

PAM

2.200 (Rev. 11/98)

LINE 10 - BACKUP, REMARKS AND KEYED BY INFORMATION

I. Purpose

- A. Line 10 Backup, Remarks and Keyed By Information, is used to identify the operator who keyed the PAR and the date it was keyed; and, is used when the transaction being initiated requires backup information (substantiation); or anytime an appointing power desires to add information to clarify the transaction.

II. Completion

- A. When Line 10 is required to be completed according to the appropriate required/conditional chart, complete by:
1. Entering an "X" in the appropriate box; and
 2. If backup information must be submitted, enter in Line 10 or attach to the PAR.
- B. The Line 10 Completion Chart on the pages that follow, indicates (according to condition/ transaction) the backup information required, the legal reference and which line 10 box should be completed.
1. An "X" in the "On File for Audit" box indicates the backup information is being kept on file with the appointing power.
 2. An "X" in the "Substantiation In Remarks or See Attached" box indicates the backup information is being submitted and is either included in Line 10 or attached to the PAR.
- C. Refer to the Line 10 Completion Chart on the pages that follow for more information.
- D. After the PAR has been successfully updated, write your initials and the date keyed in Line 10 Keyed By Information.

PAR ITEMS – LINES 10, 11 AND 12

2.201

LINE 10 COMPLETION CHARTS

(Rev. 09/03)

CONDITION(S)/ TRANSACTION(S)	BACKUP INFORMATION (SUBSTANTIATION)	REFERENCE	"ON FILE FOR AUDIT"	"SUBSTAN. ATTACHED "
Alternate salary range other than "A".	Substantiation must be on file with the appointing power. This may include SPB Form 300-903 (Deep Class Alternate Range Substantiation), if employee is appointed to a deep class and is using experience other than service in the class to meet the alternate range criteria.		X	
Adverse Actions.	Substantiation must be on file with the appointing power.	PMPPM 400	X	
Bilingual Payment Authorization (Item 351, Codes 8B, 8B2, 8B3, 8H2 or 8X1).	Approved Form 300-897 must be on file with the appointing power.		X	
Casual Employment.	Signed statement concerning employee's Health and Welfare Benefits must be on file with the appointing power.		X	
CEA Appointment.	The functional working title must be on file with the appointing power.		X	
	DPA approval is required to establish an employee's anniversary date as "MAX" when the employee's salary is not the maximum salary rate due to the supervisor-subordinate salary relationship (i.e., employee's salary equals or exceeds employee's supervisor at same CEA level). A copy of the DPA approval memo must be attached to the PAR.			X
Certain deductions or payments to be made from employee's final pay. (See PAM pages 2.151.)	Enter in Line 10: " <u>(Deduction Name)</u> - <u>(Payroll Document Type)</u> sent to Payroll Operations - <u>(Date)</u> ." Refer to page 2.151 for Deferred Compensation, Tax Shelter Annuity or PST deduction information.			X
Correction to MSA/SIS shown in Line 12 when approval or denial was reported in error.	A copy of the signed F609 must be on file with the appointing power.	PTM 435.933	X	

LINE 10 COMPLETION CHARTS

CONDITION(S)/ TRANSACTION(S)	BACKUP INFORMATION (SUBSTANTIATION)	REFERENCE	"ON FILE FOR AUDIT"	"SUBSTAN. ATTACHED "
Decrease in time base.	Substantiation of reason for decrease in time base must be on file with the appointing power. Not required for TAU employee in Non-Testing class. Time base change for Special Consultant requires prior approval from SPB-PMSD analyst.		X	
Employee demoting and Item 856 is Code 11.	Substantiation of reason for demotion must be on file with the appointing power.		X	
Hiring above minimum and Item 873 is Code 1 or 6.	Approved DPA Memorandum must be on file with the appointing power.		X	
Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent.	Substantiation for "NONE" entry must be on file with the appointing power.		X	
Item 710 computations for daily rate employee.	Substantiation for computation of daily rate employee must be on file with the appointing power.		X	
Item 867 when entry is Code 7 or 9.	Substantiation of reason must be on file with appointing power.		X	
Returning employee (no history on data base) when previous service was <u>exempt</u> only.	Verification of previous service must be on file with the appointing power.		X	
Returning employee (no history on data base) when previous service was <u>non-posted</u> emergency only.	Verification of non-posted emergency service must be on file with the appointing power.		X	
SPB Exempt employee returning after leave of absence.	Substantiation to indicate employee will have continuity of State Service under the provisions of G.C. 19143 must be on file with the appointing power.	PTM 250	X	
Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency.	The "Concurring Appointing Power Signature" must be completed on the PAR for audit purposes.	PTM 201, 403	X	

