Personnel Action Manual

Section 3
PAR Appointment Transactions

Rev. 05/2022
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REQUIRED/CONDITIONAL CHARTS

Section 3.0 (Revised 08/84)

Description/Purpose
The Required/Conditional Charts are an aid for use in completing the PAR. Each Required/Conditional Chart indicates specific PAR items to be considered for completion of that transaction.

The Required/Conditional Charts are set up by:

- Transaction Code
- Employment Status (new, current, or returning to State service)
- Employment History Status (whether or not the employee’s employment history is on the database)

Legends
Each chart contains the following legends:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>=</td>
<td>Required – MUST be completed</td>
</tr>
<tr>
<td>○</td>
<td>Conditional – MUST be completed when required by ITEM DEFINITION</td>
</tr>
<tr>
<td>●</td>
<td>One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.</td>
</tr>
</tbody>
</table>

Line 8/9 Items and Codes may need to be completed. When (REQUIRED) is indicated after an 8/9 item, it must be completed. Line 8/9 items and codes are required under conditions which are explained in the item’s definition (pages 2.100 – 2.151).

(Delete Only) indicates that the information printed in the shaded area may be deleted. To delete a line 8/9 item, enter the item and *EOF (see PAM page 2.100 and 3.2).
Line 10 - Backup and Remarks – Transactions and/or conditions listed in this section require backup information. Refer to Line 10 – Completion Charts on pages 2.201 – 2.205 for an explanation of the type of backup necessary.

Use of the Charts

Follow these steps to determine which chart to use for a transaction.

1. Decide which transaction code is appropriate (for example – A01 for certification process, A02 for transfer, S01 for voluntary resignation without fault).
2. For appointments, determine employment status (new, returning, current). Determine whether or not the employee’s employment history is on the database.
3. See the Required/Conditional chart indexes for further information:
   - Appointments – page 3.6
   - Miscellaneous Changes – 3.100
   - Separations – page 3.2
Reminders for Use of the R/C Charts

- Entries can only be made when an item on the Required/Conditional chart shows a LEGEND. All other items on that chart are considered NONALLOWABLE and cannot have entries.

  Follow the Required/Conditional chart item by item to determine which item must be considered for the transaction being documented. In doing so, all of the information which the system requires for a valid transaction will be recorded.

- Do not reenter information already printed in the shaded area unless:
  - the chart indicates that the item is REQUIRED; or
  - the item definition indicates an entry is required; or
  - Section 9 = Corrective Action Procedures indicates otherwise.

- To delete information shown in the shaded area of an item, one of the following symbols must be used:
  - * - asterisk
  - *EOF - asterisk and alpha letters EOF
  - 0EOF - numeric zero and alpha letters EOF
  - 0000 - numeric zeros

  To determine which symbol to use for deletion of:
  - Lines 1 – 7 Items, refer to the specific item definition (pages 2.20 – 2.96).
  - Lines 8/9 Items, refer to page 2.101.

  To determine which symbol to use when correcting a transaction, refer to Section 9.

  Do not make an entry if the item is not allowable for the transaction being documented or if the item definition states that the information will automatically be deleted by the computer.

- DO NOT RELY ON MEMORY when deciding if a conditional item must be entered. Conditional items are required under certain conditions and these conditions change frequently. Reread the item definition to determine when a conditional item is required.

- The purpose of the ONE OR MORE REQUIRED legend is to verify that information is changing for any or all of the items marked with the legend on that chart. When none of these items are changing, the chart being considered is incorrect.
See PAM page 2.209 for inactive/redefined transaction codes.

**Civil Service Eligibility – Permissive or Mandatory**

A01 Certification Process

For all appointments requiring authorization through the certification process. Includes TAU, LT and CEA list appointments.

A02 Civil Service Eligibility - Permissive

1 - For permissive appointments (transfer, voluntary demotion or permissive reinstatement) to same or a different class based on employee eligibility other than employment list eligibility.
2 - For emergency and retired annuitant appointments.
3 - For agency code change within one appointing power (except budgetary, statutory or administrative reorganization).
4 - For unit change for MCR II class (change in duties).
5 - For agency or unit change when there is no MCR for the class.
6 - For Actual Time Worked employees – to extend appointment expiration date.
7 - For Limited Term appointment – to extend expiration date up to two years (less one day) from the effective date of the original “LT” appointment.

A03 Civil Service Eligibility – Mandatory

1 - For appointments to same or different class based on mandatory reinstatement eligibility.
2 - For employees who are “blanketed” into State service.

A04 Training Assignment under G.C. Section 19050.8.

A09 Token appointment by certification process while on Military Leave.
Section 3.4 (Revised 11/94)

Directed/Ordered Action

A10 In Lieu of Layoff
   For appointments to which an employee has a right in order to prevent his/her layoff. Always under the same appointing power.

A11 Involuntary Reassignment
   For appointments ordered by the appointing authority. May be same or substantially the same class or different location.

A12 Medical Reasons
   For appointments to same or different class or location for medical reasons ordered by appointing power.

A13 Reorganization
   For appointments to same class; same or different location; or same or different appointing power due to Budgetary, Statutory or Administrative reorganizations.

A14 Adverse Demotion
   For class or alternate range change of deep class due to adverse action.
Section 3.5 (Revised 08/11)

**SPB/DPA/Court Actions**

A20  Reallocation
     For appointments to another class as specified by Resolution.

A21  Split-Off
     For appointments to another class using split-off eligibility established by Resolution.

A22  Appointment by SPB, DPA or Court Action in Lieu of Appointment through the Certification Process.

**Exempt (Salary Setting Body is included in title)**

A30  DPA Exempt

A31  Statutory Exempt

A32  SPB Exempt/DOM State Active Duty Employees
     (Salary set by DPA & Federal Schedule)

A33  Judicial Council Exempt

A34  California Department of Regenerative Medicine
     Citizens Redistricting Commission

A35  California Conservation Corps. Exempt
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* Formerly “One Document Method” Appointment
### Section 3.7 (Revised 06/85)

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* Formerly “One Document Method” Appointment
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* Formerly “One Document Method” Appointment
Section 3.20: PADDED PAR CERTIFICATION PROCESS (Revised 05/22)

A01

- Use for employee new to State Service
- Use for employee returning to State Service with **no** history on the data base

Use Padded PAR

For Immediate Pay Appointment Required/Conditional chart, see Section 3.28

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<thead>
<tr>
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<td>One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.</td>
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</table>
Lines 8 – 9 Items:

- 851 – Alternate Salary Range Criteria
- 853 – Commitment Date
- 858 – List Clearance Date
- 859 – Flag Clearance, Employment List Substantiation
- 861 – Health and Welfare Benefits
- 863 – Intermittent Hours Work Expected
- 864 – Legal Reference for Annuitant
- 867 – Limited-Term/Anniversary Date Justification
- 873 – Salary Rate Substantiation, Above Minimum
- 878 – TAU Clearance
- 884 – License – Additional
- 886 – Class Title Variation Code
- 891 – Indeterminate Service Accumulation Substantiation
- 895 – Academic Days Not Worked
- 951 – Appointment Restriction – Specific Sex
- 952 – Case Number and Date of Action
- 955 – Multiple Hourly Rate
- 957 – Other Eligibility Substantiation
- 960 – Corrected Transaction Identifier

Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Alternate salary range other than “A”
2. Bilingual Payment Authorization (Item 351)
3. Casual Employment
4. CEA Appointment
5. Hiring above minimum and Item 873 is Code 1 or 6
6. Item 330 when entry is “NONE” and discretionary for TAU in lieu of permanent
7. Item 867 when entry is Code 7 or 9
8. Returning employee (no history on data base) when previous service was exempt only
9. Returning employee (no history on data base) when previous service was non-posted emergency only
10. A01 – Special Consultant and New Program Consultant Appointments
11. A01 or A02 after an S41
12. A01, A02 or A03 to permanent appointment when employee is reinstating from retirement status
A01

- Use for position new to the database

USE PADDED PAR

For Immediate Pay Appointment Required/Conditional chart, see Section 3.28

*1 Key a 4 on prompter screen only; leave blank on update screen (refer to PAM Section 10, page 10.11.1, Item 450 for special keying instructions)

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Section 3.23: LINE ITEMS (Revised 3/19)

Lines 8 – 9 Items:

