Personnel Action Manual

Section 3 PAR Appointment Transactions

Rev. 05/2022





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REQUIRED/CONDITIONAL CHARTS

Section 3.0 (Revised 08/84)

Description/Purpose

The Required/Conditional Charts are an aid for use in completing the PAR. Each Required/Conditional Chart indicates specific PAR items to be considered for completion of that transaction.

The Required/Conditional Charts are set up by:

- Transaction Code
- Employment Status (new, current, or returning to State service)
- Employment History Status (whether or not the employee's employment history is on the database)

Legends

Each chart contains the following legends:

Symbol	Meaning	
=	Required – MUST be completed	
0	Conditional – MUST be completed when required by ITEM DEFINITION	
One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.		

<u>Line 8/9 Items and Codes</u> may need to be completed. When (REQUIRED) is indicated after an 8/9 item, it must be completed. Line 8/9 items and codes are required under conditions which are explained in the item's definition (pages 2.100 - 2.151).

(<u>Delete Only</u>) indicates that the information printed in the shaded area may be deleted. To delete a line 8/9 item, enter the item and *EOF (see PAM page 2.100 and 3.2).

<u>Line 10 - Backup and Remarks</u> – Transactions and/or conditions listed in this section require backup information. Refer to Line 10 – Completion Charts on pages 2.201 – 2.205 for an explanation of the type of backup necessary.

Use of the Charts

Follow these steps to determine which chart to use for a transaction.

- 1. Decide which transaction code is appropriate (for example A01 for certification process, A02 for transfer, S01 for voluntary resignation without fault).
- 2. For appointments, determine employment status (new, returning, current). Determine whether or not the employee's employment history is on the database.
- 3. See the Required/Conditional chart indexes for further information:
 - Appointments page 3.6
 - Miscellaneous Changes 3.100
 - Separations page 3.2

Reminders for Use of the R/C Charts

Entries can only be made when an item on the Required/Conditional chart shows a LEGEND. All other items on that chart are considered NONALLOWABLE and cannot have entries.

Follow the Required/Conditional chart <u>item</u> by <u>item</u> to determine which item must be considered for the transaction being documented. In doing so, all of the information which the system requires for a valid transaction will be recorded.

- Do not reenter information already printed in the shaded area unless:
 - the chart indicates that the item is REQUIRED; or
 - the item definition indicates an entry is required; or
 - Section 9 = Corrective Action Procedures indicates otherwise.
- To delete information shown in the shaded area of an item, one of the following symbols must be used:
 - * asterisk
 - *EOF asterisk and alpha letters EOF
 - OEOF numeric zero and alpha letters EOF
 - 0000 numeric zeros

To determine which symbol to use for deletion of:

- Lines 1 7 Items, refer to the specific item definition (pages 2.20 2.96).
- Lines 8/9 Items, refer to page 2.101.

To determine which symbol to use when correcting a transaction, refer to Section 9.

<u>Do not</u> make an entry if the item is not allowable for the transaction being documented <u>or</u> if the item definition states that the information will automatically be deleted by the computer.

- DO NOT RELY ON MEMORY when deciding if a conditional item must be entered. Conditional items are required under certain conditions and these conditions change frequently. Reread the item definition to determine when a conditional item is required.
- ➤ The purpose of the ONE OR MORE REQUIRED legend is to verify that information is changing for any or all of the items marked with the legend on that chart. When none of these items are changing, the chart being considered is incorrect.

Section 3.3 (Revised 02/06)

See PAM page 2.209 for inactive/redefined transaction codes.

Civil Service Eligibility – Permissive or Mandatory

A01 Certification Process

For all appointments requiring authorization through the certification process. Includes TAU, LT and CEA list appointments.

A02 Civil Service Eligibility - Permissive

- 1 For permissive appointments (transfer, voluntary demotion or permissive reinstatement) to same or a different class based on employee eligibility other than employment list eligibility.
- 2 For emergency and retired annuitant appointments.
- 3 For agency code change within one appointing power (except budgetary, statutory or administrative reorganization).
- 4 For unit change for MCR II class (change in duties).
- 5 For agency or unit change when there is no MCR for the class.
- 6 For Actual Time Worked employees to extend appointment expiration date.
- 7 For Limited Term appointment to extend expiration date up to two years (less one day) from the effective date of the original "LT" appointment.

A03 Civil Service Eligibility – Mandatory

- 1 For appointments to same or different class based on mandatory reinstatement eligibility.
- 2 For employees who are "blanketed" into State service.
- A04 Training Assignment under G.C. Section 19050.8.
- A09 Token appointment by certification process while on Military Leave.

Directed/Ordered Action

A10 In Lieu of Layoff

For appointments to which an employee has a right in order to prevent his/her layoff. Always under the same appointing power.

A11 Involuntary Reassignment

For appointments ordered by the appointing authority. May be same or substantially the same class or different location.

A12 Medical Reasons

For appointments to same or different class or location for medical reasons ordered by appointing power.

A13 Reorganization

For appointments to same class; same or different location; or same or different appointing power due to Budgetary, Statutory or Administrative reorganizations.

A14 Adverse Demotion

For class or alternate range change of deep class due to adverse action.

SPB/DPA/Court Actions

- A20 Reallocation

 For appointments to another class as specified by Resolution.
- A21 Split-Off
 For appointments to another class using split-off eligibility established by Resolution.
- A22 Appointment by SPB, DPA or Court Action in Lieu of Appointment through the Certification Process.

Exempt (Salary Setting Body is included in title)

- A30 DPA Exempt
- A31 Statutory Exempt
- A32 SPB Exempt/DOM State Active Duty Employees (Salary set by DPA & Federal Schedule)
- A33 Judicial Council Exempt
- A34 California Department of Regenerative Medicine Citizens Redistricting Commission
- A35 California Conservation Corps. Exempt

Section 3.6 (Revised 02/06)

(See PAM Page 2.209.1 for inactive/redefined transaction codes)

CODE	EMPLOYEE STATUS	DATABASE HISTORY	PAR FORM	PAGE
A01	New/Returning	No	Padded	3.20
	Additional Position	For Position – No	Padded	3.22
	Returning	Yes	Turnaround	3.24
	Additional Position	For Position – Yes	Turnaround	3.24
	Current	Yes	Turnaround	3.26
A01 or A02	"Immediate Pay Appointment"*			
	New/Returning	No	Padded	3.28
	Additional Position	No	Padded	3.28
	Returning	Yes	Turnaround	3.30
	Additional Position	Yes	Turnaround	3.30
A02	New/Returning	No	Padded	3.32
	Additional Position	For Position – No	Padded	3.34
	Returning	Yes	Turnaround	3.36
	Additional Position	For Position – Yes	Turnaround	3.36
	Current	Yes	Turnaround	3.38
A03	Blanketed into State Service	No	Padded	3.40
	Returning	No	Padded	3.40
	Returning	Yes	Turnaround	3.42
	Current	Yes	Turnaround	3.44
A04	Current	Yes	Turnaround	3.46
A09	Returning	Yes	Turnaround	3.48
A10	Current	Yes	Turnaround	3.50
A11	Current	Yes	Turnaround	3.52
A12	Current	Yes	Turnaround	3.54
A13	Current	Yes	Turnaround	3.56
A14	Current	Yes	Turnaround	3.58

^{*} Formerly "One Document Method" Appointment

CODE	EMPLOYEE STATUS	DATABASE HISTORY	PAR FORM	PAGE
A20	Current	Yes	Turnaround	3.60
A21	Current	Yes	Turnaround	3.62
A22	Returning	Yes	Turnaround	3.64
	Additional Position	For Position – No	Padded	3.65
	Current	Yes	Turnaround	3.66
A30	New/Returning	No	Padded	3.68
	Additional Position	For Position – No	Padded	3.68
	Returning	Yes	Turnaround	3.69
	Additional Position	For Position – Yes	Turnaround	3.69
	Current	Yes	Turnaround	3.70
	"Immediate Pay Appointment"*			
	New/Returning	No	Padded	3.71
	Additional Position	No	Padded	3.71
	Returning	Yes	Turnaround	3.72
	Additional Position	Yes	Turnaround	3.72
A31	New/Returning	No	Padded	3.73
	Additional Position	For Position – No	Padded	3.73
	Returning	Yes	Turnaround	3.74
	Additional Position	For Position – Yes	Turnaround	3.74
	Current	Yes	Turnaround	3.75
	"Immediate Pay Appointment"*			
	New/Returning	No	Padded	3.76
	Additional Position	No	Padded	3.76
	Returning	Yes	Turnaround	3.77
	Additional Position	Yes	Turnaround	3.77

^{*} Formerly "One Document Method" Appointment

CODE	EMPLOYEE STATUS	DATABASE HISTORY	PAR FORM	PAGE
A32	New/Returning	No	Padded	3.78
	Additional Position	For Position – No	Padded	3.78
	Returning	Yes	Turnaround	3.79
	Additional Position	For Position – Yes	Turnaround	3.79
	Current	Yes	Turnaround	3.80
	"Immediate Pay Appointment"*			
	New/Returning	No	Padded	3.81
	Additional Position	No	Padded	3.81
	Returning	Yes	Turnaround	3.82
	Additional Position	Yes	Turnaround	3.82
A33	New/Returning	No	Padded	3.83
	Additional Position	For Position – No	Padded	3.83
	Returning	Yes	Turnaround	3.84
	Additional Position	For Position – Yes	Turnaround	3.84
	Current	Yes	Turnaround	3.85
	"Immediate Pay Appointment"*			
	New/Returning	No	Padded	3.86
	Additional Position	No	Padded	3.86
	Returning	Yes	Turnaround	3.87
	Additional Position	Yes	Turnaround	3.87
A34	New/Returning	No	Padded	3.87.6
	Additional Position	For Position – No	Padded	3.87.6
	Returning	Yes	Turnaround	3.87.10
	Additional Position	For Position – Yes	Turnaround	3.87.10
	Current	Yes	Turnaround	3.87.8
	"Immediate Pay Appointment"*			
	New/Returning	No	Padded	3.87.4
	Additional Position	No	Padded	3.87.4
	Returning	Yes	Turnaround	3.87.2
	Additional Position	Yes	Turnaround	3.87.2
A35	New/Returning	No	Padded	3.88
	Addition Position	No	Padded	3.88
	Returning	Yes	Turnaround	3.89
	Additional Position	For Position – Yes	Turnaround	3.89
	Current	Yes	Turnaround	3.90
	"Immediate Pay Appointment"*			
	New/Returning	No	Padded	3.91
	Additional Position	No	Padded	3.91
	Returning	Yes	Turnaround	3.92
	Additional Position	Yes	Turnaround	3.92

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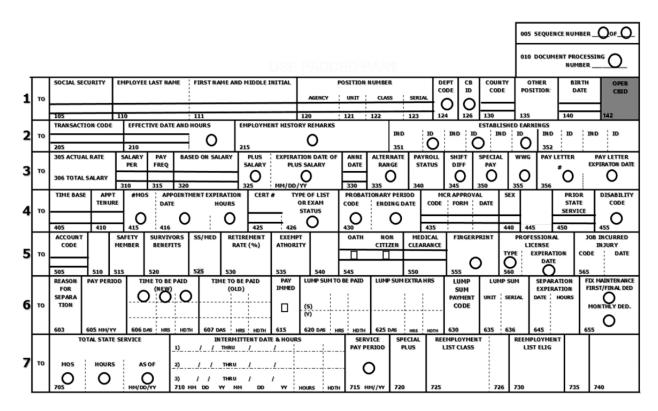
^{*} Formerly "One Document Method" Appointment

Section 3.20: PADDED PAR CERTIFICATION PROCESS (Revised 05/22)

A01

- Use for employee new to State Service or
- Use for employee returning to State Service with NO history on the data base

Use Padded PAR



For Immediate Pay Appointment Required/Conditional chart, see Section 3.28

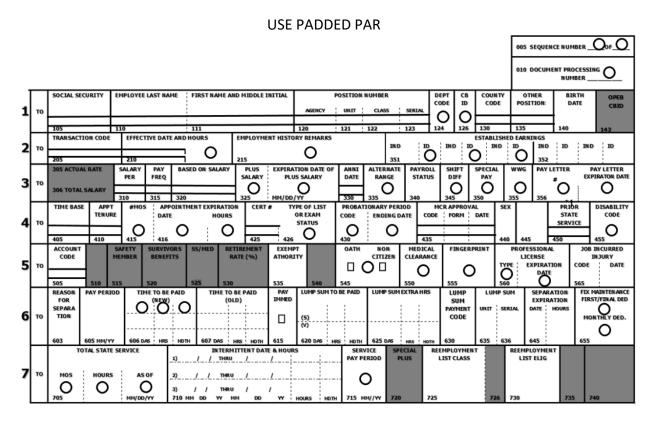
Symbol	Meaning	
=	■ Required – MUST be completed	
0	Conditional – MUST be completed when required by ITEM DEFINITION	
One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.		

