

PAM SYSTEM INFORMATION

INDEX – SECTION 1

(Revised 06/14)

Forward 1.0
Background 1.2
PIMS System Users/Conversion Dates 1.3
Telephone Contacts 1.6
Employment History Decentralized Departments ID'S/Conversions dates (Chart) 1.8 –
1.11a

SYSTEM INFORMATION

1.0

FOREWORD

(Rev. 08/95)

The intent of the Personnel Action Manual (PAM) is to explain the procedures and forms used in the Employment History System. The PAM defines purpose, use and processing of the forms. It also provides descriptions, references, and instructions for completing forms and forms items.

Pages in the PAM are numbered by section. The first digit indicates the section. Remaining digits indicate page order within a section.

Revisions to the PAM are normally issued on a quarterly basis -- February, May, August and November. Revised pages will show vertical lines to indicate new or changed information. Revision dates appear at the top of the page. A cover memorandum is issued with each revision indicating important changes and pages to be removed and inserted.

Cover memorandums are sometimes issued separately when a temporary procedure requires immediate attention of the users. The memorandums are filed in front of the PAM in Issue Number order.

There are six forms used for reporting personnel/payroll information under the Employment History System. These forms are:

DESCRIPTION	FORM
Employee Action Request (EAR)	Form STD. 686
Request for Nondisclosure of Employee Home Address	Form STD. 677
Separation/Disposition of PERS Contribution	Separation Form STD. 687
Personnel Action Request (Turnaround PAR)	Form STD. 680
Personnel Action Request (Padded PAR)	Form STD. 680A
Notice of Personnel Action (NOPA)	NOPA

The employee initiates the EAR, Request for Confidentiality of Home Address, and the Separation forms. The EAR is used to report personal information relevant to employment with the State of California. The Request for Confidentiality is used to request confidentiality of home address or release of home address when previously withheld. The employee uses the Separation form to report separations from State employment, and disposition of PERS contributions made.

The PAR is a personnel form designed on the turnaround concept. It is used by appointing powers to report employee appointment, miscellaneous change and separation actions.

The NOPA is the official notice to an employee that a personnel action has been processed for that employee.

The PAM is maintained by the Personnel/Payroll Services Division of the State Controller's Office, Sacramento. Any questions or suggestions for improvement should be sent on a Critique Sheet (PSD 15) or an informal memo to:

State Controller's Office
Personnel/Payroll Services Division
P.O. Box 942850
Sacramento, CA 94250-5878
ATTN: Customer Support Section

SYSTEM INFORMATION

1.2

BACKGROUND

(Rev. 08/84)

There are now more than 230,000 State employees. The functions of hiring, paying, maintaining, and retiring this ever-growing work force were formerly managed by individual systems developed at State Personnel Board (SPB), State Controller's Office (SCO), Public Employees' Retirement System (PERS) and California State Universities and Colleges (CSU). These systems suffered from the burden of an ever-increasing workload and cumbersome methods of information exchange. The inefficiency of maintaining duplicate personnel data in four separate rosters was costly and resulted in excessive time lag.

The Legislature provided funding in the 1973/74 fiscal year to develop a centralized personnel/payroll, retirement documentation processing system. The control agencies, SPB, SCO, PERS, and CSU, participated jointly in the development of a new centralized data base system. It is called the Employment History System.

The Employment History System was designed and implemented by the Personnel Information Management System (PIMS) during 1974. It is the first of several systems to be designed by PIMS. Administratively, PIMS is a division of SCO.

The Employment History System was maintained and operated by the Personnel Services Division (PSD). This division was responsible for many of the processes previously performed by SPB and some of the processes performed by SCO Disbursements.

The Personnel Services Division and SCO's Payroll Section of Disbursements were combined into one division on August 1, 1976. This merger was made to provide more efficient service to departmental personnel offices through the consolidation of the closely interrelated functions of personnel and payroll processes under one administration known as the Personnel/Payroll Services Division (PPSD).

Personnel Services now maintains and operates the Employment History System for civil service, exempt and CSU employees. Units within Personnel Services are Staff Support, Clerical Support, Processing and Control, Audits, Liaison, Video on-line and Training and Procedures.

Conversion of employee records to the Employment History System was completed as follows: Civil Service - May 1976, CSU - December, 1976 and Exempt - May, 1977.

Since the inception of the Employment History System, the State Controller's Office has continued to examine methods and processes, which would expedite employees' pay. After several years of operating a centralized automated personnel/payroll system, during which time the process was simplified and streamlined as much as possible, it was determined further advancement of the system could only be obtained by allowing employing departments to update their records from their location.

