the effective date of reinstatement through the end of the pay period. (NOTE: If none, enter "NON" in Hours column.)
* TOTAL REGULAR TIME is considered time worked and/or credits used prior to and after reinstatement from leave status. DO NOT include intervening time worked or leave credits for partial supplementation payment. EXAMPLE: 10/01/93 thru 10/08/93 6 days worked 10/18/93 thru 10/25/93 +6 days worked Total time for Item 606 12 total days worked	

ITEM 606 – TIME TO BE PAID (NEW) (cont.)	
Condition:	**Enter**:
For Job Code 5 (On IDL, IDL/S, EIDL, Off Payroll) AND NOT reporting late payment of waiting period OR changing benefits from TD or IDL, IDL/S, EIDL (see other Code 5 conditions below).	Time in pay status from beginning of the pay period up to effective date of the transaction being submitted. (Note: If none, enter "NON" in Hours column.)
For Job Code 5 (On IDL, IDL/S, EIDL, Off Payroll) AND Reporting late payment of waiting period.	Total time in pay status previously submitted on initial transaction.
For Job Code 5 (On IDL, IDL/S, EIDL, Off Payroll) AND Changing benefits from TD, Off Payroll (Code 2), to IDL, IDL/S, EIDL.	Show "NON" in Hours column.
For Job Code 5 (On IDL, IDL/S, EIDL, Off Payroll) AND Changing benefits from TD, On Payroll (Code 1), to IDL, IDL/S, EIDL.	Time in pay status from beginning of the pay period up to effective date of the transaction being submitted.
For Job Code 6 (Off IDL, IDL/S EIDL, Off Payroll At Time Of Return To Work) AND Same pay period as Job Code 5	Total regular time* to be paid for the pay period. (Note: If none, enter "NON" in Hours column.)

ITEM 606 – TIME TO BE PAID (NEW) (cont.)	
Condition:	**Enter**:
For Job Code 6 (Off IDL, IDL/S, EIDL, Off Payroll At Time Of Return To Work) AND Different pay period than Job Code 5	Regular time to be paid from effective date of reinstatement through the end of the pay period. (Note: If none, enter "NON" in Hours column.)
* TOTAL REGULAR TIME is considered time worked and/or credits used prior to and after reinstatement from leave status. DO NOT include intervening time worked or leave credits for partial supplementation payment. EXAMPLE: 10/01/93 thru 10/08/93 6 days worked 10/18/93 thru 10/25/93 +6 days worked Total time for Item 606 12 total days worked	

LINE 8/9 ITEMS	
Condition:	**Enter**:
895 - Academic Days Not Worked	If applicable.
957 - Other Eligibility Substantiation - must be completed if: • Employee is eligible for Enhanced IDL benefits. • Eligible employee elects IDL with supplementation (IDL/S) • Employee is beginning or continuing NDI and TD benefits at the same time. • Employee ending NDI and TD benefits at the same time.	• Code 13-A • Code 13-B Note: Should be documented on initial 565 transaction. See PAM page 5.39.3 for additional information. • Code 22 • Code 23
960 - Corrected Transaction identifier must be completed if: • Reporting a late payment of the waiting period; or • Other 565 corrections or voids (refer to Section 9).	960 - And position number of the transaction being corrected or voided.

Additional Information

1. The messages "On SCIF" or "Off SCIF" will print in Line 12 - Employment History, when Job Codes 1 - 4 are used.
2. For return to work for LESS THAN 15 consecutive working days when employee was last reported on TD or IDL, submit Form 674 to request pay. No PAR documentation necessary.
3. For Job Code 1 - ON TD with Supplementation (ON payroll status).

   This injury code can only be used for an employee who has returned to work full time; but is losing time for subsequent doctor appointments.

   The following will apply:

   a) Employee must be charged leave credits for the entire period of absence.
   b) A master payroll warrant will be generated.
   c) The master payroll warrant can be released to the employee after step "a" is completed.
   d) A SCIF payment will also be issued, and sent to the employee based upon the "wage loss concept."
   e) For each pay period, a Form 674 - account receivable format, must be submitted to PPSD to document receipt of the SCIF payment.
   f) Leave credits for which the employee was charged will be reduced per the SCIF payment.
   g) The SCIF money must be recovered from Employee to offset the accounts receivable.

Additional Information (cont.)

4. For Job Code 2 - ON TD with Supplementation (OFF Payroll status)

   This injury code is to place an employee off payroll on temporary disability.

   The following will apply:

   a) A master payroll warrant will not be generated.

   b) A SCIF payment will be issued and sent directly to the employee.

   c) For each pay period, a Form 671 may be keyed OR Form 674 may be submitted to PPSD to document that employee elects to supplement SCIF payment with leave credits.

Additional Information (cont.)

6. For Job Code 5 - ON IDL (Off Payroll status)

   This injury code is used for an employee who elects to receive IDL benefits. The employee is removed from pay status and placed on IDL.

