

**PAM MEMORANDUM**

**TO: PAM HOLDERS**

**DATE: May 2011**

**ISSUE NO. 351-11**

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

- 1.8 – 1.11a Employment History Decentralized Depts/ID's/Conversion dates, updated.
- 2.47 Item 345 – Shift Differential, updated.
- 2.115 – 2.116 Item 866 – Leave of Absence Substantiation, Special, Updated
- 3.244 S56, Leave of Absence, Special, updated.
- 5.25 Personnel/Payroll Cutoff Dates for 2012, new.

**REVISION INSTRUCTIONS:**

Removes	Inserts
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2.114 – 2.117	2.114 – 2.117
3.243 – 3.244	3.243 – 3.244
5.0	5.0
5.25 – 5.26	5.25 – 5.26



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

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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
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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. 05/11)

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 State Highway Patrol	HP	03/84
California State Library	46-5	07/90
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 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
Correctional Inst./Tehachapi	34-5	03/85
Correctional Training Center - Galt	36-2	08/85
Correctional Training Facility	33-5	01/85

**EMPLOYMENT HISTORY DECENTRALIZED DEPARTMENTS/ID'S/  
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**(Rev. 05/11)**

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 <sup>nd</sup> 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.05/11)**

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
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 <sup>nd</sup> 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

## ITEM 340 - PAYROLL STATUS \*

**DESCRIPTION:** This item denotes the reason an employee is off the payroll. Currently, the only valid reason to use Transaction Code 340 is when the 10 month employee did not elect 10/12 pay plan option or the 10/12 employee is not entitled to a full 12 months of payment due to numerous docks or a late start. Time off payroll under Miscellaneous Transaction 340 is qualifying for State service benefits.

**REQUIRED:** On 340 Transactions when:

- employee did not elect 10/12 pay plan option.

OR

- employee did elect 10/12 pay plan option but is not entitled to 12 full months of payment due to numerous docks or a late start.

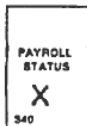
**LENGTH:** 1 character

**ENTER:** "X" - For 10/12 leave per SPB Rule 369.

**ADDITIONAL INFORMATION:** Entries in the shaded area of this item will be deleted by the computer when processing a 341, 565 or Separation Transaction.

- \* This item was originally titled "FLSA". The title on the PAR was changed to reflect "Payroll Status" with the 10/76 revision.

**EXAMPLE:**



## 2.47 (Revised 05/11)

### ITEM 345 - SHIFT DIFFERENTIAL

**DESCRIPTION:** A code which indicates the employee is to receive a differential rate for evening or night shift work.

- REQUIRED:**
- 1 - For employees assigned to evening or night shift for one full pay period or more. (If shift assignment is less than one full pay period, refer to Payroll Procedures Manual, Section D 300)
  - 2 - For transactions in which a change to CBID also results in a change to shift rate.
  - 3 - When shift differential code in shaded area is changing or no longer applies.

**ENTER:** For transactions effective on and after 08/01/89.

If employee's shift is:	Enter Code:
Evening	E *1 G R04 (Class 1120 only, eff. 11/2/10) R S14 (Class 7222 only)
Night	N H R04 (Class 1120 only, eff. 11/2/10) S S14 (Class 7222 only)
to be deleted	*

For transactions effective on 07/01/82 through 07/31/89, the following codes apply:

If employee's shift is:	And Employee's CBID is:	Enter Code:
Evening	R09	E
	R01, R03, R04, R10-R15, R17, R19 & R20	G
	R18 or S14 & class code 7222	R *2
	C, E, M or S (except C06, M06 or S06)	K *3
Night	R09	N
	R01, R03, R04, R10-R15, R17, R19 or R20	H
	R06, R07, R18 or S14 & class code 7222	S
	C, E, M or S	L
to be deleted	one of the above	*

(continued on next page)

## ITEM 865 - MILITARY SUBSTANTIATION

**DESCRIPTION:** The total length of active duty when an employee is given a military leave of absence and when mandatorily reinstating an employee after a resignation to join military service (G.C. 19783). This information is required for verification of reinstatement eligibility at the time of return to State service. Length of active duty is obtained from the military orders. See PTM Section 471 for computation.

