PAM MEMORANDUM

TO: PAM HOLDERS

DATE: August 2011 **ISSUE NO. 352-11**

Attached is a revision to the Personnel Action Manual (PAM). Important changes include the following:

- 2.69: ITEM 535 Exempt Authority, updated.
- 3.87.2 – 3.87.11: A34, NEW.

REVISION INSTRUCTIONS:

Remove	Insert
Table of Contents	Table of Contents
Alpha Index	Alpha Index
2.68 – 2.69	2.68 – 2.69
3.5	3.5
3.8 - 3.20	3.8 - 3.20
3.87.1 - 3.88	3.87.1 – 3.88

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PAM ALPHABETICAL INDEX
(Revised 08/11)

A.

Academic Days Not Worked (Item 895) 2.138
Account Code (Item 505) ..... 2.62 -2.63.1ss
Accounts Receivable Deduction 2.151, 2.201
Actual Rate (Item 305) 2.38
Actual Time Worked 2.53
Adding A New Transaction Out-of-Sequence 9.6
Additional Position 2.31, 2.62, 2.207, 3.22, 3.24, 3.34, 3.36, 3.68, 3.70, 3.74, 3.76, 3.78, 3.80, 3.84, 3.86, 5.10
Additional Position Substantiation (Item 850) 2.102
Adverse Actions 5.70
Adverse Action & Rejection Substantiation (Item 874) 2.123
Agency (Item 120) 2.25
Alphabetical Index, Corrections, Out-of-Sequence, Voids 9.1
Alphabetical Index, Special Instructions 5.0
Alternate Range (Item 335) 2.45
Alternate Salary Range Criteria (Item 851) 2.103
Anniversary Date (Item 145) 2.33
Anniversary Date (Item 330) 2.44
Anniversary Date - Second Accelerated (Item 876) 2.100, 2.124
Appointment Expiration Date & Hours (Item 416) 2.54-2.54.1
Appointment Reorganization Substantiation (Item 950) 2.139-2.139.1
Appointment Required & Conditional Charts (Index) 3.6-3.8
Appointment Restriction - Specific Sex (Item 951) 2.140
Appointment Tenure (Item 410) 2.52
Appointment Transaction Codes 3.3-3.5
Asterisks 2.5, 2.100, 3.0, 3.1

B.

Based On Salary (Item 320) 2.42-2.42.1
Bilingual Pay 2.48, 2.201, 2.203
Birth Date (Item 140) 2.32
Corrections to 6.12, 9.3
Blanketed into State Service 2.36, 3.0, 3.40

C.

Cancellation of Appointment ..... 2.205, 3.260 - 3.261
CETA Department Codes ..... Appendix II
CPA or CPS Certification Documentation 2.37.1, 5.98
Career Executive Assignment 2.44, 2.52, 2.55, 2.56, 2.145, 2.201
Carryover Hours 2.36, 2.89
Case No. & Date of Action (Item 952) 2.142
Casual Employment 2.36, 2.62, 2.81, 2.201

Certification Number (Item 425) 2.55
Class (Item 122) 2.27
Class Title Changes 4.1
Class Title Variation Code (Item 886) 2.100, 2.131
Class Title Variation Table Listing ..... Appendix I
Collective Bargaining Identifier (Item 126) ..... 2.29.1 – 2.29.5
Commitment Date (Item 853) 2.104
Computer Generated Items 2.21, 2.22, 2.33, 2.38, 2.39, 2.64, 2.65, 2.66, 2.67, 2.68
Conditions of Employment (Item 740) 2.96
Conversion Charts (Fractions of Hours) ..... Appendix III
Corrected Transaction Identifier (Item 960) 2.148, 9.4.1, 9.5
Correction of PAR Items 9.3, 9.4
Corrections to Transactions 9.1-9.13
Corrective Action Procedures 9.0
County Code (Item 130) 2.30
Cut-Off Dates - Personnel Operations 5.0

D.

Date of Entitlement ..... 2.36,2.203,9.4,9.6.1, Glossary
Date (PAR Process) 2.4
Decentralized Procedures (Index) 10.0
Decision of State Personnel Board After Appeal, Documenting 5.71-5.71.2
Deduction Information (Item 999) 2.151
Deep Class 2.89, 2.201
Deferred Compensation Deduction 2.151, 2.201
Demotion Reason (Item 856) 2.105
Department Code (Item 124) 2.29
Disability Code (Item 455) 2.61, 3.125
Document Processing Number (Item 010) 2.4, 2.21
Duplicate Document Requests 1.12, 2.4, 10.23
DO NOT KEY List (Restricted Transactions) 10.2

E.

EAR, Employee Action Request ..... 1.0, 2.7, 2.24, 5.10, 6.1 - 6.11, 8.1 - 8.3, 8.7, 8.8, 9.3, 10.10.2, 10.10.3, 10.15 - 10.16.1, 10.18 - 10.21, 10.27, 10.34, 10.34.1, 10.36
Effective Date & Hours (Item 210) 2.35
Correction to 9.3
Emergency Appointment 2.41, 2.52, 2.54, 2.56, 2.62, 2.201, 3.28, 3.30, 3.34, 3.36
Emergency Qualifying Time (Item 857) 2.100, 2.107
Employee's Last Name, First Name & Middle Initial (Item 110,111) 2.24
Employment During Leave of Absence Clearance (Item 890) 2.135
Employment History Decentralized Departments/Conversion Dates ..... 1.8 - 1.11a
Employment History Information 2.207-2.212

Employment History Remarks (Item 215) 2.36-2.37.1b, 3.108
Established Earnings
(Item 351) 2.48.1-2.48.3
(Item 352) 2.48.4
Ethnic Origin (Item 445) 2.59, 2.59.1
Ethnic Origin Corrections 9.3
Examples of Reconstructing Employment History 9.9
Exempt Appointment ..... 2.29, 2.29.1, 2.30, 2.32, 2.42 - 2.43, 2.55 - 2.55.3, 2.58 - 2.60, 2.62 - 2.63.4, 2.66 - 2.69, 2.71, 2.76, 2.91 - 2.95, 2.118 - 2.120, 2.135 - 2.138, 2.144 - 2.146, 3.5, 3.7 - 3.8, 3.68 - 3.91.1, 3.200 - 3.202, 4.3 - 4.4, 5.10, 5.40 - 5.43, 5.101
Exempt Authority (Item 535) 2.69
Expiration Date of Plus Salary (Item 325) 2.43
Expiration Date/Pay Letter (Item 356) 2.50

F.

Fingerprint (Item 555) 2.73
First Name, Middle Initial (Item 111) 2.24
Fixed Maintenance (Item 655) 2.87
Fire Mission Rate 2.36, 2.48, 2.149
Flag Clearance Employment List Substantiation (Item 859) 2.109
Fractions of Hours Conversion Charts ..... Appendix III
Future Effective Dates 2.35, 2.4

G.