   The following will apply:

   a) Employee is not charged leave credits for the pay period of absence. If leave credits are used prior to the approval of IDL, this time should be restored to the employee.
   b) A master payroll warrant will not be generated.
   c) A SCIF payment will not be issued to uninsured agency. Only a SCIF Form 290 will be sent to the agency approving the disability. An insured agency will receive a SCIF check, but the employee is <u>not</u> entitled to receive it (see S.A.M. Section 8538.5).
   d) For each pay period, a Form 674D <u>must</u> be submitted to PPSD to request IDL pay.

7. For Job Code 5 - on IDL/S (Off Payroll status)

   This injury code is also used for an eligible employee who elects to receive IDL with supplementation (IDL/S) benefits. PAR for initial 565 transaction must reflect Code 13-B in PAR Item 957.

   The following will apply:

   a) The employee is charged leave credits for supplementation pay. No leave credits are charged for the basic IDL benefits.
   b) A master payroll warrant will not be generated.
   c) For each pay period, a Form 674D must be submitted to PPSD to request pay for IDL and IDL/S.
   d) If an employee elects to stop supplementation but remains on IDL, additional PAR documentation is NOT required.

Additional Information (cont.)

8. For Job Code 5 - ON EIDL (Off Payroll status)

   This injury code is also used for employees eligible for ENHANCED IDL benefits as determined by the appointing power. PAR for initial 565 transaction must reflect code 13-A in PAR item 957.

   The following will apply:

   a) If employee is no longer eligible for enhanced benefits, but is eligible for IDL benefits, additional PAR documentation is not required. However, STD Form 674D must request IDL at 2/3 pay.

   b) The conditions in item 6 above also apply to Enhanced IDL.

9. When an employee changes from one job incurred injury coverage to a different coverage (e.g., code 5 to code 1 or vice-versa), it is not necessary to remove employee from the initial coverage (with code 6 or 3) to place employee on the new coverage, provided both transactions have the same effective date.

   EXAMPLE:

Eff. Date	Trans. Code	Job Incur./Injury Code
11/01/88	565	1 (to TD/FULL Suppl.)
*11/01/88	565	6 (from IDL)
09/12/88	565	5 (to IDL)

   * This transaction is unnecessary because job incurred injury codes 6 and 1 have the same effective date.

Additional Information (cont.)

10. When a 565 Transaction removing employee from initial coverage (e.g., code 6 or 3) was previously processed, and a new 565 Transaction is processed to place employee on a different coverage with the same effective date, the previous transaction removing employee from initial coverage should be corrected to reflect placing employee on the different coverage.

    EXAMPLE:

Eff. Date	Trans. Code	Job Incur./Injury Code
11/01/88	565	2
*11/01/88	565	6 (from IDL)
09/12/88	565	5 (to IDL)

    * This transaction should be corrected to reflect the new coverage (Code 1) because it is necessary to have both transactions (Codes 6 and 1) with the same effective date.

Exempt transactions are processed in the same manner as civil service transactions except as indicated below.

I. **Processing Information**

A. For Miscellaneous Change Transactions the following are NOT used for exempts: 430, 455, 555, 720, MHR, ORP and PUN.

B. For Separation Transactions the following are NOT used for exempts: S02, S03, S04, S21, S32, S33, S41, S55, S56, S80, S85 and S90.

C. Transactions moving employee to, from or between exempt positions are normally documented as appointments; however, the following exceptions are documented as separations using Transaction Code S05:

1) moving to, from or between exempt positions when lump sum vacation is to be paid; or

2) current PERS member moves to an exempt position covered under a different retirement system; or

3) appointment or employment by the Legislature (House or Legislative Committees); or

4) movement to a CSU exempt position.

For conditions 1 & 2 above, process a S05 transaction, upon receipt of turnaround PAR, route PAR to the gaining appointing power. Gaining appointing power then processes the new appointment.

D. For movement between appointing powers when no lump sum payment is involved (except for movement to CSU Exempt), the losing appointing power completes the PAR as follows:

Item 607 -	Time to be Paid (Old), if applicable.
Item 710 -	Intermittent Dates and Hours, if applicable.
Item 871 -	Code 01, 02 or 03 (if civil service employee accepts exempt appointment).
Line 11 -	Concurring Appointing Power Signature.

The PAR and EAR (if applicable) are routed to the gaining appointing power.

E. For DPA Exempt, questions on the exact data required for the following items should be directed to Department of Personnel Administration:

Items - 122, 140, 205, 210, 305 - 335, 405 - 425, 535, 603, 645 and 850 - 964.

II. Corrective Action Process

Corrections, voids and out-of-sequence transactions are completed in the same manner as civil service. Refer to Section 9 for instructions.

Note: DPA audits all DPA, SPB and Maritime Academy Exempt transactions from data supplied by Personnel Operations. If errors are found, DPA will request the departments to process corrective documents.

III. Notice of Personnel Action (NOPA)

For exempt actions it is the appointing power's option to obtain an employee's signature on a NOPA. NOPA's are issued for transactions as specified on pages 2.6 and 2.7.

Section 5.42 – INVOLUNTARY LEAVE PENDING DISABILITY RETIREMENT DOCUMENTATION (rev. 05/02)

Government Code Section 19253.5 (i) allows a department to request disability retirement on an employee's behalf, remove the employee from the job and place the employee on Involuntary Leave.