**REQUIRED:** For the following transactions:

- S51 - Military - Short Term
- S52 - Military - Long Term
- S53 - Military - Emergency
- A03 - Mandatory Reinstatement (when employee has mandatory rights after resigning to join military service per G.C. 19783)

**LENGTH:** 7 characters

**ENTER:** 865: # years (1 digit) - ## months (2 digits) -  
# tenths of months (1 digit)

**ENTRIES DEFINED:** Tenths of months - formula for partial months is 3 calendar days equals 1/10 of a month. Divide 3 into number of days to find tenths of months.

$$\text{EXAMPLE A: } 23 \text{ days} = 3 \frac{7}{23} = 8 \frac{7}{10}$$

$$\text{EXAMPLE B: } 22 \text{ days} = 3 \frac{7}{22} = 7 \frac{7}{10}$$

**EXAMPLE:**

8	TO: 865   3-06-0**		
	805	810	

\*\*This is an example of 3 years 6 mos.

## 2.115 (Rev. 05/11)

### ITEM 866 - LEAVE OF ABSENCE SUBSTANTIATION, SPECIAL

**DESCRIPTION:** Denotes substantiation to the Special Leave authorized for a Veteran's Education or Job Incurred Illness or Injury.

**REQUIRED:**

- 1 - For S55 Transaction - Veteran's Education Leave of Absence. This leave requires the following:
- Date Form 718 was given to employee.
  - Number of years, months and/or days of school (total entitlement) up to a maximum of 4 years, 3 months as specified in G.C. Section 19341.
  - Date of enrollment in school and the length of school year.

For an extension of this type of leave, a memo stating the reason must be attached to the PAR.

For computing the expiration date or length of the leave see PTM Section 500.

- 2 - For S56 Transaction - Special Leave of Absence due to Job Incurred Illness or Injury. This leave requires either:
- Date of last paid temporary disability day. (to be used when the employee exhausts the maximum temporary disability benefit but has not been declared permanent and statutory nor returned to work)
  - Date of Permanent Disability Award; or
  - Date employee started rehabilitation training.

The effective date of the leave cannot be earlier than the date mentioned above.

**LENGTH:** Up to 23 characters

**ENTER:**

**866:** Code - mm/dd/yy - y/mm/dd - mm/dd/yy - ##; or

Code - mm/dd/yy

If entry will exceed 18 characters, including item number, make entry in Line 9.

**CODES DEFINED:** Entries for Veteran's Education Leave of Absence

Code A - plus the following:

mm/dd/yy - date Form 718 was given to employee.

y/mm/dd - number of years, months and/or days of school enrollment.

(continued on next page)

## 2.116 (Rev. 05/11)

### ITEM 866 - LEAVE OF ABSENCE SUBSTANTIATION, SPECIAL (cont.)

**CODES DEFINED (Cont.):**

mm/dd/yy - date of enrollment.

## - length of school year in terms of months.

Code D - Extension of Leave of Absence.

Attach a memo to the PAR stating the reason for extension of leave. Line 10 - Remarks, should have appropriate box checked "Substantiation Attached".

Entries for Special Leave of Absence due to Job Incurred Illness or Injury

Code E - (mm/dd/yy) - Date of permanent disability award.

Code F - (mm/dd/yy) - Date employee begins rehabilitation training.

Code ??? - (mm/dd/yy) - Last paid date of temporary disability

**EXAMPLE:**

Veteran's Educational Leave of Absence

9	<b>FROM:</b>				
	<b>TO:</b>	866	A-09/01/80 – 4/03/01- 09/15/80-09		910
		905			

Extension of Veteran's Leave of Absence

8	<b>FROM:</b>			
	<b>TO:</b>	866	D	
		805		910

Special Leave of Absence due to Job Incurred Injury or Illness

866	E-05/15/83	
815		920

## ITEM 867 - LIMITED-TERM / ANNIVERSARY DATE JUSTIFICATION

DESCRIPTION: Indicates the:

- reason for an LT (or TAU in lieu of LT) appointment, except for classes in which only LT appointments are made.
- SISA/MSA justification for a temporary employee.

