Personnel Action Manual

Section 3 Separation Transactions

Rev. 06/2022

State Controller's Office



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Section 3.200 (Revised 11/04)

See PAM page 2.209.1 for inactive/redefined transaction codes.

Code	Title/Description	PAM Section
S01	Resignations Voluntary – From any appointment. Also includes voluntary resignation while on leave of absence and separation of permanent intermittent employee who did not report to work after being requested to report three times or was in non-pay status for one year.	3.204
S02	Resignations * Layoff Situation or In Lieu of Involuntary Transfer	3.206
S03	Resignations * In Lieu of Military Leave	3.208
S04	Resignations * Failure to Meet Conditions of Employment	3.210
S05	 Resignations For employee moving to, from or between exempt positions when lump sum vacation is to be paid. For current PERS member moving to an exempt position covered under a different retirement system. For employee being appointed or employed by the Legislature (House or Legislative Committee). For employee accepting CSU exempt appointment. Do not use for employee accepting employment with California Conservation Corps. 	3.212
S20	** Voluntary under Unfavorable Circumstances – Pursuant to a stipulated agreement resulting from an appeals process. This code should be used <i>only</i> in those cases where the employee has entered into a stipulated agreement (approved by the State Personnel Board) with the appointing power to voluntarily resign "with fault."	3.214
S21	Resignations * AWOL – Automatic resignation as a result of an absence without approved leave for five consecutive working days.	3.216
S30	Termination Without Fault Layoff Situation (Reduction in Force)	3.218

^{*} For separation of Civil Service employee only

^{**} For actions occurring after 02/02/89

Code	Title/Description	PAM Section
S31	Termination Without Fault	3.220
	1. No Layoff Situation	
	Includes termination of TAU, LT, Emergency, Exempt and	
	Retired Annuitant appointments, or for CEA who does not	
	wish to exercise right of return.	3.221.1
	2. *** Termination From Immediate Pay Appointment	2 222
S32	Termination Without Fault	3.222
622	* Medical Reasons	2 22 4
S33	Termination Without Fault	3.224
	* Displacement	
	When employee is separated because another employee	
	exercised his/her right of return. Becomes effective after	
S40	reemployment list eligibility expires (after 5 years). Termination With Fault (No Layoff Situation)	3.226
340	Includes termination of TAU, LT, Emergency, CEA, Exempt and	3.220
	Retired Annuitant appointments.	
S41	Termination With Fault (No Layoff Situation)	3.228
	* Dismissal	
S49	Leave of Absence	3.230
	Non-Industrial Disability Insurance Leave	
S50	Leave of Absence	3.232
	Regular or State Disability Insurance Leave	
S51	Leave of Absence	3.234
	Military – Short Term	
S52	Leave of Absence	3.236
	Military – Long Term	
S53	Leave of Absence	3.238
	Military – Emergency	
S54	Leave of Absence	3.240
	Temporary – 30 days or less under DPA Regulation 599.781 (only	
055	when effective immediately after an S49 Transaction).	2 2 4 2
S55	Leave of Absence	3.242
	* Special – Technical Cooperation Program, Peace Corps, VISTA	
	(Per G.C. 19991.2); Veterans Education (Per G.C. 19991.9); Civilian War Work, U.S. Merchant Marine, Full Time Duty with	
	American Red Cross, Military Substitution Service (Per G.C.	
	19991.8).	
S56	Leave of Absence	3.244
	* Special – Job Incurred Injury or Illness	

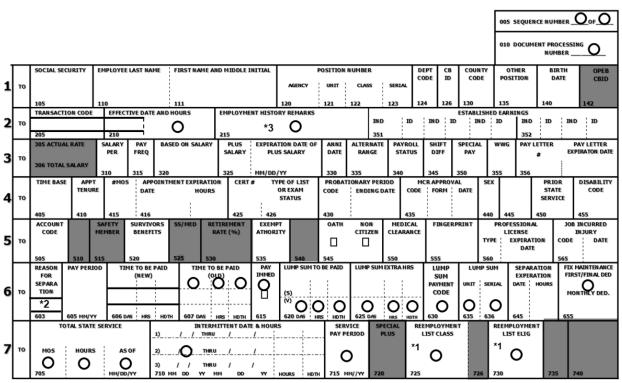
^{***} Formerly "One Document Method" Appointment

^{*} For separation of Civil Service employee only

Code	Title/Description	PAM Section
S57	Temporary Off Payroll	3.246
	 Pending Investigation of Injury or Illness Involuntary Leave Pending Disability Retirement 	
S70	Retirement	3.248
	Service – Voluntary or Compulsory	
S71	Retirement	3.250
	Disability	
S80	Other	3.252
	 * Termination – Illegal Appointment (Per G.C. 19257 or G.C. 19257.5 – Initiated by Personnel Operations only) 	
S85	Other	3.254
	* Adverse Suspension	
S90	Other	3.256
	* Rejection During Probationary Period	
S95	Other	3.258
	Death	
S99	Other	3.260
	Cancellation of Appointment	

-

^{*} For separation of Civil Service employee only



- *1 Items 725 740 cannot have an entry when reporting separation of exempt employee.
- *2 Optional when reporting separation of exempt employee.
- *3 Required when employee's work schedule is other than normal (i.e., 4-10-40 or ½ Time = 8 hours a day for 2 weeks per month).