851 – Alternate Salary Range Criteria	878 – TAU Clearance
853 – Commitment Date	884 – License – Additional
858 – List Clearance Date	886 – Class Title Variation Code
859 – Flag Clearance, Employment List	891 – Indeterminate Service Accumulation
Substantiation	895 – Academic Days Not Worked
861 – Health and Welfare Benefits	951 – Appointment Restriction – Specific
863 – Intermittent Hours Work Expected	Sex
864 – Legal Reference for Annuitant	952 – Case Number and Date of Action
867 – Limited-Term/Anniversary Date	955 – Multiple Hourly Rate
Justification	957 – Other Eligibility Substantiation
873 – Salary Rate Substantiation, Above Minimum	960 – Corrected Transaction Identifier

Line 10 Remarks and Backup Information

- 1. Alternate salary range other than "A"
- 2. Bilingual Payment Authorization (Item 351)
- 3. Casual Employment
- 4. CEA Appointment
- 5. Hiring above minimum and Item 873 is Code 1 or 6
- 6. Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent
- 7. Item 867 when entry is Code 7 or 9
- 8. Returning employee (no history on data base) when previous service was exempt only
- 9. Returning employee (no history on data base) when previous service was non-posted emergency only
- 10. A01 Special Consultant and New Program Consultant Appointments
- 11. A01 or A02 after an S41
- 12. A01, A02 or A03 to permanent appointment when employee is reinstating from retirement status

• Use for position new to the data base



For Immediate Pay Appointment Required/Conditional chart, see Section 3.28

*1 Key a 4 on prompter screen only; leave blank on update screen (refer to PAM Section 10, page 10.11.1, Item 450 for special keying instructions)

Symbol	Meaning	
=	Required – MUST be completed	
0	Conditional – MUST be completed when required by ITEM DEFINITION	
One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.		

850 – Additional	Position Substantiation
(Required)	

- 851 Alternate Salary Range Criteria
- 853 Commitment Date
- 858 List Clearance Date
- 859 Flag Clearance, Employment List Substantiation
- 861 Health and Welfare Benefits
- 863 Intermittent Hours Work Expected
- 864 Legal Reference for Annuitant
- 867 Limited-Term/Anniversary Date Justification
- 872 Salary Increase Certification
- 873 Salary Rate Substantiation, Above Minimum

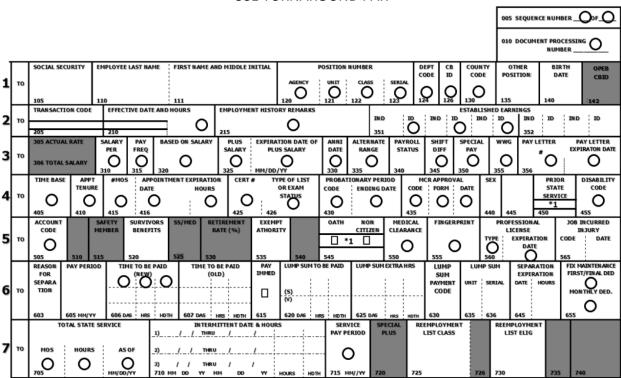
- 878 TAU Clearance
- 884 License Additional
- 886 Class Title Variation Code
- 890 Employment During Leave of Absence Clearance
- 891 Indeterminate Service Accumulation
- 895 Academic Days Not Worked
- 951 Appointment Restriction Specific Sex
- 952 Case Number and Date of Action
- 955 Multiple Hourly Rate
- 957 Other Eligibility Substantiation
- 960 Corrected Transaction Identifier

Line 10 Remarks and Backup Information

- 1. Alternate salary range other than "A"
- 2. Bilingual Payment Authorization (Item 351)
- 3. Casual Employment
- 4. Certain deductions or payments to be made from employee's final pay (see PAM page 2.151)
- 5. Hiring above minimum and Item 873 is Code 1 or 6
- 6. Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent
- 7. Item 867 when entry is Code 7 or 9
- 8. Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency
- 9. A01 Special Consultant and New Program Consultant Appointments
- 10. A01, A02 or A03 to permanent appointment when employee is reinstating from retirement status

- Use for employee returning to State service when history is on data base or
- Use for Additional Position when position history is on data base

USE TURNAROUND PAR



For Immediate Pay Appointment Required/Conditional chart, see Section 3.30

*1 Optional for additional position

Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

- 850 Additional Position Substantiation
- 851 Alternate Salary Range Criteria
- 853 Commitment Date
- 857 Emergency Qualifying Time (DELETE ONLY)
- 858 List Clearance Date
- 859 Flag Clearance, Employment List Substantiation
- 861 Health and Welfare Benefits
- 863 Intermittent Hours Work Expected
- 864 Legal Reference for Annuitant
- 867 Limited-Term/Anniversary Date Justification
- 871 Right of Return Designation
- 872 Salary Increase Certification
- 873 Salary Rate Substantiation, Above Minimum

- 876 Anniversary Date Second Accelerated – (DELETE ONLY)
- 878 TAU Clearance
- 884 License Additional
- 886 Class Title Variation Code
- 890 Employment During Leave of Absence Clearance
- 891 Indeterminate Service Accumulation
- 895 Academic Days Not Worked
- 951 Appointment Restriction Specific Sex
- 952 Case Number and Date of Action
- 955 Multiple Hourly Rate
- 957 Other Eligibility Substantiation
- 960 Corrected Transaction Identifier

Line 10 Remarks and Backup Information

- 1. Alternate salary range other than "A"
- 2. Bilingual Payment Authorization (Item 351)
- 3. Casual Employment
- 4. CEA Appointment
- 5. Hiring above minimum and Item 873 is Code 1 or 6
- 6. Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent
- 7. Item 867 when entry is Code 7 or 9
- 8. Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency
- 9. A01 Special Consultant and New Program Consultant Appointments
- 10. A01 or A02 after an S41
- 11. A01, A02 or A03 to permanent appointment when employee is reinstating from retirement status

• Use for current employee

USE TURNAROUND PAR OOS SEQUENCE NUMBER OF 010 DOCUMENT PROCESSING SOCIAL SECURITY EMPLOYEE LAST NAME FIRST NAME AND MIDDLE INITIAL 120 O SERIAL 123 TRANSACTION CODE EFFECTIVE DATE AND HOURS ID O Ö 0 0 EXPIRATION DATE OF PLUS SALARY PAY LETTER EXPIRATON DATE MM/DD/YY 0 Ō 0 0 О 0 0 0 0 0 TYPE OF LIST OR EXAM STATUS DISABILITY APPOINTMENT EXPIRATION DATE ENDING DATE 0 0 0 0 O 0 RETIREMENT RATE (%) EXEMPT ATHORITY JOB INCURRED MEDICAL CLEARANCE 5 0 0 0 LUMP SUM VAYMEN SEPARATION EXPIRATION 0 0 0 O O OMONTHLY DED. 6 CODE 0 TOTAL STATE SERVICE INTERMITTENT DATE & HOUR 0 AS OF О О 0 0 0

Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

851 – Alterna	ate Salary	y Range	Criteria
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853 – Commitment Date

857 – Emergency Qualifying Time

858 – List Clearance Date

859 – Flag Clearance, Employment List Substantiation

861 - Health and Welfare Benefits

863 - Intermittent Hours Work Expected

864 – Legal Reference for Annuitant

867 – Limited-Term/Anniversary Date Justification

869 – Reemployment List Eligibility Date

871 – Right of Return Designation

872 – Salary Increase Certification

873 – Salary Rate Substantiation, Above Minimum

876 – Anniversary Date – Second

Accelerated

878 – TAU Clearance

884 – License – Additional

886 - Class Title Variation Code

891 - Indeterminate Service Accumulation

892 – Last Day on Pay Status

895 – Academic Days Not Worked

951 – Appointment Restriction – Specific Sex

952 - Case Number and Date of Action

955 – Multiple Hourly Rate

957 – Other Eligibility Substantiation

960 - Corrected Transaction Identifier

Line 10 Remarks and Backup Information

- 1. Alternate salary range other than "A"
- 2. Bilingual Payment Authorization (Item 351)
- 3. Casual Employment
- 4. CEA Appointment
- 5. Hiring above minimum and Item 873 is Code 1 or 6
- 6. Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent
- 7. Item 710 computations for daily rate employee
- 8. Item 867 when entry is Code 7 or 9
- Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency
- 10. A01 Special Consultant and New Program Consultant Appointments
- 11. A01, A02, or A03 after exempt appointment (when there is no break in service)
- 12. A01, A02 or A03 to permanent appointment when employee is reinstating from retirement status

Section 3.28: IMMEDIATE PAY APPOINTMENT *1 (Revised 05/22)

A01 or A02

Retired Annuitant *2, Emergency *2, LT, TAU Only

- Use for employee new to State Service
- Use for employee returning to State Service with NO history on the data base or
- Use for additional position new to the data base. (See *5 and *7)

USE PADDED PAR 005 SEQUENCE NUMBER OF DEPT COUNTY 1 0 EFFECTIVE DATE AND H 2 O O 0 О 352 O 3 0 O 0 *3 40 *4 О 0 O DISABILITY STATUS 4 0 0 0 О О 426 EXEMPT OATH *5 NON CITIZEN DFESSIONAL JOB INCURRED RATE (%) BENEFITS 5 TYPE 0 0 TIME TO BE PAID TIME TO BE PAID EXPIRATION O 6 MONTHLY DED. *6 7

- *1 Either the Immediate Pay Appointment or the Normal appointment/separation method may be used. Refer to PAM Section 5 for documentation of an Immediate Pay Appointment. Refer to the appropriate Required/Conditional chart for the normal appointment/separation document method.
- *2 Retired Annuitant or Emergency Appointment MUST be documented as an A02 Transaction.
- *3 Enter "M" regardless of the normal pay frequency for the position. Except if no salary enter "0".
- *4 Item 325 cannot have an entry for Emergency or Retired Annuitant Appointment.

- *5 Do not complete for additional position.
- *6 Time to be paid can be requested for a maximum of three pay periods. Refer to items 605 and 606 for instructions.
- *7 For an additional position Key a 4 on the prompter screen only; leave blank on update screen (refer to PAM Section 10, page 10.11.1 Item 450, for special keying instructions).

Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

850 – Additional Position Substantiation
--

851 – Alternate Salary Range Criteria

853 - Commitment Date

858 – List Clearance Date

859 – Flag Clearance, Employment List Substantiation

861 - Health and Welfare Benefits

863 - Intermittent Hours Work Expected

864 – Legal Reference for Annuitant (Required for Retired Annuitant Appointment)

867 – Limited-Term/Anniversary Date Justification

873 – Salary Rate Substantiation, Above Minimum

878 – TAU Clearance

879 - Time Base Substantiation

884 - License - Additional

886 - Class Title Variation Code

891 - Indeterminate Service Accumulation

895 – Academic Days Not Worked

951 – Appointment Restriction – Specific Sex

955 - Multiple Hourly Rate

957 - Other Eligibility Substantiation

960 – Corrected Transaction Identifier

999 – Deduction Information Identifier

Line 10 Remarks and Backup Information

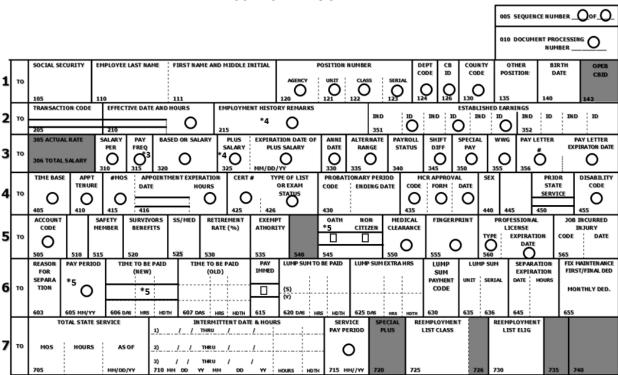
- 1. Alternate salary range other than "A"
- 2. Bilingual Payment Authorization (Item 351)
- 3. Casual Employment
- 4. Certain deductions or payments to be made from employee's final pay. (See PAM page 2.151)
- 5. Hiring above minimum and Item 873 is Code 1 or 6
- 6. Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent
- 7. Item 867 when entry is Code 7 or 9
- 8. Returning employee (no history on database) when previous service was exempt only
- Returning employee (no history on database) when previous service was non-posted emergency only
- 10. A01 or A02 after an S41

A01 or A02

Retired Annuitant*2, Emergency*2, LT, TAU Only

- Use for employee returning to State Service with history on data base or
- Use for additional position when position history is on data base.

USE TURNAROUND PAR



- *1 Either the Immediate Pay Appointment or the Normal appointment/separation method may be used. Refer to PAM Section 5 for documentation of an Immediate Pay Appointment. Refer to the appropriate Required/Conditional chart for the normal appointment/separation document method.
- *2 Retired Annuitant or Emergency Appointment MUST be documented as an A02 Transaction.
 - Acting Assignment Appointment cannot be processed as an Immediate Pay Appointment. It must be processed by the normal appointment/separation document.
- *3 Enter "M" regardless of the normal pay frequency for the position. Except if no salary enter "0".
- *4 Item 325 cannot have an entry for Emergency or Retired Annuitant Appointment.
- *5 Time to be paid can be requested for a maximum of three pay periods. Refer to items 605 and 606 for instructions.

Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

850 – Additiona	l Position Su	bstantiation
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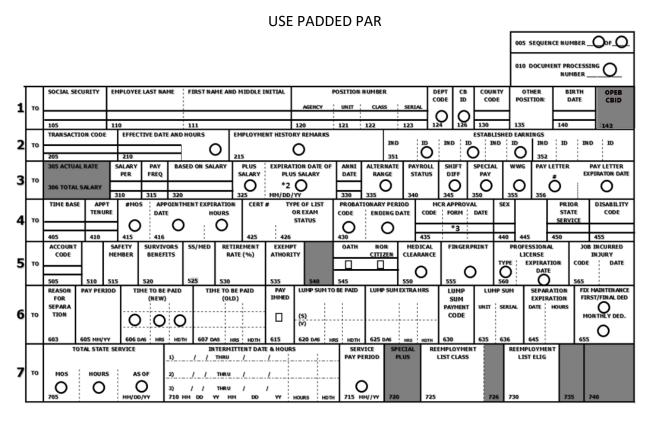
- 851 Alternate Salary Range Criteria
- 853 Commitment Date
- 858 List Clearance Date
- 859 Flag Clearance, Employment List Substantiation
- 861 Health and Welfare Benefits
- 863 Intermittent Hours Work Expected
- 864 Legal Reference for Annuitant (Required for Retired Annuitant Appointment)
- 867 Limited-Term/Anniversary Date Justification
- 871 Right of Return Designation
- 872 Salary Increase Certification
- 873 Salary Rate Substantiation, Above Minimum

- 876 Anniversary Date Second Accelerated (Deleted Only)
- 878 TAU Clearance (A01 Only)
- 879 Time Base Substantiation
- 884 License Additional
- 886 Class Title Variation Code
- 891 Indeterminate Service Accumulation
- 895 Academic Days Not Worked
- 951 Appointment Restriction Specific Sex
- 955 Multiple Hourly Rate
- 957 Other Eligibility Substantiation
- 960 Corrected Transaction Identifier
- 999 Deduction Information Identifier

Line 10 Remarks and Backup Information

- 1. Alternate salary range other than "A"
- 2. Bilingual Payment Authorization (Item 351)
- 3. Casual Employment
- 4. Certain deductions or payments to be made from employee's final pay. (See PAM page 2.151)
- 5. Hiring above minimum and Item 873 is Code 1 or 6
- 6. Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent
- 7. Item 867 when entry is Code 7 or 9
- 8. Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency
- 9. A01 Special Consultant and New Program Consultant Appointments
- 10. A01 or A02 after an S41

- Use for employee returning to State service with NO history on data base or
- Use for Retired Annuitant*1 or Emergency employee who is new or returning to State service with NO history on data base.



- *1 Retired Annuitant may be appointed by either the Immediate Pay Appointment or the normal appointment/separation method. Refer to the appropriate Required/Conditional chart for Immediate Pay Appointment.
- *2 Item 325 cannot have an entry for Emergency or Retired Annuitant appointment.
- *3 Item 435 is not required for Emergency or Retired Annuitant appointment.

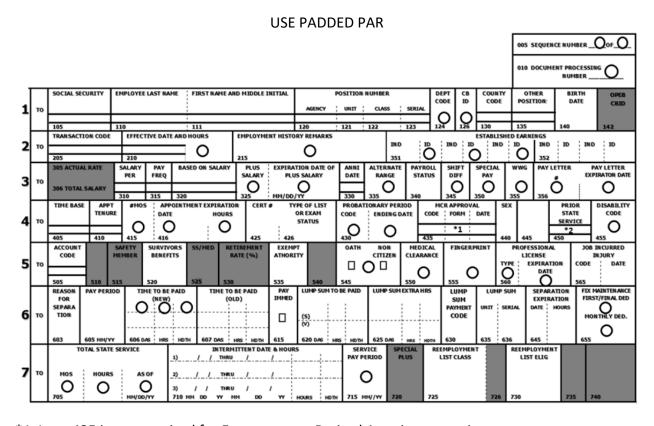
Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

851 – Alternate Salary Range Criteria	879 – Time Base Substantiation
853 – Commitment Date	884 – License – Additional
857 – Emergency Qualifying Time	886 – Class Title Variation Code
861 – Health and Welfare Benefits	891 – Indeterminate Service Accumulation
863 – Intermittent Hours Work Expected	895 – Academic Days Not Worked
864 – Legal Reference for Annuitant	952 – Case Number and Date of Action
867 – Limited-Term/Anniversary Date	955 – Multiple Hourly Rate
Justification	957 – Other Eligibility Substantiation
873 – Salary Rate Substantiation, Above	960 – Corrected Transaction Identifier
Minimum	

Line 10 Remarks and Backup Information

- 1. Alternate salary range other than "A"
- 2. Bilingual Payment Authorization (Item 351)
- 3. Casual Employment
- 4. CEA Appointment
- 5. Decrease in time base
- 6. Hiring above minimum and Item 873 is Code 1 or 6
- 7. Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent
- 8. Item 867 when entry is Code 7 or 9
- 9. Returning employee (no history on data base) when previous service was exempt only
- 10. Returning employee (no history on data base) when previous service was non-posted emergency only
- 11. Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency
- 12. A01 or A02 after S41
- 13. A02 effective within 30 days of S01
- 14. A01, A02 or A03 to permanent appointment when employee is reinstating from retirement status

• Use for position new to the database



- *1 Item 435 is not required for Emergency or Retired Annuitant appointments. See PAM Section 5 – Additional Position Documentation.
- *2 Key a 4 on prompter screen only; leave blank on update screen. (Refer to PAM Section 10, page 10.11.1, Item 450 for special keying instructions)

For Immediate Pay Appointment Required/Conditional chart, refer to page 3.28.

Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

850 – Additional Position Substantiation	873 – Salary Rate Substantiation, Above
(Required)	Minimum
851 – Alternate Salary Range Criteria	884 – License – Additional
857 – Emergency Qualifying Time	886 – Class Title Variation Code
861 – Health and Welfare Benefits	890 – Employment During Leave of Absence
863 – Intermittent Hours Work Expected	Clearance
864 – Legal Reference for Annuitant (Required	891 – Indeterminate Service Accumulation
for Retired Annuitant Appointment)	895 – Academic Days Not Worked
867 – Limited-Term/Anniversary Date	952 – Case Number and Date of Action
Justification	955 – Multiple Hourly Rate
872 – Salary Increase Certification	957 – Other Eligibility Substantiation

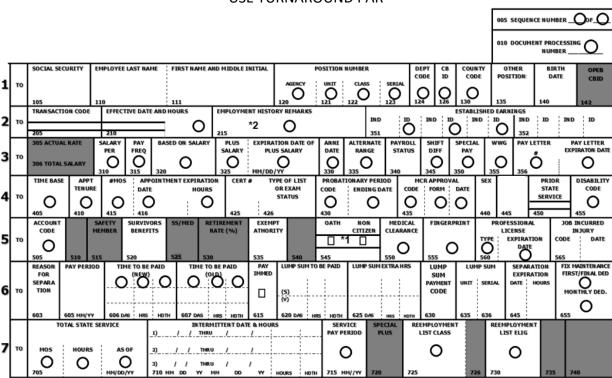
960 - Corrected Transaction Identifier

Line 10 Remarks and Backup Information

- 1. Alternate salary range other than "A"
- 2. Bilingual Payment Authorization (Item 351)
- 3. Casual Employment
- 4. Certain deductions or payments to be made from employee's final pay (see PAM page 2.151)
- 5. Hiring above minimum and Item 873 is Code 1 or 6
- 6. Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent
- 7. Item 867 when entry is Code 7 or 9
- 8. Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency
- 9. A01 Special Consultant and New Program Consultant Appointments
- 10. A01, A02 or A03 to permanent appointment when employee is reinstating from retirement status

- Use for employee returning to State service when history on the database or
- Use for additional position when position history is on database

USE TURNAROUND PAR



- *1 Conditional for Additional Position.
- *2 Required when reinstating after termination of Career Executive Assignment.

Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

- 850 Additional Position Substantiation
- 851 Alternate Salary Range Criteria
- 853 Commitment Date
- 856 Demotion Reason
- 857 Emergency Qualifying Time
- 861 Health and Welfare Benefits
- 863 Intermittent Hours Work Expected
- 864 Legal Reference for Annuitant
- 867 Limited-Term/Anniversary Date
 Justification
- 872 Salary Increase Certification
- 873 Salary Rate Substantiation, Above Minimum

- 876 Anniversary Date Second Accelerated (DELETE ONLY)
- 879 Time Base Substantiation
- 884 License Additional
- 886 Class Title Variation Code
- 890 Employment During Leave of Absence Clearance
- 891 Indeterminate Service Accumulation
- 895 Academic Days Not Worked
- 952 Case Number and Date of Action
- 955 Multiple Hourly Rate
- 957 Other Eligibility Substantiation
- 960 Corrected Transaction Identifier

Line 10 Remarks and Backup Information

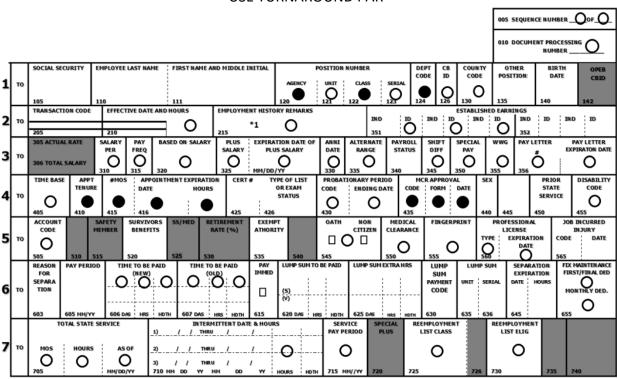
Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

- 1. Alternate salary range other than "A"
- 2. Bilingual Payment Authorization (Item 351)
- 3. Casual Employment
- 4. CEA Appointment
- 5. Decrease in time base
- 6. Employee demoting and Item 856 is Code 11
- 7. Hiring above minimum and Item 873 is Code 1 or 6
- 8. Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent
- 9. Item 867 when entry is Code 7 or 9
- 10. Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency.
- 11. A01 or A02 after an S41
- 12. A01, A02, or A03 after exempt appointment (when there is no break in service)
- 13. A02 effective within 30 days of S01
- 14. A01, A02, A03 to permanent appointment when employee is reinstating from retirement status.