Refer to DPA Regulation 599.682 and PTM Section 711.

REQUIRED: 1) FOR APPOINTMENT JUSTIFICATION when appointment is LT (or TAU in lieu of LT), or consecutive LT (or TAU in lieu of LT).

DOES NOT INCLUDE: Non-testing LT only classes or LT/TAU appointment due to SPB decision or court order.

2) FOR ANNIVERSARY DATE JUSTIFICATION of service under the following appointment conditions:

- . Seasonal non-testing class
- . Non-testing entry level training class in lieu of permanent appointment
- . LT (or TAU in lieu of LT) when filling a permanent position

3) FOR SISA/MSA JUSTIFICATION when time base is intermittent or when an anniversary date was not established on the appointment transaction to justify counting service towards a SISA/MSA in a seasonal non-testing; or non-testing entry level class in lieu of permanent appointment; or LT (or TAU in lieu of LT) when filling a permanent position.

LENGTH: Up to 10 characters

ENTER: 867: Code (1 digit) - Date (mm/dd/yy). (Use date for codes 5 and 8 only.)

## CODES

- DEFINED:
- 1 - Filling permanent position while employee is on sick leave, vacation, Leave of Absence, Limited-Term TAU Appointment, or Training and Development Assignment. (Service DOES count towards SISA/MSA.)
  - 2 - Filling seasonal workload job, or non-testing entry level training class in lieu of permanent appointment. (Service DOES count towards SISA/MSA.)
  - 3 - Filling a short-term budgeted position. (Service DOES NOT count towards SISA/MSA.)





3.243 (Rev. 05/93)

**LINES 8 - 9 ITEMS:**

- |     |   |  |     |   |  |
|-----|---|--|-----|---|--|
| 866 | - | Leave of Absence<br>Substantiation, Special  | 960 | - | Corrected Transaction<br>Identifier        |
| 952 | - | Case No. and Date of Action                  | 962 | - | Separation Pay At Alternate<br>Salary Rate |
| 958 | - | Separation Time To Be Paid<br>Substantiation | 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

SEPARATION TRANSACTION CODE S55

# PAM

3.244 (Rev. 05/11)

# S56

LEAVE OF ABSENCE \*1  
 SPECIAL - JOB INCURRED  
 INJURY OR ILLNESS  
 (PER G.C. 19991.4)  
 OR PER LC 4656 (C) (1) or (2)

005 SEQUENCE NUMBER <input type="text"/> OF <input type="text"/>																												
010 DOCUMENT PROCESSING NUMBER <input type="text"/>																												
1 TO:	SOCIAL SECURITY #		EMPLOYEE LAST NAME			FIRST NAME AND MIDDLE INITIAL			POSITION NUMBER		DEPT CODE	CR ID	COUNTY CODE	BIRTH DATE														
2 TO:	TRANSACTION CODE		EFFECTIVE DATE AND HOURS			EMPLOYMENT HISTORY REMARKS			ESTABLISHED EARNINGS																			
3 TO:	SALARY PER		PAY FREQ.		PLUS SALARY		EXPIRATION DATE OF PLUS SALARY		ANNIVERSARY DATE		ALTERNATE RANGE		PATROLL STATUS		SPECIAL PAY		WWD		PAY LETTER #		PAY LETTER EXPIRATION DATE							
4 TO:	TIME BASE		APPT. TENURE		# MOS.		APPOINTMENT EXPIRATION DATE		CERT. #		TYPE OF LIST OR EXMT STAT		PROBATIONARY PERIOD CODE		MOR APPROVAL DATE		SEX		ETHNIC ORIGIN		MOR STATE SERVICE							
5 TO:	ACCOUNT CODE		SALARY GRADE		SURVIVORS BENEFITS		SAND		RETIEMENT		EXEMPT AUTHORITY		DATH		NON-CITIZEN		MEDICAL CLEARANCE		FINGERPRINT		PROFESSIONAL LICENSE TYPE		EXPIRATION DATE		JOB INCURRED INJURY DATE		WCTD/DL DATE	
6 TO:	REASON FOR SEPARATION		PAY PERIOD		TIME TO BE PAID (NEW)		TIME TO BE PAID (OLD)		PAY MTH.		LUMP SUM TO BE PAID		LUMP SUM EXTRA HOURS		LUMP SUM PAYMENT CODE		LUMP SUM UNIT		LUMP SUM SERIAL		SEPARATION EXPIRATION DATE		HOURS		FIXED MAINTENANCE FIRST/FINAL DED		MONTHLY DED.	
7 TO:	TOTAL STATE SERVICE		MOS		HOURS		AS OF		INTERMITTENT DATES AND HOURS		SERVICE PAY PERIOD		REEMPLOYMENT LIST CLASS		REEMPLOY LIST ELIG		REEMPLOY LIST ELIG		REEMPLOY LIST ELIG		REEMPLOY LIST ELIG		REEMPLOY LIST ELIG		REEMPLOY LIST ELIG		REEMPLOY LIST ELIG	