850 – Additional Position Substantiation (Required)
851 – Alternate Salary Range Criteria
853 – Commitment Date
858 – List Clearance Date
859 – Flag Clearance, Employment List Substantiation
861 – Health and Welfare Benefits
863 – Intermittent Hours Work Expected
864 – Legal Reference for Annuitant
867 – Limited-Term/Anniversary Date Justification
872 – Salary Increase Certification
873 – Salary Rate Substantiation, Above Minimum
878 – TAU Clearance
884 – License – Additional
886 – Class Title Variation Code
890 – Employment During Leave of Absence Clearance
891 – Indeterminate Service Accumulation
895 – Academic Days Not Worked
951 – Appointment Restriction – Specific Sex
952 – Case Number and Date of Action
955 – Multiple Hourly Rate
957 – Other Eligibility Substantiation
960 – Corrected Transaction Identifier

Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Alternate salary range other than “A”
2. Bilingual Payment Authorization (Item 351)
3. Casual Employment
4. Certain deductions or payments to be made from employee’s final pay (see PAM page 2.151)
5. Hiring above minimum and Item 873 is Code 1 or 6
6. Item 330 when entry is “NONE” and discretionary for TAU in lieu of permanent
7. Item 867 when entry is Code 7 or 9
8. Transactions requiring “Concurring Appointing Power Signature” when keyed by a decentralized agency
9. A01 – Special Consultant and New Program Consultant Appointments
10. A01, A02 or A03 to permanent appointment when employee is reinstating from retirement status
A01

- Use for employee returning to State service when history is on data base
- Use for Additional Position when position history is on data base

**USE TURNAROUND PAR**

For Immediate Pay Appointment Required/Conditional chart, see Section 3.30

*1 Optional for additional position

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</table>
Section 3.25: LINE ITEMS (Revised 3/19)

Lines 8 – 9 Items:

850 – Additional Position Substantiation
851 – Alternate Salary Range Criteria
853 – Commitment Date
857 – Emergency Qualifying Time
   (DELETE ONLY)
858 – List Clearance Date
859 – Flag Clearance, Employment List Substantiation
861 – Health and Welfare Benefits
863 – Intermittent Hours Work Expected
864 – Legal Reference for Annuitant
867 – Limited-Term/Anniversary Date Justification
871 – Right of Return Designation
872 – Salary Increase Certification
873 – Salary Rate Substantiation, Above Minimum
876 – Anniversary Date – Second Accelerated – (DELETE ONLY)
878 – TAU Clearance
884 – License – Additional
886 – Class Title Variation Code
890 – Employment During Leave of Absence Clearance
891 – Indeterminate Service Accumulation
895 – Academic Days Not Worked
915 – Appointment Restriction – Specific Sex
951 – Appointment Restriction – Specific Sex
952 – Case Number and Date of Action
955 – Multiple Hourly Rate
957 – Other Eligibility Substantiation
960 – Corrected Transaction Identifier

Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Alternate salary range other than “A”
2. Bilingual Payment Authorization (Item 351)
3. Casual Employment
4. CEA Appointment
5. Hiring above minimum and Item 873 is Code 1 or 6
6. Item 330 when entry is “NONE” and discretionary for TAU in lieu of permanent
7. Item 867 when entry is Code 7 or 9
8. Transactions requiring “Concurring Appointing Power Signature” when keyed by a decentralized agency
9. A01 – Special Consultant and New Program Consultant Appointments
10. A01 or A02 after an S41
11. A01, A02 or A03 to permanent appointment when employee is reinstating from retirement status
A01

- Use for current employee

USE TURNAROUND PAR

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<td>One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.</td>
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</table>
Lines 8 – 9 Items:

851 – Alternate Salary Range Criteria
853 – Commitment Date
857 – Emergency Qualifying Time
858 – List Clearance Date
859 – Flag Clearance, Employment List Substantiation
861 – Health and Welfare Benefits
863 – Intermittent Hours Work Expected
864 – Legal Reference for Annuitant
867 – Limited-Term/Anniversary Date Justification
869 – Reemployment List Eligibility Date
871 – Right of Return Designation
872 – Salary Increase Certification
873 – Salary Rate Substantiation, Above Minimum
876 – Anniversary Date – Second Accelerated
878 – TAU Clearance
884 – License – Additional
886 – Class Title Variation Code
891 – Indeterminate Service Accumulation
892 – Last Day on Pay Status
895 – Academic Days Not Worked
951 – Appointment Restriction – Specific Sex
952 – Case Number and Date of Action
955 – Multiple Hourly Rate
957 – Other Eligibility Substantiation
960 – Corrected Transaction Identifier

Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Alternate salary range other than “A”
2. Bilingual Payment Authorization (Item 351)
3. Casual Employment
4. CEA Appointment
5. Hiring above minimum and Item 873 is Code 1 or 6
6. Item 330 when entry is “NONE” and discretionary for TAU in lieu of permanent
7. Item 710 computations for daily rate employee
8. Item 867 when entry is Code 7 or 9
9. Transactions requiring “Concurring Appointing Power Signature” when keyed by a decentralized agency
10. A01 – Special Consultant and New Program Consultant Appointments
11. A01, A02, or A03 after exempt appointment (when there is no break in service)
12. A01, A02 or A03 to permanent appointment when employee is reinstating from retirement status
A01 OR A02

Retired Annuitant *2, Emergency *2, LT, TAU Only

- Use for employee new to State Service
  or
- Use for employee returning to State Service with NO history on the data base
  or
- Use for additional position new to the data base. (See *5 and *7)

USE PADDED PAR

*1 Either the Immediate Pay Appointment or the Normal appointment/separation method may be used. Refer to PAM Section 5 for documentation of an Immediate Pay Appointment. Refer to the appropriate Required/Conditional chart for the normal appointment/separation document method.

*2 Retired Annuitant or Emergency Appointment MUST be documented as an A02 Transaction.

*3 Enter “M” regardless of the normal pay frequency for the position. Except if no salary enter “0”.

*4 Item 325 cannot have an entry for Emergency or Retired Annuitant Appointment.
*5 Do not complete for additional position.

*6 Time to be paid can be requested for a maximum of three pay periods. Refer to items 605 and 606 for instructions.

*7 For an additional position – Key a 4 on the prompter screen only; leave blank on update screen (refer to PAM Section 10, page 10.11.1 – Item 450, for special keying instructions).

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Lines 8 – 9 Items:

850 – Additional Position Substantiation  
851 – Alternate Salary Range Criteria  
853 – Commitment Date  
858 – List Clearance Date  
859 – Flag Clearance, Employment List Substantiation  
861 – Health and Welfare Benefits  
863 – Intermittent Hours Work Expected  
864 – Legal Reference for Annuitant (Required for Retired Annuitant Appointment)  
867 – Limited-Term/Anniversary Date Justification  
873 – Salary Rate Substantiation, Above Minimum  
878 – TAU Clearance  
879 – Time Base Substantiation  
883 – List Clearance Substantiation  
884 – License - Additional  
886 – Class Title Variation Code  
891 – Indeterminate Service Accumulation  
895 – Academic Days Not Worked  
951 – Appointment Restriction – Specific Sex  
955 – Multiple Hourly Rate  
957 – Other Eligibility Substantiation  
960 – Corrected Transaction Identifier  
999 – Deduction Information Identifier

Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Alternate salary range other than “A”
2. Bilingual Payment Authorization (Item 351)
3. Casual Employment
4. Certain deductions or payments to be made from employee’s final pay. (See PAM page 2.151)
5. Hiring above minimum and Item 873 is Code 1 or 6
6. Item 330 when entry is “NONE” and discretionary for TAU in lieu of permanent
7. Item 867 when entry is Code 7 or 9
8. Returning employee (no history on database) when previous service was exempt only
9. Returning employee (no history on database) when previous service was non-posted emergency only
10. A01 or A02 after an S41
**A01 or A02**

Retired Annuitant*2, Emergency*2, LT, TAU Only

- Use for employee returning to State Service with history on data base or
- Use for additional position when position history is on data base.

*USE TURNAROUND PAR*

---

*1 Either the Immediate Pay Appointment or the Normal appointment/separation method may be used. Refer to PAM Section 5 for documentation of an Immediate Pay Appointment. Refer to the appropriate Required/Conditional chart for the normal appointment/separation document method.

*2 Retired Annuitant or Emergency Appointment MUST be documented as an A02 Transaction.

Acting Assignment Appointment cannot be processed as an Immediate Pay Appointment. It must be processed by the normal appointment/separation document.

*3 Enter “M” regardless of the normal pay frequency for the position. Except if no salary enter “0”.

*4 Item 325 cannot have an entry for Emergency or Retired Annuitant Appointment.