In January 1981, a pilot project was established at the California State University at Sacramento. The pilot allowed the campus to directly input personnel and payroll related data into the State Controller's Office computer system. The results of this pilot revealed that the decentralized input of data into the computer system improves the quality and timeliness of service, while maintaining the accuracy of data.

Employment History Decentralization for the California State Universities was completed September 1983. Employment History Decentralization for Civil Service/Exempt Departments began December 1982 and was completed September 1987 with the exception of Legislature's Assembly Rules Committee and the Lieutenant Governor's Office.

SYSTEM INFORMATION

1.4

PIMS SYSTEM USERS/CONVERSION DATES

(Rev. 05/90)

EFFECTIVE FEBRUARY 4, 1975

Alcoholic Beverage Control
California Highway Patrol
Department of Corporations
Department of Food and Agriculture (except Agricultural Association)
Department of Housing and Community Development
Department of Motor Vehicles
Department of Real Estate
Stephen P. Teale Consolidated Data Center

EFFECTIVE MARCH 4, 1975

Air Resources Board
Coastal Zone Conservation Commission of California
Department of Conservation
Department of Fish & Game
Department of Insurance
Department of Parks & Recreation
Department of Savings & Loan
Department of Water Resources
Department of Industrial Relations
Department of Navigation/Ocean Development
Public Utilities Commission
Resources Agency
San Francisco Bay Conservation & Development Commission
State Banking Department
State Compensation Insurance Fund
State Controller's Office
State Lands Division
State Solid Waste Management Board
State Treasurer's Office
State Water Resources Control Board

EFFECTIVE APRIL 4, 1975

Department of Commerce
Department of Education
Department of Finance
Public Employees' Retirement System
State Board of Equalization
State Fire Marshal
State Franchise Tax Board
State Teachers' Retirement System

PIMS SYSTEM USERS/CONVERSION DATESEFFECTIVE MAY 4, 1975

Agnews State Hospital (Department of Health)
 Agriculture and Services Agency
 Department of Benefit Payments
 Department of Consumer Affairs
 Department of General Services (except Office of State Printer)
 Department of Justice
 Department of Veteran's Affairs
 State Energy Resources Conservation and Development Commission
 State Personnel Board
 State Scholarship and Loan Commission
 Stockton State Hospital (Department of Health)

EFFECTIVE JUNE 4, 1975

Camarillo State Hospital (Department of Health)
 Department of Corrections
 Department of Rehabilitation
 Department of Youth Authority
 * Health & Welfare Agency
 Metropolitan State Hospital (Department of Health)
 * Office of Educational Liaison
 * Prepared by Benefit Payments

EFFECTIVE JULY 5, 1975

Agricultural Associations
 California Crime Technological Research Foundation
 California Horse Racing Board
 California Hospital Commission
 California Law Revision Commission
 Colorado River Board of California
 Commission for Teacher Preparation & Licensing
 Community Colleges
 Military Department
 Office of Aging
 Office of Criminal Justice Planning
 Office of Emergency Services
 Office of Legislative Counsel
 1-A District Agricultural Association
 Secretary of State

EFFECTIVE AUGUST 4, 1975

(Department of Health)
 Atascadero State Hospital
 Fairview State Hospital
 Napa State Hospital
 Pacific State Hospital
 Patton State Hospital
 Porterville State Hospital
 Sonoma State Hospital

PIMS SYSTEM USERS/CONVERSION DATESEFFECTIVE OCTOBER 4, 1975

Department of Health (Headquarters)

EFFECTIVE JANUARY 4, 1976

Employment Development Department
Department of Transportation

EFFECTIVE MAY 6, 1976

State Printing Plant

EFFECTIVE DECEMBER, 1976

C.S.U. Employees

EFFECTIVE MAY, 1977

Exempt Employees

EFFECTIVE NOVEMBER 1, 1978

Maritime Academy - Student Assistants

EFFECTIVE MAY 12, 1979

C.S.U. - Student Assistants

No Information on this page.