Glossary 1-11

H.

Hiring Above Minimum 2.43, 2.122
Health Questionnaire 2.72
Health and Welfare Benefits (Item 861) 2.110

I.

Identifying Out-of-Sequence Transactions 9.2
Illegal Appointment 2.37, 2.77, 2.146, 3.252
Inactive Employment History Data Base 10.25, 10.25.1
Inactive Transaction Codes 2.209
Indeterminate Service Accumulation (Item 891) 2.136
Intermittent 2.51, 2.56, 2.63
Intermittent Dates and Hours (Item 710) 2.89-2.89.1
Intermittent Hours Work Expected (Item 863) 2.112
Immediate Pay Appointment 3.28, 3.30, 3.71, 3.72, 3.76, 3.77, 3.81, 3.82, 3.86, 3.87, 3.91, 3.92, 3.201
Involuntary Leave Pending Disability Retirement 3.246, 5.42
IRS Lock-In Letters and EAR Processing 5.0

J.

Job Incurred Injury ..... 2.20, 2.36, 2.75 - 2.75.1, 2.79, 2.80, 3.132, 5.29, 5.33 - 5.39.4

L.

Last Day on Pay Status (Item 892) 2.137
Last Name (Item 110) 2.24
Lessen Impact of Layoff - Leave of Absence 2.76
Leave of Absence - Regular (S50) 2.76, 3.217
Leave of Absence Substantiation, Special (Item 866) 2.115-2.116
Legal Reference for Annuitant (Item 864) 2.113
License - Additional (Item 884) 2.100, 2.130
License (Professional) (Item 560) 2.74
Limited Term Appointment 2.52, 2.55, 2.56
Limited Term/Anniversary Date Justification (Item 867) 2.117-2.117.1
Line 8/9 Items - Information 2.100-2.101
Line 10 - Backup, Remarks and Keyed By Information 2.200
Line 10 - Completion Charts 2.201-2.205.1
Line 11 - For the Appointing Power (Signature) 2.206-2.206.1
Line 12 - Employment History 2.207-2.212
List Clearance Date (Item 858) 2.108
Log Number (Item 728) 2.93
Lump Sum Extra Hours (Item 625) 2.83
Lump Sum Payment Code (Item 630) 2.84
Lump Sum to be Paid (Item 620) 2.82-2.82.3
Lump Sum Unit/Serial (Items 635, 636) 2.85
Lump Sum Vacation Payment 2.36, 5.75
Lump Sum Payment Deferral (Item 877) 2.125, 5.76
Lump Sum Payment Deferral - Correction to 9.3

M.

Maintenance (Fixed) 2.87
Mandatory Reinstatement Following Rejection 5.70, 5.83
Mass Updates 2.36, 4.1
MCR Approval (Item 435) 2.57-2.57.1
Medical Clearance (Item 550) 2.72
Membership Effective Date (Item 510) 2.64
Merit Salary Adjustments ..... 2.36, 2.44, 2.89, 2.203, 2.208, 2.209, 3.142, 4.2 - 4.8
Military Leave Pay (Thirty Days) 2.204
Military Service Dates (Item 964) 2.150
Military Substantiation (Item 865) 2.114
Miscellaneous Change Required/Conditional Charts 3.104-3.153
Miscellaneous Change Transaction Codes 3.100-3.103
Motorcycle Pay 2.48
Multiple Hourly Rate (Item 955) 2.100, 2.143

N.

Name Change or Correction 6.4, 9.3
Name of Employee 2.24
Non-Qualifying Pay Period (715 Transaction) 3.136
Notice of Personnel Action (NOPA) ..... 2.6 - 2.7, 2.76, 2.120, 5.42, 7.1 - 7.9, 8.1 - 8.7
Number of Months (Item 415) 2.53

O.

Oath/Non-Citizen (Item 545) 2.71
Official Reprimand 3.144, 5.70
One Document Method Required/Conditional Charts 3.28, 3.30, 3.74, 3.76, 3.84, 3.86
Other Eligibility Substantiation (Item 957) 2.144-2.146.1
Other Position (Item 135) 2.31
Out-of-Sequence Transactions 2.20, 9.4, 9.6
Overpayment of Separated Employee 2.36, 5.46

P.

Padded PAR (Form 680A) ..... 2.1 - 2.1b, 2.23, 2.24, 2.31, 5.10, 5.100, 8.1
PAM (Personnel Action Manual) 1.0
PAR (Personnel Action Request) ..... 2.1 - 2.1b 8.1 - 8.7, 10.8 - 10.13, 10.23, 10.26, 10.29
PAR Item Deletion Chart 9.13
PAR, Required/Conditional Charts ..... 3.20-3.87, 3.104 - 3.153, 3.204 - 3.261
Paramedic Pay 2.48
Pay Frequency (Item 315) 2.41
Pay Immediately (Item 615) 2.81
Pay Letter #/Expiration Date (Item 356) 2.50
Pay Period 2.41, 2.47, 2.79, 2.80, 4.2, 5.25
Pay Period (Item 605) 2.78
Pending Investigation of Injury or Illness 3.136, 3.246, 5.29
Personnel Operations Errors 9.1
PIMS System Users/Conversion Dates 1.3-1.3b
Plus Salary (Item 325) 2.43-2.43.1
Position Number ..... 2.25-2.28, 2.132, 2.147 - 2.150
Premium Pay 2.48-2.48.4
Prior State Service (Item 450) 2.60
Probationary Period (Item 430) 2.56-2.56.1
Processing of Transactions 8.0-8.7
Professional License (Item 560) 2.74

Q.

Qualifying or Non-qualifying Pay Period 2.90, 3.136

R.

Reading Line 12 - Employment History 9.1
Reallocations 1.5, 4.1
Reason for Separation (Item 603) 2.76-2.77
Reconstructing Employment History 9.7
Examples of 9.9
Red Circle Rates 2.43
Redefined Transaction Codes 2.209
Reemployment List Class (Item 725) 2.55, 2.92
Reemployment List Eligibility (Item 730) 2.94
Reemployment List Eligibility Date (Item 869) 2.118
Reemployment Seniority Score (Item 735) 2.95
Re-entering a New Transaction as a Result of a Void 9.6
Reinstatement of Payment of Lump Sum Vacation 5.75
Rejection During Probationary Period 2.20, 5.83, 5.84
Reporting Unit (Item 121) 2.26
Request for Confidentiality of Home Address (Form 686A) 6.11
Requesting Additional History 1.12
Requesting Duplicate Documents 1.12
Required/Conditional Charts (Purpose/Use) 3.0-3.2
Retention of Documents
PAR 2.4, 2.5
NOPA 7.2
Retirement System Transaction (R01) 3.147
Retirement Rate (Item 530) 2.68
Retirement Annuitant Appointment ..... 2.41, 2.48, 2.52, 2.54, 2.55.1 - 2.55.2, 3.28, 3.30, 3.32, 6.1
Right of Return Designation (Item 871) ..... 2.100, 2.119 - 2.120.1
Roll Code 9 Employees 2.36
Route to Department of (Item 015) 2.22

S.