*5 Time to be paid can be requested for a maximum of three pay periods. Refer to items 605 and 606 for instructions.
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Section 3.31: LINE ITEMS (Revised 03/19)

Lines 8 – 9 Items:

850 – Additional Position Substantiation
851 – Alternate Salary Range Criteria
853 – Commitment Date
858 – List Clearance Date
859 – Flag Clearance, Employment List Substantiation
861 – Health and Welfare Benefits
863 – Intermittent Hours Work Expected
864 – Legal Reference for Annuitant (Required for Retired Annuitant Appointment)
867 – Limited-Term/Anniversary Date Justification
871 – Right of Return Designation
872 – Salary Increase Certification
873 – Salary Rate Substantiation, Above Minimum
876 – Anniversary Date – Second Accelerated (Deleted Only)
878 – TAU Clearance (A01 Only)
879 – Time Base Substantiation
884 – License - Additional
886 – Class Title Variation Code
891 – Indeterminate Service Accumulation
895 – Academic Days Not Worked
951 – Appointment Restriction – Specific Sex
955 – Multiple Hourly Rate
957 – Other Eligibility Substantiation
960 – Corrected Transaction Identifier
999 – Deduction Information Identifier

Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Alternate salary range other than “A”
2. Bilingual Payment Authorization (Item 351)
3. Casual Employment
4. Certain deductions or payments to be made from employee’s final pay. (See PAM page 2.151)
5. Hiring above minimum and Item 873 is Code 1 or 6
6. Item 330 when entry is “NONE” and discretionary for TAU in lieu of permanent
7. Item 867 when entry is Code 7 or 9
8. Transactions requiring “Concurring Appointing Power Signature” when keyed by a decentralized agency
9. A01 – Special Consultant and New Program Consultant Appointments
10. A01 or A02 after an S41
Section 3.32: CIVIL SERVICE ELIGIBILITY – PERMISSIVE (Revised 05/22)

**A02**

- Use for employee returning to State service with NO history on data base  
  or
- Use for Retired Annuitant*1 or Emergency employee who is new or returning to State service with NO history on data base.

**USE PADDED PAR**

---

*1 Retired Annuitant may be appointed by either the Immediate Pay Appointment or the normal appointment/separation method. Refer to the appropriate Required/Conditional chart for Immediate Pay Appointment.

*2 Item 325 cannot have an entry for Emergency or Retired Annuitant appointment.

*3 Item 435 is not required for Emergency or Retired Annuitant appointment.

<table>
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<td>One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.</td>
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</table>
Lines 8 – 9 Items:

851 – Alternate Salary Range Criteria
853 – Commitment Date
857 – Emergency Qualifying Time
861 – Health and Welfare Benefits
863 – Intermittent Hours Work Expected
864 – Legal Reference for Annuitant
867 – Limited-Term/Anniversary Date
     Justification
873 – Salary Rate Substantiation, Above
     Minimum

879 – Time Base Substantiation
884 – License – Additional
886 – Class Title Variation Code
891 – Indeterminate Service Accumulation
893 – Academic Days Not Worked
952 – Case Number and Date of Action
955 – Multiple Hourly Rate
957 – Other Eligibility Substantiation
960 – Corrected Transaction Identifier

Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Alternate salary range other than “A”
2. Bilingual Payment Authorization (Item 351)
3. Casual Employment
4. CEA Appointment
5. Decrease in time base
6. Hiring above minimum and Item 873 is Code 1 or 6
7. Item 330 when entry is “NONE” and discretionary for TAU in lieu of permanent
8. Item 867 when entry is Code 7 or 9
9. Returning employee (no history on data base) when previous service was exempt only
10. Returning employee (no history on data base) when previous service was non-posted emergency only
11. Transactions requiring “Concurring Appointing Power Signature” when keyed by a decentralized agency
12. A01 or A02 after S41
13. A02 effective within 30 days of S01
14. A01, A02 or A03 to permanent appointment when employee is reinstating from retirement status
A02

- Use for position new to the database

**USE PADDED PAR**

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## Lines 8 – 9 Items:

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## Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Alternate salary range other than “A”
2. Bilingual Payment Authorization (Item 351)
3. Casual Employment
4. Certain deductions or payments to be made from employee’s final pay (see PAM page 2.151)
5. Hiring above minimum and Item 873 is Code 1 or 6
6. Item 330 when entry is “NONE” and discretionary for TAU in lieu of permanent
7. Item 867 when entry is Code 7 or 9
8. Transactions requiring “Concurring Appointing Power Signature” when keyed by a decentralized agency
9. A01 – Special Consultant and New Program Consultant Appointments
10. A01, A02 or A03 to permanent appointment when employee is reinstating from retirement status
A02

- Use for employee returning to State service when history on the database or
- Use for additional position when position history is on database

USE TURNAROUND PAR

*1 Conditional for Additional Position.
*2 Required when reinstating after termination of Career Executive Assignment.

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Section 3.37: LINE ITEMS (Revised 03/19)

Lines 8 – 9 Items:

850 – Additional Position Substantiation
851 – Alternate Salary Range Criteria
853 – Commitment Date
856 – Demotion Reason
857 – Emergency Qualifying Time
861 – Health and Welfare Benefits
863 – Intermittent Hours Work Expected
864 – Legal Reference for Annuitant
867 – Limited-Term/Anniversary Date
872 – Salary Increase Certification
873 – Salary Rate Substantiation, Above Minimum
876 – Anniversary Date – Second Accelerated (DELETE ONLY)
879 – Time Base Substantiation
884 – License – Additional
886 – Class Title Variation Code
890 – Employment During Leave of Absence Clearance
891 – Indeterminate Service Accumulation
895 – Academic Days Not Worked
952 – Case Number and Date of Action
955 – Multiple Hourly Rate
957 – Other Eligibility Substantiation
960 – Corrected Transaction Identifier

Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Alternate salary range other than “A”
2. Bilingual Payment Authorization (Item 351)
3. Casual Employment
4. CEA Appointment
5. Decrease in time base
6. Employee demoting and Item 856 is Code 11
7. Hiring above minimum and Item 873 is Code 1 or 6
8. Item 330 when entry is “NONE” and discretionary for TAU in lieu of permanent
9. Item 867 when entry is Code 7 or 9
10. Transactions requiring “Concurring Appointing Power Signature” when keyed by a decentralized agency.
11. A01 or A02 after an S41
12. A01, A02, or A03 after exempt appointment (when there is no break in service)
13. A02 effective within 30 days of S01
14. A01, A02, A03 to permanent appointment when employee is reinstating from retirement status.

For Immediate Pay Appointment Required/Conditional Chart refer to PAM page 3.30.
A02

- Use for current employee

*1 Required when reinstating after termination of Career Executive Assignment.

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</table>
Lines 8 – 9 Items:

- 851 – Alternate Salary Range Criteria
- 856 – Demotion Reason
- 857 – Emergency Qualifying Time
- 863 – Intermittent Hours Work Expected
- 864 – Legal Reference for Annuitant
- 867 – Limited Term/Anniversary Date Justification
- 869 – Reemployment List Eligibility Date
- 871 – Right of Return Designation
- 872 – Salary Increase Certification
- 873 – Salary Rate Substantiation, Above Minimum
- 876 – Anniversary Date - Second Accelerated
- 879 – Time Base Substantiation
- 884 – License - Additional
- 886 – Class Title Variation Code
- 891 – Indeterminate Service Accumulation
- 892 – Last Day on Pay Status
- 895 – Academic Days Not Worked
- 902 – Case No. and Date of Action
- 915 – Multiple Hourly Rate
- 920 – Other Eligibility Substantiation
- 925 – Corrected Transaction Identifier

Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Alternate salary range other than “A”
2. Bilingual Payment Authorization (Item 351)
3. Casual Employment
4. CEA Appointment
5. Decrease in time base
6. Employee demoting and Item 856 is Code 11
7. Hiring above minimum and Item 873 is Code 1 or 6
8. Item 330 when entry is “NONE” and discretionary for TAU in lieu of permanent
9. Item 710 computations for daily rate employee
10. Item 867 when entry is Code 7 or 9
11. Transactions requiring “Concurring Appointing Power Signature” when keyed by a decentralized agency
12. A01, A02, or A03 after exempt appointment (when there is no break in service)
13. A01, A02 or A03 to permanent appointment when employee is reinstating from retirement status
A03

- Use for new employee blanketed into State service
- Use for employee returning to State service with NO history on data base