**EMPLOYMENT HISTORY DECENTRALIZED DEPARTMENTS/ID'S/
CONVERSION DATES**

(Rev. 05/11)

DEPARTMENT	DEPT ID *	CONVERSION DATE
Agricultural Labor Relations Board	40-5	06/86
Alcohol & Drug Program	40-4	06/86
Alcoholic Beverage Control	39-2	04/86
Air Resources Board	35-5	05/85
Arts Council	42-4	01/87
Board of Equalization	31-6	10/84
Board of Prison Terms	42-9	02/87
Boating & Waterways	39-1	03/86
California Coastal Commission	43-6	04/87
CalFire	FS	01/84
Amador - El Dorado Ranger Unit	47-2	05/92
Butte Ranger Unit	45-3	07/89
Coastal-Cascade Region**	44-8	01/85, 07/89
Humboldt-Del Norte Ranger Unit	44-7	07/84
King Ranger Unit	47-9	07/93
Lake Napa Ranger Unit	45-5	07/89
Lassen-Modoc Ranger Unit	45-6	07/89
Madera-Mariposa-Merced Ranger Unit	47-3	05/92
Mendocino Ranger Unit	45-7	10/89
Nevada-Yuba-Placer Ranger Unit	44-6	06/89
Riverside Ranger Unit	46-3	06/90
San Benito-Monterey Ranger Unit	47-6	10/92
San Bernardino Ranger Unit	49-0	10/94
San Diego Ranger Unit	45-4	09/94
San Luis Obispo Ranger Unit	48-8	08/94
San Mateo-Santa Cruz	44-9	07/89
Santa Clara Ranger Unit	45-1	07/89
Shasta-Trinity Ranger Unit	33-1	07/94
Sierra-South Region Office**	32-9	01/84, 07/89
Siskiyou Ranger Unit	48-6	07/94
Sonoma Ranger Unit	45-2	07/89
Tehama-Glenn Ranger Unit	47-5	10/92
Tulare Ranger Unit	48-7	08/94

**EMPLOYMENT HISTORY DECENTRALIZED DEPARTMENTS/ID'S/
CONVERSION DATES**

(Rev. 06/14)

Tuolumne-Calaveras Ranger Unit	47-7	10/92
California Coastal Conservancy	43-2	02/87
California Conservation Corp	30	07/84
California Earthquake Authority	30-6	05/01
California Exposition and State Fair	32-1	11/84
California Health Benefit Exchange	74-0	04/13
California State Highway Patrol	HP	03/84
California State Library	46-5	07/90
California Tahoe Conservancy	E4	04/14
California Waste Management Board	43-4	04/87
Commission on Teacher Credentialing	43-1	02/87
Community Colleges	44-1	09/87
Community Services and Development	40-1	10/86
Conservation	39-5	04/86
Consumer Affairs	CA	03/84
Corporations	39-6	04/86
Corrections -		
Admin/Parole & Comm. Ser	33-2	01/85
Avenal State Prison	42-7	01/87
California City Correctional Facility	IP	02/14
California Correctional Center	34-7	03/85
California Institution for Men	33-6	01/85
California Medical Facility - Main	33-9	02/85
California Medical Facility - South	43-8	02/85
California Men's Colony	34-2	04/85
California Rehabilitation Center	34-1	04/85
California State Board of Corrections	30-8	05/03
California State Prison, Los Angeles County	47-8	01/93
California Substance Abuse Treatment Facility, Corcoran	49-5	06/97
Calipatria State Prison	46-8	07/91
Centinela State Prison	48-0	07/93
Central California Women's Facility	46-2	05/90
Chuckawalla State Prison	44-4	11/88
Corcoran State Prison	44-2	01/88

**EMPLOYMENT HISTORY DECENTRALIZED DEPARTMENTS/ID'S/
CONVERSION DATES**

(Rev. 06/14)

Correctional Inst./Tehachapi	34-5	03/85
Correctional Training Center - Galt	36-2	08/85
Correctional Training Facility	33-5	01/85
Deuel Vocational Institution	34-8	04/85
Donovan Correctional Facility	42-8	02/87
Folsom State Prison	35-4	05/85
High Desert State Prison	49-3	07/95
Institution for Women	34-4	03/85
Ironwood State Prison	48-3	01/94
Kern Valley State Prison	34-9	03/05
Mule Creek State Prison, Lone	42-5	01/87
North Kern State Prison	46-9	07/91
Northern Calif. Women's Facility	42-6	01/87
Pelican Bay State Prison	45-8	10/89
Planning and Construction Division	46-4	05/90
Pleasant Valley State Prison	48-9	09/94
Sacramento State Prison	48-1	08/93
Salinas Valley State Prison	49-4	05/96
San Quentin State Prison	33-4	01/85
Sierra Conservation Center	34-6	03/85
Valley State Prison for Women	49-1	02/95
Wasco State Prison Reception Center	46-6	01/91
Del Mar Fairgrounds – 22 nd DDA	29-1	11/04
Department of Aging	41-3	10/86
Department of Child Support Services	49-8	01/00
Department of Commerce	42-2	01/87
Department of Financial Institutions	41-7	12/86
Department of Housing & Community Development	34-3	03/85
Department of Information Technology	49-9	01/00
Department of Insurance	35-7	06/85
Department of Military	49-6	03/98
Department of Personnel Administration	DP	10/83
Department of Rehabilitation	32-2	11/84

