

NOTICE OF PERSONNEL ACTION (NOPA): LOCATING A NOPA AND REQUESTING A REPRINT

ABOUT THIS GUIDE: This guide covers the procedures for locating a Notice of Personnel Action (NOPA), as well as completing a NOPA reprint request; using it will help decrease the time it takes to obtain a NOPA. It should be used along with relevant manuals, training documents, and input from your supervisor. Please refer to the timelines, references, forms, and tools below for additional information and guidance.

TIMELINES

- [Mobius View](#) reports are available for one year after the NOPA issue date.

REFERENCES – FORMS

- [NOPA Reprint Request Form](#)
- [PAM](#) Section 7

TOOLS – OTHER INFORMATION

- Mobius View
 - [FAQ](#)
 - [Mobius View Basic Training](#)
 - [ConnectHR](#)
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What is the purpose of the NOPA?

- The NOPA provides employees with an informational copy of certain actions affecting their status.
- The NOPA reports to employees, in layman terminology, their rights concerning the action that has taken place (this will print in the main body of the NOPA).
- The NOPA serves as a legal document for recording the employee's signature on appointments and some miscellaneous changes.
- The NOPA allows employees to notify their departmental personnel office of erroneous information and verifies corrections or changes have been accomplished.

1. WHERE TO START → How are NOPAs generated, and where are they located?

- NOPAs are generated by the following PAR transactions:
 - All Appointment Transactions with the exception of mass updates and A35 transactions;
 - Miscellaneous Changes 126, 330, 335, 405, 565 and 715 with the exception of mass updates and California Conservation Corps exempt employees;
 - Separations S01 through S90 with the exception of California Conservation Corps exempt employees.
- After a NOPA is generated, it may be viewed/downloaded/printed using Mobius View.
 - NOPAs are available the day following the date that the PAR was keyed and processed.
 - Note: If you submitted a NOPA reprint request to SCO (per the instructions below), the NOPA will be available in Mobius View within 5 business days from the date that the request was submitted.
 - The Mobius View report that contains NOPAs is the **PDNOPA** report.
 - To locate a specific NOPA, you will need to know the date that the transaction was keyed (and that date is shown in EH under the Ent Date field).
 - Mobius View reports are available for one year after the NOPA issue date.

2. REQUESTING A NOPA REPRINT

- When should a NOPA reprint request be sent to SCO?

- If a NOPA is not available in the PDNOPA report in Mobius View, you will need to submit a reprint request to SCO.
- Before submitting a reprint request to SCO, search the PDNOPA report(s) to ensure that the NOPA is not already available:
 - Log in to Mobius View
 - Click on Content Classes
 - Go to the PDNOPA report
 - Click on the date that the transaction was keyed (Ent Date in EH)
 - Click on your agency code
 - Search for the employee and transaction
- If the NOPA is not available in Mobius View: How do you send a NOPA reprint request to SCO?
 - All NOPA reprint requests must be made using the NOPA Reprint Request Form, and be submitted to SCO using ConnectHR: Select document type **CS Audits - NOPA Reprint Request**. (Do not submit a PAR.)
 - Only one SSN may be used for each NOPA reprint request.
 - Only one effective date and transaction code may be used for each NOPA reprint request (for another transaction and/or effective date, you must complete and submit another form).
 - See [PAM](#) Section 7.2.
 - After you submit the NOPA reprint request, you will receive confirmation from ConnectHR that the NOPA reprint request was successfully submitted.
- When will a requested NOPA reprint be available?
 - The NOPA will be available in Mobius View within 5 business days from the date that the reprint request was submitted.

Contact

- [Statewide Customer Contact Center](#) (916) 372-7200
 - For NOPA-related questions: Select #2 for Civil Service, and then #2 for Civil Service Audits
- ConnectHR Help connecthrhelp@sco.ca.gov
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov

SCO Key Initiatives

- [Cal Employee Connect Project](#)
- [California State Payroll System Project](#)

Updates to this Guide

This guide will be updated as procedures and policies change. To ensure that you are using the most up-to-date version, always access it via SCO's website.

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