USE PADDED PAR

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</table>
Lines 8 – 9 Items:

851 – Alternate Range Criteria 884 – License – Additional
863 – Intermittent Hours Work Expected 886 – Class Title Variation Code
864 – Legal Reference For Annuitant 891 – Indeterminate Service Accumulation
865 – Military Substantiation 895 – Academic Days Not Worked
871 – Right of Return Designation 952 – Case No. and Date of Action
872 – Salary Increase Certification 955 – Multiple Hourly Rate
873 – Salary Rate Substantiation, 957 – Other Eligibility Substantiation
   Above Minimum 960 – Corrected Transaction Identifier

Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Alternate salary range other than “A”
2. Bilingual Payment Authorization (Item 351)
3. Hiring above minimum and Item 873 is Code 1 or 6
4. Item 330 when entry is “NONE” and discretionary for TAU in lieu of permanent
5. Item 710 computations for daily rate employee
6. Returning employee (no history on data base) when previous service was exempt only.
7. Returning employee (no history on data base) when previous service was non-posted
   emergency only
8. Transactions requiring “Concurring Appointing Power Signature” when keyed by a
   decentralized agency
9. A01, A02 or A03 after exempt appointment (when there is no break in service)
10. A03 after A12 or S32
11. A03 after S52
12. A03 after S53
13. A03 after S55 (per G.C. 19340)
14. A01, A02, or A03 to permanent appointment when employee is reinstating from
    retirement status
A03

- Use for employee returning to State service when history is on the data base

*1 Required when reinstating after termination of Career Executive Assignment.

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</table>
Section 3.43: LINE ITEMS (Revised 03/19)

Lines 8 – 9 Items:

851 – Alternate Salary Range Criteria
857 – Emergency Qualifying Time
 (DELETE ONLY)
863 – Intermittent Hours Work Expected
864 – Legal Reference For Annuitant
865 – Military Substantiation
871 – Right of Return Designation
872 – Salary Increase Certification
873 – Salary Rate Substantiation,
 Above Minimum
884 – License – Additional
886 – Class Title Variation Code
891 – Indeterminate Service
 Accumulation
895 – Academic Days Not Worked
952 – Case No. and Date of Action
955 – Multiple Hourly Rate
957 – Other Eligibility Substantiation
960 – Corrected Transaction Identifier

Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Alternate salary range other than “A”
2. Bilingual Payment Authorization (Item 351.
3. CEA Appointment
4. Decrease in time base
5. Hiring above minimum and Item 873 is Code 1 or 6
6. Item 330 when entry is “NONE” and discretionary for TAU in lieu of permanent
7. Item 710 computations for daily rate employee
8. Transactions requiring “Concurring Appointing Power Signature” when keyed by a
decentralized agency
9. A01, A02 or A03 after exempt appointment (when there is no break in service.)
10. A03 after A12 or S32
11. A03 after S51
12. A03 after S52
13. A03 after S53
14. A03 after S55 (per G.C. 19340)
15. A01, A02 or A03 to permanent appointment when employee is reinstating from
retirement status
A03

- Use for current employee

*1 Required when reinstating after termination of Career Executive Assignment.

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Lines 8 – 9 Items:

851 – Alternate Salary Range Criteria
857 – Emergency Qualifying Time
863 – Intermittent Hours Work Expected
864 – Legal Reference for Annuitant
871 – Right of Return Designation
872 – Salary Increase Certification
873 – Salary Rate Substantiation, Above Minimum
874 – License – Additional
884 – Class Title Variation Code
891 – Indeterminate Service Accumulation
892 – Last Day on Pay Status
895 – Academic Days Not Worked
952 – Case No. and Date of Action
955 – Multiple Hourly Rate
957 – Other Eligibility Substantiation
960 – Corrected Transaction Identifier

Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Alternate salary range other than “A”
2. Bilingual Payment Authorization (Item 351.
3. CEA Appointment
4. Decrease in time base
5. Hiring above minimum and Item 873 is Code 1 or 6
6. Item 330 when entry is “NONE” and discretionary for TAU in lieu of permanent
7. Item 710 computations for daily rate employee
8. Transactions requiring “Concurring Appointing Power Signature” when keyed by a decentralized agency
9. A01, A02 or A03 after exempt appointment (when there is no break in service)
10. A03 after A12 or S32
11. A01, A02 or A03 to permanent appointment when employee is reinstating from retirement status
Section 3.46: *TEMPORARY ASSIGNMENT UNDER G.C. 19050.8 (Revised 05/22)

A04

- Use for current employee

USE TURNAROUND PAR

*Refer to PAM page 5.50 if returning employee after S49 or S50 transaction, or before promoting/transferring employee after completion/termination of A04.

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Lines 8 – 9 Items:

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Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Alternate Salary range other than “A”
2. Bilingual Payment Authorization (Item 351)
3. CEA Appointment
4. Decrease in time base
5. Item 330 when entry is “NONE” and discretionary for TAU in lieu of permanent
6. Item 710 computations for daily rate employee
7. Transactions requiring “Concurring Appointing Power Signature” when keyed by a decentralized agency
*1 The date employee is reachable on sub-divisional or departmental reemployment list (mandatory) or promotional or general reemployment list (permissive). Refer to PTM Section 216.

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Lines 8 – 9 Items:

955 – Multiple Hourly Rate
960 – Corrected Transaction Identifier

Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Alternate salary range other than “A”
2. CEA Appointment
3. Transactions requiring “Concurring Appointing Power Signature” when keyed by a decentralized agency
Section 3.50: IN LIEU OF LAYOFF (Revised 05/22)

**A10**

**USE TURNAROUND PAR**

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*1 Use for managerial tenure only.
Section 3.51: LINE ITEMS (Revised 03/19)

Lines 8 – 9 Items:

851 – Alternate Salary Rate Criteria
863 – Intermittent Hours Work Expected
869 – Reemployment List Eligibility Date
872 – Salary Increase Certification
873 – Salary Rate Substantiation, Above Minimum
884 – License – Additional
886 – Class Title Variation Code
891 – Indeterminate Service Accumulation
895 – Academic Days Not Worked
952 – Case No. and Date of Action
955 – Multiple Hourly Rate
960 – Corrected Transaction Identifier

Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Alternate salary range other than “A”
2. Bilingual Payment Authorization (Item 351)
3. CEA Appointment
4. Decrease in the time base
5. Hiring above minimum and Item 873 is Code 1 or 6
6. Item 330 when entry is “NONE” and discretionary for TAU in lieu of permanent
7. Item 710 computations for daily rate employee
8. Transactions requiring “Concurring Appointing Power Signature” when keyed by a decentralized agency
Section 3.52: INVOLUNTARY REASSIGNMENT (Revised 05/22)

A11

USE TURNAROUND PAR

*1 Use for managerial tenure only.

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**Section 3.53: LINE ITEMS (Revised 03/19)**

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### Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Alternate salary range other than “A”
2. Bilingual Payment Authorization (Item 351)
3. Decrease in time base
4. Hiring above minimum and Item 873 is Code 1 or 6
5. Item 330 when entry is “NONE” and discretionary for TAU in lieu of permanent
6. Item 710 computations for daily rate employee
7. Transactions requiring “Concurring Appointing Power Signature” when keyed by a decentralized agency
A12

USE TURNAROUND PAR

Symbol | Meaning
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| Required – MUST be completed
| Conditional – MUST be completed when required by ITEM DEFINITION
| One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.
### Lines 8 – 9 Items:

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### Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Alternate salary range other than “A”
2. Bilingual Payment Authorization (Item 351)
3. Decrease in time base
4. Hiring above minimum and Item 873 is Code 1 or 6
5. Item 330 when entry is “NONE” and discretionary for TAU in lieu of permanent
6. Item 710 computations for daily rate employee
7. Item 867 when entry is Code 7 or 9
8. Transactions requiring “Concurring Appointing Power Signature” when keyed by a decentralized agency
Section 3.56: REORGANIZATION*  (Revised 05/22)

A13

USE TURNAROUND PAR

* Refer to PAM page 5.50 if returning employee after S49 or S50 transaction, or when documenting an employee appointed under G.C. 19050.8 on A04 transaction.

*1 Refer to PAM page 2.53.1, Item 415 and page 2.54.1, Item 416, if employee on a Training Assignment (A04).