Symbol	Meaning
=	Required – MUST be completed
0	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.

857 - Emergency Qualifying Time

869* - Reemployment List Eligibility Date

871 - Right of Return Designation

872 - Salary Increase Certification

877* - Lump Sum Payment Deferral

952** - Case No. and Date of Action

957 - Other Eligibility Substantiation

958 – Separation Time To Be Paid Substantiation

960 - Corrected Transaction Identifier

962* - Separation Pay At Alternate Salary Rate

999 - Deduction Information

Line 10 Remarks and Backup Information

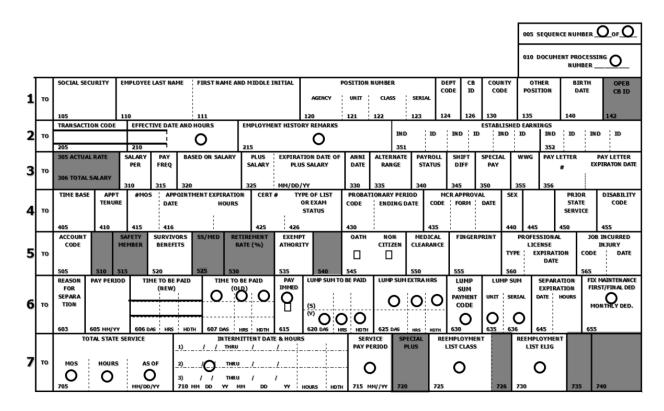
Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

- 1. Certain deductions or payments to be made from employee's final pay (see PAM page 2.151)
- 2. S01 resignation while on leave of absence

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^{*} Refer to PAM Section 5.76 for documentation instructions

^{**} Items 869, 952 and 962 cannot have an entry when reporting separation for an exempt employee



Symbol	Meaning
=	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.

869 * - Reemployment List Eligibility Date

872 – Salary Increase Certification

877* – Lump Sum Payment Deferral

952 - Case No. and Date of Action

958 – Separation Time To Be Paid Substantiation

960 – Corrected Transaction Identifier

962* - Separation Pay At Alternate Salary Rate

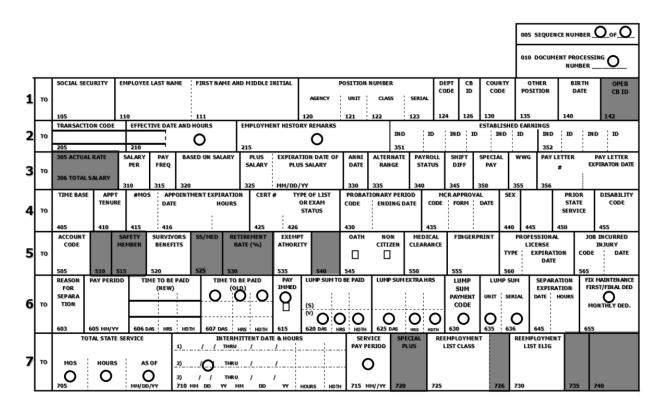
999 - Deduction Information

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)

^{*} Refer to PAM Section 5.76 for documentation instructions



Symbol	Meaning
=	Required – MUST be completed
0	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.

872 - Salary Increase Certification

877* - Lump Sum Payment Deferral

952 - Case No. and Date of Action

958 – Separation Time To Be Paid Substantiation

960 – Corrected Transaction Identifier

962* - Separation Pay At Alternate Salary Rate

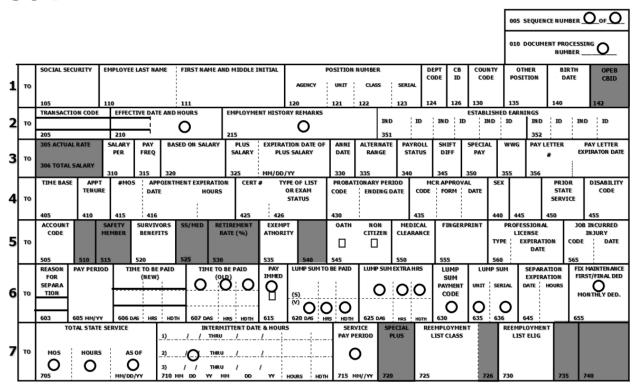
999 – Deduction Information

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. S03

^{*} Refer to PAM Section 5.76 for documentation instructions



Symbol	Meaning				
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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.				