Safety Member (Item 515) 2.65
Salary, Based on (Item 320) 2.42
Salary Increase Certification (Item 872) 2.121
Salary Per (Item 310) 2.40
Salary Rate 2.42
Salary Rate Substantiation, Above Minimum (Item 873) 2.122
Separation/Disposition of CalPERS Contributions 6.20-6.29
Separation Expiration Dates & Hours (Item 645) 2.86
Separation Required/Conditional Charts 3.204-3.261

Separation Time to be Paid Substantiation (Item 958) 2.147
Separation Transaction Codes 3.200-3.203
Sequence Number (Item 005) 2.20
Serial (Item 123) 2.28
Service Pay Period (Item 715) 2.90, 5.29
Sex (Item 440) 2.58
Correction to 9.3
Shift Differential (Item 345) 2.47-2.47.1
Sick Leave (Lump Sum) 2.82, 2.84, 3.250
Sick Leave at Retirement (Item 888) 2.133
Signature Authorization For Personnel/Payroll Documents (Form PPSD 8A) 5.95-5.97.2
Social Security/Medicare Member (Item 525) 2.67
Social Security Number (Item 105) 2.23
Correction to 9.3
SPB or Court Action 5.71-5.71.2
Special Ingrade Salary Adjustment ..... 2.44, 2.89, 2.203, 2.208 - 2.209, 3.150, 4.2 - 4.8
Special Instructions (Index) 5.0
Special Pay (Item 350) 2.48
Special Plus (Item 720) 2.91
Special Salary Adjustment - CPA or CPS Certificate 5.98
State Disability Insurance Leave documentation 3.232, 5.103
State Reporting Codes ..... Appendix IV
Submission of Documents 2.2, 2.4, 2.35
Surname Suffixes 2.24
Survivor's Benefits (Item 520) 2.66

T.

Tax Sheltered Annuity Deduction 2.151, 2.205
Telephone Contacts ..... 1.12 – 1.13
Temporary Authorization Appointment (TAU) 2.44, 2.52, 2.56
Temporary Authorization Clearance (Item 878) 2.126
Temporary Leave (715 Transaction) 3.136
Temporary Leave (S54 Transaction) 3.240, 5.31
Ten-Twelve Pay Plan Employees 3.114, 3.115
Time Base (Item 405) 2.51
Time Base Substantiation (Item 879) 2.127
Time of Death (Item 880) 2.128
Time to be Paid - New (Item 606) 2.79-2.79.3
Total to be Paid - Old (Item 607) 2.80
Total Salary (Item 306) 2.39
Total State Service (Item 705) 2.88
Correction to 9.3
Transaction Code (Item 205) 2.34

Transaction Codes
- Inactive or Redefined 2.209
- Appointment 3.17-3.19
- Miscellaneous Change 3.100-3.102
- Separation 3.200-3.202
- Correction to 9.3

Transaction Packages 5.100
Turnaround Documents Chart 2.6
Turnaround PAR (Form 680) ..... 2.1 – 2.1b, 5.10, 5.50, 5.70, 5.100

Type of List/Exempt Status (Item 426) 2.55.1-2.55.4

U.

Union Benefit Trust Fund Deduction 2.151, 2.205
Unit (Item 121) 2.26

V.

Vacation (Lump Sum) 2.82, 2.84
Variable Maintenance Deduction 2.151, 2.205
Voiding Transaction 9.5

W.

Work Week Group (Item 355) 2.49
Work Week Group Reallocations 2.49-2.50

PAM TABLE OF CONTENTS
(Revised 08/11)

	SECTION TITLE	PAGES
1.0	**SYSTEM INFORMATION**	
	Foreword	1.0
	Background	1.2
	PIMS Systems Users/Conversion Dates	1.4
	Employment History Decentralized Departments/ Conversion Dates	1.8
	Telephone Contacts	1.12
2.0	**PERSONNEL ACTION REQUEST (PAR) - PURPOSE/USE**	
	Padded PAR (Form 680A) / Turnaround PAR (Form 680)	2.1
	Turnaround PAR List of Transactions	2.6
2.20	**PAR ITEMS - LINES 1 THROUGH 7**	
	Items 005 through 306 Index	2.20
	Items 310 though 455 Index	2.40
	Items 505 Account Code Index, Codes, Descriptions	2.62
	Account Code Glossary	2.63.2
	Items 510 through 535	2.64
	Item 450 - Prior State Service	2.60
	Items 540 through 740 Index	2.70
2.100	**PAR ITEMS – LINES 8 AND 9**	
	Index	2.100
	General Information/Documentation/Add. Info.	2.101
	Items 850 through 999	2.102
2.200	**PAR ITEMS - LINES 10, 11 AND 12**	
	Line 10, Backup, Remarks and Keyed By Information	2.200
	Line 10 Completion Chart	2.201
	Line 11, Appointing Power Signature	2.206
	Line 12, Employment History	2.207
3.0	**REQUIRED/CONDITIONAL CHARTS - PURPOSE/USE**	3.0
	PAR APPOINTMENT TRANSACTIONS	
	Appointment Transaction Codes (Definitions)	3.3
	Appointment Required/Conditional Charts (Index)	3.6
	Appointment Required/Conditional Charts	3.20
3.100	**PAR MISCELLANEOUS CHANGE TRANSACTIONS**	
	Miscellaneous Change Transaction Codes (Definitions/Index)	3.103
	Miscellaneous Change Required/Conditional Charts	3.104
3.200	**PAR SEPARATION TRANSACTIONS**	
	Separation Transaction Codes (Definitions/Index)	3.200
	Separation Required/Conditional Charts	3.204

PAM TABLE OF CONTENTS
(Revised 08/11)