(LINE 10 COMPLETION CHARTS)

CONDITION(S)/ TRANSACTION(S)	BACKUP INFORMATION (SUBSTANTIATION)	REFERENCE	"ON FILE FOR AUDIT"	"SUBSTAN. ATTACHED"
A03 after S52.	Written evidence has been verified to determine that employee has right of return and must be of file with the appointing power.	PTM 270	X	
A03 after S53.	Original orders have been verified to determine that employee has right of return and must be on file with the appointing power.	PTM 275	X	
A03 after S55 (per G.C. 19340).	Written evidence has been verified to determine that employee complied with provisions of leave of absence and must be on file with the appointing power.	PTM 263	X	
A21	Duty statement requested by SPB-PMSD analyst must be on file with the appointing power.	PTM 360	X	
A22 from LEAP Candidate Class	SPB Letter of Approval must be on file with the appointing power.	SPB Pinkie 04/25/85	X	
A31	For appointment of a Judge, the name of the last incumbent must be on file with the initiating agency.		X	
	When a bond is required, the date the bond was provided must be on file with the appointing power.		X	
105 Transaction	A copy of the employee's signed Social Security card must be attached to the PAR.			X
S01 resignation while on a leave of absence.	Substantiation of effective date for resignation from Veteran's Educational Leave (S55) must be on file with appointing power.	PTM 525	X	
	Substantiation for resignation from leave of Technical Cooperation Program (S55), and that employee's service in program was terminated or employee continued in program beyond legal time limit of the leave must be on file with the appointing power.	PTM 525	X	
	Substantiation for resignation from Short-Term (S51) or Emergency Military Leave (S53), the military separation document must be on file with the appointing power. In addition, the date active duty terminated <u>or</u> a statement that employee continued in military service beyond legal time for the leave must be on file.	PTM 525	X	
	For resignation from Long Term Military Leave (S52), the military separation document must be on file with the appointing power.	PTM 525	X	

PAR ITEMS – LINES 10, 11 AND 12

2.205

Rev. 11/07)				
<u>(LINE 10 COMPLETION CHARTS</u>				
CONDITION(S)/ TRANSACTION(S)	BACKUP INFORMATION (SUBSTANTIATION)	REFERENCE	"ON FILE FOR AUDIT"	"SUBSTAN. ATTACHED "
S03	Substantiation justifying this type of separation in lieu of military leave must be on file with the appointing power.	PTM 525	X	
S04	The legal reference for the separation and a statement explaining the circumstances must be on file with the appointing power.	PTM 545	X	
S20 for Civil Service employee.	Substantiation justifying this type of separation must be on file with the appointing power.	PTM 525	X	
S21	If Form 921-D (Notice of Separation for Absence Without Leave) is served, it must be on file with the appointing power. In addition, an explanation of why employee would not be considered and/or is unacceptable for reinstatement must be on file with the appointing power.	PTM 530	X	
S32	A copy of written notice informing employee of the termination must be of file with the appointing power.	PMPPM 420	X	
S40	Copy of written terminating the LT employee must be on file with the appointing power.	PTM 570	X	
	Copy of written notice (if one is served) terminating the TAU or exempt appointment <u>or</u> an explanation of termination must be on file with the appointing power.	PTM 570	X	
S50	Substantiation required by the appointing power to support reason for requesting a leave must be on file with the appointing power.	PTM 495	X	
S51 granted for Civil Service employee.	A copy of military orders has been verified and employee is eligible according to the PTM. Orders must be on file with the appointing power.	PTM 480	X	
	Substantiation for payment of first 30 calendar days that 1) Employee not entitled to payment; 2) Employee does not have qualifying service; <u>or</u> 3) Employee has already been paid for 30 calendar days; <u>or</u> 4) Portion of (number) calendar days paid must be on file with the appointing power.	PTM 471	X	
S52 granted for Civil Service employee.	A copy of military orders has been verified and employee is eligible according to the PTM. Orders must be on file with the appointing power.	PTM 485	X	