872 - Salary Increase Certification

877* - Lump Sum Payment Deferral

952 - Case No. and Date of Action

958 – Separation Time To Be Paid Substantiation

960 – Corrected Transaction Identifier

962* - Separation Pay At Alternate Salary Rate

999 – Deduction Information

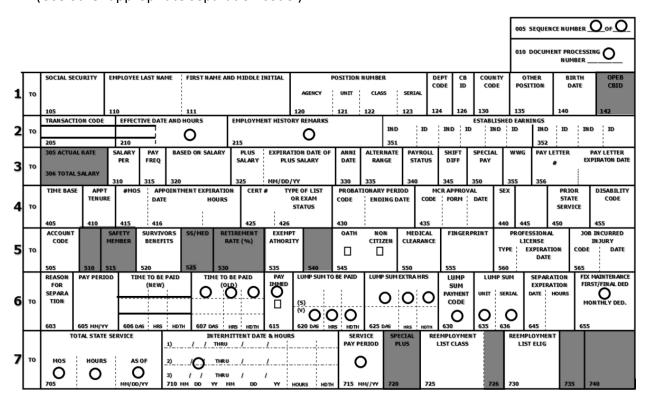
Line 10 Remarks and Backup Information

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. S04

^{*} Refer to PAM Section 5.76 for documentation instructions

- Use for employee moving to exempt position or from exempt position to civil service and lump sum vacation is to be paid*1 (this occurs when vacation accrual rate is higher in losing position than in gaining position); or
- Use for current PERS Member moving to exempt position covered under a different retirement system; or
- Use for employee being appointed or employed by the Legislature (House or Legislative Committees.) These Legislative employees are not paid under the Uniform State Payroll System; or
- Use for employee accepting a CSU Exempt Appointment; or
- DO NOT USE for employee accepting employment with California Conservation Corps. (CCC) (Use other appropriate separation code.)



^{*1} When **no** lump sum vacation is to be paid, see page 5.40.

Symbol	Meaning
=	Required – MUST be completed
0	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.

871 - Right of Return Designation (Required)

872 - Salary Increase Certification

877* – Lump Sum Payment Deferral

952 - Case No. and Date of Action

958 – Separation Time To Be Paid Substantiation

960 – Corrected Transaction Identifier

962* - Separation Pay At Alternate Salary Rate

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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)

^{*} Refer to PAM Section 5.76 for documentation instructions

• Use only when the employee has entered into a stipulated agreement (approved by the State Personnel Board) with the appointing power to voluntarily resign "with fault."

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Symbol	Meaning
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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.

^{*} For actions occurring after 02/02/89

857 - Emergency Qualifying Time

877* - Lump Sum Payment Deferral

952 - Case No. and Date of Action

958 – Separation Time To Be Paid Substantiation

960 – Corrected Transaction Identifier

962 – Separation Pay At Alternate Salary Rate

999 - Deduction Information

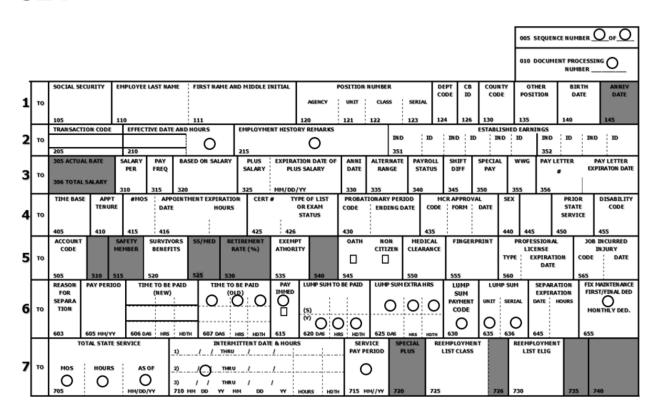
Line 10 Remarks and Backup Information

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. S20 for Civil Service employee

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^{*} Refer to PAM Section 5.76 for documentation instructions



Symbol	Meaning
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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.

877* - Lump Sum Payment Deferral

952 – Case No. and Date of Action

958 – Separation Time To Be Paid Substantiation

960 – Corrected Transaction Identifier

962 – Separation Pay At Alternate Salary Rate

999 - Deduction Information

Line 10 Remarks and Backup Information

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

- Certain deductions or payments to be made from employee's final pay (see PAM page 2.151)
- 2. S21

^{*} Refer to PAM Section 5.76 for documentation instructions

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^{*1} Items 725 & 730 are required for civil service only.

Symbol	Meaning
=	Required – MUST be completed
0	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.

869 - Reemployment List Eligibility Date

872 – Salary Increase Certification

877* – Lump Sum Payment Deferral

952 - Case No. and Date of Action

958 – Separation Time To Be Paid Substantiation

960 – Corrected Transaction Identifier

962 – Separation Pay At Alternate Salary Rate

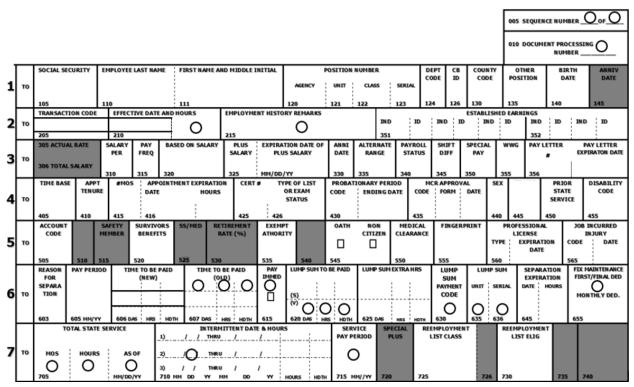
999 – Deduction Information

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)

^{*} Refer to PAM Section 5.76 for documentation instructions



Symbol	Meaning
=	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.

