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## Section 3.200 (Revised 11/04)

See PAM page 2.209.1 for inactive/redefined transaction codes.

<table>
<thead>
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<th>Title/Description</th>
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<tbody>
<tr>
<td>S01</td>
<td>Resignations</td>
<td>3.204</td>
</tr>
<tr>
<td></td>
<td>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.</td>
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<tr>
<td>S02</td>
<td>Resignations</td>
<td>3.206</td>
</tr>
<tr>
<td></td>
<td>* Layoff Situation or In Lieu of Involuntary Transfer</td>
<td></td>
</tr>
<tr>
<td>S03</td>
<td>Resignations</td>
<td>3.208</td>
</tr>
<tr>
<td></td>
<td>* In Lieu of Military Leave</td>
<td></td>
</tr>
<tr>
<td>S04</td>
<td>Resignations</td>
<td>3.210</td>
</tr>
<tr>
<td></td>
<td>* Failure to Meet Conditions of Employment</td>
<td></td>
</tr>
<tr>
<td>S05</td>
<td>Resignations</td>
<td>3.212</td>
</tr>
</tbody>
</table>
|      | 1. For employee moving to, from or between exempt positions when lump sum vacation is to be paid.  
2. For current PERS member moving to an exempt position covered under a different retirement system.  
3. For employee being appointed or employed by the Legislature (House or Legislative Committee).  
4. For employee accepting CSU exempt appointment.  
5. Do not use for employee accepting employment with California Conservation Corps. |             |
| S20  | Resignations      | 3.214       |
|      | ** Voluntary under Unfavorable Circumstances – Pursuant to a stipulated agreement resulting from an appeals process. This code should be used *only* 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.” |             |
| S21  | Resignations      | 3.216       |
|      | * AWOL – Automatic resignation as a result of an absence without approved leave for five consecutive working days. |             |
| S30  | Termination Without Fault | 3.218 |
|      | Layoff Situation (Reduction in Force) |             |