PAR ITEMS – LINES 10, 11 AND 12

2.205.1

Rev. 11/07)		<u>(LINE 10 COMPLETION CHARTS</u>		
CONDITION(S)/ TRANSACTION(S)	BACKUP INFORMATION (SUBSTANTIATION)	REFERENCE	"ON FILE FOR AUDIT"	"SUBSTAN. ATTACHED "
S53 granted for Civil Service employee.	A copy of military orders has been verified and employee is eligible according to the PTM. Orders must be on file with the appointing power.	PTM 270, 490	X	
S55	Substantiation to support reason for requesting leave must be on file with the appointing power.	PTM 504	X	
S56	Substantiation to support reason for requesting leave must be on file with the appointing power.	PTM 503	X	
S90	Substantiation must be on file with the appointing power.	PMPPM 400	X	
S99	Enter in Line 10: "Employee did not report to work"; or "Employee was erroneously appointed".			X

PAM

2.206 (Rev. 11/86)

LINE 11 - FOR THE APPOINTING POWER (SIGNATURE)

Line 11 must be completed by the person authorized to sign for the appointing power as indicated on Form PSD 8 (Signature Authorization Card). In completing Line 11, the Appointing Power Signature verifies that all additions, deletions or changes to the employee's Employment History Record is correct, complete and in accordance with all laws and regulations.

The Concurring Appointing Power Signature must be completed by the primary and/or present agency, when in agreement with employee changing appointing power or accepting an appointment to an additional position.

COMPLETION REQUIREMENTS

Signature - An authorized signature is required on all PAR documents. The signature must be in ink and in the exact manner that it appears on Form PSD 8. (EMPLOYEES AUTHORIZED TO SIGN MUST NOT SIGN DOCUMENTS FOR THEMSELVES.)*

Date - The date should reflect the day the PAR document is being sent for processing.

Phone - The telephone or ATSS number must be for the individual listed as Contact Person. To insure direct contact include extension when applicable.

Contact Person - Print the name of the person to be contacted who would clarify any inquiries regarding the PAR.

* Departments are advised to have more than one appointing power signature form (PSD 8) on file with PPSD since an employee can not sign his/her own documents.

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2.206.1 (Rev. 11/86)

LINE 11 - FOR THE APPOINTING POWER (SIGNATURE) (CONT.)

COMPLETION REQUIREMENTS (Cont.)

Concurring Appointing Power

Signature - The authorized signature must be in ink and in the exact manner that it appears on Form PPSD 8. Required when the employee:

- 1) Changes appointing power without a break in service (e.g. to a different department or different division having authority as an appointing power, such as an institution or special school); or
- ** 2) Reinstates within 30 days of resignation; or
- 3) Accepts an appointment to an additional position; or
- 4) Changes appointing power while occupying more than one position; or
- 5) Does not exercise their right of return and accepts an appointment with a new appointing power; or
- 6) Changed appointing powers and a corrective action to Employment History must be processed by the PRIOR appointing power.

EXCEPTION: When an employee transfers to a new appointing power without approval from his former appointing power, a copy of the transfer request letter from the hiring department must be attached to the PAR in lieu of concurring signature.

- ** When employee reinstates within 30 days of resignation, the new appointing power must have on file the reason for resignation and indicate that there was no transfer denial.

ADDITIONAL INFORMATION:

Refer to PTM Section 201, Item 69 for additional information.