SECTION TITLE		PAGES
4.0	**PAR - PERSONNEL OPERATIONS INITIATED ACTIONS/REPORTS**	
	Mass Updates	4.1
	SISA/MSA Mass Updates	4.2
	SISA/MSA Register (Comment Codes)	4.5
	Supervisory Certification Examples	4.7
	Monthly Expiration Dates Reports	4.10
	Monthly CBID Audit Report	4.13
5.0	**PAR - SPECIAL INSTRUCTIONS**	
	Index	5.0
6.0	**EMPLOYEE ACTION REQUEST (EAR) - PURPOSE/USE**	6.1
	EAR Item Definitions	6.3
	Separation of CalPERS Contributions	6.20
6.20	**SEPARATION/DISPOSITION OF PERS CONTRIBUTIONS - PURPOSE/USE**	
	Separation Form Item Definitions	6.22
7	**NOTICE OF PERSONNEL ACTION**	
8	**PROCESSING OF TRANSACTIONS - INDEX**	8.0
9	**PAR - CORRECTIONS, OUT-OF-SEQUENCE, VOIDS - INDEX**	9.0
	Corrective Action Procedures	9.1
10	**DECENTRALIZED PROCEDURES - INDEX**	10.0
	Employment History Decentralized Procedures	10.1
	PAR Update Instructions	10.10
	Keying PAR Items	10.11
	CS Exempt Automated Audit Messages	10.13
	Transactions Keying Exceptions	10.14
	EAR Update Instructions	10.15
	Revolving Transaction Coding or Key Entry Errors on EAR Transactions.	10.19
	Duplicate PAR Request	10.23
	Employment History Data Base Restore Process	10.25
	Inquiry Procedures	10.26
	Telephone Contacts	10.36
	APPENDIXES	
	I – Class Title Variation Code Listing	1 - 15
	II – Valid CETA Department Codes	1-2
	III – Fractions of Hours Conversion Chart	1-2
	GLOSSARY	1 - 11

ITEM 530 - RETIREMENT RATE

DESCRIPTION: Indicates rate of contribution into the retirement system for this position.

REQUIRED: Although this item is normally computer generated, the appointing power must make an entry under the following conditions:

Legislative Retirement System Member

1 - Legislative Retirement System member (exempt employee) whose rate is 4.00 and has no Social Security/Medicare coverage and is returning to State service with no history on data base.

2 - Current exempt employee changing membership to Legislative Retirement System whose rate is 4.00 and has Social Security/Medicare coverage.

U. C. Retirement System Member

3 - U. C. Retirement System member (exempt employee) whose rate is 7.10 and who has no Social Security/Medicare coverage and is returning to State service with no history on data base.

4 - Current exempt employee changing membership to U. C. Retirement System whose rate is 7.10 and has no Social Security/Medicare coverage.

ENTER: The appropriate rate (up to 4 digits) as mentioned above.

ADDITIONAL INFORMATION: PERS Miscellaneous members in a Two-Tier (Second Tier) plan will generate '00.00' in this field.

Corrections to this item will be accepted only from a retirement system and will generate a new PAR.

EXAMPLE:

ITEM 535 - EXEMPT AUTHORITY

DESCRIPTION: Denotes the legal authority for the exempt appointment.

REQUIRED:

1 - For A30 - A35 Transactions except when the new information is the same as what is shown in the shaded area.

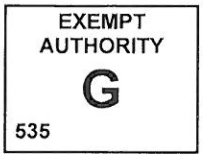
2 - For S05 Transactions: 1) Resignation to accept CSU appointment; or 2) Moving to, from or between exempt positions when lump sum vacation is paid; or 3) For current PERS member moving to exempt position under a different retirement system; or 4) Appointment or employment by Legislature (House or Legislative Committee).

ENTER:

One of the following codes:	It represents this Article of the Constitution:
A	VII 4 (A)
B	VII 4 (B)
C	VII 4 (C)
D	VII 4 (D)
E	VII 4 (E)
F	VII 4 (F)
G	VII 4 (G)
H	VII 4 (H)
I	VII 4 (I)
K	VII 4 (K)
L	VII 4 (L)
M	VII 4 (M)
R	IX 2.1
S	XX 22
T	XXXV 7 /XXI 2

ADDITIONAL INFORMATION: This code will be automatically deleted by the computer on A01, A02, or A03 Transactions when employee is returning to civil service from exempt appointment.

EXAMPLE:



PAM

3.5 (Revised 08/11)

APPOINTMENT TRANSACTION CODES (CONT.)

SPB/DPA/Court Actions (Cont.)

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

APPOINTMENT REQUIRED/CONDITIONAL INDEX (CONT.)

CODE	EMPLOYEE STATUS	DATA BASE HISTORY	PAR FORM	PAGE
A32	New/Returning	No	Padded	3.78
	Additional Position	For Position-No	Padded	3.78
	Returning	Yes	Turnaround	3.79
	Addition Position	For Position-Yes	Turnaround	3.79
	Current	Yes	Turnaround	3.80
	"Immediate Pay Appointment" * -			
	New/Returning	No	Padded	3.81
	Additional Position	No	Padded	3.81
	Returning	Yes	Turnaround	3.82
	Additional Position	Yes	Turnaround	3.82
A33	New/Returning	No	Padded	3.83
	Additional Position	For Position-No	Padded	3.83
	Returning	Yes	Turnaround	3.84
	Addition Position	For Position-Yes	Turnaround	3.84
	Current	Yes	Turnaround	3.85
	"Immediate Pay Appointment" * -			
	New/Returning	No	Padded	3.86
	Additional Position	No	Padded	3.86
	Returning	Yes	Turnaround	3.87
	Additional Position	Yes	Turnaround	3.87
A34	New/Returning	No	Padded	3.87.6
	Additional Position	For Position-No	Padded	3.87.6
	Returning	Yes	Turnaround	3.87.10
	Addition Position	For Position-Yes	Turnaround	3.87.10
	Current	Yes	Turnaround	3.87.8
	"Immediate Pay Appointment" * -			
	New/Returning	No	Padded	3.87.4
	Additional Position	No	Padded	3.87.4
	Returning	Yes	Turnaround	3.87.2
	Additional Position	Yes	Turnaround	3.87.2
A35	New/Returning	No	Padded	3.88
	Additional Position	No	Padded	3.88
	Returning	Yes	Turnaround	3.89
	Addition Position	For Position –Yes	Turnaround	3.89
	Current	Yes	Turnaround	3.90
	"Immediate Pay Appointment" * -			
	New/Returning	No	Padded	3.91
	Additional Position	No	Padded	3.91
	Returning	Yes	Turnaround	3.92
	Additional Position	Yes	Turnaround	3.92

*Formerly "One Document Method" Appointment.