* For separation of Civil Service employee only  
** For actions occurring after 02/02/89
<table>
<thead>
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<th>PAM Section</th>
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<tr>
<td>S31</td>
<td>Termination Without Fault</td>
<td>3.220</td>
</tr>
<tr>
<td>1.</td>
<td>No Layoff Situation</td>
<td>3.221.1</td>
</tr>
<tr>
<td></td>
<td>Includes termination of TAU, LT, Emergency, Exempt and Retired Annuitant appointments, or for CEA who does not wish to exercise right of return.</td>
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</tr>
<tr>
<td>2.</td>
<td>***Termination From Immediate Pay Appointment</td>
<td></td>
</tr>
<tr>
<td>S32</td>
<td>Termination Without Fault</td>
<td>3.222</td>
</tr>
<tr>
<td>*</td>
<td>Medical Reasons</td>
<td></td>
</tr>
<tr>
<td>S33</td>
<td>Termination Without Fault</td>
<td>3.224</td>
</tr>
<tr>
<td>*</td>
<td>Displacement</td>
<td></td>
</tr>
<tr>
<td></td>
<td>When employee is separated because another employee exercised his/her right of return. Becomes effective after reemployment list eligibility expires (after 5 years).</td>
<td></td>
</tr>
<tr>
<td>S40</td>
<td>Termination With Fault (No Layoff Situation)</td>
<td>3.226</td>
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<tr>
<td></td>
<td>Includes termination of TAU, LT, Emergency, CEA, Exempt and Retired Annuitant appointments.</td>
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<tr>
<td>S41</td>
<td>Termination With Fault (No Layoff Situation)</td>
<td>3.228</td>
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<tr>
<td>*</td>
<td>Dismissal</td>
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<tr>
<td>S49</td>
<td>Leave of Absence</td>
<td>3.230</td>
</tr>
<tr>
<td></td>
<td>Non-Industrial Disability Insurance Leave</td>
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<tr>
<td>S50</td>
<td>Leave of Absence</td>
<td>3.232</td>
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<tr>
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<td>Regular or State Disability Insurance Leave</td>
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<tr>
<td>S51</td>
<td>Leave of Absence</td>
<td>3.234</td>
</tr>
<tr>
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<td>Military – Short Term</td>
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<tr>
<td>S52</td>
<td>Leave of Absence</td>
<td>3.236</td>
</tr>
<tr>
<td></td>
<td>Military – Long Term</td>
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<tr>
<td>S53</td>
<td>Leave of Absence</td>
<td>3.238</td>
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<td>Military – Emergency</td>
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<tr>
<td>S54</td>
<td>Leave of Absence</td>
<td>3.240</td>
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<tr>
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<td>Temporary – 30 days or less under DPA Regulation 599.781 (only when effective immediately after an S49 Transaction).</td>
<td></td>
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<tr>
<td>S55</td>
<td>Leave of Absence</td>
<td>3.242</td>
</tr>
<tr>
<td>*</td>
<td>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).</td>
<td></td>
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<tr>
<td>S56</td>
<td>Leave of Absence</td>
<td>3.244</td>
</tr>
<tr>
<td>*</td>
<td>Special – Job Incurred Injury or Illness</td>
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*** Formerly “One Document Method” Appointment
* For separation of Civil Service employee only
<table>
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<th>Title/Description</th>
<th>PAM Section</th>
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<tr>
<td>S57</td>
<td>Temporary Off Payroll</td>
<td>3.246</td>
</tr>
<tr>
<td></td>
<td>1. Pending Investigation of Injury or Illness</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Involuntary Leave Pending Disability Retirement</td>
<td></td>
</tr>
<tr>
<td>S70</td>
<td>Retirement</td>
<td>3.248</td>
</tr>
<tr>
<td></td>
<td>Service – Voluntary or Compulsory</td>
<td></td>
</tr>
<tr>
<td>S71</td>
<td>Retirement</td>
<td>3.250</td>
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<tr>
<td></td>
<td>Disability</td>
<td></td>
</tr>
<tr>
<td>S80</td>
<td>Other</td>
<td>3.252</td>
</tr>
<tr>
<td></td>
<td>* Termination – Illegal Appointment (Per G.C. 19257 or G.C. 19257.5 – Initiated by Personnel Operations only)</td>
<td></td>
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<tr>
<td>S85</td>
<td>Other</td>
<td>3.254</td>
</tr>
<tr>
<td></td>
<td>* Adverse Suspension</td>
<td></td>
</tr>
<tr>
<td>S90</td>
<td>Other</td>
<td>3.256</td>
</tr>
<tr>
<td></td>
<td>* Rejection During Probationary Period</td>
<td></td>
</tr>
<tr>
<td>S95</td>
<td>Other</td>
<td>3.258</td>
</tr>
<tr>
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<td>Death</td>
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</tr>
<tr>
<td>S99</td>
<td>Other</td>
<td>3.260</td>
</tr>
<tr>
<td></td>
<td>Cancellation of Appointment</td>
<td></td>
</tr>
</tbody>
</table>

* 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).

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<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>
</tr>
</tbody>
</table>
Lines 8 – 9 Items

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

* 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  
|=|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

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
| 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

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
Section 3.210: RESIGNATION WITHOUT FAULT FAILURE TO MEET CONDITIONS OF EMPLOYMENT (Revised 06/22)

### Symbol Meaning

- **=** 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

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
S05

- 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.)

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

<table>
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</tr>
</tbody>
</table>
Section 3.213: LINE ITEMS (Revised 09/03)

Lines 8 – 9 Items

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
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
Section 3.214: VOLUNTARY RESIGNATION UNDER UNFAVORABLE CIRCUMSTANCES PURSUANT TO A STIPULATED AGREEMENT FROM AN APPEALS PROCESS* (Revised 06/22)

S20

- 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.”

Symbol | Meaning
---|---
= | 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.

