

# PAM/PPM REVISIONS REQUEST FORM

To request a change to the Personnel Action Manual (PAM) and/or the Payroll Procedures Manual (PPM), please follow the instructions outlined below. *If timely with the responses and reviews requested from you by the Coordinator, the processing time will be approximately 21 business days.*

## INSTRUCTIONS - For revisions to different PAM/PPM sections, please use separate forms.

1. Complete all relevant highlighted fields, save an electronic copy for your reference, and click the *Submit* button to forward the request to the PAM/PPM Revisions Coordinator's inbox at [PAMPPMRevisions@sco.ca.gov](mailto:PAMPPMRevisions@sco.ca.gov).
2. Once the revision request form is received and reviewed, the PAM/PPM Revisions Coordinator will send the most current version of the PAM/PPM section(s) to the requester listed on the form.
3. The requester will then modify the PAM/PPM manual section(s) using the Microsoft Word *Track Changes* feature. (For written assistance with this step, you may review Track Changes instructions here: <https://support.office.com/en-US/article/Track-changes-in-Word-197ba630-0f5f-4a8e-9a77-3712475e806a>.)
4. When all proposed modifications have been made to the PAM/PPM section(s), email the document to the PAM/PPM Revisions Coordinator's inbox at [PAMPPMRevisions@sco.ca.gov](mailto:PAMPPMRevisions@sco.ca.gov) for routing and review.

## CONTACT INFORMATION

Date		Requester Name		Requester Phone #	
Requester E-mail		Requester Department			

## BACKGROUND INFORMATION

<input type="checkbox"/>	This is a change in content due to:
<input type="checkbox"/>	Law, rule, policy change effective:
<input type="checkbox"/>	Program change effective:
<input type="checkbox"/>	Procedures effective:
<input type="checkbox"/>	Other
<input type="checkbox"/>	This is a change for CLARIFICATION purposes only.
<input type="checkbox"/>	This change was discussed with and agreed to by:

## CHANGE

<input type="checkbox"/>	Payroll Procedures Manual ( <b>PPM</b> )	Section Letter		Item Number	
Briefly describe requested modifications here (if needed, use page 2 for additional information):					
<input type="checkbox"/>	Personnel Action Manual ( <b>PAM</b> )	Section Number		Item Number	
Briefly describe requested modifications here (if needed, use page 2 for additional information):					

Use the space below for additional details.