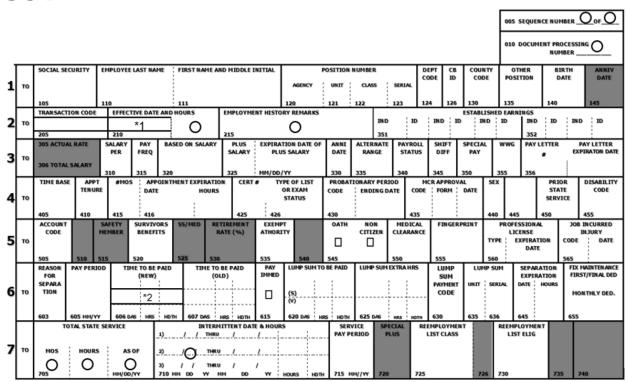
- 857 Emergency Qualification Time
- 872 Salary Increase Certification
- 877* Lump Sum Payment Deferral
- 952 Case No. and Date of Action
- 958 Separation Time To Be Paid Substantiation
- 960 Corrected Transaction Identifier
- 962 Separation Pay At Alternate Salary Rate
- 999 Deduction Information

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)

^{*} Refer to PAM Section 5.76 for documentation instructions



- *1 The effective date must be the date shown in Item 416 on the "Immediate Pay Appointment"
- *2 Entry in Item 606 must be "NON"

Symbol	Meaning
=	Required – MUST be completed
0	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

857 - Emergency Qualification Time

906 - Corrected Transaction Identifier

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Symbol	Meaning
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0	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.

869 - Reemployment List Eligibility Rate

872 – Salary Increase Certification

877* – Lump Sum Payment Deferral

952 - Case No. and Date of Action

958 – Separation Time To Be Paid Substantiation

960 – Corrected Transaction Identifier

962 – Separation Pay At Alternate Salary Rate

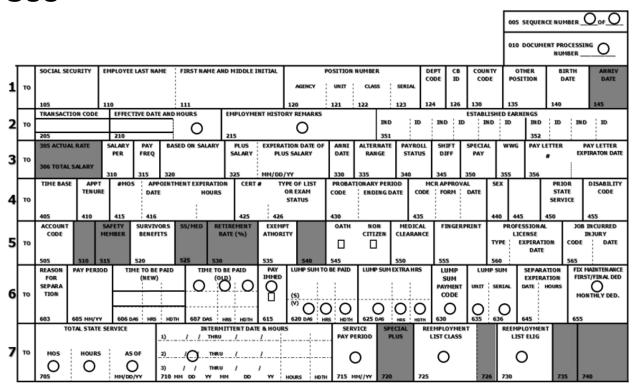
999 - Deduction Information

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. S32

^{*} Refer to PAM Section 5.76 for documentation instructions



Symbol	Meaning
=	Required – MUST be completed
0	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.

- 869 Reemployment List Eligibility Rate
- 872 Salary Increase Certification
- 877* Lump Sum Payment Deferral
- 952 Case No. and Date of Action
- 958 Separation Time To Be Paid Substantiation
- 960 Corrected Transaction Identifier
- 962 Separation Pay At Alternate Salary Rate
- 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)

^{*} Refer to PAM Section 5.76 for documentation instructions

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Symbol	Meaning
=	Required – MUST be completed
0	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.

857 - Emergency Qualifying Time

877* - Lump Sum Payment Deferral

952 - Case No. and Date of Action

958 – Separation Time To Be Paid Substantiation

960 – Corrected Transaction Identifier

962 – Separation Pay At Alternate Salary Rate

999 - Deduction Information

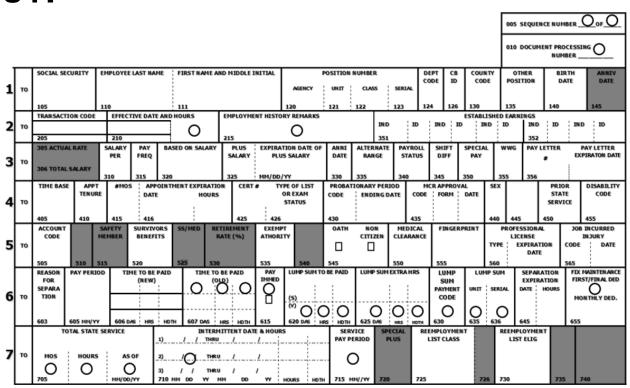
Line 10 Remarks and Backup Information

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

- Certain deductions or payments to be made from employee's final pay (see PAM page 2.151)
- 2. S40

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^{*} Refer to PAM Section 5.76 for documentation instructions



^{*1} See Section 5 for information on documenting Decision of SPB After Appeal.

An employee employed in more than one position must be separated from all positions using the S41 Transaction. **Appointing powers should coordinate the processing of separations from all positions.**

Symbol	Meaning
=	Required – MUST be completed
0	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.