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

- ==** 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)

5.0 (Revised 05/11)

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**PERSONNEL/PAYROLL CUTOFF DATES FOR 2012 (NEW 05/11) 5.25**

2012 PAY PERIOD MONTHS	PAY PERIOD INCLUSIVE DATES	PAYROLL SEMIMONTHLY CUTOFF DATES	PERSONNEL/ SEMIMONTHLY CUTOFF DATES	PAYROLL MASTER CUTOFF DATES	PERSONNEL MASTER CUTOFF DATES
JANUARY	1/01-1/31	1/09	1/06	1/23	1/18
FEBRUARY	2/01-2/29	2/09	2/08	2/21	2/15
MARCH	3/01-3/31	3/09	3/08	3/22	3/19
APRIL	4/01-4/30	4/09	4/06	4/20	4/17
MAY	5/01-5/30	5/09	5/08	5/21	5/16
JUNE	5/31-6/30	6/11	6/08	6/21	6/18
JULY	7/01-7/31	7/09	7/06	7/23	7/18
AUGUST	8/01-8/30	8/09	8/08	8/22	8/17
SEPTEMBER	8/31-9/30	9/10	9/07	9/20	9/17
OCTOBER	10/01-10/30	10/09	10/08	10/22	10/17
NOVEMBER	10/31-11/29	11/08	11/07	11/19	11/14
DECEMBER	11/30-12/31	12/10	12/07	12/19	12/14

5.26 (Revised 05/09)

CUT-OFF DATES - PERSONNEL OPERATIONS

<b>PERSONNEL/PAYROLL CUTOFF DATES FOR 2009</b>					
<b>2009 PAY PERIOD MONTHS</b>	<b>PAY PERIOD INCLUSIVE DATES</b>	<b>PAYROLL SEMIMONTHLY CUTOFF DATES</b>	<b>PERSONNEL/ SEMIMONTHLY CUTOFF DATES</b>	<b>PAYROLL MASTER CUTOFF DATES</b>	<b>PERSONNEL MASTER CUTOFF DATES</b>
JANUARY	1/11-1/29	01/09	01/08	01/21	01/15
FEBRUARY	1/30-2/28	02/06	02/05	02/19	02/13
MARCH	3/1-3/31	03/09	03/06	03/20	03/17
APRIL	4/1-4/30	04/09	04/08	04/22	04/17
MAY	5/1-5/31	05/11	05/08	05/20	05/15
JUNE	6/1-6/30	06/09	06/08	06/22	06/17
JULY	7/1-7/30	07/09	07/08	07/22	07/17
AUGUST	7/31-8/31	08/10	08/07	08/21	08/18
SEPTEMBER	9/1-9/30	09/09	09/08	09/22	09/17
OCTOBER	10/1-10/31	10/09	10/08	10/22	10/19
NOVEMBER	11/1-12/1	11/06	11/05	11/18	11/13
DECEMBER	12/2-12/31	12/09	12/08	12/21	12/16