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Section 3.57: LINE ITEMS (Revised 03/19)

**Lines 8 – 9 Items:**

886 – Class Title Variation Code  
950 – Appointment Reorganization Substantiation (REQUIRED)  
960 – Corrected Transaction Identifier

**Line 10 Remarks and Backup Information**

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Alternate salary range other than “A”
2. CEA Appointment
3. Item 710 computations for daily rate employee
4. Transactions requiring “Concurring Appointing Power Signature” when keyed by a decentralized agency
If Adverse Demotion is going from one range of deep class to another, enter appropriate range and re-enter class code.

See PAM Section 5 for specific documentation instructions.
### Lines 8 – 9 Items:

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### Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Alternate salary range other than “A”
2. Bilingual Payment Authorization (Item 351)
3. Item 330 when entry is “NONE” and discretionary for TAU in lieu of permanent
4. Item 710 computations for daily rate employee
5. Transactions requiring “Concurring Appointing Power Signature” when keyed by a decentralized agency
6. Adverse Actions
* Refer to PAM page 5.50 if returning employee after S49 or S50 transaction, or when documenting for an employee appointed under G.C. 19058.8 on A04 transaction.

*1 Refer to PAM page 2.53.1, Item 415 and page 2.54.1, Item 416, if employee on a Training Assignment (A04).
Section 3.61: LINE ITEMS (Revised 03/19)

Lines 8 – 9 Items:

851 – Alternate Salary Range Criteria
871 – Right of Return Designation
872 – Salary Increase Certification
873 – Salary Rate Substantiation, Above Minimum
876 – Anniversary Date - Second Accelerated
884 – License – Additional
886 – Class Title Variation Code
891 – Indeterminate Service Accumulation
893 – Salary Rate Substantiation, Above Minimum
895 – Academic Days Not Worked
912 – Indemnity Contributions
913 – Indemnity Contributions
916 – Indemnity Contributions
924 – Indemnity Contributions
925 – Indemnity Contributions
926 – Indemnity Contributions
927 – Indemnity Contributions
928 – Indemnity Contributions
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944 – Indemnity Contributions
945 – Indemnity Contributions
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947 – Indemnity Contributions
948 – Indemnity Contributions
949 – Indemnity Contributions
950 – Indemnity Contributions
951 – Indemnity Contributions
952 – Case No. and Date of Action
955 – Multiple Hourly Rate
960 – Corrected Transaction Identifier

Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Alternate salary range other than “A”
2. Bilingual Payment Authorization (Item 351)
3. Hiring above minimum and Item 873 is Code 1 or 6
4. Item 330 when entry is “NONE” and discretionary for TAU in lieu of permanent
5. Item 710 computations for daily rate employee
Section 3.62: SPLIT OFF* (Revised 05/22)

USE TURAMROUND PAR

* Refer to PAM page 5.50 if returning employee after S49 or S50 transaction, or when documenting for an employee appointed under G.C. 19058.8 on A04 transaction.

*1 Refer to PAM page 2.53.1, Item 415 and page 2.54.1, Item 416, if employee on a Training Assignment (A04).

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Lines 8 – 9 Items:

851 – Alternate Salary Range Criteria
867 – Limited Term/Anniversary Date Justification
871 – Right of Return Designation
872 – Salary Increase Certification
873 – Salary Rate Substantiation Minimum
876 – Anniversary Date - Second Accelerated
886 – Class Title Variation Code
891 – Indeterminate Service Accumulation
892 – Last Day on Pay Status
895 – Academic Days Not Worked
896 – Class Title Variation Code
899 – Indeterminate Service Accumulation
952 – Case No. and Date of Action
955 – Multiple Hourly Rate
960 – Corrected Transaction Identifier

Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Alternate salary range other than “A”
2. Bilingual Payment Authorization (Item 351)
3. CEA Appointment
4. Decrease in the time base
5. Hiring above minimum and Item 873 is Code 1 or 6
6. Item 330 when entry is “NONE” and discretionary for TAU in lieu of permanent
7. Item 710 computations for daily rate employee
8. Item 867 when entry is Code 7 or 9
9. Transactions requiring “Concurring Appointing Power Signature” when keyed by a decentralized agency
10. A21
Section 3.64: *APPOINTMENT BY SPB, CALHR OR COURT ACTION IN LIEU OF APPOINTMENT THROUGH THE CERTIFICATION PROCESS* (Revised 05/22)

- Use for employee returning to State service when history is on data base

USE TURNAROUND PAR

* See PAM Section 5 for information on documenting Decision of SPB after Appeal.

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Lines 8 – 9 Items:

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<td>Salary Increase Certification</td>
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<td>873</td>
<td>Salary Rate Substantiation, Above</td>
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<td>Minimum</td>
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Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Alternate salary range other than “A”
2. Bilingual Payment Authorization (Item 351)
3. CEA Appointment
4. Decrease in the time base
5. Hiring above minimum and Item 873 is Code 1 or 6
6. Item 330 when entry is “NONE” and discretionary for TAU in lieu of permanent
7. Transactions requiring “Concurring Appointing Power Signature” when keyed by a decentralized agency
A22

- Use for employee new to data base

USE PADDED PAR

* Key a 4 on prompter screen only; leave blank on update screen (refer to PAM Section 10, page 10.11.1, Item 450 for special keying instructions).

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Lines 8 – 9 Items:

850 – Additional Position Substantiation
851 – Alternate Salary Range Criteria
853 – Commitment Date
863 – Intermittent Hours Work Expected
867 – Limited Term/Anniversary Date
872 – Salary Increase Certification
873 – Salary Rate Substantiation, Above Minimum
884 – License - Additional
886 – Class Title Variation Code
891 – Indeterminate Service Accumulation
895 – Academic Days Not Worked
891 – Indeterminate Service Accumulation
92 – Case No. and Date of Action
952 – Case No. and Date of Action
955 – Multiple Hourly Rate
957 – Other Eligibility Substantiation
960 – Corrected Transaction Identifier

Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Alternate salary range other than “A”
2. Bilingual Payment Authorization (Item 351)
3. Hiring above minimum and Item 873 is Code 1 or 6
4. Item 330 when entry is “NONE” and discretionary for TAU in lieu of permanent
5. Item 867 when entry is Code 7 or 9
6. Transactions requiring “Concurring Appointing Power Signature” when keyed by a decentralized agency
A22

- Use for current employee

*See PAM Section 5 for information on documenting Decision of SPB after Appeal.*

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Lines 8 – 9 Items:

- 851 – Alternate Salary Range Criteria
- 863 – Intermittent Hours Work Expected
- 871 – Right of Return Designation
- 872 – Salary Increase Certification
- 873 – Salary Rate Substantiation, Above Minimum
- 876 – Anniversary Date - Second Accelerated
- 884 – License - Additional
- 886 – Class Title Variation Code
- 891 – Indeterminate Service Accumulation
- 892 – Last Day on Pay Status
- 895 – Academic Days Not Worked
- 952 – Case No. and Date of Action
- 955 – Multiple Hourly Rate
- 960 – Corrected Transaction Identifier

Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Alternate salary range other than “A”
2. Bilingual Payment Authorization (Item 351)
3. CEA Appointment
4. Decrease in time base
5. Hiring above minimum and Item 873 is Code 1 or 6
6. Item 330 when entry is “NONE” and discretionary for TAU in lieu of permanent
7. Item 710 computations for daily rate employee
8. Transactions requiring “Concurring Appointing Power Signature” when keyed by a decentralized agency
9. A22 from LEAP Candidate Class
Section 3.68: CALHR EXEMPT (Revised 05/22)

A30

- Use for exempt employee with no previous exempt or civil service
  or
- Use for returning exempt employee with previous exempt or civil service and NO history on data base
  or
- Use for exempt additional position when position is new to data base (See *1 and *2)

USE PADDED PAR

*1 Required for additional position only.

*2 For an additional position – Key a 4 on the prompter screen only; leave blank on update screen (refer to PAM Section 10, page 10.11.1 – Item 450, for special keying instructions).

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Section 3.68.1: LINE ITEMS (Revised 03/19)

**Lines 8 – 9 Items:**

864 – Legal Reference for Annuitant  
891 – Indeterminate Service Accumulation  
895 – Academic Days Not Worked  
960 – Corrected Transaction Identifier

**Line 10 Remarks and Backup Information**

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Returning employee (no history on data base) when previous service was exempt only  
2. Returning employee (no history on data base) when previous service was non-posted emergency only
A30

- Use for returning exempt employee with previous service as exempt or civil service and history is on data base
  or
- Use for exempt additional position when position history is on data base

USE TURNAROUND PAR

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</tbody>
</table>
Lines 8 – 9 Items:

857 – Emergency Qualifying Time (DELETE ONLY)
864 – Legal Reference for Annuitant
876 – Anniversary Date – Second Accelerated
884 – License—Additional (DELETE ONLY)
886 – Class Title Variation Code (DELETE ONLY)
871 – Right of Return Designation
891 – Indeterminate Service Accumulation
895 – Academic Days Not Worked
955 – Multiple Hourly Rate (DELETE ONLY)
*957 – Other Eligibility Substantiation
960 – Corrected Transaction Identifier

* Item 957 for reinstatement from NDI when benefits are continuing.

Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Transactions requiring “Concurring Appointing Power Signature” when keyed by a decentralized agency
A30

- Use for current civil service or exempt employee who is receiving an exempt appointment

**USE TURNAROUND PAR**

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</table>
Section 3.70.1: LINE ITEMS (Revised 03/19)

Lines 8 – 9 Items:

857 – Emergency Qualifying Time
864 – Legal Reference for Annuitant
869 – Reemployment List Eligibility Date
871 – Right of Return Designation
876 – Anniversary Date – Second Accelerated
884 – License – Additional (DELETE ONLY)
886 – Class Title Variation Code (DELETE ONLY)
891 – Indeterminate Service Accumulation
892 – Last Day on Pay Status
895 – Academic Days Not Worked
955 – Multiple Hourly Rate (DELETE ONLY)
960 – Corrected Transaction Identifier

Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Item 710 computations for daily rate employee
2. Transactions requiring “Concurring Appointing Power Signature” when keyed by a decentralized agency
A30

- Use for exempt employee with no previous exempt or civil service
  or
- Use for returning exempt employee with previous exempt or civil service and NO history on data base
  or
- Use for exempt additional position when position is new to data base (See *2 and *4)

USE PADDED PAR

*1 Refer to PAM Section 5 for documentation of an Immediate Pay Appointment.
*2 Required for additional position only.
*3 Time to be paid can be requested for a maximum of three pay periods. Refer to Items 605 and 606 for instructions.
*4 For an additional position – Key a 4 on the prompter screen only; leave blank on update screen (refer to PAM Section 10, page 10.11.1 – Item 450, for special keying instructions).

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</table>
Lines 8 – 9 Items:

864 – Legal Reference for Annuitant  
891 – Indeterminate Service Accumulation  
895 – Academic Days Not Worked  
960 – Corrected Transaction Identifier  
999 – Deduction Information

Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Certain deductions or payments to be made from employee’s final pay (See PAM page 2.151)
2. Returning employee (no history on data base) when previous service was exempt only
3. Returning employee (no history on data base) when previous service was non-posted emergency only
Section 3.72: IMMEDIATE PAY APPOINTMENT*1 – DPA EXEMPT (Revised 05/22)

A30

- Use for returning exempt employee with previous service as exempt or civil service and history is on data base
- Use for exempt additional position when position history is on the data base

USE TURNAROUND PAR

*1 Refer to PAM Section 5 for documentation of an Immediate Pay Appointment.

*2 Time to be paid can be requested for a maximum of three pay periods. Refer to Items 605 and 606 for instructions.

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Lines 8 – 9 Items:

864 – Legal Reference for Annuitant
884 – License - Additional (DELETE ONLY)
886 – Class Title Variation Code (DELETE ONLY)
891 – Indeterminate Service Accumulation
955 – Multiple Hourly Rate (DELETE ONLY)
960 – Corrected Transaction Identifier
999 – Deduction Information

Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Certain deductions or payments to be made from employee’s final pay (See PAM page 2.151)
2. Transactions requiring “Concurring Appointing Power Signature” when keyed by a decentralized agency.
Section 3.73: STATUTORY EXEMPT (Revised 05/22)

A31

- Use for exempt employee with no previous service as exempt or civil service
  or
- Use for returning exempt employee with previous exempt or civil service and NO history is on the data base
  or
- Use for exempt additional position when position is new to data base (See *1, *2 and *4)

USE PADDED PAR

*1 Required for additional position only.
*2 Not allowable for additional position.
*3 Conditional if agency code is 003.
*4 For an additional position – Key a 4 on the prompter screen only; leave blank on update screen (refer to PAM Section 10, page 10.11.1 – Item 450, for special keying instructions).
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Section 3.73.1: LINE ITEMS (Revised 03/19)

Lines 8 – 9 Items:

864 – Legal Reference for Annuitant
891 – Indeterminate Service Accumulation
960 – Corrected Transaction Identifier

Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Appointment of a Judge
2. Returning employee (no history on data base) when previous service was exempt only
3. Returning employee (no history on data base) when previous service was non-posted emergency only.
4. A31
A31

- Use for returning exempt employee with previous service as exempt or civil service and history is on the data base
  or
- Use for exempt additional position when position history is on data base

USE TURNAROUND PAR

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</table>
Lines 8 – 9 Items:

857 – Emergency Qualifying Time (DELETE ONLY)
864 – Legal Reference for Annuitant
871 – Right Of Return Designation
884 – License - Additional (DELETE ONLY)
886 – Class Title Variation Code (DELETE ONLY)
891 – Indeterminate Service Accumulation
955 – Multiple Hourly Rate (DELETE ONLY)
960 – Corrected Transaction Identifier

Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Appointment of a Judge
2. A31
3. Transactions requiring “Concurring Appointing Power Signature” when keyed by a decentralized agency
A31

- Use for current civil service or exempt who is receiving an exempt appointment

USE TURNAROUND PAR

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One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.
**Lines 8 – 9 Items:**

857 – Emergency Qualifying Time  
864 – Legal Reference For Annuitant  
869 – Reemployment List Eligibility Date  
871 – Right of Return Designation  
884 – License – Additional (DELETE ONLY)  
886 – Class Title Variation Code (DELETE ONLY)  
891 – Indeterminate Service Accumulation  
892 – Last Day on Pay Status  
955 – Multiple Hourly Rate (DELETE ONLY)  
960 – Corrected Transaction Identifier

**Line 10 Remarks and Backup Information**

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Appointment of a Judge  
2. Item 710 computations for daily rate employee  
3. Transactions requiring “Concurring Appointing Power Signature” when keyed by a decentralized agency  
4. A31
A31

- Use for exempt employee with NO previous service as exempt or civil service
- Use for returning exempt employee with previous exempt or civil service and NO history is on the data base
- Use for exempt additional position when position is new to data base (See *2, *4 and *6)

USE PADDED PAR

*1 Refer to PAM Section 5 for documentation of an Immediate Pay Appointment.
*2 Not allowable for additional position.
*3 Conditional if agency code is 003.
*4 Required for additional position only.
*5 Time to be paid can be requested for a maximum of three pay periods. Refer to Items 605 and 606 for instructions.
*6 For an additional position – Key a 4 on the prompter screen only; leave blank on update screen (refer to PAM Section 10, page 10.11.1 – Item 450, for special keying instructions).
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Lines 8 – 9 Items:

864 – Legal Reference for Annuitant
891 – Indeterminate Service Accumulation
960 – Corrected Transaction Identifier
999 – Deduction Information

Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Appointment of a Judge
2. Certain deductions or payments to be made from employee’s final pay
   (see PAM page 2.151)
3. Returning employee (no history on data base) when previous service was exempt only.
4. Returning employee (no history on data base) when previous service was non-posted
emergency only
5. Transactions requiring “Concurring Appointing Power Signature” when keyed by a
decentralized agency
6. A31
A31

- Use for returning exempt employee with previous service as exempt or civil service and history is on data base
  or
- Use for exempt additional position when position history is on data base

USE TURNAROUND PAR

*1 Refer to PAM Section 5 for documentation of an Immediate Pay Appointment.

*2 Time to be paid can be requested for a maximum of three pay periods. Refer to Items 605 and 606 for instructions.

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</table>
Section 3.77.1: LINE ITEMS (Revised 03/19)

Lines 8 – 9 Items:

864 – Legal Reference for Annuitant
884 – License – Additional (DELETE ONLY)
886 – Class Title Variation Code (DELETE ONLY)
891 – Indeterminate Service Accumulation
955 – Multiple Hourly Rate (DELETE ONLY)
960 – Corrected Transaction Identifier
999 – Deduction Information

Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Appointment of a Judge
2. Certain deductions or payments to be made from employee’s final pay
   (see PAM page 2.151)
3. Transactions requiring “Concurring Appointing Power Signature” when keyed by a
decentralized agency
4. A31
Section 3.78: SPB EXEMPT OR DOM STATE ACTIVE DUTY EMPLOYEES (Revised 05/22)

**A32**

- Use for exempt employee with no previous service as exempt or civil service
  - or
- Use for returning exempt employee with previous exempt or civil service and NO history is on the data base
  - or
- Use for exempt additional position when position is new to data base (See *1 and *2)

**USE PADDED PAR**

*1 Required for additional position only.