874 – Punitive Action and Rejection Substantiation (Required)

877* - Lump Sum Payment Deferral

952 - Case No. and Date of Action

958 – Separation Time To Be Paid Substantiation

960 – Corrected Transaction Identifier

962 – Separation Pay At Alternate Salary Rate

999 - Deduction Information

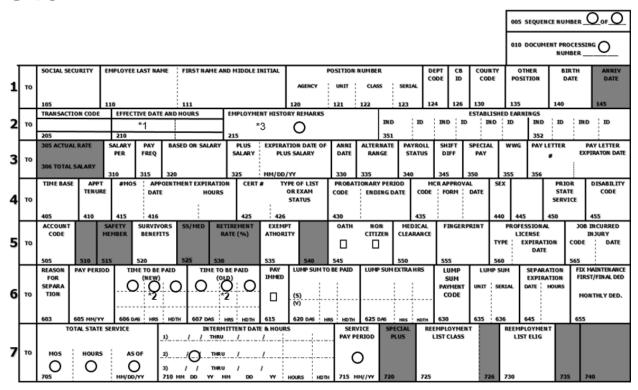
Line 10 Remarks and Backup Information

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

- Certain deductions or payments to be made from employee's final pay (see PAM page 2.151)
- 2. Adverse Actions

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^{*} Refer to PAM Section 5.76 for documentation instructions



- *1 First day on NDI benefits (date approved on DE 8500A by EDD.) If employee is on payroll for a portion of the day due to sick leave, vacation, holiday or CTO credits, enter the number of hours on the payroll. If employee was off the payroll for the entire day, enter "BOB."
- *2 Do not complete if employee is paid by positive attendance (roll code 3-8).
- *3 This item is required if employee is participating in the Annual Leave Program.

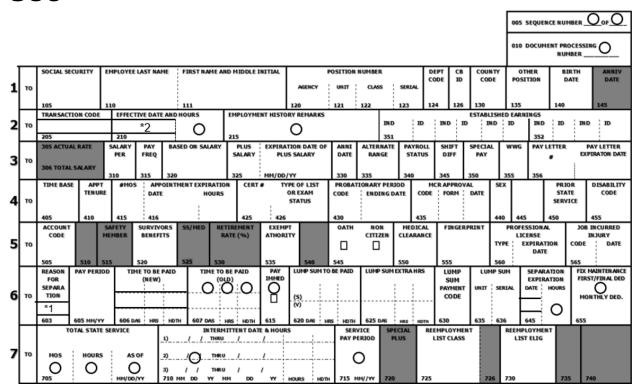
Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

- 892 Last Day on Pay Status (Required)
- 952 Case No. and Date of Action
- 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)



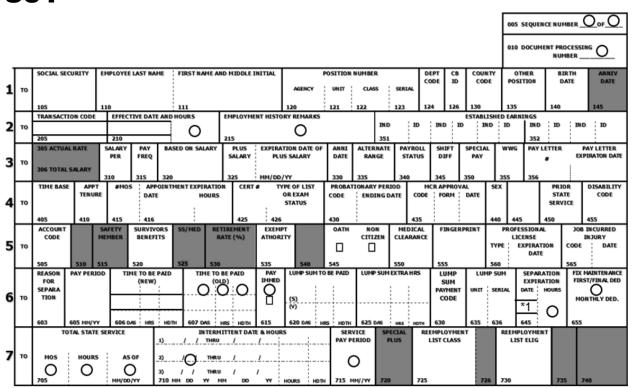
- *1 This item is conditional for exempt employees.
- *2 For consecutive S50 transactions refer to PAM pages 2.35 and 2.86.

Symbol	Meaning
=	Required – MUST be completed
0	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.

- 952 Case No. and Date of Action
- 958 Separation Time To Be Paid Substantiation
- 960 Corrected Transaction Identifier
- 999 Deduction Information

Line 10 Remarks and Backup Information

- 1. Certain deductions or payments to be made from employee's final pay (see PAM page 2.151)
- 2. S50



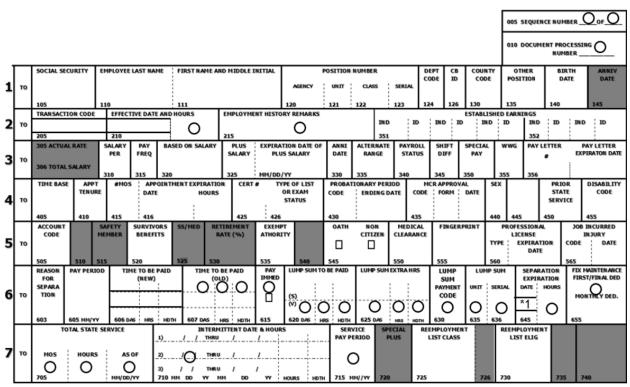
^{*1} Refer to PTM Section 480.

Symbol	Meaning
=	Required – MUST be completed
0	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.

- 865 Military Substantiation (Required)
- 871 Right of Return Designation (Required for Civil Service Employee Only)
- 952 Case No. and Date of Action
- 958 Separation Time To Be Paid Substantiation
- 960 Corrected Transaction Identifier
- 962 Separation Pay At Alternate Salary Rate
- 964 Military Service Dates
- 999 Deduction Information

Line 10 Remarks and Backup Information

- 1. Certain deductions or payments to be made from employee's final pay (see PAM page 2.151)
- 2. S51 granted for civil service employee



*1 Refer to PTM Section 485.

Symbol	Meaning
=	Required – MUST be completed
0	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.