Involuntary Leave is only to be documented on EH if:

- The employee chooses not to use available leave credits or benefit programs; or
- The employee has exhausted all leave credits and benefit programs.

DOCUMENTATION

Involuntary Leave

On the day the employee is placed on involuntary leave if they chose not to use leave credits, or when the employee's leave credits are exhausted or the leave program* concludes use the turnaround PAR to process an S57 transaction and complete Item 957 with code 19. See PAM Section 3.246 for additional S57 transaction coding requirements. While on the S57 transaction status, the employee's EH record is to be updated for all subsequent personnel actions affecting the employee's position (MSA, reorganizations, reallocations, salary changes, etc.).

* Return the employee from the leave program (A03 or 565 with job injury code 3, 4, or 6 transaction) before processing the S57 transaction. Since the S57 transaction is effective COB, enter BOB in the S57 effective date hours field.

Disability Retirement Approved

If disability retirement is approved and an S57 transaction was processed, use the turnaround PAR to void the S57 and post an S71 transaction with the same effective date as the S57 transaction. If an S57 transaction was not processed, the effective date of the S71 transaction is based on the date of the application for disability retirement and an unused leave credits (see PML 2002-005 for further details). See PAM Section 3.250 for S71 coding requirements. Also, void or correct any subsequent transactions per PAM page 9.6.

Disability Retirement Denied

If disability retirement is denied and an S57 transaction was processed, use the turnaround PAR to void the S57 transaction and correct any subsequent transactions per PAM pages 9.3 - 9.6. This will return the employee to their status prior to the involuntary leave. It the employee received TDA pay and/or benefits post a 215 transaction the same date as the voided S57 transaction and enter "ON IL RET DENIED" in remarks.

Section 5.46 – OVERPAYMENT OF SEPARATED EMPLOYEE (rev. 02/95)

When an appointing power cannot recover an overpayment from a separated employee, the department shall process a "215" transaction to the employee's database record for notification to the hiring agency if the employee returns to State service. (State Administrative Manual (SAM) Section 8593.4.)

CONDITION

A separated employee owes money to the appointing power and after three months from the date of separation the appointing power is unable to collect the amount owed AND the employee separated under conditions which do not preclude reentry to State service.

APPOINTING POWER (of separation)

To flag the separated employee's record process a 215 Miscellaneous Change Transaction on the Turnaround PAR. The effective date of the 215 PAR must be the date immediately following the date of separation. However, the Turnaround 215 PAR cannot be processed earlier than three months after the effective date of separation.

Item 215 - Employment History Remarks, must be completed with "PAYMENT DUE DEPT" to flag employee's record (See PAM 2.37).

APPOINTING POWER (of re-hire)

Upon return (re-hire) of separated employee to State service, the "hiring" agency will notify the appointing power due the overpayment of the date the employee returned to State service, the employing agency and the location of employment.

APPOINTING POWER DUE OVERPAYMENT

Upon receipt of "re-hire" information, the appointing power should take the necessary actions to recover amounts owed it. Once the amounts owed have been recovered, the appointing power shall void the 215 Transaction from the employee's record.

Section 5.50 – SPECIAL DOCUMENTATION FOR TRAINING ASSIGNMENT OR TEMPORARY SEPARATION (rev. 05/96)

When a Permanent/Probationary Status employee having mandatory rights of return to his/her former position accepts a Training Assignment (A04), or requests Temporary Separation (S49) or (S50), special documentation must be processed during or immediately following the action as indicated below:

Condition	Documentation	Examples of Line 12			
Training assignment is completed <u>or</u> employee temporarily separates <u>or</u> terminates	1. Reinstate employee to former position 2. Separate when applicable	A03 A04	*S50 BOB A03 A04		Padded PAR, 2 of 2 TAD PAR shown in Line 12
Promoting or transferring employee on an A04 or temporary separation	1. Reinstate employee to former position 2. Promote or transfer to new position	*A01 A03 A04	*A01 A03 S50	*A02 A03 A04	Padded PAR, 2 of 2 TAD PAR, 1 of 2 shown in Line 12
Doing a temporary separation for an employee on an A04	1. Reinstate to former position 2. Temporarily separate employee 3. Reinstate to former position 4. Reappoint to training assignment, if applicable	*A04 A03 S49 A03 A04	*A04 A03 S50 A03 A04		Padded PAR, 2 of 2 TAD PAR, 1 of 2 shown in Line 12
Doing an A13 for an employee on A04	1. Document A13 2. Return employee to training assignment	*A04 **A13 A04			Padded PAR, 2 of 2 TAD PAR, 1 of 2 shown in Line 12
Reallocation (A20) or split-off (A21) for an employee on A04	1. Process the A20 or A21 2. Return employee to training assignment	*A04 **A20 or **A21 A04			Padded PAR, 2 of 2 TAD PAR, 1 of 2 shown in Line 12
An A13, A20 or A21 for an employee on a temporary separation	1. Process A13, A20, or A21 2. Reinstate to the temporary separation	*S50 BOB A13 S50	*S49 BOB A20 S49		Padded PAR, 2 of 2 TAD PAR, 1 of 2 shown in Line 12

* Effective same date as A03, A13, A20, OR A21.