For Immediate Pay Appointment Required/Conditional Chart refer to PAM page 3.30.

• Use for current employee

USE TURNAROUND PAR



*1 Required when reinstating after termination of Career Executive Assignment.

Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

851 – Alternate Salary Range Criteria	876 – Anniversary Date - Second
856 – Demotion Reason	Accelerated
857 – Emergency Qualifying Time	879 – Time Base Substantiation
863 – Intermittent Hours Work Expected	884 – License - Additional
864 – Legal Reference for Annuitant	886 – Class Title Variation Code
867 – Limited Term/Anniversary Date	891 – Indeterminate Service Accumulation
Justification	892 – Last Day on Pay Status
869 – Reemployment List Eligibility Date	895 – Academic Days Not Worked
871 – Right of Return Designation	952 – Case No. and Date of Action
872 – Salary Increase Certification	955 – Multiple Hourly Rate
873 – Salary Rate Substantiation,	957 – Other Eligibility Substantiation
Above Minimum	960 – Corrected Transaction Identifier

Line 10 Remarks and Backup Information

- 1. Alternate salary range other than "A"
- 2. Bilingual Payment Authorization (Item 351)
- 3. Casual Employment
- 4. CEA Appointment
- 5. Decrease in time base
- 6. Employee demoting and Item 856 is Code 11
- 7. Hiring above minimum and Item 873 is Code 1 or 6
- 8. Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent
- 9. Item 710 computations for daily rate employee
- 10. Item 867 when entry is Code 7 or 9
- 11. Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency
- 12. A01, A02, or A03 after exempt appointment (when there is no break in service)
- 13. A01, A02 or A03 to permanent appointment when employee is reinstating from retirement status

Section 3.40: CIVIL SERVICE ELIGIBILITY – MANDATORY (Revised 05/22)

A03

 Use for new employee blanketed into State service or

606 DAS

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• Use for employee returning to State service with NO history on data base

INTERMITTENT DATE & HOUR

005 SEQUENCE NUMBER OF 010 DOCUMENT PROCESSING EMPLOYEE LAST NAME POSITION NUMBER EFFECTIVE DATE AND O 0 0 SHIFT DIFF EXPIRATION DATE OF PLUS SALARY PAY LETTER EXPIRATON DATE 3 MM/DD/YY 0 O 0 O APPOINTMENT EXPIRATION TYPE OF LIST PROBATIONARY PERIOD DISABILITY APPT 0 0 0 0 0 О 410 ACCOUN' EXEMPT ATHORITY PROFESSIONAL JOB INCURRED SURVIVORS BENEFITS NON MEDICAL CITIZEN 5 0 LUMP SUM PAYMENT PAY FOR SEPARA TION O ...O O DED. 6

USE PADDED PAR

Symbol Meaning Required – MUST be completed O Conditional – MUST be completed when required by ITEM DEFINITION One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

SPECIA PLUS

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LIST CLASS

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REEMPLOYMEN LIST ELIG

851 – Alternate Range Criteria	884 – License – Additional
863 – Intermittent Hours Work Expected	886 – Class Title Variation Code
864 – Legal Reference For Annuitant	891 – Indeterminate Service Accumulation
865 – Military Substantiation	895 – Academic Days Not Worked
871 – Right of Return Designation	952 – Case No. and Date of Action
872 – Salary Increase Certification	955 – Multiple Hourly Rate
873 – Salary Rate Substantiation,	957 – Other Eligibility Substantiation
Above Minimum	960 – Corrected Transaction Identifier

Line 10 Remarks and Backup Information

- 1. Alternate salary range other than "A"
- 2. Bilingual Payment Authorization (Item 351)
- 3. Hiring above minimum and Item 873 is Code 1 or 6
- 4. Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent
- 5. Item 710 computations for daily rate employee
- 6. Returning employee (no history on data base) when previous service was exempt only.
- 7. Returning employee (no history on data base) when previous service was non-posted emergency only
- 8. Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency
- 9. A01, A02 or A03 after exempt appointment (when there is no break in service)
- 10. A03 after A12 or S32
- 11. A03 after S52
- 12. A03 after S53
- 13. A03 after S55 (per G.C. 19340)
- 14. A01, A02, or A03 to permanent appointment when employee is reinstating from retirement status

Use for employee returning to State service when history is on the data base

USE TURNAROUND PAR 005 SEQUENCE NUMBER __OF_O OCIAL SECURITY FIRST NAME AND MIDDLE INITIAL EMPLOYEE LAST NAME CODE CODE POSITION ____O , O ,₁₃₀O TRANSACTION CODE EFFECTIVE DATE AND HOURS 2 Ö 0 0 Ö Ö PLUS EXPIRATION DATE OF PAY LETTER EXPIRATON DATE 3 MM/DD/W О 0 0 0 O 0 O 0 0 APPOINTMENT EXPIRATION CERT # TYPE OF LIST OR EXAM DISABILITY PRIOR 4 O 415 0 0 0 0 0 0 0 0 0 0 416 426 NON CITIZEN EXEMPT PROFESSIONAL SURVIVOR: RETIREMENT RATE (%) BENEFITS 5 TYPE 0 О 0 LUMP SUM FOR SEPARA TION O O O O O MONTHLY DED. 6 10 CODE 0 REEMPLOYMENT LIST CLASS REEMPLOYMEN LIST ELIG 7 0 0 О 0 0 O 0

*1 Required when reinstating after termination of Career Executive Assignment.

Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

851 – Alternate Sa	alary Range	Criteria
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857 – Emergency Qualifying Time (DELETE ONLY)

863 – Intermittent Hours Work Expected

864 – Legal Reference For Annuitant

865 – Military Substantiation

871 – Right of Return Designation

872 – Salary Increase Certification

873 – Salary Rate Substantiation,

Above Minimum

884 – License – Additional

886 – Class Title Variation Code

891 – Indeterminate Service

Accumulation

895 – Academic Days Not Worked

952 – Case No. and Date of Action

955 – Multiple Hourly Rate

957 – Other Eligibility Substantiation

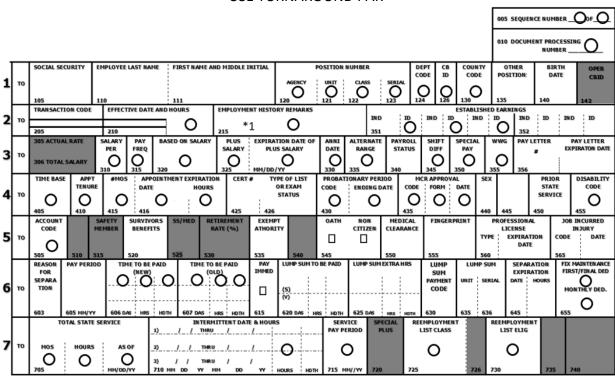
960 - Corrected Transaction Identifier

Line 10 Remarks and Backup Information

- 1. Alternate salary range other than "A"
- 2. Bilingual Payment Authorization (Item 351.
- 3. CEA Appointment
- 4. Decrease in time base
- 5. Hiring above minimum and Item 873 is Code 1 or 6
- 6. Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent
- 7. Item 710 computations for daily rate employee
- 8. Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency
- 9. A01, A02 or A03 after exempt appointment (when there is no break in service.)
- 10. A03 after A12 or S32
- 11. A03 after S51
- 12. A03 after S52
- 13. A03 after S53
- 14. A03 after S55 (per G.C. 19340)
- 15. A01, A02 or A03 to permanent appointment when employee is reinstating from retirement status

• Use for current employee

USE TURNAROUND PAR



*1 Required when reinstating after termination of Career Executive Assignment.

Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

851 – Alternate Salar	y Range Criteria
-----------------------	------------------

857 – Emergency Qualifying Time

863 – Intermittent Hours Work Expected

864 – Legal Reference for Annuitant

871 - Right of Return Designation

872 – Salary Increase Certification

873 – Salary Rate Substantiation, Above Minimum

884 - License - Additional

886 – Class Title Variation Code

891 – Indeterminate Service Accumulation

892 – Last Day on Pay Status

895 – Academic Days Not Worked

952 – Case No. and Date of Action

955 - Multiple Hourly Rate

957 – Other Eligibility Substantiation

960 – Corrected Transaction Identifier

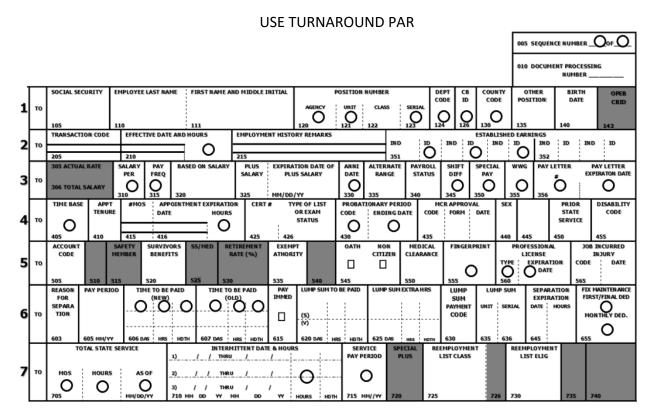
Line 10 Remarks and Backup Information

- 1. Alternate salary range other than "A"
- 2. Bilingual Payment Authorization (Item 351.
- 3. CEA Appointment
- 4. Decrease in time base
- 5. Hiring above minimum and Item 873 is Code 1 or 6
- 6. Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent
- 7. Item 710 computations for daily rate employee
- 8. Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency
- 9. A01, A02 or A03 after exempt appointment (when there is no break in service)
- 10. A03 after A12 or S32
- 11. A01, A02 or A03 to permanent appointment when employee is reinstating from retirement status

Section 3.46: *TEMPORARY ASSIGNMENT UNDER G.C. 19050.8 (Revised 05/22)

A04

• Use for current employee



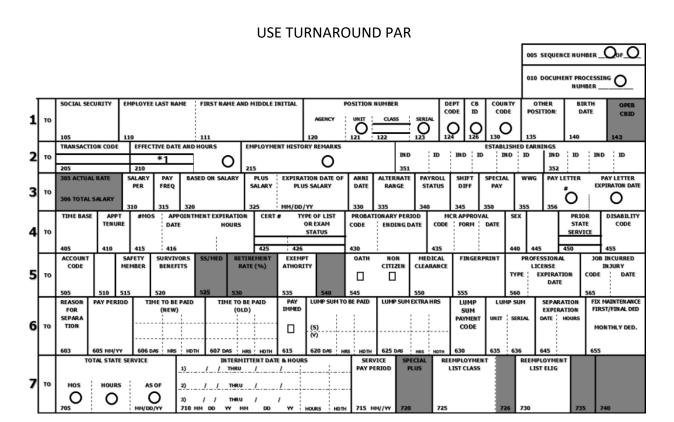
^{*}Refer to PAM page 5.50 if returning employee after S49 or S50 transaction, or before promoting/transferring employee after completion/termination of A04.

Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

851 – Alternate Salary Range Criteria	886 – Class Title Variation Code
864 – Legal Reference For Annuitant	891 – Indeterminate Service Accumulation
871 – Right of Return Designation	892 – Last Day on Pay Status
(REQUIRED)	895 – Academic Days Not Worked
879 – Time Base Substantiation	952 – Case No. and Date of Action
884 – License – Additional	955 – Multiple Hourly Rate
	960 – Corrected Transaction Identifier

Line 10 Remarks and Backup Information

- 1. Alternate Salary range other than "A"
- 2. Bilingual Payment Authorization (Item 351)
- 3. CEA Appointment
- 4. Decrease in time base
- 5. Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent
- 6. Item 710 computations for daily rate employee
- 7. Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency



*1 The date employee is reachable on sub-divisional or departmental reemployment list (mandatory) or promotional or general reemployment list (permissive). Refer to PTM Section 216.

Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

955 – Multiple Hourly Rate

960 - Corrected Transaction Identifier

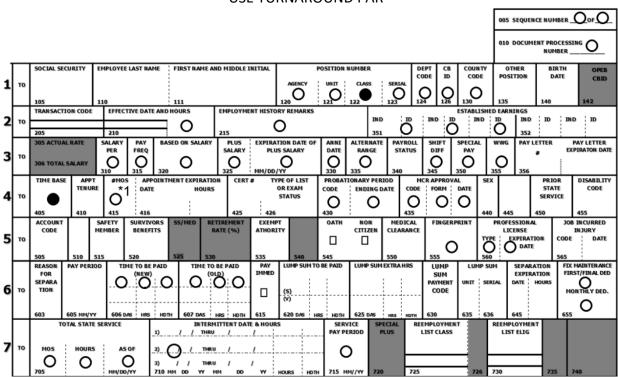
Line 10 Remarks and Backup Information

- 1. Alternate salary range other than "A"
- 2. CEA Appointment
- 3. Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency

Section 3.50: IN LIEU OF LAYOFF (Revised 05/22)

A10

USE TURNAROUND PAR



*1 Use for managerial tenure only.

Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

851 – Alternate Salary Rate Criteria	886 – Class Title Variation Code
863 – Intermittent Hours Work Expected	891 – Indeterminate Service Accumulation
869 – Reemployment List Eligibility Date	895 – Academic Days Not Worked
872 – Salary Increase Certification	952 – Case No. and Date of Action
873 – Salary Rate Substantiation, Above	955 – Multiple Hourly Rate
Minimum	960 - Corrected Transaction Identifier

Line 10 Remarks and Backup Information

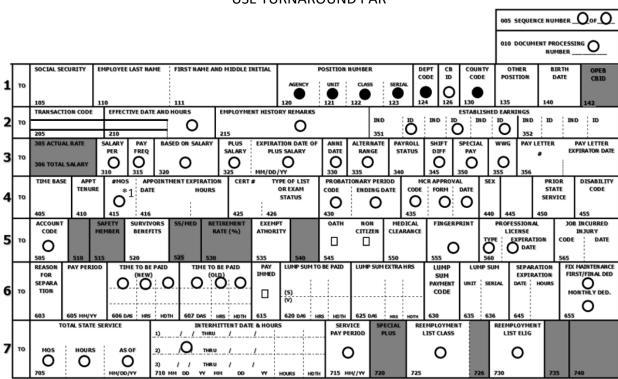
Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

- 1. Alternate salary range other than "A"
- 2. Bilingual Payment Authorization (Item 351)
- 3. CEA Appointment

884 - License - Additional

- 4. Decrease in the time base
- 5. Hiring above minimum and Item 873 is Code 1 or 6
- 6. Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent
- 7. Item 710 computations for daily rate employee
- 8. Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency

USE TURNAROUND PAR



^{*1} Use for managerial tenure only.

Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

851 – Alternate Salary Rate Criteria	884 – License – Additional
863 – Intermittent Hours Work Expected	886 – Class Title Variation Code
869 – Reemployment List Eligibility Date	891 – Indeterminate Service Accumulation
872 – Salary Increase Certification	895 – Academic Days Not Worked
873 – Salary Rate Substantiation, Above	952 – Case No. and Date of Action
Minimum	955 – Multiple Hourly Rate
876 – Anniversary Date – Second Accelerated	957 – Other Eligibility Substantiation
	960 – Corrected Transaction Identifier

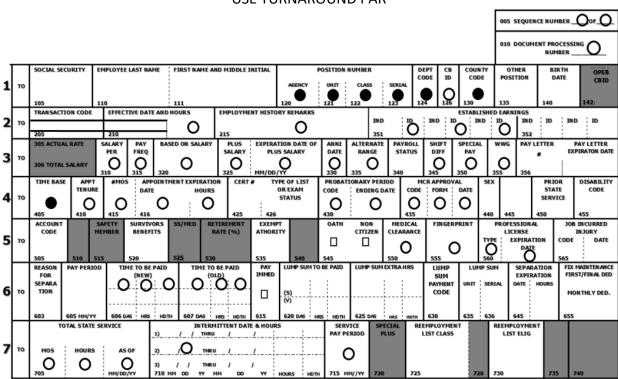
Line 10 Remarks and Backup Information

- 1. Alternate salary range other than "A"
- 2. Bilingual Payment Authorization (Item 351)
- 3. Decrease in time base
- 4. Hiring above minimum and Item 873 is Code 1 or 6
- 5. Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent
- 6. Item 710 computations for daily rate employee
- 7. Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency

Section 3.54: MEDICAL REASONS (Revised 05/22)

A12

USE TURNAROUND PAR



Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

851 – Alternate Salary Rate Criteria	886 – Class Title Variation Code
863 – Intermittent Hours Work Expected	891 – Indeterminate Service Accumulation
867 – Limited Term/Anniversary Date	895 – Academic Days Not Worked
Justification	952 – Case No. and Date of Action
871 – Right of Return Designation (REQUIRED)	955 – Multiple Hourly Rate
872 – Salary Increase Certification	957 – Other Eligibility Substantiation
873 – Salary Rate Substantiation, Above	960 – Corrected Transaction Identifier
Minimum884 – License – Additional	

Line 10 Remarks and Backup Information

- 1. Alternate salary range other than "A"
- 2. Bilingual Payment Authorization (Item 351)
- 3. Decrease in time base
- 4. Hiring above minimum and Item 873 is Code 1 or 6
- 5. Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent
- 6. Item 710 computations for daily rate employee
- 7. Item 867 when entry is Code 7 or 9
- 8. Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency

EMPLOYEE LAST NAME

EFFECTIVE DATE AND

*1O

SURVIVORS

O O O

AS OF

O

A13

3

5

FOR SEPARA TION

0

0

TRANSACTION CODE

USE TURNAROUND PAR 005 SEQUENCE NUMBER OF 010 DOCUMENT PROCESSING FIRST NAME AND MIDDLE INITIAL POSITION NUMBER O EXPIRATION DATE OF PAY LETTER EXPIRATON DATE TYPE OF LIST OR EXAM STATUS DISABILITY *10 NON CITIZEN EXEMPT ATHORITY MEDICAL CLEARANCE FINGERPRINT JOB INCURRED LUMP SUM PAYMENT

REEMPLOYMENT

LIST CLASS

REEMPLOYMEN LIST ELIG

* Refer to PAM page 5.50 if returning employee after S49 or S50 transaction, or when documenting an employee appointed under G.C. 19050.8 on A04 transaction.

*1 Refer to PAM page 2.53.1, Item 415 and page 2.54.1, Item 416, if employee on a Training Assignment (A04).

SERVICE PAY PERIOD

О

Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

886 – Class Title Variation Code

950 – Appointment Reorganization Substantiation (REQUIRED)

960 - Corrected Transaction Identifier

Line 10 Remarks and Backup Information

- 1. Alternate salary range other than "A"
- 2. CEA Appointment
- 3. Item 710 computations for daily rate employee
- 4. Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency

Section 3.58: ADVERSE DEMOTION (Revised 05/22)

A14

USE TURNAROUND PAR 005 SEQUENCE NUMBER __OF_O 0 DEPT COUNT __O EFFECTIVE DATE AND IDO IND ď 0 0 EXPIRATION DATE OF PLUS SALARY PAY LETTER EXPIRATON DATE SPECIAL PLUS SALARY 3 0 0 0 TYPE OF LIST OR EXAM STATUS PRIOR STATE 0 0 0 0 0 0 0 0 EXEMPT ATHORITY NON CITIZEN MEDICAL SURVIVORS BENEFITS CODE LICENSE 0 PAY IMMED FOR SEPARA TION O O O 0000 O OTHLY DED. CODE О REEMPLOYMENT LIST CLASS REEMPLOYMENT LIST ELIG SERVICE PAY PERIOD О 0 0

If Adverse Demotion is going from one range of deep class to another, enter appropriate range and re-enter class code.

See PAM Section 5 for specific documentation instructions.

Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

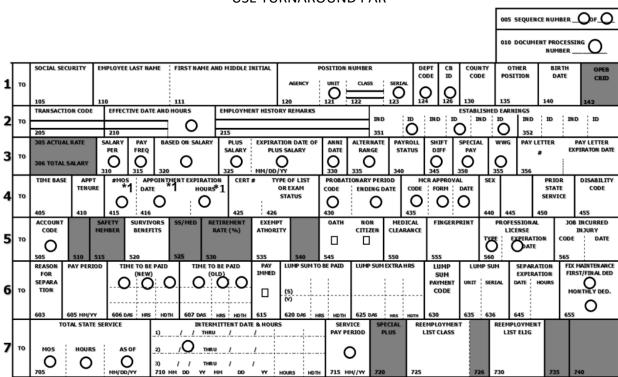
851 – Alternate Salary Range Criteria
891 – Indeterminate Service Accumulation
872 – Salary Increase Certification
895 – Academic Days Not Worked
952 – Case No. and Date of Action
Substantiation (REQUIRED)
955 – Multiple Hourly Rate

884 – License - Additional 960 – Corrected Transaction Identifier 886 – Class Title Variation Code

Line 10 Remarks and Backup Information

- 1. Alternate salary range other than "A"
- 2. Bilingual Payment Authorization (Item 351)
- 3. Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent
- 4. Item 710 computations for daily rate employee
- 5. Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency
- 6. Adverse Actions

USE TURNAROUND PAR



- * Refer to PAM page 5.50 if returning employee after S49 or S50 transaction, or when documenting for an employee appointed under G.C. 19058.8 on A04 transaction.
- *1 Refer to PAM page 2.53.1, Item 415 and page 2.54.1, Item 416, if employee on a Training Assignment (A04).

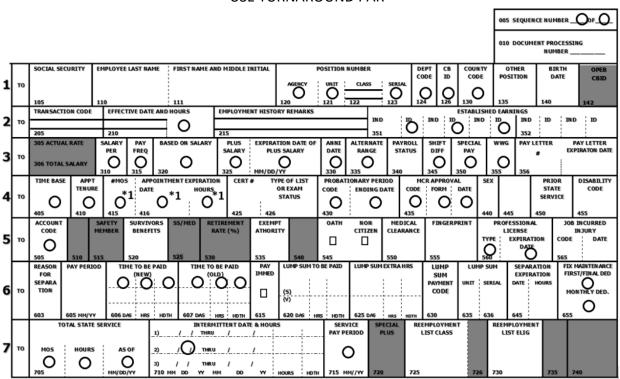
Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

851 – Alternate Salary Range Criteria
 871 – Right of Return Designation
 886 – Class Title Variation Code
 872 – Salary Increase Certification
 891 – Indeterminate Service Accumulation
 873 – Salary Rate Substantiation, Above
 Minimum
 895 – Academic Days Not Worked
 952 – Case No. and Date of Action
 876 – Anniversary Date - Second
 Accelerated
 960 – Corrected Transaction Identifier

Line 10 Remarks and Backup Information

- 1. Alternate salary range other than "A"
- 2. Bilingual Payment Authorization (Item 351)
- 3. Hiring above minimum and Item 873 is Code 1 or 6
- 4. Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent
- 5. Item 710 computations for daily rate employee

USE TURNAROUND PAR



- * Refer to PAM page 5.50 if returning employee after S49 or S50 transaction, or when documenting for an employee appointed under G.C. 19058.8 on A04 transaction.
- *1 Refer to PAM page 2.53.1, Item 415 and page 2.54.1, Item 416, if employee on a Training Assignment (A04).

Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

851 – Alternate Salary Range Criteria

867 – Limited Term/Anniversary Date Justification

871 – Right of Return Designation

872 – Salary Increase Certification

873 – Salary Rate Substantiation Minimum

876 – Anniversary Date - Second Accelerated 886 – Class Title Variation Code

891 – Indeterminate Service Accumulation

892 – Last Day on Pay Status

895 – Academic Days Not Worked

952 – Case No. and Date of Action

955 – Multiple Hourly Rate

960 - Corrected Transaction Identifier

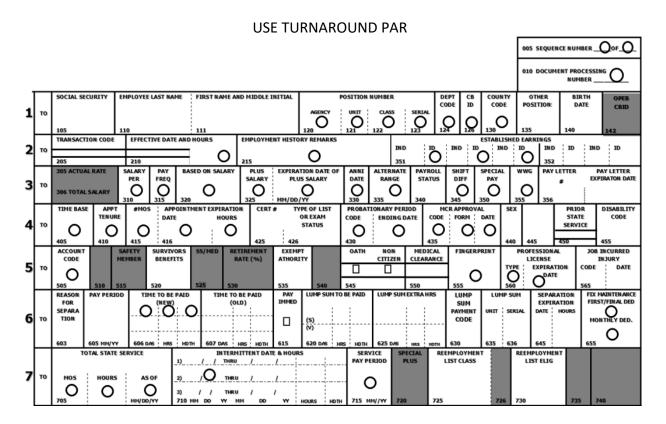
Line 10 Remarks and Backup Information

- 1. Alternate salary range other than "A"
- 2. Bilingual Payment Authorization (Item 351)
- 3. CEA Appointment
- 4. Decrease in the time base
- 5. Hiring above minimum and Item 873 is Code 1 or 6
- 6. Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent
- 7. Item 710 computations for daily rate employee
- 8. Item 867 when entry is Code 7 or 9
- 9. Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency
- 10. A21

Section 3.64: *APPOINTMENT BY SPB, CALHR OR COURT ACTION IN LIEU OF APPOINTMENT THROUGH THE CERTIFICATION PROCESS* (Revised 05/22)

A22

• Use for employee returning to State service when history is on data base



^{*} See PAM Section 5 for information on documenting Decision of SPB after Appeal.

Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

851 – Alternate Salary Range Criteria	884 – License - Additional
863 – Intermittent Hours Work Expected	886 – Class Title Variation Code
872 – Salary Increase Certification	891 – Indeterminate Service Accumulation
873 – Salary Rate Substantiation, Above	895 – Academic Days Not Worked
Minimum	952 – Case No. and Date of Action
876 – Anniversary Date - Second	955 – Multiple Hourly Rate
Accelerated (DELETE ONLY)	960 – Corrected Transaction Identifier

Line 10 Remarks and Backup Information

- 1. Alternate salary range other than "A"
- 2. Bilingual Payment Authorization (Item 351)
- 3. CEA Appointment
- 4. Decrease in the time base
- 5. Hiring above minimum and Item 873 is Code 1 or 6
- 6. Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent
- 7. Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency

• Use for employee new to data base

	USE PADDED PAR											
							005 SEQUENCE	NUMBER OF				
											010 DOCUMEN	T PROCESSING NUMBER
1	то	SOCIAL SECURITY	EMPLOYEE LAST N	AME FIRST NAME A	ND MIDDLE INITIAL	AGENCY	POSITION NUM	IBER CLASS ¦ SERIA	DEPT CB CODE ID	COUNTY	OTHER POSITION:	BIRTH OPEB DATE CBID
		105	110	1111		120	121 122	123	$\exists \bigcirc \bigcirc$		135	140 142
2	то	TRANSACTION CODE	EFFECTIVE DA	TE AND HOURS	EMPLOYMENT HIS			IND	D IND I	ESTABLISHED IND	ID IND	ID IND ID
3	то	305 ACTUAL RATE 306 TOTAL SALARY	SALARY PAY PER FREQ	BASED ON SALARY		TATION DATE OF		RANGE ST	ROLL SHIFT DIFF	PAY	WWG PAY LET	TER PAY LETTER EXPIRATION DATE
4	то	TIME BASE APPT	#MOS AP	POINTMENT EXPIRATION HOURS	ON CERT#	TYPE OF LIST OR EXAM STATUS	PROBATIONA CODE E		MCR APPRO	DATE SEX		PRIOR DISABILITY STATE CODE SERVICE
5	то	ACCOUNT CODE	SAFETY SURVINEMBER BENEF	VORS SS/MED RE	TIREMENT EXEL ATHO	MPT	_cı	ITIZEN CLEA	DICAL FINGER	D TYP	PROFESSIONAL LICENSE E EXPIRATION	JOB INCURRED INJURY
6	то	REASON PAY PERI FOR SEPARA TION 603 605 MIN/Y	OD TIME TO B	3 O "	BE PAID PAY LD) IMME	LUMP SUM TO	D BE PAID LU	UNP SUM EXTRA		LUMP SU UNIT SER	EXPIRATI	ION FIRST/FINAL DED
7	то	MOS HOURS	SERVICE	INTER! 1) / / THRU 2) / / THRU 3) / / THRU	AITTENT DATE & HOU	JRS	SERVICE PAY PERIO	SPECIAL D PLUS	REEMPLOYME LIST CLASS	MT	REEMPLOYMENT LIST ELIG	735 740

*1 Key a 4 on prompter screen only; leave blank on update screen (refer to PAM Section 10, page 10.11.1, Item 450 for special keying instructions).

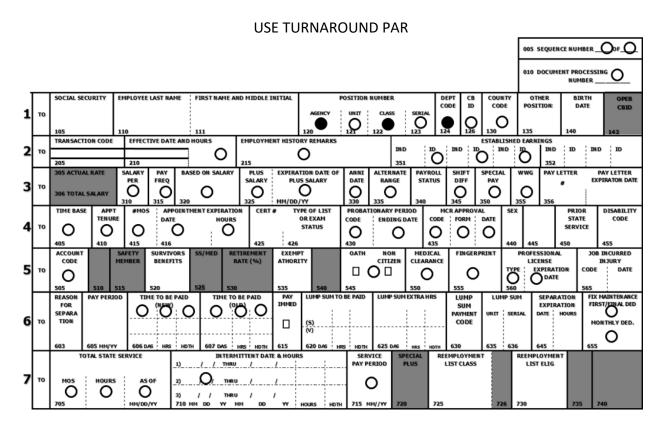
Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

850 – Additional Position Substantiation	884 – License - Additional
851 – Alternate Salary Range Criteria	886 – Class Title Variation Code
853 – Commitment Date	891 – Indeterminate Service Accumulation
863 – Intermittent Hours Work Expected	895 – Academic Days Not Worked
867 – Limited Term/Anniversary Date	952 – Case No. and Date of Action
Justification	955 – Multiple Hourly Rate
872 – Salary Increase Certification	957 – Other Eligibility Substantiation
873 – Salary Rate Substantiation, Above	960 – Corrected Transaction Identifier
Minimum	

Line 10 Remarks and Backup Information

- 1. Alternate salary range other than "A"
- 2. Bilingual Payment Authorization (Item 351)
- 3. Hiring above minimum and Item 873 is Code 1 or 6
- 4. Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent
- 5. Item 867 when entry is Code 7 or 9
- 6. Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency

• Use for current employee



* See PAM Section 5 for information on documenting Decision of SPB after Appeal.

Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

851 – Alternate Sa	lary Range	Criteria
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863 – Intermittent Hours Work Expected

871 – Right of Return Designation

872 – Salary Increase Certification

873 – Salary Rate Substantiation, Above Minimum

876 – Anniversary Date - Second Accelerated

884 – License - Additional

886 – Class Title Variation Code

891 – Indeterminate Service

Accumulation

892 – Last Day on Pay Status

895 – Academic Days Not Worked

952 – Case No. and Date of Action

955 – Multiple Hourly Rate

960 - Corrected Transaction Identifier

Line 10 Remarks and Backup Information

- 1. Alternate salary range other than "A"
- 2. Bilingual Payment Authorization (Item 351)
- 3. CEA Appointment
- 4. Decrease in time base
- 5. Hiring above minimum and Item 873 is Code 1 or 6
- 6. Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent
- 7. Item 710 computations for daily rate employee
- 8. Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency
- 9. A22 from LEAP Candidate Class

Section 3.68: CALHR EXEMPT (Revised 05/22)

A30

- Use for exempt employee with no previous exempt or civil service or
- Use for returning exempt employee with previous exempt or civil service and NO history on data base

or

Use for exempt additional position when position is new to data base (See *1 and *2)

USE PADDED PAR 005 SEQUENCE NUMBER OF 010 DOCUMENT PROCESSING POSITION NUMBER O^{II} O ď О SHIFT DIFF 3 O 0 0 OD/YY TYPE OF LIST OR EXAM ONARY PERIOD ENDING DATE DISABILITY 5 EXPIRATION DATE OPATE LUME O O O MONTHLY DED. 6 CODE 0 REEMPLOYMEN LIST ELIG О

- *1 Required for additional position only.
- *2 For an additional position Key a 4 on the prompter screen only; leave blank on update screen (refer to PAM Section 10, page 10.11.1 Item 450, for special keying instructions).

Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

864 – Legal Reference for Annuitant

891 – Indeterminate Service Accumulation

895 – Academic Days Not Worked

960 – Corrected Transaction Identifier

Line 10 Remarks and Backup Information

- 1. Returning employee (no history on data base) when previous service was exempt only
- 2. Returning employee (no history on data base) when previous service was non-posted emergency only

 Use for returning exempt employee with previous service as exempt or civil service and history is on data base

or

• Use for exempt additional position when position history is on data base

USE TURNAROUND PAR OOS SEQUENCE NUMBER OF 010 DOCUMENT PROCESSING NUMBER SOCIAL SECURITY EMPLOYEE LAST NAME FIRST NAME AND MIDDLE INITIAL DEPT CODE CODE ____O O SERIAL Ö 0 O TRANSACTION COD EFFECTIVE DATE AND HOURS 2 Ö Ö O 0 0 DIFF PAY PAY FREQ EXPIRATION DATE OF PLUS SALARY PAY LETTER EXPIRATON DATE PER 3 0 0 MM/DD/YY 0 O 0 DISABILITY CODE TEXPIRATION 4 0 0 0 0 О 0 0 О CODE SURVIVORS BENEFITS LICENSE EXPIRATION DATE 5 0 545 LUME FIRST/ETHAL DED MONTHLY DED. SUM PAYMENT CODE O (NEW) EXPIRATION 6 0 REEMPLOYMENT LIST CLASS REEMPLOYMEN LIST ELIG HOURS AS OF O О

Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

- 857 Emergency Qualifying Time (DELETE ONLY)
- 864 Legal Reference for Annuitant
- 876 Anniversary Date Second Accelerated
- 884 License-- Additional (DELETE ONLY)
- 886 Class Title Variation Code (DELETE ONLY)
- 871 Right of Return Designation
- 891 Indeterminate Service Accumulation
- 895 Academic Days Not Worked
- 955 Multiple Hourly Rate (DELETE ONLY)
- *957 Other Eligibility Substantiation
- 960 Corrected Transaction Identifier

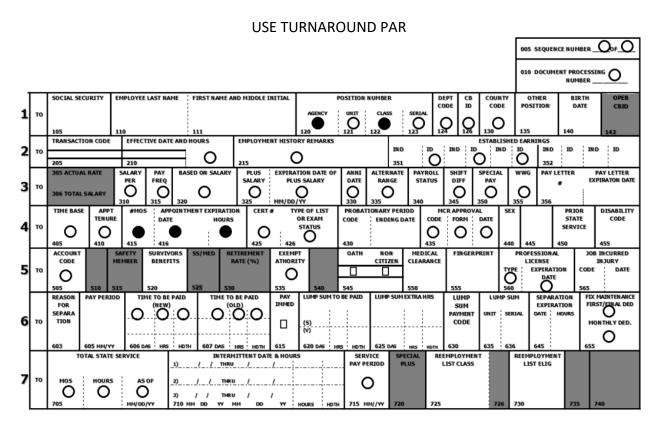
Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency

^{*} Item 957 for reinstatement from NDI when benefits are continuing.