865 – Military Substantiation (Required)

877* - Lump Sum Payment Deferral

952 - Case No. and Date of Action

958 – Separation Time To Be Paid Substantiation

960 – Corrected Transaction Identifier

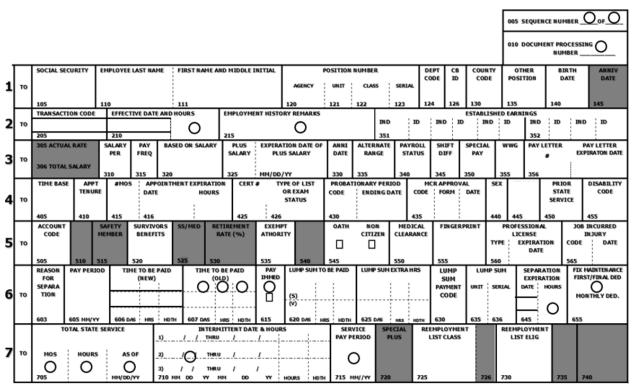
962 – Separation Pay At Alternate Salary Rate

999 - Deduction Information

Line 10 Remarks and Backup Information

- 1. Certain deductions or payments to be made from employee's final pay (see PAM page 2.151)
- 2. S52 granted for civil service employee

^{*} Refer to PAM Section 5.76 for documentation instructions

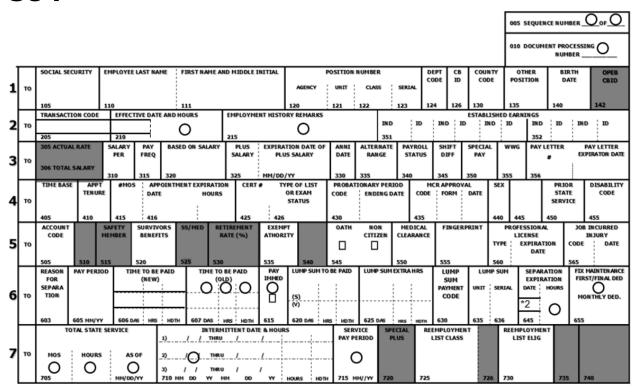


Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

- 865 Military Substantiation (Required)
- 871 Right of Return Designation (Required for Civil Service Employee Only)
- 952 Case No. and Date of Action
- 958 Separation Time To Be Paid Substantiation
- 960 Corrected Transaction Identifier
- 962 Separation Pay at Alternate Salary Rate
- 999 Deduction Information

Line 10 Remarks and Backup Information

- 1. Certain deductions or payments to be made from employee's final pay (see PAM page 2.151)
- 2. S53 granted for civil service employee



- *1 Use only to place employee on temporary leave effective immediately after an S49 Transaction (see PAM pages 3.136 or 5.30 for documenting temporary leaves for other reasons.)
- *2 Separation expiration date cannot exceed 30 calendar days from effective date in Item 210.

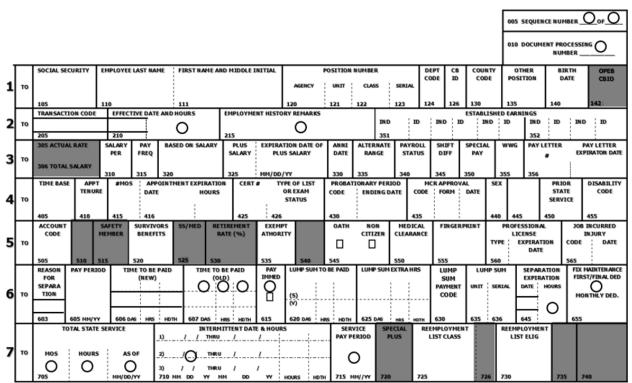
Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

- 958 Separation Time To Be Paid Substantiation
- 960 Corrected Transaction Identifier
- 962 Separation Pay at Alternate Salary Rate
- 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)



^{*} PER G.C. 19991.2 – Technical Cooperation Program, Peace Corps, Vista

PER G.C. 19991.9 - Veterans Education

PER G.C. 19991.8 – Civilian War work, U.S. Merchant Marine, Full Time Duty with American

Red Cross, Military Substitution Service

Symbol	Meaning
=	Required – MUST be completed
0	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.

- 866 Leave of Absence Substantiation, Special
- 952 Case No. and Date of Action
- 958 Separation Time To Be Paid Substantiation
- 960 Corrected Transaction Identifier
- 962 Separation Pay at Alternate Salary Rate
- 999 Deduction Information

Line 10 Remarks and Backup Information

- 1. Certain deductions or payments to be made from employee's final pay (see PAM page 2.151)
- 2. S55

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* 1 Exempt employees are not eligible for this type of leave.

Symbol	Meaning
=	Required – MUST be completed
0	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.