*2 For an additional position – Key a 4 on the prompter screen only; leave blank on update screen (refer to PAM Section 10, page 10.11.1 – Item 450, for special keying instructions).

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</table>
Lines 8 – 9 Items:

864 – Legal Reference for Annuitant
873 – Salary Rate Substantiation, Above Minimum
890 – Employment During Leave of Absence Clearance
891 – Indeterminate Service Accumulation
960 – Corrected Transaction Identifier

Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Returning employee (no history on data base) when previous service was exempt only.
2. Returning employee (no history on data base) when previous service was non-posted emergency only
3. SPB Exempt employee returning after leave of absence
4. Transactions requiring “Concurring Appointing Power Signature” when keyed by a decentralized agency
A32

- Use for returning exempt employee with previous service as exempt or civil service and history is on data base
  or
- Use for exempt additional position when position history is on data base

USE TURNAROUND PAR
Lines 8 – 9 Items:

857 – Emergency Qualifying Time (DELETE ONLY)
864 – Legal Reference for Annuitant
871 – Right of Return Designation
873 – Salary Rate Substantiation, Above Minimum
876 – Anniversary Date - Second Accelerated
884 – License - Additional (DELETE ONLY)
886 – Class Title Variation Code (DELETE ONLY)
890 – Employment During Leave of Absence Clearance
891 – Indeterminate Service Accumulation
955 – Multiple Hourly Rate (DELETE ONLY)
*957 – Other Eligibility Substantiation
960 – Corrected Transaction Identifier

* Item 957 for reinstatement from NDI when benefits are continuing.

Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. SPB Exempt employee returning after leave of absence
2. Transactions requiring “Concurring Appointing Power Signature” when keyed by a decentralized agency
• Use for current civil service or exempt employee who is receiving an exempt appointment

USE TURNAROUND PAR

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Lines 8 – 9 Items:

857 – Emergency Qualifying Time
869 – Reemployment List Eligibility Date
871 – Right of Return Designation
873 – Salary Rate Substantiation, Above Minimum
876 – Anniversary Date - Second Accelerated
884 – License - Additional (DELETE ONLY)
886 – Class Title Variation Code
891 – Indeterminate Service Accumulation
892 – Last Day on Pay Status
955 – Multiple Hourly Rate (DELETE ONLY)
960 – Corrected Transaction identifier

Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Item 710 computations for daily rate employee
2. SPB Exempt employee returning after leave of absence
3. Transactions requiring “Concurring Appointing Power Signature” when keyed by a decentralized agency
A32

- Use for exempt employee with no previous service as exempt or civil service
  or
- Use for returning exempt employee with previous exempt or civil service and NO history is on the data base
  or
- Use for exempt additional position when position is new to data base (See *2 and *4)

USE PADDED PAR

*1 Refer to PAM Section 5 for documentation of an Immediate Pay Appointment.
*2 Required for additional position only.
*3 Time to be paid can be requested for a maximum of three pay periods. Refer to Items 605 and 606 for instructions.
*4 For an additional position – Key a 4 on the prompter screen only; leave blank on update screen (refer to PAM Section 10, page 10.11.1 – Item 450, for special keying instructions).

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Section 3.81.1: LINE ITEMS (Revised 03/19)

Lines 8 – 9 Items:

864 – Legal Reference for Annuitant
873 – Salary Rate Substantiation, Above Minimum
890 – Employment During Leave of Absence Clearance
891 – Indeterminate Service Accumulation
960 – Corrected Transaction Identifier
999 – Deduction Information

Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Certain deductions or payments to be made from employee’s final pay (see PAM page 2.151)
2. Returning employee (no history on data base) when previous service was exempt only.
3. Returning employee (no history on data base) when previous service was non-posted emergency only
4. SPB Exempt employee returning after leave of absence
5. Transactions requiring “Concurring Appointing Power Signature” when keyed by a decentralized agency
A32

- Use for returning exempt employee with previous service as exempt or civil service and history is on data base
  
or
- Use for exempt additional position when position history is on data base

USE TURNAROUND PAR

*1 Refer to PAM Section 5 for documentation of an Immediate Pay Appointment.

*2 Time to be paid can be requested for a maximum of three pay periods. Refer to Items 605 and 606 for instructions.

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**Lines 8 – 9 Items:**

864 – Legal Reference for Annuitant  
873 – Salary Rate Substantiation, Above Minimum  
876 – Anniversary Date - Second Accelerated  
884 – License - Additional (DELETE ONLY)  
886 – Class Title Variation Code (DELETE ONLY)  
890 – Employment During Leave of Absence Clearance  
891 – Indeterminate Service Accumulation  
955 – Multiple Hourly Rate (DELETE ONLY)  
960 – Corrected Transaction Identifier  
999 – Deduction Information

**Line 10 Remarks and Backup Information**

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Certain deductions or payments to be made from employee’s final pay (see PAM page 2.151)  
2. SPB Exempt employee returning after leave of absence  
3. Transactions requiring “Concurring Appointing Power Signature” when keyed by a decentralized agency
A33

- Use for exempt employee with NO previous service as exempt or civil service
  or
- Use for returning exempt employee with previous exempt or civil service and NO history is on the data base
  or
- Use for exempt additional position when position is new to data base (See *1 and *2)

USE PADDED PAR

*1 Required for additional position only.

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</table>
Lines 8 – 9 Items:

864 – Legal Reference for Annuitant
891 – Indeterminate Service Accumulation
960 – Corrected Transaction Identifier

Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Returning employee (no history on data base) when previous service was exempt only.
2. Returning employee (no history on data base) when previous service was non-posted emergency only
A33

- Use for returning exempt employee with previous service as exempt or civil service and history is on data base
- Use for exempt additional position when position history is on data base

USE TURNAROUND PAR

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Section 3.84.1: LINE ITEMS (Revised 03/19)

Lines 8 – 9 Items:
857 – Emergency Qualifying Time (DELETE ONLY)
864 – Legal Reference for Annuitant
884 – License – Additional (DELETE ONLY)
871 – Right of Return Designation
886 – Class Title Variation Code (DELETE ONLY)
891 – Indeterminate Service Accumulation
955 – Multiple Hourly Rate (DELETE ONLY)
960 – Corrected Transaction Identifier

Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Transactions requiring “Concurring Appointing Power Signature” when keyed by a decentralized agency
- Use for current civil service or exempt employee who is receiving an exempt appointment

USE TURNAROUND PAR

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Lines 8 – 9 Items:

857 – Emergency Qualifying Time
869 – Reemployment List Eligibility Date
871 – Right of Return Designation
884 – License - Additional (DELETE ONLY)
886 – Class Title Variation Code (DELETE ONLY)
891 – Indeterminate Service Accumulation
892 – Last Day on Pay Status
955 – Multiple Hourly Rate (DELETE ONLY)
960 – Corrected Transaction Identifier

Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Item 710 computations for daily rate employee
2. Transactions requiring “Concurring Appointing Power Signature” when keyed by a decentralized agency
A33

- Use for exempt employee with NO previous exempt or civil service
  or
- Use for returning exempt employee with previous exempt or civil service and NO history is on the data base
  or
- Use for exempt additional position when position is new to data base (See *2 and *4)

*1 Refer to PAM Section 5 for documentation of an Immediate Pay Appointment.

*2 Required for additional position only.

*3 Time to be paid can be requested for a maximum of three pay periods. Refer to Items 605 and 606 for instructions.

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</table>
Section 3.86.1: LINE ITEMS (Revised 03/19)

Lines 8 – 9 Items:

864 – Legal Reference for Annuitant
891 – Indeterminate Service Accumulation
960 – Corrected Transaction Identifier
999 – Deduction Information

Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Certain deductions or payments to be made from employee’s final pay
   (see PAM page 2.151)
2. Returning employee (no history on data base) when previous service was exempt only.
3. Returning employee (no history on data base) when previous service was non-posted emergency only
• Use for returning exempt employee with previous service as exempt or civil service and history is on data base
  or
• Use for exempt additional position when position history is on data base

USE TURNAROUND PAR

*1 Refer to PAM Section 5 for documentation of an Immediate Pay Appointment."
*2 Time to be paid can be requested for a maximum of three pay periods. Refer to Items 605 and 606 for instructions.