** Refer to PAM page 2.53.1, ITEM 415 AND PAGE 2.54.1, ITEM 416.

Section 5.70 – ADVERSE ACTIONS (rev. 11/96)

The appointing power, or an authorized representative, may take the following adverse actions against an employee for one or more of the causes for discipline specified in Government Code Section 19572:

Formal Reprimand	-ORP *
Suspension without pay	-S85 **
Reduction of Salary within class	-PUN ***
Demotion	-A14
Dismissal	-S41

1. Immediately following the effective date of the **INITIAL** Action, including Actions modified prior to SPB hearing, key enter the appropriate transaction for specific Action.
2. The Department must submit a copy of the Notice and Declaration of Service to the State Personnel Board.

EXCEPTIONS: THE FOLLOWING TRANSACTIONS MUST BE SENT TO PPSD:

1. All Stipulations/Resolutions.
2. Reduction in Salary (PUN) when salary is below minimum of class. A message will occur on the PUN and all transactions following the PUN up to the SAL transaction. Message(s) will be "based on salary is less than the minimum for the class and range" and/or "based on salary not equal to minimum for the class and range."
3. Transactions following a PUN when anniversary date is MAX and a PUN is processed which takes salary below MAX, the anniversary date shall remain MAX. A message will occur on all transactions following the PUN up to the SAL transaction. Message will be "anniversary date must not equal MAX." DO NOT CHANGE THE ANNIVERSARY DATE.

* THE ORP TRANSACTION HAS BEEN DISCONTINUED.

** To reinstate the employee after an S85, process the appropriate appointment transaction (i.e., A03 for Civil Service employee, A30 for DPA exempt employee). The S85 and appointment transaction may be processed as a package anytime during the pay period of the expiration date.

If the S85 (Suspension) ends on Friday (COB) or ends the day prior to the employee's day off (COB), the appointment effective date should be immediately following, not effective after the weekend or after regular day off. Example: separation expiration date (item 645) is 3/17 (Friday), the appointment transaction should be 3/18, not 3/20.

*** To restore the salary when the PUN transaction expires, process a SAL transaction. SAL effective date should be the day following the date in item 215 on the PUN.

Section 5.71 – DOCUMENTING DECISION OF STATE PERSONNEL BOARD AFTER APPEAL (rev. 08/09)

Stipulations/Resolutions are terms used to describe decisions resulting from an appeal process, either at the department or SPB level, or litigation in the courts. All Stipulations/Resolutions must be approved by the SPB.

A. After SPB sends an approved Stipulation or Decision of an appeal to the Department, Departments must complete the appropriate PAR transactions(s) to correct/amend an original adverse action decision documented on the Employment History Date Base (PUN, A14, S41 or S85). Departments must submit to Personnel Services as indicated below along with a copy of the approved Stipulation or Decision. The Stipulation or Decision must be from SPB with the cover sheet on SPB letterhead. SPB no longer sends copies of the Stipulations or Decisions to SCO.

   Employment History and PAR documentation submitted must agree with SPB Stipulation or Decision. In instances where they do not agree and the Department does not want to get an amended Stipulation/Decision, the Department may submit the following Memorandum Form (attached) to: Last name of employee – (A – M): Hayley Morgan or Last name of employee – (N – Z): Peggy Price at the SPB Hearing Office. If SPB agrees that an Amended Stipulation/Decision is not needed and approves the form, you must submit it to SCO along with your PAR documentation for processing.

B.

If modification:	**Take the following action:**
1. Restores:* a. To same agency and class in which serving at time of action	Void the transaction (include 8/9 Item 952).
b. To different agency and class than one in which serving at time of action	Void the transaction and process an appointment transaction per the stipulation/case decision (include 8/9 Item 952).
2. Changes appointment type:* a. From one type of appointment to another	Void the adverse transaction and process new transaction per the stipulation/case decision (include 8/9 Item 952).
b. To a reduction in salary	Void the A14 transaction and process a PUN transaction (include 8/9 Item 952).
3. Changes type of separation:* a. To an appointment	Void the separation and process an appointment transaction per the stipulation/case decision (include 8/9 Item 952).
b. From one type of separation to another	Void the separation and process an appropriate separation transaction per the stipulation/case decision (include 8/9 Item 952).