866 - Leave of Absence Substantiation (Required)

877* - Lump Sum Payment Deferral

952 - Case No. and Date of Action

958 – Separation Time To Be Paid Substantiation

960 – Corrected Transaction Identifier

962 – Separation Pay at Alternate Salary Rate

999 - Deduction Information

Line 10 Remarks and Backup Information

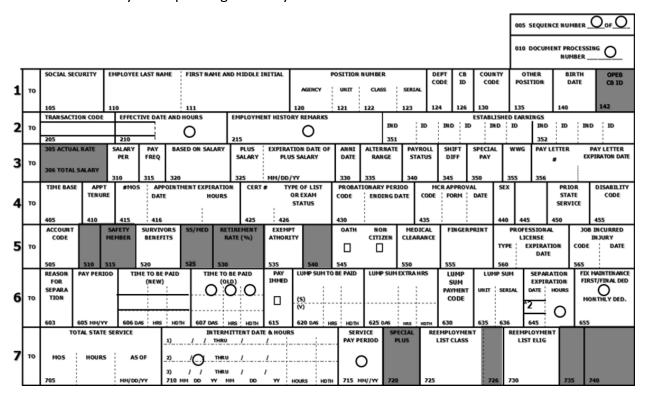
Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

- Certain deductions or payments to be made from employee's final pay (see PAM page 2.151)
- 2. S56

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^{*} Refer to PAM Section 5.76 for documentation instructions

- Temporarily off payroll pending investigation of injury or illness*1
 or
- 2. Involuntary leave pending disability retirement



- *1 DO NOT USE for Agricultural Associations or California Conservation Corps. (CCC) employees.
- *2 Item 645 Separation Expiation Date, cannot exceed one year from effective date in Item 210 (or cannot exceed appointment expiration date of a temporary employee).

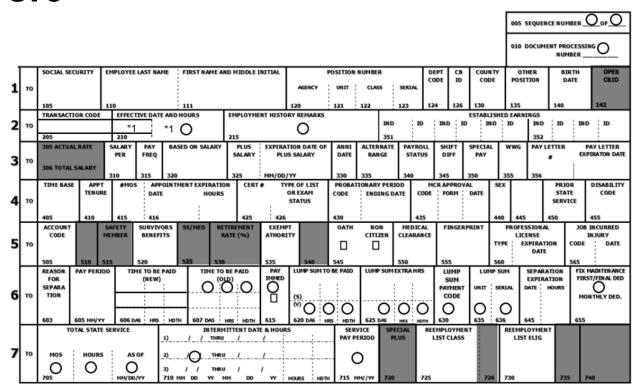
Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

- 957 Other Eligibility Substantiation
- 958 Separation Time To Be Paid Substantiation
- 960 Corrected Transaction Identifier
- 962 Separation Pay at Alternate Salary Rate
- 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)



- *1 If NDI benefits should be paid for the day of separation, the effective date of the S70 Transaction should be changed to the next day "BOB". IN ALL OTHER CASES the S70 Transaction must be effective at the close of business and there should be no entry in "HOURS."
- *2 S70 Transaction occurring after an S30, S32 or S33 Transaction is not required to be reported.

Symbol	Meaning
=	Required – MUST be completed
0	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.

872 - Salary Increase Certification

877* – Lump Sum Payment Deferral

888 – Sick Leave at Retirement (Required)

952 - Case No. and Date of Action

958 – Separation Time To Be Paid Substantiation

960 – Corrected Transaction Identifier

962 - Separation Pay at Alternate Salary Rate

999 - Deduction Information

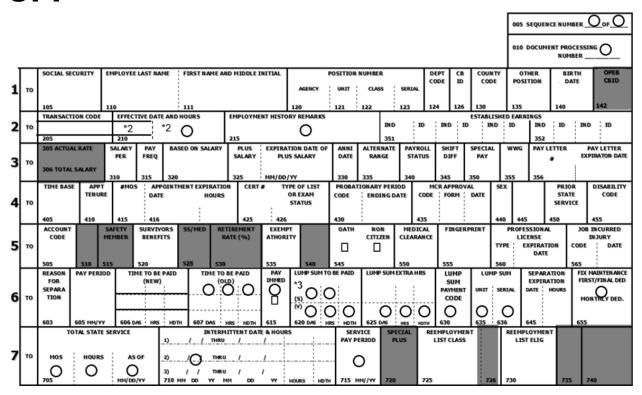
Line 10 Remarks and Backup Information

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)

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^{*} Refer to PAM Section 5.76 for documentation instructions



- *1 S71 Transaction occurring after an S30, S32 or S33 Transaction is not required to be reported.
- *2 If NDI benefits should be paid for the day of separation, the effective date of the S71 Transaction should be changed to the next day "BOB". IN ALL OTHER CASES the S71 Transaction must be effective at the close of business and there should be no entry in Item 210 "HOURS."
- *3 Employee is entitled to lump sum sick leave payment if S71 Transaction is due to a WCTD/IDL injury/illness (G.C. 19991.4) and there is a sick leave balance.

Symbol	Meaning
=	Required – MUST be completed
0	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.

872 - Salary Increase Certification

877* – Lump Sum Payment Deferral

888 - Sick Leave at Retirement (Required)

952 - Case No. and Date of Action

958 – Separation Time To Be Paid Substantiation

960 – Corrected Transaction Identifier

962 - Separation Pay at Alternate Salary Rate

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)

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^{*} Refer to PAM Section 5.76 for documentation instructions

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*1 This transaction is initiated by Personnel Operations after notification by SPB. The appointing power will be contacted for any additional information necessary to complete this transaction.

Symbol	Meaning
=	Required – MUST be completed
0	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.