PAM

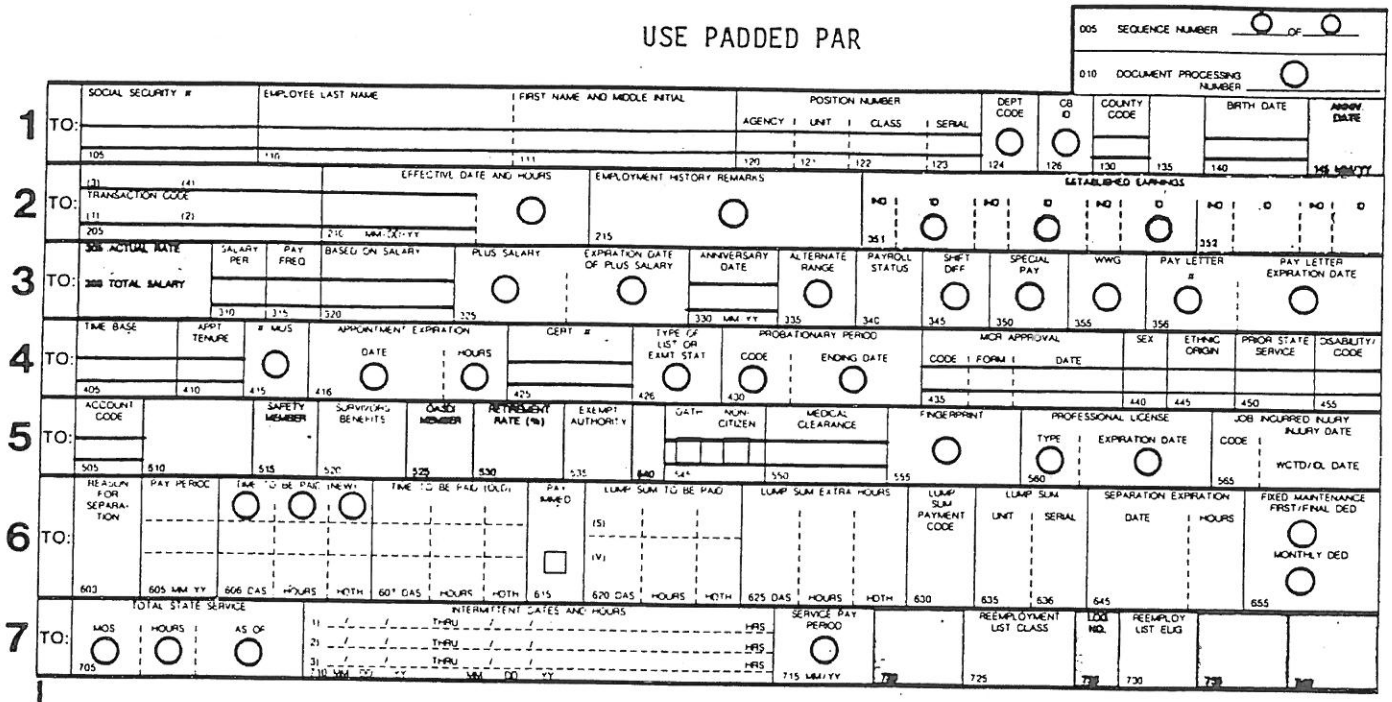
3.20 (Rev. 05/88)

A01

CERTIFICATION PROCESS

1) Use for employee new to State Service; or
2) 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 page 3.28.

REQUIRED
(MUST be completed)

CONDITIONAL
(MUST be completed when required by ITEM DEFINITION)

ONE OR MORE REQUIRED
(ONE or MORE of these items on this chart MUST be completed for a valid transaction)

0824c10

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.

PAM

3.87.2
Revised 02/11

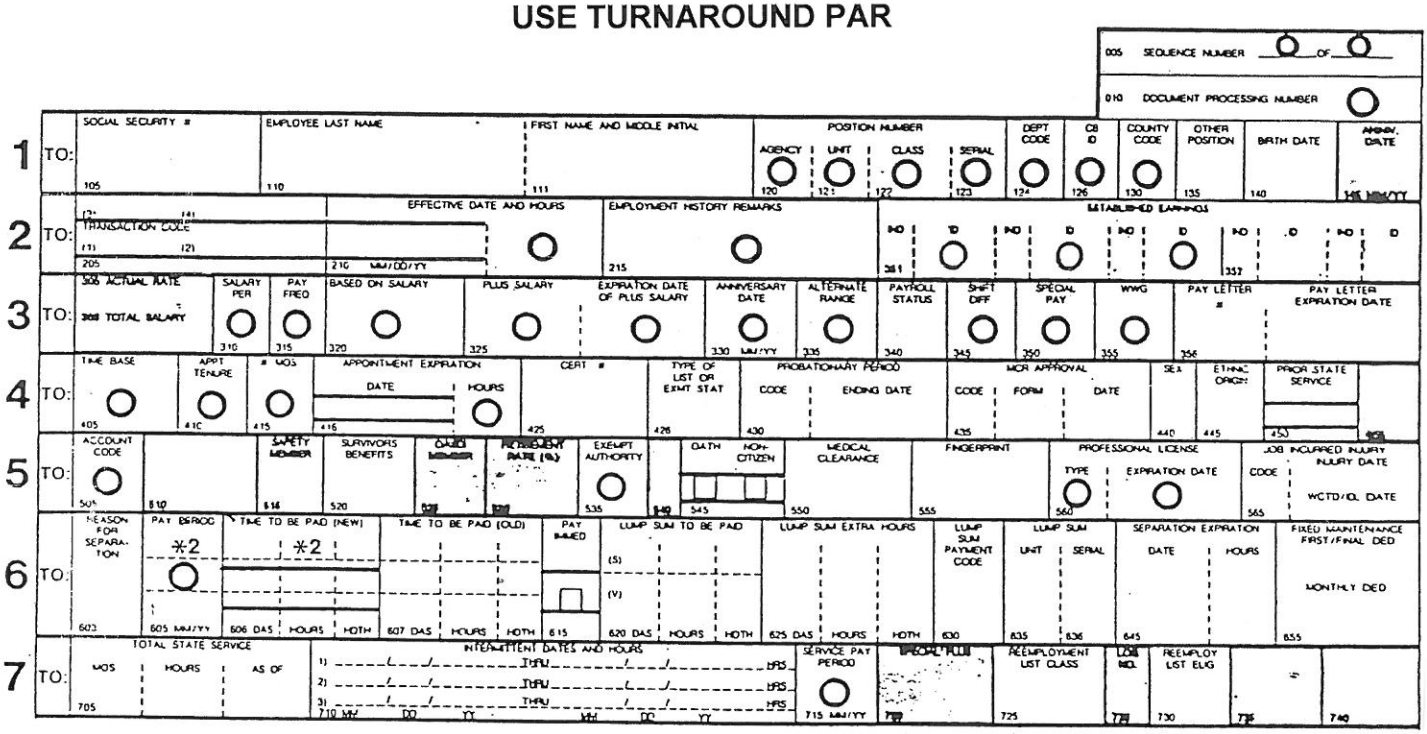
A34

IMMEDIATE PAY APPOINTMENT *1

Ca. Institute for Regenerative Medicine
Citizen Redistricting Comm.