B. **If modification (cont.):** **Take the following action (cont.):**

c. To a reduction in salary	Void the separation and complete a PUN transaction (include 8/9 Item 952).
4. Sets aside resignation*	Void the separation transaction (include 8/9 Item 952).
5. Changes the length of time the action is in effect*	If original transaction was PUN, process a PUNC. Complete Item 215 and 8/9 Item 952 (refer to those items in PAM).
	If original transaction was S85 with no change to effective date, process an S85C, changing Item 645, as necessary (complete 8/9 Item 952).
	If an A03 was submitted to reinstate the employee from the S85, process an A03V and A03 with the new effective date (complete 8/9 Item 952 on each transaction).
	If original transaction was A14, process an A14C, changing Item 415/416, as necessary (complete 8/9 Item 952).
6. Changes the effective date of the action*	Void the original transaction and process a new transaction with new effective date (include 8/9 Item 952).
7. Changes salary rate*	Process a PUNC (complete 8/9 Item 952).
8. Revokes salary decrease*	Process a PUNV (complete 8/9 Item 952).
9. Revokes, rescinds or sets aside suspension*	Process a PUNV (complete Item 952). Process an S85V and an A03V (complete Item 952 on each transaction). Submit as a package.
10. Revokes, rescinds or sets aside demotion	Process an A14V (complete Item 952).
11. Revokes, rescinds or sets aside dismissal	Process an S41V (complete Item 952).
12. Revokes, rescinds or sets aside a rejection during probationary period	Process an S90V (complete Item 952).
* Refer to PAM Section 9 for more information.	

Exceptions – the following transactions must be sent to PPSD:

1. All Stipulations/Resolutions.
2. Reduction in Salary (PUN) when salary is below minimum of class. A message will occur on the PUN and all transactions following the PUN up to the Sal transactions. Message(s) will be "based on salary is less than the minimum for the class and range" and/or "based on salary not equal to minimum for the class and range."
3. Transactions following a PUN when anniversary date is MAX and a PUN is processed which takes salary below MAX, the anniversary date shall remain MAX. A message will occur on all transactions following the PUN up to the SAL transaction. Message will be "anniversary date must not equal MAX." DO NOT CHANGE THE ANNIVERSARY DATE.

Section 5.75 – SPECIAL INSTRUCTIONS (rev. 11/96)

Lump Sum Vacation Payment

- Payment of lump sum vacation, retained in a civil service position upon appointment to a statutory exempt position, may be requested at the employee's option any time between separation from civil service and termination of exempt appointment.

  PAR Documentation

  - Process a correction to the S05 separation transaction effective prior to the statutory exempt appointment (see PAM Section 9).

- When an employee separates directly from a statutory exempt position, documentation would be to mandatorily reinstate employee to the civil service position for payment of lump sum, then separate employee same effective date as the reinstatement.

  The department which retains the vacation credits in the civil service position would be responsible for payment of lump sum.

  PAR Documentation

  1. Complete an A03 transaction with:
     - Item 957 - Other Eligibility Substantiation, with Code 20 which identifies type of action.
     - All other items should be completed in the normal manner.
  2. Complete the separation transaction with:
     - Item 620 - Lump Sum to be Paid, with the vacation lump sum amount.
     - All other items should be completed in the normal manner.

Lump Sum Payment Deferral

PURPOSE/USE

When a separating employee requests to defer issuance of a lump sum payment until the following tax year. Only that portion of the lump sum time that extends past the November pay period can be deferred. Employees separating under the Labor Code Section 201 or 202 must submit a written election five days before her/his final day of employment authorizing the deferral. Two separation transactions must be processed as follows to defer lump sum pay into the next tax year.

DOCUMENTATION

Step 1 – Follow instructions in PAM Section 3.200 for completion of the appropriate separation PAR transaction with the following exceptions:

- Items 620/625: Enter Lump Sum time to be paid in the current tax year. Only that portion of the lump sum time that extends beyond the November pay period in the year of separation may be deferred and issued in the following tax year.
- Line 8: Enter "877." Then, line through the "877." Item 877 is informational only and cannot be keyed.

If the separation transaction is processed incorrectly, contact the Payroll Operations Telephone Liaison Unit immediately for assistance.

Step 2 – In January of the following year, process a correction to the separation transaction per PAM Section 9.0 with the following exception:

- Items 620/625 - - Enter the total lump sum time due the employee including the time entered on the original separation transaction.

Employees separating under Labor Code Section 201 or 202 must be paid their lump sum payment no later than February 1 in the year following the employee's last day of employment.

If the correcting separation transaction is processed incorrectly, contact the Payroll Operations Telephone Liaison Unit immediately for assistance at (916) 323-3081.

Section 5.83 – REJECTION DURING PROBATIONARY PERIOD (S90) FOLLOWED BY REINSTATEMENT (A03) (rev. 11/96)

1. Rejection and Reinstatement to same Agency.

   The transactions may be processed as a package. Complete the S90 on the turnaround and the appointment on a padded PAR. Key as a package.

2. Rejection and Reinstatement to a different Agency.

   The department initiating the rejection will key the S90 transaction. Upon receipt of the turnaround PAR, the losing department will review and immediately route the TAD to the gaining department. The gaining department will key the appointment transaction. Departments are responsible for timely processing of the S90 and appointment transactions to avoid payroll problems, such as salary overpayments.

Section 5.84 – DOCUMENTING VOIDED, CANCELED OR WITHDRAWN REJECTIONS DURING PROBATIONARY PERIOD (S90V) (rev. 08/91)

After SPB notifies Personnel Operations that any of these actions have occurred, Personnel Operations will send the Department a form PSD 171 (Notice of Adverse Action), to request appropriate PAR documentation necessary to cancel or withdraw the rejection (S90). The department will submit the PAR document to Personnel Operations for keying.