**EMPLOYMENT HISTORY DECENTRALIZED DEPARTMENTS/ID'S/
CONVERSION DATES**

(Rev.06/14)

Developmental Services	DS	03/84
Agnews State Hospital	AN	10/84
Canyon Springs	30-4	07/00
Fairview State Hospital	FV	11/84
Lanterman State Hospital	24	11/84
Northern CA Facility - Sierra Vista	30-2	07/00
Porterville State Hospital	28	12/84
Sonoma State Hospital	23	10/84
Education - Administration	38-1	02/86
Diagnostic Center, Central California	38-5	03/86
Diagnostic Center, Southern California	38-7	03/86
School for the Blind - Fremont	38-2	05/86
School for the Deaf - Fremont	38-3	03/86
School for the Deaf - Riverside	38-4	03/86
Employment Development Department	HR	08/83
Energy Resources Commission	36-3	09/85
Fair Employment & Housing	39-9	05/86
Fair Political Practices Commission	43-7	06/87
Finance	FI	10/83
Fish and Game	FG	02/83
Food and Agriculture	FA	12/82
Franchise Tax Board	25	06/84
General Services	21	05/84
Governor's Office	42-1	01/87
Governor's Office of Business & Economic Development (Go-Biz)		
Health Services	33-7	02/85
Health & Welfare Data Center	36-5	09/85
Horse Racing Board	43-9	07/87
Housing Finance Agency	41-8	12/86
Industrial Relations	27	06/84
Judicial Council	32-6	12/84
Justice	JU	02/84
Legislative Counsel	39-3	04/86
Managed Care	30-5	10/00
Managed Risked Medical Insurance Board	31-4	06/03

**EMPLOYMENT HISTORY DECENTRALIZED DEPARTMENTS/ID'S/
CONVERSION DATES**

(Rev. 05/11)

Mental Health Administration	31-5	10/84
Atascadero State Hospital	31-8	02/85
Coalinga State Hospital	32-3	06/03
Metropolitan State Hospital	31-9	10/84
Napa State Hospital	NH	10/84
Patton State Hospital	31-7	10/84
Salinas Valley Psychiatric Program	30-7	01/03
Vacaville Psychiatric Facility	44-5	01/89
Motor Vehicles	MV	02/84
Museum of Science & Industry	38-8	03/86
Office of Administrative Law	40-7	08/86
Office of Criminal Justice Planning	41-5	11/86
Office of Emergency Services	41-6	11/86
Office of Environmental Health Hazard Assessment	47-4	08/92
Office of the Inspector General	30-1	05/00
Office of Planning & Research	42-3	01/87
Office of Statewide Health Planning & Development	40-2	06/86
Orange Co. Fairs & Expo Ctr 32 nd Dist. Ag. Assoc.	30-9	05/03
Parks and Recreation	PR	12/83
Peace Officer Standards & Training	43-3	03/87
Pesticide Regulations	48-5	07/94
Post-secondary Education Commission	40-6	07/86
Prison Industry Authority	41-1	09/86
Public Employees' Retirement System	PA	01/84
Public Employment Relations Board	41-2	10/86
Public Utilities Commission	32-7	12/84
Real Estate	36-4	09/85
Real Estate Appraisers	49-2	07/95
Secretary of State	32-8	01/85
Social Services	31-2	09/84
State Board of Control	46-1	05/90
State Bureau of Audits	48-2	08/93
State Compensation Insurance Fund	26	06/84
State Controller	CO	05/83
State Lands Commission	39-8	05/86

**EMPLOYMENT HISTORY DECENTRALIZED DEPARTMENTS/ID'S/
CONVERSION DATES**

(Rev. 05/11)