1) Use for returning exempt employee with previous service as exempt or civil service and history is on data base; or
2) 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.

REQUIRED
(MUST be completed)

CONDITIONAL
(MUST be completed when required by ITEM DEFINITION)

ONE OR MORE REQUIRED
(ONE or MORE of these items on this chart MUST be completed for a valid transaction)

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.

PAM

3.87.4
Revised 02/11

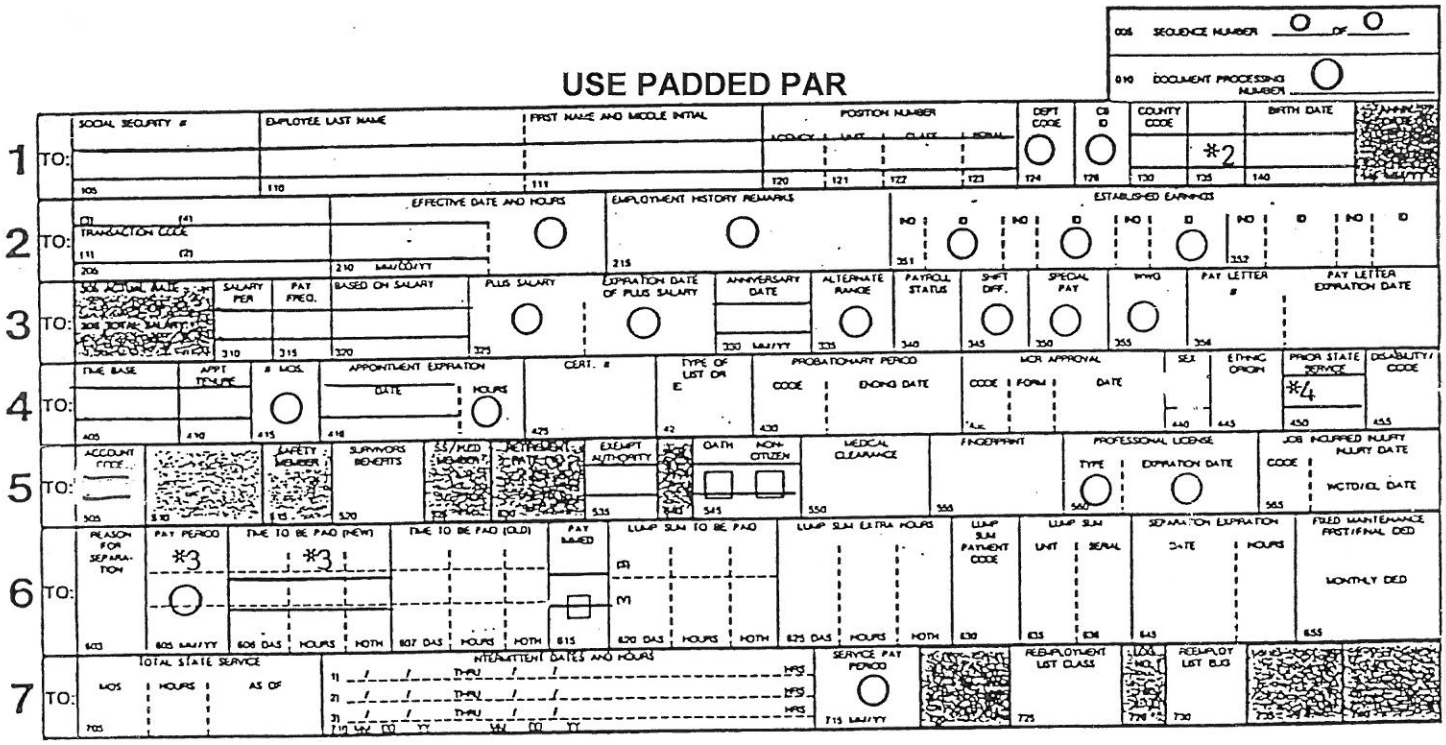
A34

IMMEDIATE PAY APPOINTMENT *1

Ca. Institute for Regenerative Medicine
Citizen Redistricting Comm.

1) **Use for exempt employee with no previous exempt or civil service; or**
2) **Use for returning exempt employee with previous exempt or civil service and NO history on data base; or**
3) **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.)

REQUIRED
(MUST be completed)

CONDITIONAL
(MUST be completed when required by ITEM DEFINITION)

ONE OR MORE REQUIRED
(ONE or MORE of these items on this chart MUST be completed for a valid transaction)

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.