Section 5.95 – SIGNATURE AUTHORIZATION FOR PERSONNEL/PAYROLL DOCUMENTS PPSD 8A (rev. 05/96)

PURPOSE

PPSD 8A, Signature Authorization Personnel/Payroll Documents, must be completed for all employees authorized to sign personnel documents. PPSD maintains a Signature Card File for use in verifying the authenticity of the signature.

Note: ONLY ONE CARD IS REQUIRED IF AN EMPLOYEE IS AUTHORIZED TO SIGN BOTH PERSONNEL AND PAYROLL DOCUMENTS.

It is the responsibility of each agency to ensure that the Signature Card File is accurate. This is accomplished by submitting changes, deletions, etc., on a timely basis.

Each PPSD 8A must be signed by the appointing power; i.e., Director. If an appointing power wishes to designate a person(s) to sign as appointing power, a letter naming such person(s) must be signed by the appointing power and submitted to PPSD. The letter must contain a sample signature of the person(s) with delegated authorization to sign as appointing power.

When there is a change in the appointing power, new authorizations must be filed. This can be accomplished via a letter to notify PPSD to continue all of the existing authorizations or submission of new PPSD 8A's.

A PPSD 8A is required to:

- add a new authorized employee
- report a name change

All other changes must be reported on the Signature Card Authorization listing. The listing identifies the agency's active signature cards on file at PPSD. A new listing is generated and routed to the agencies each time the Signature Card File is updated. This listing is to be used to report future changes or deletions.

The PPSD 8A's and listings must be sent to:

State Controller's Office
PPSD/Production Support Section
P.O. Box 942850
Sacramento, CA 94250-5878

A supply of the PPSD 8A may be ordered by calling PPSD, Production Support Section, at (916) 322-8139 or (916) 322-8141.

PPSD 8A Completion Instructions

Section	
1	Enter the name of the employee authorized to sign documents indicated in Section 8 exactly as it will appear on the personnel documents.
2	Employee must sign his/her name exactly as it will appear on the documents.
3	Enter the effective date of the authorization.
4	Enter the agency code(s). If there are several agency codes and additional space is needed, enter "see reverse" in Section 4 and list the agency codes on the back of the card in the Section 4-Continued area.
5	Enter the social security number of the employee whose name is entered in Section 1.
6	If the authorization is restricted to certain reporting units, enter the reporting units in this section, otherwise leave blank.
7	Enter the name of the agency.
8	Enter an "X" in the appropriate box(es) corresponding to the Payroll document(s) the employee is authorized to sign. Refer to the PPM Section I-500 for additional information. Note: Persons authorized to sign payroll documents cannot also be authorized to pick up warrants.
9	Enter an "X" in the appropriate box(es) corresponding to the Personnel document(s) the employee is authorized to sign.
10	Appointing power or the designee must sign and date.

Signature Card Authorization Listing Completion Instructions

The Signature Card Authorization listing must be used to report the following changes:

1	To **delete** a signature authorization. This can be accomplished by lining through the invalid line entry on the listing.
2	To report a **change** to an existing signature authorization (i.e., delete/add forms, agency codes, or restricted reporting units). Write in the form numbers, agency codes, or restricted reporting units which should be added to the record, and/or line through any form numbers, agency codes, or restricted reporting units which should be deleted. Note: Restricted reporting units are located in the "REMARKS" section.

Prior to returning the listing to PPSD, it must be signed by the appointing power.

Form PPSD 8A

Signature Card Authorization Listing

Section 5.98 – Special Salary Adjustment Documentation – CPA or CPS Certificate (rev. 02/87)

Employees in certain auditor and secretarial classes are eligible to receive a one-step salary increase upon successfully passing the Certified Public Accountant Examination (CPA) or upon receipt of a Certified Public Secretary Certificate (CPS).

Document a SAL Transaction

1.	Item 205	Transaction Code, enter "SAL."
2.	Item 210	Effective Date and Hours, enter the first day of the pay period in which: CPS documentation is submitted with PAR to DPA; or CPA substantiation is received by the department.
3.	Item 215	Employment History Remarks, enter: "CPA Approved" or "DPA Approved CPS."
4.	Item 320	Based on Salary, enter new salary.
5.	Item 330	Anniversary Date, does not change for this type of transaction.
6.	Complete the other items on the PAR according to the Required/Conditional Chart for a SAL Transaction.	

CPS Certification must have attached to the completed PAR a copy of exam score and a brief justification specifying how certification will relate to the duties being performed. Route to the Department of Personnel Administration (DPA), Personnel Services Branch for approval. DPA will return the approved PAR to the department for processing.

CPA increases are approved by the department with substantiation (passing scores and duty statement) being kept on file for audit. Regardless of the number of certificates achieved, only one pay increase shall be received for passing the CPA exam.