PAM

2.207 (Rev. 06/85)

LINE 12 - EMPLOYMENT HISTORY

PURPOSE

Line 12 - Employment History, is the chronological record of PAR transaction history occurring for an employee.

DESCRIPTION

IDENTIFICATION

The employee's social security number, last name, and prior last name (if any) will be printed at the top of this section.

PAR TRANSACTIONS

The Employment History section prints up to 15 lines of PAR transactions.

The first line of history always reflects the employee's current status (see example on PAM page 2.210). Lines 2-15 show transactions in chronological order, beginning with the most recent transaction.

ADDITIONAL HISTORY

When history has been accumulated beyond the 15 line entries, the statement "Additional History Available from PSD" will print below the Employment History block. This earlier history is stored on the data base and is available upon request (see PAM page 1.12 for requesting this additional history).

ADDITIONAL POSITIONS

For employees who hold more than one position, up to six additional positions will also print below the Employment History block. The positions are identified by agency code, class code, and time base. Any additional position which is currently inactive will be preceded by an "S" (see example on PAM page 2.212).

ITEMS WHICH PRINT IN LINE 12

PAM pages 2.210 - 2.212 show examples of items which print in the Employment History columns for each transaction processed.

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2.208 (Rev. 08/91)

LINE 12 - EMPLOYMENT HISTORY (CONTINUED)

POSTING OF TRANSACTIONS

TRANSACTIONS
WHICH ARE NOT
POSTED

The following transactions do not post on
the PAR in Line 12 - Employment History:

- EAR - Name change
- EAR - Birthdate change
- 105 - Social Security Number
- 440 - Sex
- 445 - Ethnic Origin
- 455 - Disability Code
- 705 - Total State Service

"CONVERTED" AND
"COMPOSITE"
RECORDS

Employee records which have been
"converted" to the Employment History
System are a composite of 1) the last appointment
(or Leave of Absence) and 2) the effective date of
the last transaction (e.g., general salary increase,
suspension, county change, appointment, etc.) posted
at SPB.

Example of a "converted" record (entire agency
conversion) and a "composite" record (individual
employee conversion) is shown on PAM page 2.210.

(continued)



LINE 12 - EMPLOYMENT HISTORY (CONT.)

POSTING OF TRANSACTIONS (Cont.)

SIS/MSA
TRANSACTIONS
EFFECTIVE
AFTER A
SEPARATION

MSA Transactions effective after a separation will be posted in Line 12 - Employment History, for an employee:

- . who has sufficient qualifying service, and
- . whose MSA has been approved, and
- . who is separating in the pay period prior to the MSA.

SIS Transactions effective after a temporary separation will be posted in Line 12 - Employment History, under the same conditions as for a MSA Transaction.

GEN
TRANSACTIONS

GEN Transactions will be posted for:

- . a current employee;
- . an employee on a leave of absence (S49-S56);
- . an employee who has permanently separated and is due lump sum payment at the GEN rate.

CLASS TITLE
CHANGE

A new PAR will NOT be issued by PPSD when a class title change is approved by SPB and the class title change is the only information changing in Employment History (line 12 of the PAR). Subsequent transactions posted to the employee's record will reflect the new class title in Employment History and on the PAR.

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PAM

2.209.1 (Rev. 08/99)

LINE 12 - EMPLOYMENT HISTORY (CONT.)

POSTING OF TRANSACTIONS (Cont.)

INACTIVE AND REDEFINED TRANSACTION CODES

Inactive Transaction Codes:

- A34 - CETA Exempt
- A36 - UC Hastings Exempt (abolished 7/79)
- A99 - Transfer to non-PSD Agency (abolished 2/77)
- 122 - Class Code-Change by SPB Pay Letter (abolished 6/80)
- 135 - Multiple Funded Position (abolished 2/77)
- 535 - Exempt Authority Change (abolished 3/77)
- 720 - Seniority Service Loss (abolished 5/88)
- S06 - Separation for denial of Maternity Leave
- ORP - Official Reprimand

Redefined Transaction Codes:

- A14 - FROM: Punitive (class change)
TO: Adverse Demotion (class/deep class range change) (per G.C. 19570)
- A22 - FROM: Other SPB or Court Action (abolished 2/77)
TO: Appointment by SPB or Court Action in Lieu of Appointment Through the Certification Process (effective 12/81)
- 340 - FROM: FLSA (abolished 4/74)
TO: Payroll Status Change (effective 3/78)
- 505 - FROM: Retirement System
TO: Account Code (effective 01/83)

(continued on next page)

PAM

2.209.2 (Rev. 08/99)

LINE 12 - EMPLOYMENT HISTORY (CONT.)