* For actions occurring after 02/02/89
Section 3.215: LINE ITEMS (Revised 09/03)

Lines 8 – 9 Items

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

* Refer to PAM Section 5.76 for documentation instructions
Section 3.216: AWOL – AUTOMATIC RESIGNATION AS A RESULT OF AN ABSENCE WITHOUT APPROVED LEAVE FOR FIVE CONSECUTIVE WORKING DAYS (Revised 06/22)

Symbol | Meaning
--- | ---
= | 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.
Section 3.217: LINE ITEMS (Revised 09/03)

**Lines 8 – 9 Items**

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. S21

* Refer to PAM Section 5.76 for documentation instructions
*1 Items 725 & 730 are required for civil service only.

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</table>
Lines 8 – 9 Items

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)
Section 3.220: TERMINATION WITHOUT FAULT NO LAYOFF SITUATION (Revised 06/22)

Symbol | Meaning
--- | ---
= | 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**

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)
Section 3.221.1: TERMINATION WITHOUT FAULT FROM IMMEDIATE PAY APPOINTMENT
(Revised 06/22)

S31

*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”

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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

857 – Emergency Qualification Time
906 – Corrected Transaction Identifier
### Symbol Meaning

- **=** 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

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

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<td>●</td>
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Lines 8 – 9 Items

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
### S40

#### Symbol Meaning

- **=** 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

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. S40

* 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.**

<table>
<thead>
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<th>Symbol</th>
<th>Meaning</th>
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Lines 8 – 9 Items

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:

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

* Refer to PAM Section 5.76 for documentation instructions
Section 3.230: LEAVE OF ABSENCE NON INDUSTRIAL DISABILITY INSURANCE LEAVE  
(Revised 06/22)

*S49*

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.

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Section 3.231: LINE ITEMS (Revised 05/93)

Lines 8 – 9 Items

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.

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</table>
Line 8 – 9 Items

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

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. S50
*1 Refer to PTM Section 480.

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Lines 8 – 9 Items

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

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. S51 granted for civil service employee
Section 3.236: LEAVE OF ABSENCE MILITARY – LONG TERM*1 (Revised 06/22)

*S52

*1 Refer to PTM Section 485.

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Section 3.237: LINE ITEMS (Revised 09/03)

Lines 8 – 9 Items

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

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. S52 granted for civil service employee

* Refer to PAM Section 5.76 for documentation instructions
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Lines 8 – 9 Items

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

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. S53 granted for civil service employee
Section 3.240: LEAVE OF ABSENCE MILITARY *1 TEMPORARY – 30 DAYS OR LESS;
UNDER CCR 599.781 (Revised 06/22)

*S54*

*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.

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Lines 8 – 9 Items

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)
Section 3.242: LEAVE OF ABSENCE* SPECIAL (Revised 06/22)

S55

* 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

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Lines 8 – 9 Items

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

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. S55
* Exempt employees are not eligible for this type of leave.

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Lines 8 – 9 Items

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:

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

* Refer to PAM Section 5.76 for documentation instructions
1. 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).

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Section 3.247: LINE ITEMS (Revised 05/02)

Lines 8 – 9 Items

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.

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### Lines 8 – 9 Items

- 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)
Section 3.250: RETIREMENT DISABILITY*1 (Revised 06/22)

**S71**

*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.

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Lines 8 – 9 Items

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)
Section 3.252: OTHER SEPARATION*1, TERMINATION – ILLEGAL APPOINTMENT
(PER G.C. 19257 OR G.C 19257.5 (Revised 06/22)

*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.

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Lines 8 – 9 Items

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:

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
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.

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Lines 8 – 9 Items

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

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. Adverse Actions
Section 3.256: OTHER SEPARATION REJECTION DURING PROBATION PERIOD*1 (Revised 06/22)

S90

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

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Lines 8 – 9 Items

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

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. Rejection during probation (S90)
Section 3.258: OTHER SEPARATION DEATH*1, *2 (Revised 06/22)

*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.

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**Lines 8 – 9 Items**

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:

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
**Section 3.260: CANCELLATION OF APPOINTMENT**

**S99**

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.”

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Sections 3.261: LINE ITEMS (Revised 10/84)

Lines 8 – 9 Items

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