Section 5.99 – Transactions Requiring Pre-Approval of CalHR or Court Decision (rev. 11/07)

1. Departments are delegated the authority to backdate transactions beyond three years to their date of entitlement without prior review/approval by CalHR. Departments must document the basis for each date of entitlement request, and retain the documentation for review. SCO cannot legally adjust an employee's funds for transactions effective more than three years prior to the current (key) date without the PML 2007-026 or approval entered in Item 215 (PML 2007-026 – Effective 9/25/07). Please see PML 2007-026 for a complete list of the delegated functions and refer to revised chart.

   *A Court Decision is regarded as a Date of Entitlement and therefore does not require SPB or DPA approval.

2. Per PML 2007-026 or Court Decision, enter the required information in Item 215 (Employment History Remarks) of the PAR, the transaction may be keyed to the data base (Exception: Adverse Action – 5.70-5.71). See PAM section pages 2.36, 2.203, 9.4.2, and Glossary.

Section 5.100 – Transaction Packages* (rev. 12/89)

Two or more PAR transactions may be processed for an employee as a package. There are no limitations on the number of PAR's in a package or the number of appointing powers involved, provided the instructions below are followed.

1. Use the turnaround PAR for the transaction with the earliest effective date. Use padded PAR's for subsequent transactions. If employee or additional position is new to data base, use all padded PAR's.

2. Complete each transaction in the normal manner according to the Required/Conditional Chart.

3. When using a padded PAR, also complete Item 105 - Social Security Number and Item 110 - Employee Last Name.

4. Complete Appointing Power Signature, Date, Phone and Contact Person on each PAR.

5. When all PAR's have been completed, number each PAR sequentially (in Item 005 – Sequence Number) with the earliest effective date first.

6. Complete item 010 - Document Processing Number (DPN) on each PAR.

7. Attach all PAR's together in Sequence Number order and process as a package.

* Refer to Section 9 for Correction, Void and Out-of-Sequence packages.

Section 5.101 – Immediate Pay Appointment/Separation *1 (rev. 11/92)

PURPOSE/USE

The Immediate Pay Appointment/Separation documentation method is designed to generate pay from the appointment transaction. Immediate payment for a maximum of three pay periods may be requested on this appointment transaction.

For every Immediate Pay Appointment, a Separation Transaction (S31 - Termination Without Fault From Immediate Pay Appointment) must be documented and processed with the appointment as a package.

Differences between the Regular Appointment/Separation method and the Immediate Pay Appointment/Separation method are:

- Regular Appointment/Separation Transactions are processed on a current basis. The separation document generates pay for the pay period of separation.
- Immediate Pay Appointment/Separation Transactions are processed on a retroactive basis. The appointment document generates pay for a maximum of three pay periods on an immediate pay basis.

DOCUMENTATION

To appoint the employee, complete a PAR using the appropriate charts from the Appointment Required/Conditional Index (PAM pages 3.6 through 3.8).

To separate the employee, complete a Padded PAR using the appropriate chart from the Separation Required/Conditional Index (PAM pages 3.200 through 3.203).

Process both transactions as a package.

*1 The REGULAR Appointment/Separation method must be used when:

- Requesting Lump Sum Payment
- Separation transaction code is other than S31
- A transaction is documented having an effective date that falls between the appointment and separation effective dates

Section 5.102 – Deceased Employee (08/98)

PURPOSE/USE

Wages paid to a deceased employee are not subject to either Federal or State Income Tax Withholding. For every S95 Transaction (Separation due to Death) processed via the PAR, an E03, Withholding Allowance Change, must be documented and processed with the separation transaction as a package.

DOCUMENTATION

To separate the employee, complete a PAR using the chart from the Separation Required/Conditional Index (PAM pages 3.258-3.259).

To exempt wages from Income Tax Withholding, complete an EAR per Section E, Part V (PAM pages 6.9-6.10).

Once an employee has been approved to receive State Disability Insurance (SDI) the employee is eligible to request a LOA. When the LOA has been approved, process an S50 Leave of Absence transaction. Complete the S50 transaction as indicated in PAM Section 3.232 and per below. Employees may work and supplement up to a max of 40 hrs. while Receiving SDI.
(Payroll Letter #06-005, PML 2006-042)

Effective Date, Item 210 enter:

- The date after the 7 -day waiting period for SDI benefits has been satisfied - MUST enter BOB.

Separation Reason Code, Item 603 enter:

- Code 35- Employee eligible for Federal Medical Leave Act (FMLA) or California Family Rights Act (CFRA) benefits while on State Disability Insurance Leave. **OR if the employee begins receiving SDI benefits on or after July 1, 2006 (see below)**.

- Code 36- Employee NOT eligible for Federal Medical Leave Act (FMLA) or California Family Rights Act (CFRA) benefits while on State Disability Insurance Leave.

Separation Expiration Date, Item 645 enter:

- The anticipated date the employee will return to work if known or if not known enter the date that is 1 year from the S50 transaction Effective Date, Item 210.

If the employee's status for FMLA/CFRA benefits changes during the time the employee is on SDI leave, a new S50 transaction with the effective date of the status change and the appropriate Separation Reason code must be processed.