State Lottery Commission	37-9	01/86
State Personnel Board	PB	02/84
State Public Defender	46-7	06/91
State Teachers' Retirement System	39-7	05/86
State Treasurer	40-8	10/86
Student Aid Commission	40-3	06/86
Teale Data Center	39-4	04/86
Toxic Substances Control	47-1	08/91
Transportation - H.Q. Equip. & Lab	31-1	09/84
Unemployment Insurance Appeals Board	22	05/84
Veteran's Affairs	33-3	01/85
Barstow Veteran's Home	49-7	04/98
Veteran's Home - Chula Vista	30-3	07/00
Veteran's Home	33-8	03/85
Water Resources	WR	11/83
Water Resources Control Board	35-6	06/85
Youth Authority - Headquarters	36-6	10/85
DeWitt Nelson Training Center	37-1	11/85
El Paso de Robles School	37-5	12/85
Fred C. Nelles School	37-6	01/86
Karl Holton School	37-3	11/85
N.A. Chaderjian School	45-9	03/90
Northern California Youth Center	36-9	11/85
Northern Reception Center	36-7	10/85
O.H. Close School	37-2	11/85
Preston School	36-8	10/85
Southern Reception Center	37-7	01/86
Ventura School	37-4	12/85
Youth Training School	37-8	01/86

1.12 (Rev.05/06)

SYSTEM INFORMATION **TELEPHONE CONTACTS**

CALLING PERSONNEL/PAYROLL SERVICES DIVISION

LOCATOR SERVICE

To locate a current state employee, call (916) 322-2760.

PERSONNEL OPERATIONS LIAISON UNIT

Departmental personnel office representatives may call the Personnel Operations Liaison unit from 8:00 a.m. through 12:00 p.m. and 1:00 p.m. through 4:00 p.m. with afternoon hours extended to 4:30 p.m. on Master Payroll Cutoff day.

- 1) For obtaining information regarding:
 - Questions on how to document and/or key a PAR transaction.
 - To report errors made by Personnel Operations.
 - Interpretation of PAM.
 - Clarification of PSD40 form.
 - Requesting a duplicate PAR if agency is NOT decentralized. (Do not request duplicate copy for a document that is outstanding at Personnel Operations).
 - Requesting a duplicate NOPA (Do not request duplicate copy for a document that is outstanding at Personnel Operations). Do not use the Request Verification Screen to request a duplicate NOPA (see page 10.24).
 - Requesting records on the INACTIVE Employment History database (EHDB) to be restored to the ACTIVE EHDB.

When contacting the Personnel Operations Liaison be prepared to give the following Information:

1. Your name, department, and phone number.
2. Employee name, social security number, birth date.
3. Transaction code and effective date.
4. Description of the problem.
5. Position number - only when employee has more than one.
6. Reason for request - when requesting a duplicate PAR.

PLEASE CONTACT THE PERSONNEL OPERATIONS LIAISON AT (916) 322-6500.

- 2) For questions on EAR documentation, call Production Support Unit (916) 322-8141.
- 3) To request additional employment history not reflected on the database.
NOTE: For history prior to 1974 (i.e., prior to data base conversion), send a letter to Personnel Operations, Production Support/Employment History Unit.

1.13 (Rev. 08/08)

SYSTEM INFORMATION **TELEPHONE CONTACTS**

PAYROLL OPERATIONS LIAISON UNIT

For payroll questions, please call the Payroll Liaison Unit at (916) 323-3081. See PPM Section A 013.

PROGRAM MANAGEMENT AND ANALYSIS SECTION MANAGER

Call the manager, Program Management, and Analysis Section at (916) 322-8071 for questions or requests regarding mass updates (reorganizations, reallocations, etc.).

STATEWIDE TRAINING

To schedule employees for announced training sessions, call (916) 322-0683.

E-mail: ppsdtraining@sco.ca.gov

To request a special session of a training class, call (916) 322-0683.

E-mail: ppsdtraining@sco.ca.gov

To make arrangements for consultation services regarding documentation problems and/or personnel/payroll procedures, call (916) 322-0683.

E-mail: ppsdtraining@sco.ca.gov

PAM

For questions regarding the PAM revisions, contact Alice Contreras at (916) 322-0683 or

E-mail acontreras@sco.ca.gov.

Submit suggestions for PAM revisions to:

PPSD, Customer Support Section

P. O. Box 942850

Sacramento, CA 94250-5878

(916) 322-0683

OTHER SCO TELEPHONE CONTACTS

SDD TELEPROCESSING HOTLINE

For assistance concerning "Abend" messages or system/equipment problems call (916) 324-6716.

DATA GUIDANCE

To request additional keying time or additional information contact Vicky Meserva at dgehdb@sco.ca.gov (916) 322-8089.

INFORMATION SECURITY OFFICE

For assistance concerning password/user ID problems call (916) 322-8094