PAM

3.87.6
Revised 02/11

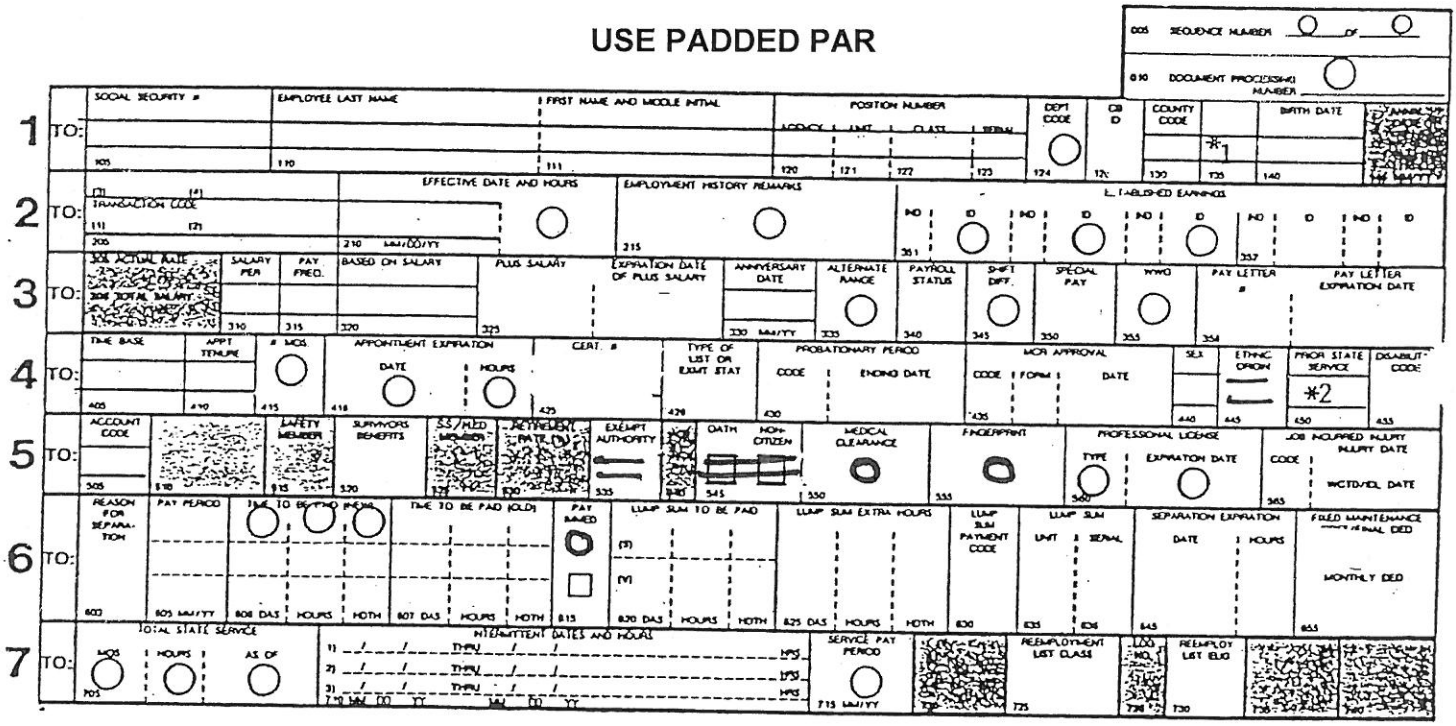
A34

EXEMPT

Ca. Institute for Regenerative Medicine
Citizen Redistricting Comm.

1) **Use for exempt employee with no previous exempt or civil service; or**
2) **Use for returning exempt employee with previous exempt or civil service and NO history on data base; or**
3) **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.)**

═ REQUIRED
(MUST be completed)

○ CONDITIONAL
(MUST be completed when required by ITEM DEFINITION)

● ONE OR MORE REQUIRED
(ONE or MORE of these items on this chart MUST be completed for a valid transaction)

PAM

3.87.7
NEW 07/11

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.

PAM

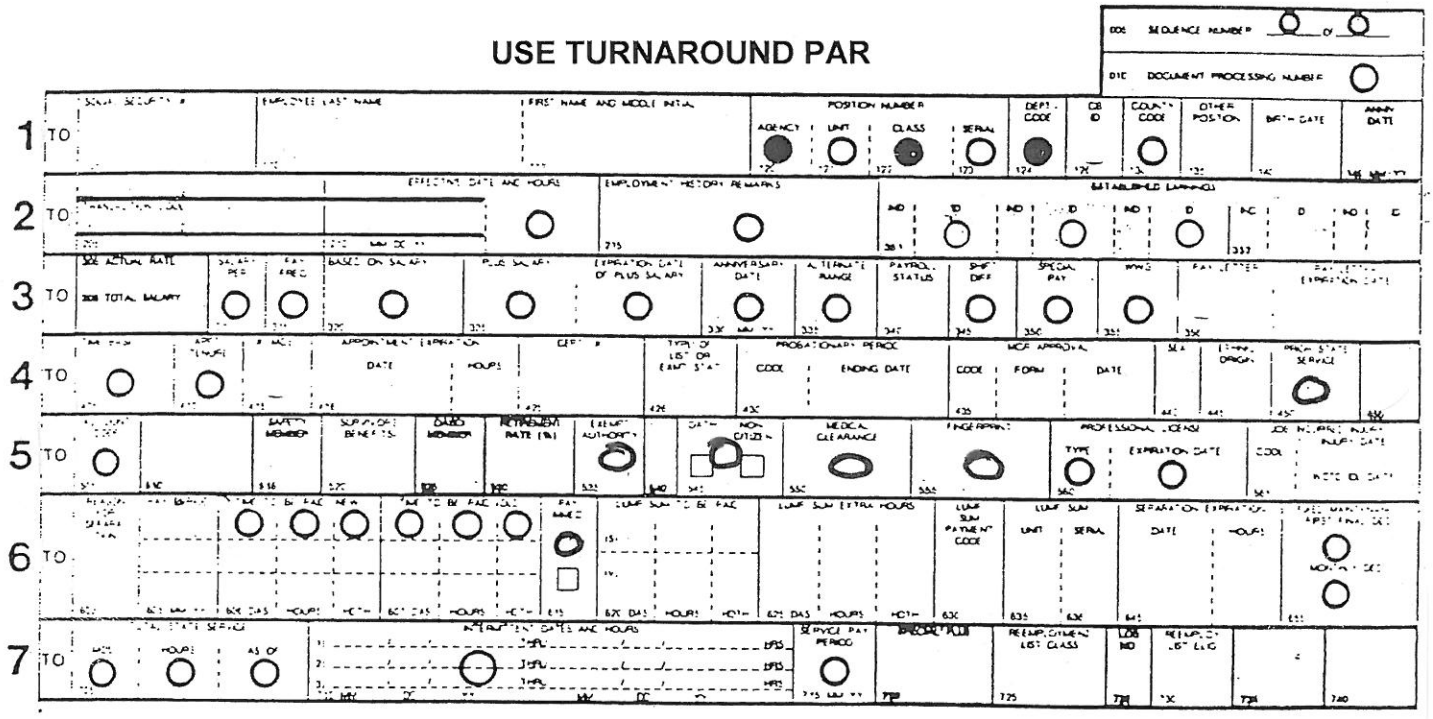
3.87.8
Revised 02/11

A34

EXEMPT

Ca. Institute for Regenerative Medicine
Citizen Redistricting Comm.

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



REQUIRED
(MUST be completed)

CONDITIONAL
(MUST be completed when required by ITEM DEFINITION)

ONE OR MORE REQUIRED
(ONE or MORE of these items on this chart MUST be completed for a valid transaction)

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 – Transaction requiring "Concurring Appointing Power Signature" when Keyed by a decentralized agency.