POSTING OF TRANSACTIONS (Cont.)

INACTIVE AND REDEFINED TRANSACTION CODES (Cont.)	PUN	-	FROM:	Punitive Salary Decrease
			TO:	Adverse Salary Decrease (Per G.C. 19570)
	S20	-	FROM:	Voluntary under Unfavorable Circumstances
			TO:	Voluntary under Unfavorable Circumstances - Pursuant to a stipulated agreement resulting from an appeals process.
	S21	-	FROM:	AWOL
			TO:	AWOL - Automatic resignation as a result of an absence without approved leave for five consecutive working days.
	S54	-	FROM:	Special - Veteran's Education
			TO:	Temporary - 30 days or less under DPA Regulation 599.781 (effective 5/80) only when effective immediately after an S49 Transaction.
	S55	-	FROM:	Special - Technical Cooperation Program
			TO:	Special - Technical Cooperation Program, Peace Corps, VISTA (Per G.C. 19330.5); Veterans Education (Per G.C. 19341); Civilian War Work, U.S. Merchant Marine. Full Time Duty with American Red Cross; Military Substitution Service (Per G.C. 19340)
S57	-	FROM:	Leave of Absence (Special) - Civilian War Work; U.S. Merchant Marine; Full Time Duty with American Red Cross	
		TO:	Temporarily Off Payroll- Pending Investigation of Injury/Illness (Effective 5/80)	
S80	-	FROM:	Decision by SPB or Court Action	
		TO:	Termination - Illegal Good Faith Appointment (effective 2/77)	
		TO:	Termination - Illegal Appointment (Per G.C. 19257 or G.C. 19257.5) (effective 10/80)	
S85	-	FROM:	Punitive Suspension	
		TO:	Adverse Suspension (per G.C. 19570)	

(continued on next page)



2.209.3 (Rev. 12/81)

LINE 12 - EMPLOYMENT HISTORY (CONT.)

POSTING OF TRANSACTIONS (Cont.)

TEAR-OFF
STRIP

The tear-off strip is provided for the appointing power's use. It is separated from the PAR document and placed in a separate position roster file. Information printed on the tear-off strip includes:

Actual Salary
Anniversary Date
Appointment Expiration Date
Based on Salary
Class Title (Abbreviation)
Last Name, First Name
Position Number
Social Security Number
Time Base
Total Salary



2.210 (Rev. 05/87)