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Lines 8 – 9 Items:

864 – Legal Reference for Annuitant
884 – License - Additional (DELETE ONLY)
886 – Class Title Variation Code (DELETE ONLY)
891 – Indeterminate Service Accumulation
955 – Multiple Hourly Rate (DELETE ONLY)
960 – Corrected Transaction Identifier
999 – Deduction Information

Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Certain deductions or payments to be made from employee’s final pay (see PAM page 2.151)
2. Transactions requiring “Concurring Appointing Power Signature” when keyed by a decentralized agency
A34

- Use for returning exempt employee with previous service as exempt or civil service and history is on data base
  or
- Use for exempt additional position when position history is on data base

USE TURNAROUND PAR

*1 Refer to PAM Section 5 for documentation of an Immediate Pay Appointment.

*2 Time to be paid can be requested for a maximum of three pay periods. Refer to Items 605 and 606 for instructions.

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Section 3.87.3: LINE ITEMS (Revised 03/19)

Lines 8 – 9 Items:

864 – Legal Reference for Annuitant
884 – License - Additional (DELETE ONLY)
886 – Class Title Variation Code (DELETE ONLY)
891 – Indeterminate Service Accumulation
955 – Multiple Hourly Rate (DELETE ONLY)
960 – Corrected Transaction Identifier
999 – Deduction Information

Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Certain deductions or payments to be made from employee’s final pay (see PAM page 2.151)
2. Transactions requiring “Concurring Appointing Power Signature” when keyed by a decentralized agency
A34

- Use for exempt employee with NO previous exempt or civil service
  or
- Use for returning exempt employee with previous exempt or civil service and NO history is on the data base
  or
- Use for exempt additional position when position is new to data base (See *2 and *4)

USE PADDED PAR

---

*1 Refer to PAM Section 5 for documentation of an Immediate Pay Appointment.

*2 Required for additional position only.

*3 Time to be paid can be requested for a maximum of three pay periods. Refer to Items 605 and 606 for instructions.

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Lines 8 – 9 Items:

864 – Legal Reference for Annuitant
891 – Indeterminate Service Accumulation
960 – Corrected Transaction Identifier
999 – Deduction Information

Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Certain deductions or payments to be made from employee’s final pay (see PAM page 2.151)
2. Returning employee (no history on data base) when previous service was exempt only.
3. Returning employee (no history on data base) when previous service was non-posted emergency only
A34

- Use for exempt employee with NO previous exempt or civil service
  
or
- Use for returning exempt employee with previous exempt or civil service and NO history is on the data base
  
or
- Use for exempt additional position when position is new to data base (See *1 and *2)

**USE PADDED PAR**

*1 Required for additional position only.

*2 For an additional position – Key a 4 on the prompter screen only; leave blank on update screen (refer to PAM Section 10, page 10.11.1 – Item 450, for special keying instructions).

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</table>
Lines 8 – 9 Items:

864 – Legal Reference for Annuitant
960 – Corrected Transaction Identifier

Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Returning employee (no history on data base) when previous service was exempt only.
2. Returning employee (no history on data base) when previous service was non-posted emergency only
A34

- Use for current civil service or exempt employee who is receiving an exempt appointment

USE TURNAROUND PAR

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**Lines 8 – 9 Items:**

857 – Emergency Qualifying Time  
869 – Reemployment List Eligibility Date  
871 – Right of Return Designation  
884 – License - Additional  
886 – Class Title Variation Code *(DELETE ONLY)*  
891 – Indeterminate Service Accumulation  
892 – Last Day on Pay Status  
955 – Multiple Hourly Rate *(DELETE ONLY)*  
960 – Corrected Transaction Identifier

**Line 10 Remarks and Backup Information**

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Item 710 computations for daily rate employee  
2. Transactions requiring “Concurring Appointing Power Signature” when keyed by a decentralized agency
• Use for returning exempt employee with previous service as exempt or civil service and history is on data base
  or
• Use for exempt additional position when position history is on data base

USE TURNAROUND PAR

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| Required – MUST be completed
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| One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.
Lines 8 – 9 Items:

**Line 10 Remarks and Backup Information**

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Transactions requiring “Concurring Appointing Power Signature” when keyed by a decentralized agency
A35

- Use for exempt employee with NO previous exempt or civil service
  or
- Use for returning exempt employee with previous exempt or civil service and NO history is on the data base
  or
- Use for exempt additional position when position is new to data base (See *1 and *2)

USE PADDED PAR

*1 Required for additional position only.

*2 For an additional position – Key a 4 on the prompter screen only; leave blank on update screen (refer to PAM Section 10, page 10.11.1 – Item 450, for special keying instructions).

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Lines 8 – 9 Items:

876 – Anniversary Date - Second Accelerated
891 – Indeterminate Service Accumulation
960 – Corrected Transaction Identifier

Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Returning employee (no history on data base) when previous service was exempt only.
2. Returning employee (no history on data base) when previous service was non-posted emergency only
3. Transactions requiring “Concurring Appointing Power Signature” when keyed by a decentralized agency
Section 3.89: CCC/ECOLOGY CORPS, EXEMPT (Revised 05/22)

A35

- Use for returning exempt employee with previous service as exempt or civil service and history is on data base
  or
- Use for exempt additional position when position history is on data base

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857 – Emergency Qualifying Time (DELETE ONLY)
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876 - Anniversary Date - Second Accelerated
884 - License - Additional (DELETE ONLY)
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891 – Indeterminate Service Accumulation
955 – Multiple Hourly Rate (DELETE ONLY)
960 – Corrected Transaction Identifier

Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Transactions requiring “Concurring Appointing Power Signature” when keyed by a decentralized agency
A35

- Use for current civil service or exempt employee who is receiving an exempt appointment

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884 – License – Additional (DELETE ONLY)
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891 – Indeterminate Service Accumulation
892 – Last Day on Pay Status
955 – Multiple Hourly Rate (DELETE ONLY)
960 – Corrected Transaction Identifier

Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Item 710 computations for daily rate employee
2. Transactions requiring “Concurring Appointing Power Signature” when keyed by a decentralized agency
A35

- Use for exempt employee with NO previous exempt or civil service
- Use for returning exempt employee with previous exempt or civil service and NO history is on the data base
- Use for exempt additional position when position is new to database (See *2 and *4)

USE PADDED PAR

*1 Refer to PAM Section 5 for documentation of an Immediate Pay Appointment.
*2 Required for additional position only.
*3 Time to be paid can be requested for a maximum of three pay periods. Refer to Items 605 and 606 for instructions.
*4 For an additional position – Key a 4 on the prompter screen only; leave blank on update screen (refer to PAM Section 10, page 10.11.1 – Item 450, for special keying instructions).
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<td>One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.</td>
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</table>
Lines 8 – 9 Items:

876 – Anniversary Date - Second Accelerated
891 – Indeterminate Service Accumulation
960 – Corrected Transaction Identifier
999 – Deduction Information

Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Certain deductions or payments to be made from employee’s final pay (see PAM page 2.151)
2. Returning employee (no history on data base) when previous service was exempt only.
3. Returning employee (no history on data base) when previous service was non-posted emergency only
Section 3.92: IMMEDIATE PAY APPOINTMENT*1 – CALIFORNIA CONSERVATION CORPS, EXEMPT
(Revised 05/22)

A35

- Use for returning exempt employee with previous service as exempt or civil service and history is on data base
  or
- Use for exempt additional position when position history is on data base

USE TURNAROUND PAR

*1 Refer to PAM Section 5 for documentation of an Immediate Pay Appointment.
*2 Not allowable for additional position.
*3 Time to be paid can be requested for a maximum of three pay periods. Refer to Items 605 and 606 for instructions.

<table>
<thead>
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<th>Symbol</th>
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</tr>
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</table>
Section 3.92.1: LINE ITEMS (Revised 03/19)

**Lines 8 – 9 Items:**

876 – Anniversary Date - Second Accelerated  
884 – License - Additional (DELETE ONLY)  
886 – Class Title Variation Code (DELETE ONLY)  
891 – Indeterminate Service Accumulation  
955 – Multiple Hourly Rate (DELETE ONLY)  
960 – Corrected Transaction Identifier  
999 – Deduction Information

**Line 10 Remarks and Backup Information**

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Certain deductions or payments to be made from employee’s final pay (see PAM page 2.151)  
2. Transactions requiring “Concurring Appointing Power Signature” when keyed by a decentralized agency