PAM

3.87.10
Revised 02/11

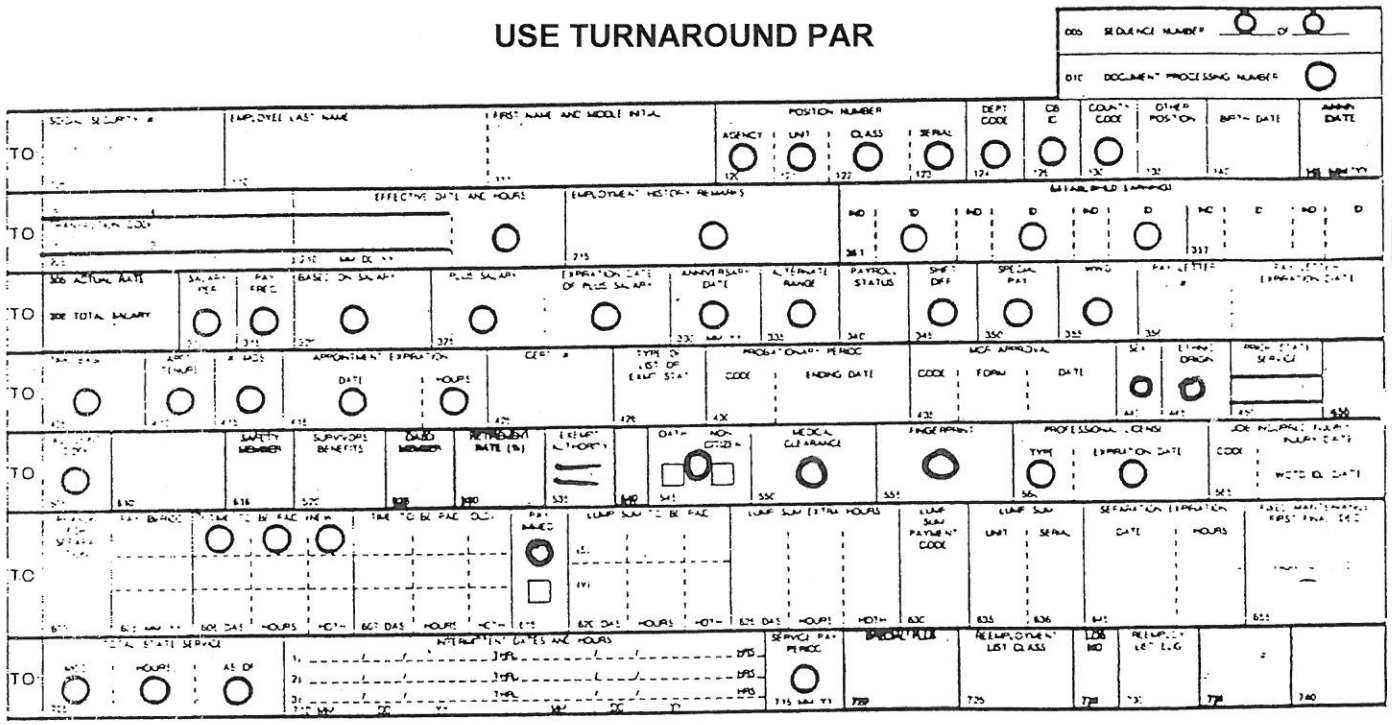
A34

EXEMPT

Ca. Institute for Regenerative Medicine
Citizen Redistricting Comm.

1) **Use for returning exempt employee with previous service as exempt or civil Service and history is on data base; or**
2) **Use for exempt additional position when position history is on data base.**

USE TURNAROUND PAR



REQUIRED
(MUST be completed)

CONDITIONAL
(MUST be completed when required by ITEM DEFINITION)

ONE OR MORE REQUIRED
(ONE or MORE of these items on this chart MUST be completed for a valid transaction)

PAM

3.87.11

NEW 07/11

LINES 8 – 9 ITEMS:

LINE 10 REMARKS AND BACKUP INFORMATION:

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

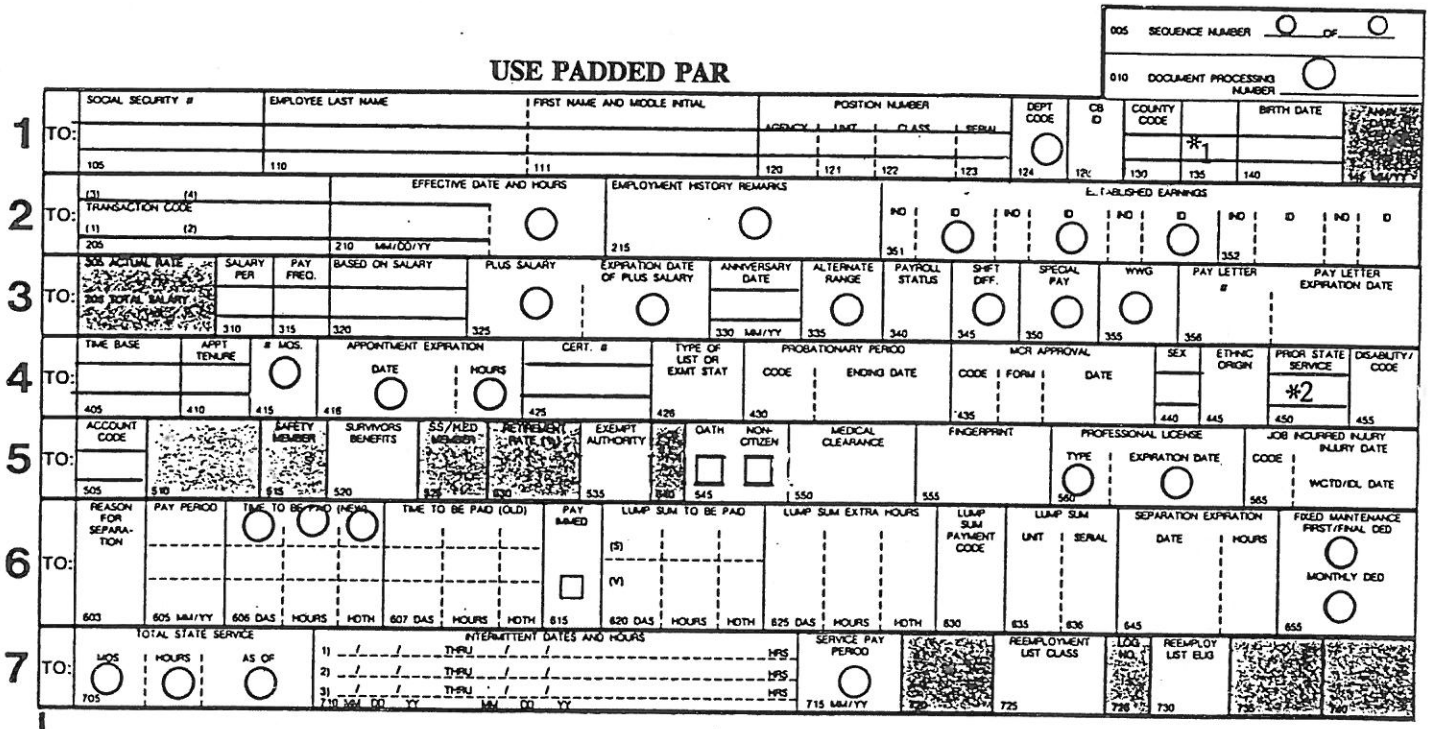
1 – Transaction requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency.

PAM

3.88 (Rev. 05/99)

A35 CCC/ECOLOGY CORPS, EXEMPT

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



*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.)**

REQUIRED
(MUST be completed)

CONDITIONAL
(MUST be completed when required by ITEM DEFINITION)

ONE OR MORE REQUIRED
(ONE or MORE of these items on this chart MUST be completed for a valid transaction)