LINE 12 - EMPLOYMENT HISTORY

TRANSACTIONS	EFFECTIVE DATE/HOURS	TRANS CODE	T	# OF MOS	POSITION NUMBER	CLASS TITLE	R	BASED ON SAL RATE	A	PLUS SALARY	ADD'L DATA	C B I D	TIME PAST	CO	ACC COD	EMPLOYMENT HISTORY REMARKS
Top Line History	CURRENT STATUS		X	XX	XXX-XXX-XXXX-XXX	XXXXXXXXXXXXXXXXXXXX	X	XXXX.XX	X	XXX.XX	XXXXX	XXX	XX/XX	XX	XX	XXXXXXXXXXXXXXXXXXXX
Transactions At Conversion	(Blocks completed are according to last transaction on employee's record before conversion.)															CONVERT MM/DD/YY
EE Conversion Upon Return to State Service	(Blocks completed are according to last transaction on employee's record before conversion.)															COMPOSITE RECORD
A01 - A35	XX/XX/XX X.XX	XXXX	X	XX	XXX-XXX-XXXX-XXX	XXXXXXXXXXXXXXXXXXXX	X	XXXX.XX	X	XXX.XX	XXXXX	XXX	XX/XX	XX	XX	XXXXXXXXXXXXXXXXXXXX
120	XX/XX/XX X.XX	XXXX			XXX-XXX-XXXX-XXX		X		X		XXXXX	XXX		XX	XX	XXXXXXXXXXXXXXXXXXXX
122	XX/XX/XX X.XX	XXXX			XXX-XXX-XXXX-XXX	XXXXXXXXXXXXXXXXXXXX					XXXXX	XXX			XX	XXXXXXXXXXXXXXXXXXXX
126, 315, 355	XX/XX/XX X.XX	XXXX			XXX-XXX-XXXX-XXX			XXXX.XX			XXXXX	XXX	XX/XX		XX	XXXXXXXXXXXXXXXXXXXX
130, 325, 335, MIR	XX/XX/XX X.XX	XXXX					X	XXXX.XX	X	XXX.XX	XXXXX	XXX		XX	XX	XXXXXXXXXXXXXXXXXXXX
215, 545, 550, 555, 560	XX/XX/XX X.XX	XXXX					X								XX	XXXXXXXXXXXXXXXXXXXX
330	XX/XX/XX X.XX	XXXX									XXXXX					XXXXXXXXXXXXXXXXXXXX
340	XX/XX/XX X.XX	XXXX			OFF PAY STATUS PENDING INJURY INVESTIGATION OFF PAY STATUS FOR 10 MONTH EMPLOYEE									XX	XXXXXXXXXXXXXXXXXXXX	
345, 350	XX/XX/XX X.XX	XXXX							X						XX	XXXXXXXXXXXXXXXXXXXX
430 (Code 5) (Code 6)	XX/XX/XX X.XX XX/XX/XX X.XX	XXXX XXXX			PROBATIONARY EXTENDED TO XX/XX/XX PROBATIONARY COMPLETED ON XX/XX/XX		X X								XX XX	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX



2.212 (Rev. 06/85)

LINE 12 - EMPLOYMENT HISTORY (CONT.)

TRANSACTIONS	EFFECTIVE DATE/IDURS	TRANS CODE	# OF HRS	POSITION NUMBER	CLASS TITLE	R	BASED ON SAL RATE	A	PLUS SALARY	ADP'L DATA	C B T D	TIME BASE	ACC COO	EMPLOYMENT HISTORY REPAIRS
136, 300, 346, 425, 509, 524, 525, 526, 527, 528, 529	XX/XX/XX	X, XX, XXXX		XXX-XXX-XXXX-XXX		X	XXXX.XX	X	XXX.XX	XXXX	XXX	XX/XX	XX	XXXXXXXXXXXXXXXXXX
MIA or SIS DENIED	XX/XX/XX	X, XX, XXXX		DENIED		X							XX	XXXXXXXXXXXXXXXXXX
HSA (Granted) Perm. Spd.	XX/XX/XX	X, XX, XXXX		XXX-XXX-XXXX-XXX		X	XXXX.XX	X	XXX.XX	XXXX		XX/XX	XX	HSA FOR SEP EE
MIA or SIS (Granted) Perm. Spd.	XX/XX/XX	X, XX, XXXX		XXX-XXX-XXXX-XXX		X	XXXX.XX	X	XXX.XX	XXXX		XX/XX	XX	
MIA Denied for Lump Sum Only	XX/XX/XX	X, XX, XXXX		DENIED FOR LUMP SUM ONLY		X							XX	XXXXXXXXXXXXXXXXXX
501 thru 599	XX/XX/XX	X, XX, XXXX				X							XX	XXXXXXXXXXXXXXXXXX
Corrected Transactions	XX/XX/XX	X, XX, XXXX		(Blocks completed are according to transaction being corrected.)										
Voided Transactions	XX/XX/XX	X, XX, XXXX		XXX-XXX-XXXX-XXX										

Additional Employment History Available
 S999-9999-99999999
 ADDITIONAL ROSTER HISTORY AVAILABLE FROM PSD.