

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

DATE: September 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 – SEPTEMBER 2013 - #13-09**

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 September 2013. The manual can be obtained by accessing the State Controller's Office public website at: [http://www.sco.ca.gov/ppsd\\_pam.html](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 September 2013 PAM are provided below.

**Table of Contents**  
**PAM Alphabetical Index**

**Section 1 System Information:**      **1.11:** Employment History Decentralized Departments/ ID's/  
Conversion Dates, updated.

**Section 5 PAR**  
**Special Instructions:**              **5.96:** Signature Authorization for Personnel/Payroll Documents,  
updated.

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](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](mailto:acontreras@sco.ca.gov).

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