

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: April 30, 2013

TO: All Agencies and Campuses in the Uniform State Payroll System

FROM: Lisa Crowe, Chief
Personnel/Payroll Services Division

RE: **PERSONNEL ACTION MANUAL (PAM) REVISION – APRIL 2013 - #13-04**

The Internet version of the Personnel Action Manual (PAM) has been updated and the sections below have been replaced with the current PDF version for April 2013. The manual can be obtained by accessing the State Controller's Office public website at: http://www.sco.ca.gov/ppsd_pam.html.

Vertical revision bars in the right margins indicate additions, deletions, or changes. Revision bars are not inserted for format and minor grammatical changes.

The revised sections for the April 2013 PAM are provided below.

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PAM Alphabetical Index

Section 1 System Information: **1.8a:** Employment History Decentralized Departments/ ID's/
Conversion Dates, updated.

Section 2 PAR Items, Lines 1–7: **2.59.1:** Item 445 – Ethnic Origin, updated.

Section 5 PAR Special Instructions: 5.25: Personnel/Payroll Cutoff Dates for 2014, new.

PLEASE NOTE: For instructions to subscribe or unsubscribe to the Automated LISTSERV Management System (LISTSERV), go to: http://www.sco.ca.gov/ppsd_email.html.

If you have any comments/suggestions or questions that would benefit the PAM, please contact Alice Contreras at 916-322-0683 or via email acontreras@sco.ca.gov.

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