Effective July 1, 2006, employees do not have to meet the FMLA/CFRA criteria to be eligible for benefits. The State will continue health, dental, and vision benefits for up to 26 weeks for employees receiving SDI benefits. If an Employee exhausts the 26 weeks of State provided benefits and continues to receive SDI benefits, a new S50 transaction with the effective date of the status change and Separation Reason Code 36 must be entered.

When the employee returns to work process an A03 transaction per instructions in PAM Section 3.42.

If an employee has a qualifying pay period while receiving SDI benefits, process a 715 transaction per instructions in PAM Section 2.90 and 3.136.

Section 5.104 – IRS LOCK-IN LETTERS AND EAR PROCESSING (rev. 05/10)

A lock-in determination letter results when the IRS determines that the amount of income tax withheld from the employee's pay will not adequately cover the employee's tax liability as required by IRS Code Section 3402.

The lock-in determination letter mandates the federal and state marital filing status and maximum number of total allowances that can be claimed by the employee. IRS, via the lock-in determination letter, requires the employer to initiate and maintain corrective measures until otherwise instructed in writing by the IRS.

An employer's failure to comply with a lock-in determination poses significant consequences. The employer is subject to civil and criminal penalties per IRC 6672 and IRC 7202. Compliance penalties may include the employer paying all taxes due, felony conviction with up to five years imprisonment, and personal fines up to $10,000 per occurrence plus payment for the costs of prosecution.

The IRS practice is to send an employer lock-in letter and the employee's lock-in letter with related attachments to the employer. For state employees, the letters are sent to the State Controller's Office who is the tax-reporting agent for state agencies. The State Controller's Office will forward the entire employee package to the employing agency. It is the agency's responsibility to forward the employee's lock-in letter with attachments to the employee immediately. The employee has 30 calendar days from the date of the lock-in letter to contact the IRS regarding her/his tax status.

For an employee who has transferred to another state agency, forward the entire IRS Lock-In letter transmittal package to the employee's new employing agency. If the employee has separated from state service, notify the IRS in writing that the employee is no longer employed by the State of California.

The IRS requires that the mandated filing status and allowances be implemented 60 calendar days from the date of letter. PPSD Personnel Operations will process an E03 EAR transaction on the appropriate date to implement the lock-in on the employee's employment history record. The lock will remain in effect even if the employee separates and later returns. The lock will only be changed or eliminated per a new directive from IRS.

The E03 EAR transaction updates a field titled “LOCK" on the employee's employment history EAR record. PPSD updates the EAR “LOCK," “FEDERAL: MARITAL," "FEDERAL: TOTAL," "SPECIAL: MARITAL,” and "SPECIAL: REG" fields per the IRS lock-in determination letters.
Any exempt from withholding / non-taxable wages indicator is also deleted; however, any federal and state additional tax deduction amount continues. The values in the “LOCK" field are displayed on the EAR screen and cannot be altered by agencies.

When an IRS mandated lock-in is in effect, the only authorized withholding changes allowed are those which result in an equal or greater withholding amount than the amount generated by the lock-in values.

A new EAR cannot be accepted if the employee is claiming exempt status or a filing status and allowances that result in a withholding amount that is less than the amount generated by the status and allowances displayed in the EAR "LOCK" field. If no lock is in place, “00” will display in the EAR "LOCK" field.

Only PPSD can key tax withholding changes for employees with an IRS Lock. If an IRS Lock is in place, attempts by departments to key federal or state tax withholding changes will result in the audit message "IRS LOCK IN EFFECT – SUBMIT DOCUMENT TO PPSD FOR PROCESSING." This audit message cannot be overridden. To make withholding changes for an employee with an IRS Lock, submit the STD. 686 document to PPSD for processing.

The online paycheck calculator available on the State Controller's Office website at http://www.sco.ca.gov/ppsd_se_paycheck_calc.html can assist with tax calculations. Please be sure to use the appropriate version for the current tax year.

All inquiries concerning IRS lock-in determinations should be referred to the IRS contact contained in the lock-in determination letter.

Item 205	Enter SXXC
Item 210	Enter effective date shown on original Separation transaction.
Items 606/607	Leave blank (unless correcting). Enter the "total" Lump Sum amounts due employee prior to adjusting for lump sum deferral.
Item 630	Enter Lump Sum Payment code, if applicable. (Must agree with lump sum entries)
Items 635/636	Enter Lump Sum Unit/Serial, if applicable.
Item 877	Leave blank
Item 960	Enter the position number of the Separation transaction.

Example:

Eff. Date	Trans. Code	Items 620/625	Item 960
11/07/94	S01C	34 days	111-222-3333-444

Step 1 – If Separation transaction effective date is IN December, and regular pay and/or lump sum payment is to be deferred until the following tax year, process the Separation transaction:

Item 205	Enter SXX
Item 210	Enter MM/DD/YY - Hours, if applicable.
Items 606/607	Enter Days, Hours, Hdths.
Item 615	Leave blank
Items 620/625	Leave blank
Item 630	Leave blank
Items 635/636	Leave blank
Item 877	Enter code 877. Then, line through code 877. (Item 877 cannot be keyed)