872 - Salary Increase Certification

877* – Lump Sum Payment Deferral

958 – Separation Time To Be Paid Substantiation

960 – Corrected Transaction Identifier

962 – Separation Pay at Alternate Salary Rate

999 - Deduction Information

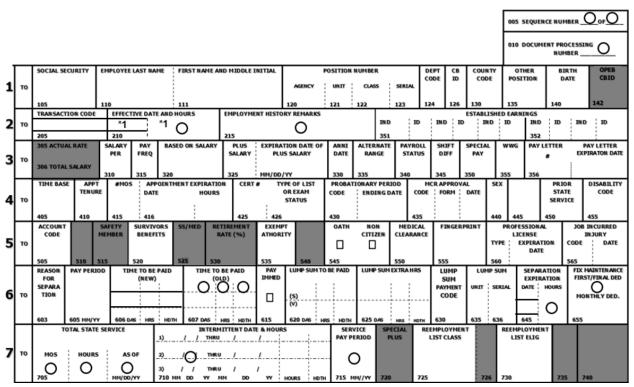
Line 10 Remarks and Backup Information

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

 Certain deductions or payments to be made from employee's final pay (see PAM page 2.151)

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^{*} Refer to PAM Section 5.76 for documentation instructions



- See PAM Section 5 for information on documenting Decision of SPB After Appeal.
- *1 Effective Date is considered "BOB" unless "Hours" are completed. "COB" must be entered when employee is suspended at close of business.

Symbol	Meaning
=	Required – MUST be completed
0	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.

- 874 Adverse Action and Rejection Substantiation (Required)
- 952 Case No. and Date of Action
- 958 Separation Time To Be Paid Substantiation
- 960 Corrected Transaction Identifier
- 962 Separation Pay at Alternate Salary Rate
- 999 Deduction Information

Line 10 Remarks and Backup Information

- 1. Certain deductions or payments to be made from employee's final pay (see PAM page 2.151)
- 2. Adverse Actions

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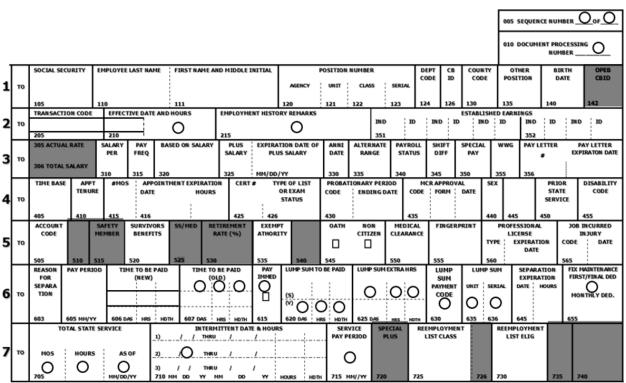
^{*1} See PAM Section 5 for information on documenting Decision of SPB After Appeal.

Symbol	Meaning
=	Required – MUST be completed
0	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.

- 871 Right of Return Designation
- 872 Salary Increase Certification
- 874 Adverse Action and Rejection Substantiation (Required)
- 877* Lump Sum Payment Deferral
- 952 Case No. and Date of Action
- 958 Separation Time To Be Paid Substantiation
- 960 Corrected Transaction Identifier
- 962 Separation Pay at Alternate Salary Rate
- 999 Deduction Information

Line 10 Remarks and Backup Information

- Certain deductions or payments to be made from employee's final pay (see PAM page 2.151)
- 2. Rejection during probation (S90)



- *1 For an employee employed in more than one position, appointing power(s) should coordinate the processing of separations from all positions.
- *2 Refer to PAM Pages 5.102, 6.1, 6.8, 6.11, 8.8 and 10.16.1 for special instructions.

Symbol	Meaning
=	Required – MUST be completed
0	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.

872 - Salary Increase Certification

877* – Lump Sum Payment Deferral

880 – Time of Death (Required)

958 – Separation Time To Be Paid Substantiation

960 – Corrected Transaction Identifier

962 – Separation Pay at Alternate Salary Rate

999 – Deduction Information

Line 10 Remarks and Backup Information

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

 Certain deductions or payments to be made from employee's final pay (see PAM page 2.151)

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^{*} Refer to PAM Section 5.76 for documentation instructions

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- *1 The S99 Transaction is used to cancel an employees ONLY appointment to the data base or ONLY appointment to an additional position when:
 - a. The employee did not report to work; or
 - b. The employee was erroneously appointed

NOTE: S99 is not used for an incorrect effective date (Refer to PAM 10.14-10.14.1 for voiding only appointment in history because effective date of appointment should be posted with an earlier effective date.)

S99 is not used when social security number is keyed incorrectly (Refer to PAM 3.104 and 10.9 when error is discovered on the social security number.)

Refer to Section 9 when voiding an appointment for a Position that has existing history on the data base.

- *2 This transaction must be effective the same date and hour(s) as the appointment being cancelled. If the appointment effective date "Hours" box is blank, "BOB" must be entered.
- *3 Entry must be "NON."

Symbol	Meaning
=	Required – MUST be completed
0	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.

960 - Corrected Transaction Identifier

Line 10 Remarks and Backup Information

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

1. S99