• Use for current civil service or exempt employee who is receiving an exempt appointment



Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

- 857 Emergency Qualifying Time
- 864 Legal Reference for Annuitant
- 869 Reemployment List Eligibility Date
- 871 Right of Return Designation
- 876 Anniversary Date Second Accelerated
- 884 License Additional (DELETE ONLY)
- 886 Class Title Variation Code (DELETE ONLY)
- 891 Indeterminate Service Accumulation
- 892 Last Day on Pay Status
- 895 Academic Days Not Worked
- 955 Multiple Hourly Rate (DELETE ONLY)
- 960 Corrected Transaction Identifier

Line 10 Remarks and Backup Information

- 1. Item 710 computations for daily rate employee
- 2. Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency

• Use for exempt employee with no previous exempt or civil service

or

 Use for returning exempt employee with previous exempt or civil service and NO history on data base

or

• Use for exempt additional position when position is new to data base (See *2 and *4)

USE PADDED PAR OOS SEQUENCE NUMBER OF OCUMENT PROCESSING EMPLOYEE LAST NAME CODE О 0 Ö O PLUS EXPIRATION DATE O ALTERNATE PAY LETTER EXPIRATON DATE DIFF 3 0 0 O M/DD/YY APPOINTMENT EXPIRATION TYPE OF LIST PROBATIONARY PERIOD MCR APPR PRIOR DISABILITY CODE FORM : STATE О SURVIVOR 9 EXEMPT NON MEDICAL FINGERPRIN PROFESSIONAL JOB INCURRED CITIZEN BENEFITS LICENSE 5 535 545 TIME TO BE PAID FOR SEPARA SEPARATION EXPIRATION SUM *3 O TOTAL STATE SERVICE LIST CLASS LIST ELIG О

- *1 Refer to PAM Section 5 for documentation of an Immediate Pay Appointment.
- *2 Required for additional position only.
- *3 Time to be paid can be requested for a maximum of three pay periods. Refer to Items 605 and 606 for instructions.
- *4 For an additional position Key a 4 on the prompter screen only; leave blank on update screen (refer to PAM Section 10, page 10.11.1 Item 450, for special keying instructions).

Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

- 864 Legal Reference for Annuitant
- 891 Indeterminate Service Accumulation
- 895 Academic Days Not Worked
- 960 Corrected Transaction Identifier
- 999 Deduction Information

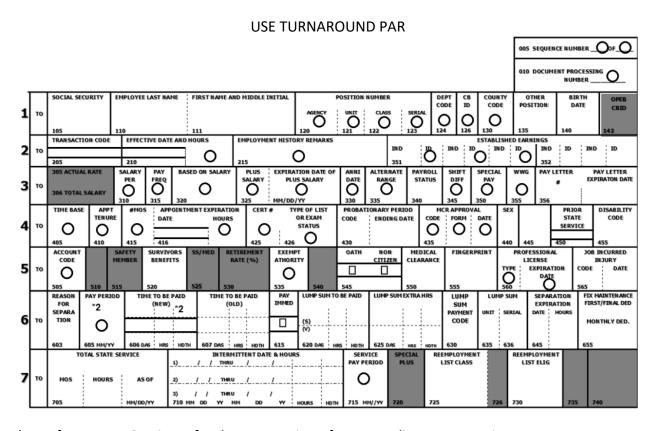
Line 10 Remarks and Backup Information

- 1. Certain deductions or payments to be made from employee's final pay (See PAM page 2.151)
- 2. Returning employee (no history on data base) when previous service was exempt only
- 3. Returning employee (no history on data base) when previous service was non-posted emergency only

 Use for returning exempt employee with previous service as exempt or civil service and history is on data base

or

• Use for exempt additional position when position history is on the data base



- *1 Refer to PAM Section 5 for documentation of an Immediate Pay Appointment.
- *2 Time to be paid can be requested for a maximum of three pay periods. Refer to Items 605 and 606 for instructions.

Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

- 864 Legal Reference for Annuitant
- 884 License Additional (DELETE ONLY)
- 886 Class Title Variation Code (DELETE ONLY)
- 891 Indeterminate Service Accumulation
- 955 Multiple Hourly Rate (DELETE ONLY)
- 960 Corrected Transaction Identifier
- 999 Deduction Information

Line 10 Remarks and Backup Information

- 1. Certain deductions or payments to be made from employee's final pay (See PAM page 2.151)
- 2. Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency.

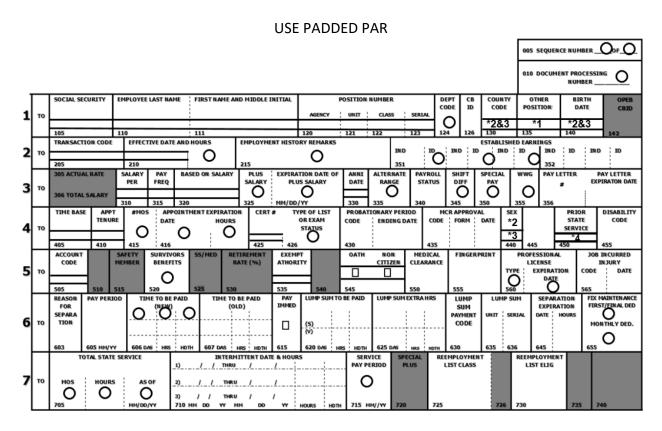
Section 3.73: STATUTORY EXEMPT (Revised 05/22)

A31

- Use for exempt employee with no previous service as exempt or civil service or
- Use for returning exempt employee with previous exempt or civil service and NO history is on the data base

or

Use for exempt additional position when position is new to data base (See *1, *2 and *4)



- *1 Required for additional position only.
- *2 Not allowable for additional position.
- *3 Conditional if agency code is 003.
- *4 For an additional position Key a 4 on the prompter screen only; leave blank on update screen (refer to PAM Section 10, page 10.11.1 Item 450, for special keying instructions).

Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

864 – Legal Reference for Annuitant

891 – Indeterminate Service Accumulation

960 - Corrected Transaction Identifier

Line 10 Remarks and Backup Information

- 1. Appointment of a Judge
- 2. Returning employee (no history on data base) when previous service was exempt only
- 3. Returning employee (no history on data base) when previous service was non-posted emergency only.
- 4. A31

 Use for returning exempt employee with previous service as exempt or civil service and history is on the data base

or

• Use for exempt additional position when position history is on data base

USE TURNAROUND PAR OOS SEQUENCE NUMBER OF 010 DOCUMENT PROCESSING SOCIAL SECURITY EMPLOYEE LAST NAME FIRST NAME AND MIDDLE INITIAL COUNTY CODE DATE ONIT SERIA 123 CLASS Õ ,₁₃₀O EFFECTIVE DATE AND HOURS Ö Ö O 0 O PAY FREQ PLUS SALARY EXPIRATION DATE OF PLUS SALARY PAY LETTER PAY LETTER EXPIRATON DATE PER 3 MM/DD/YY О 0 0 CERT # DISABILITY APPOINTMENT EXPIRATION TYPE OF LIST OR EXAM ONARY PERIOD PRIOR 0 0 0 0 О CODE CODE SURVIVORS BENEFITS NON CITIZEN EXEMPT ATHORITY OATH 5 О 0 0 545 SEPARATION EXPIRATION LUME O O SUM 6 CODE 0 О 0 0

Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

- 857 Emergency Qualifying Time (DELETE ONLY)
- 864 Legal Reference for Annuitant
- 871 Right Of Return Designation
- 884 License Additional (DELETE ONLY)
- 886 Class Title Variation Code (DELETE ONLY)
- 891 Indeterminate Service Accumulation
- 955 Multiple Hourly Rate (DELETE ONLY)
- 960 Corrected Transaction Identifier

Line 10 Remarks and Backup Information

- 1. Appointment of a Judge
- 2. A31
- 3. Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency

Use for current civil service or exempt who is receiving an exempt appointment

USE TURNAROUND PAR 005 SEQUENCE NUMBER OF 010 DOCUMENT PROCESSING EMPLOYEE LAST NAME FIRST NAME AND MIDDLE INITIAL 1 TRANSACTION CODE EFFECTIVE DATE AND HO Ö Ö O" 0 0 EXPIRATION DATE OF PLUS SALARY PER 3 MM/DD/YY 0 0 0 TYPE OF LIST OR EXAM STATUS DISABILITY CODE DATE **ENDING DATE** 0 0 PROFESSIONAL LICENSE E EXPIRATION ACCOUN SURVIVORS BENEFITS NON CITIZEN FINGERPRINT 5 DATE 0 0 0 545 TIME TO BE PAID PAY IMMED REASON PAY PERIOD LUME SEPARATION FIRST/FINAL DED EXPIRATION 0 000 0 000 6 CODE MONTHLY DED. 0 REEMPLOYMENT LIST CLASS REEMPLOYMEN LIST ELIG / THRU / 7 AS OF , **O**, O O 0

Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

- 857 Emergency Qualifying Time
- 864 Legal Reference For Annuitant
- 869 Reemployment List Eligibility Date
- 871 Right of Return Designation
- 884 License Additional (DELETE ONLY)
- 886 Class Title Variation Code (DELETE ONLY)
- 891 Indeterminate Service Accumulation
- 892 Last Day on Pay Status
- 955 Multiple Hourly Rate (DELETE ONLY)
- 960 Corrected Transaction Identifier

Line 10 Remarks and Backup Information

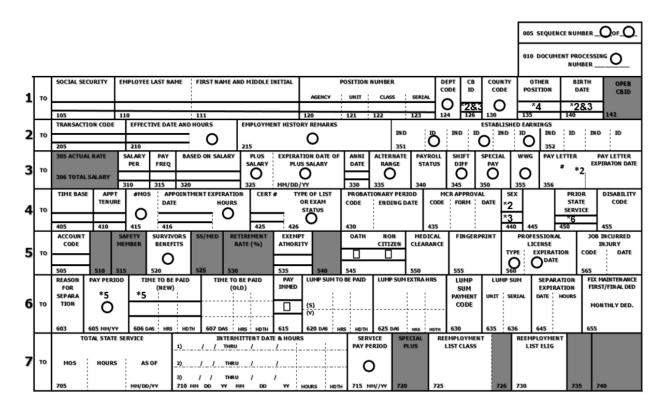
- 1. Appointment of a Judge
- 2. Item 710 computations for daily rate employee
- 3. Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency
- 4. A31

- Use for exempt employee with NO previous service as exempt or civil service
- Use for returning exempt employee with previous exempt or civil service and NO history is on the data base

or

• Use for exempt additional position when position is new to data base (See *2, *4 and *6)

USE PADDED PAR



- *1 Refer to PAM Section 5 for documentation of an Immediate Pay Appointment.
- *2 Not allowable for additional position.
- *3 Conditional if agency code is 003.
- *4 Required for additional position only.
- *5 Time to be paid can be requested for a maximum of three pay periods. Refer to Items 605 and 606 for instructions.
- *6 For an additional position Key a 4 on the prompter screen only; leave blank on update screen (refer to PAM Section 10, page 10.11.1 Item 450, for special keying instructions).

Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

- 864 Legal Reference for Annuitant
- 891 Indeterminate Service Accumulation
- 960 Corrected Transaction Identifier
- 999 Deduction Information

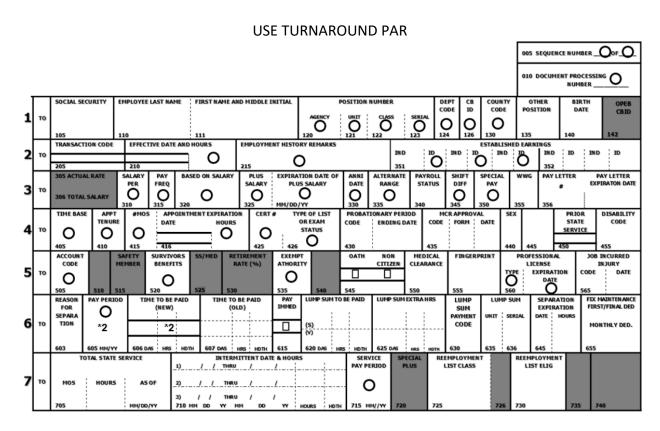
Line 10 Remarks and Backup Information

- 1. Appointment of a Judge
- 2. Certain deductions or payments to be made from employee's final pay (see PAM page 2.151)
- 3. Returning employee (no history on data base) when previous service was exempt only.
- 4. Returning employee (no history on data base) when previous service was non-posted emergency only
- 5. Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency
- 6. A31

 Use for returning exempt employee with previous service as exempt or civil service and history is on data base

or

• Use for exempt additional position when position history is on data base



- *1 Refer to PAM Section 5 for documentation of an Immediate Pay Appointment.
- *2 Time to be paid can be requested for a maximum of three pay periods. Refer to Items 605 and 606 for instructions.

Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

- 864 Legal Reference for Annuitant
- 884 License Additional (DELETE ONLY)
- 886 Class Title Variation Code (DELETE ONLY)
- 891 Indeterminate Service Accumulation
- 955 Multiple Hourly Rate (DELETE ONLY)
- 960 Corrected Transaction Identifier
- 999 Deduction Information

Line 10 Remarks and Backup Information

- 1. Appointment of a Judge
- 2. Certain deductions or payments to be made from employee's final pay (see PAM page 2.151)
- 3. Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency
- 4. A31

Section 3.78: SPB EXEMPT OR DOM STATE ACTIVE DUTY EMPLOYEES (Revised 05/22)

A32

- Use for exempt employee with no previous service as exempt or civil service or
- Use for returning exempt employee with previous exempt or civil service and NO history is on the data base

or

*1 Required for additional position only.

Use for exempt additional position when position is new to data base (See *1 and *2)

USE PADDED PAR OS SEQUENCE NUMBER OF 010 DOCUMENT PROCESSING 0 Ö Ö O 0 О PIRATION DATE O 3 0 0 DISABILITY ENDING DATE STATUS 0 NON CITIZEN ODATE 545 O O O NTHLY DED. CODE 0 INTERMITTENT DATE & HOURS REEMPLOYMENT LIST CLASS REEMPLOYMEN LIST ELIG 7 0 0 0

*2 For an additional position – Key a 4 on the prompter screen only; leave blank on update screen (refer to PAM Section 10, page 10.11.1 – Item 450, for special keying instructions).

Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

- 864 Legal Reference for Annuitant
- 873 Salary Rate Substantiation, Above Minimum
- 890 Employment During Leave of Absence Clearance
- 891 Indeterminate Service Accumulation
- 960 Corrected Transaction Identifier

Line 10 Remarks and Backup Information

- 1. Returning employee (no history on data base) when previous service was exempt only.
- 2. Returning employee (no history on data base) when previous service was non-posted emergency only
- 3. SPB Exempt employee returning after leave of absence
- 4. Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency

 Use for returning exempt employee with previous service as exempt or civil service and history is on data base

or

• Use for exempt additional position when position history is on data base

USE TURNAROUND PAR 005 SEQUENCE NUMBER OF 010 DOCUMENT PROCESSING 0 NUMBER COUNTY SOCIAL SECURITY EMPLOYEE LAST NAME FIRST NAME AND MIDDLE INITIAL CLASS SERIA O 123 130 Q 121 Õ EFFECTIVE DATE AND HOURS O Ö O^{II} 0 0 PAY FREQ O PLUS SALARY PAY LETTER EXPIRATON DATE BASED ON SALARY PER 0 0 0 O 0 О TYPE OF LIST OR EXAM STATUS PRIOR STATE SERVICE DISABILITY CODE MENT EXPIRATION CERT# 0 0 0 0 0 0 0 EXEMPT ATHORITY OATH LICENSE EXPIRATION FIX MAINTENANCE FIRST/FINAL DED MONTHLY DED. LUMP SUM PAYMEN CODE SEPARATION EXPIRATION O O O 6 0 TOTAL STATE SERVICE REEMPLOYMEN LIST ELIG О 0 О

Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

- 857 Emergency Qualifying Time (DELETE ONLY)
- 864 Legal Reference for Annuitant
- 871 Right of Return Designation
- 873 Salary Rate Substantiation, Above Minimum
- 876 Anniversary Date Second Accelerated
- 884 License Additional (DELETE ONLY)
- 886 Class Title Variation Code (DELETE ONLY)
- 890 Employment During Leave of Absence Clearance
- 891 Indeterminate Service Accumulation
- 955 Multiple Hourly Rate (DELETE ONLY)
- *957 Other Eligibility Substantiation
- 960 Corrected Transaction Identifier

Line 10 Remarks and Backup Information

- 1. SPB Exempt employee returning after leave of absence
- 2. Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency

^{*} Item 957 for reinstatement from NDI when benefits are continuing.

• Use for current civil service or exempt employee who is receiving an exempt appointment

USE TURNAROUND PAR 005 SEQUENCE NUMBER OF 010 DOCUMENT PROCESSING SOCIAL SECURITY EMPLOYEE LAST NAME FIRST NAME AND MIDDLE INITIAL SERIA 123 TRANSACTION CODE **EFFECTIVE DATE AND HOURS** OID O 2 0 O 0 EXPIRATION DATE OF PLUS SALARY ALTERNATE RANGE SPECIAL PAY FREQ PAY LETTER EXPIRATON DATE PER 3 0 О 0 APPOINTMENT EXPIRATIO DISABILITY DATE 0 0 0 0 0 JOB INCURRED INJURY DDE DATE EXEMPT ATHORITY NON CITIZEN LICENSE EXPIRATION 5 □ O□ 0 FOR SEPARA TION LUMP SUM SEPARATION EXPIRATION 0 0 0 MONTHLY DED. CODE CODE 6 0 TOTAL STATE SERVICE 0 0 HOURS O AS OF

Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

- 857 Emergency Qualifying Time
- 869 Reemployment List Eligibility Date
- 871 Right of Return Designation
- 873 Salary Rate Substantiation, Above Minimum
- 876 Anniversary Date Second Accelerated
- 884 License Additional (DELETE ONLY)
- 886 Class Title Variation Code
- 891 Indeterminate Service Accumulation
- 892 Last Day on Pay Status
- 955 Multiple Hourly Rate (DELETE ONLY)
- 960 Corrected Transaction identifier

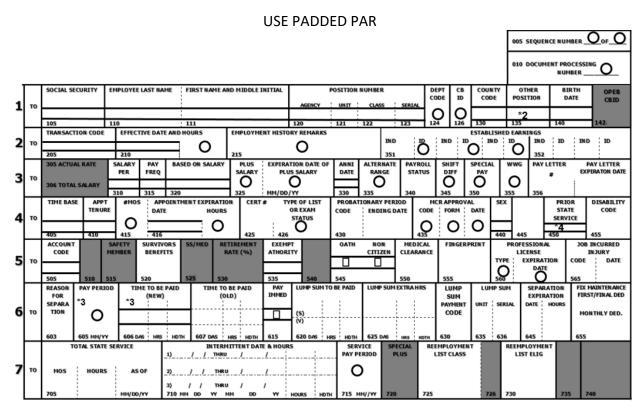
Line 10 Remarks and Backup Information

- 1. Item 710 computations for daily rate employee
- 2. SPB Exempt employee returning after leave of absence
- 3. Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency

- Use for exempt employee with no previous service as exempt or civil service or
- Use for returning exempt employee with previous exempt or civil service and NO history is on the data base

or

• Use for exempt additional position when position is new to data base (See *2 and *4)



- *1 Refer to PAM Section 5 for documentation of an Immediate Pay Appointment.
- *2 Required for additional position only.
- *3 Time to be paid can be requested for a maximum of three pay periods. Refer to Items 605 and 606 for instructions.
- *4 For an additional position Key a 4 on the prompter screen only; leave blank on update screen (refer to PAM Section 10, page 10.11.1 Item 450, for special keying instructions).

Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

- 864 Legal Reference for Annuitant
- 873 Salary Rate Substantiation, Above Minimum
- 890 Employment During Leave of Absence Clearance
- 891 Indeterminate Service Accumulation
- 960 Corrected Transaction Identifier
- 999 Deduction Information

Line 10 Remarks and Backup Information

- 1. Certain deductions or payments to be made from employee's final pay (see PAM page 2.151)
- 2. Returning employee (no history on data base) when previous service was exempt only.
- 3. Returning employee (no history on data base) when previous service was non-posted emergency only
- 4. SPB Exempt employee returning after leave of absence
- 5. Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency

 Use for returning exempt employee with previous service as exempt or civil service and history is on data base

or

Use for exempt additional position when position history is on data base

USE TURNAROUND PAR OS SEQUENCE NUMBER OF 010 DOCUMENT PROCESSING EMPLOYEE LAST NAME 1 то SERIA O 123 0 "O 0 0 O 3 MH/DD/YY 0 0 0 0 0 0 0 0 TMENT EXPIRATIO HOURS TYPE OF LIST OR EXAM ONARY PERIO DISABILITY CODE ENDING DATE DATE CODE 0 O 0 0 0 0 EXEMPT ATHORITY FINGERPRINT JOB INCURRED 5 О 0 O 545 TIME TO BE PAID TIME TO BE PAID SEPARATION EXPIRATION FOR SEPARA TION (NEW) *2 6 0 MONTHLY DED. 0

- *1 Refer to PAM Section 5 for documentation of an Immediate Pay Appointment.
- *2 Time to be paid can be requested for a maximum of three pay periods. Refer to Items 605 and 606 for instructions.

Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

- 864 Legal Reference for Annuitant
- 873 Salary Rate Substantiation, Above Minimum
- 876 Anniversary Date Second Accelerated
- 884 License Additional (DELETE ONLY)
- 886 Class Title Variation Code (DELETE ONLY)
- 890 Employment During Leave of Absence Clearance
- 891 Indeterminate Service Accumulation
- 955 Multiple Hourly Rate (DELETE ONLY)
- 960 Corrected Transaction Identifier
- 999 Deduction Information

Line 10 Remarks and Backup Information

- 1. Certain deductions or payments to be made from employee's final pay (see PAM page 2.151)
- 2. SPB Exempt employee returning after leave of absence
- 3. Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency

Section 3.83: JUDICIAL COUNCIL EXEMPT (Revised 05/22)

A33

- Use for exempt employee with NO previous service as exempt or civil service or
- Use for returning exempt employee with previous exempt or civil service and NO history is on the data base

or

• Use for exempt additional position when position is new to data base (See *1 and *2)

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									0	005 SEQUENCE NUMBER O_OF		
										0	10 DOCUMENT PR	OCESSING O
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٦		105	110	111		120	121 122	123	Q Q	30 1.	*1 35 140	142
2	то	TRANSACTION CODE	EFFECTIVE DA	TE AND HOURS	EMPLOYMENT HIST	ORY REMARKS		IND ID	IND ID	IND ID		IND ID
3	то	305 ACTUAL RATE 306 TOTAL SALARY	SALARY PAY PREQ	BASED ON SALARY		ATION DATE OF US SALARY	ANNI ALTER DATE RAN 330 335		DIFF	ECIAL WV	PAY LETTER	PAY LETTER EXPIRATON DATE
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*1 Required for additional position only.

Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

864 – Legal Reference for Annuitant

891 - Indeterminate Service Accumulation

960 – Corrected Transaction Identifier

Line 10 Remarks and Backup Information

- 1. Returning employee (no history on data base) when previous service was exempt only.
- 2. Returning employee (no history on data base) when previous service was non-posted emergency only

 Use for returning exempt employee with previous service as exempt or civil service and history is on data base

or

• Use for exempt additional position when position history is on data base

USE TURNAROUND PAR 005 SEQUENCE NUMBER OF 010 DOCUMENT PROCESSING SOCIAL SECURITY EMPLOYEE LAST NAME FIRST NAME AND MIDDLE INITIAL COUNTY POSITION SERIA O CLASS 0 O TRANSACTION CODE EFFECTIVE DATE AND HOURS O Ö O Ö О PLUS SALARY EXPIRATION DATE OF SPECIAL PAY LETTER PAY LETTER EXPIRATON DATE FREQ O PER PLUS SALARY PAY DIFF 3 0 0 Q MM/DD/YY TYPE OF LIST OR EXAM DISABILITY PRIOR STATE SERVICE STAT. CODE 0 0 0 0 0 416 426 ACCOUN EXEMPT OATH PROFESSIONAL SURVIVORS BENEFITS NON CITIZEN MEDICAL CLEARANCE JOB INCURRED RATE (%) CODE ATHORITY LICENSE 5 0 0 545 LUMP SUM T/ETNAL DED FOR SEPARA 0.000 6 CODE 0 INTERMITTENT DATE & HOURS SERVICE PAY PERIOD REEMPLOYMENT REEMPLOYMEN LIST ELIG LIST CLASS 7 0 0 0 0

Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

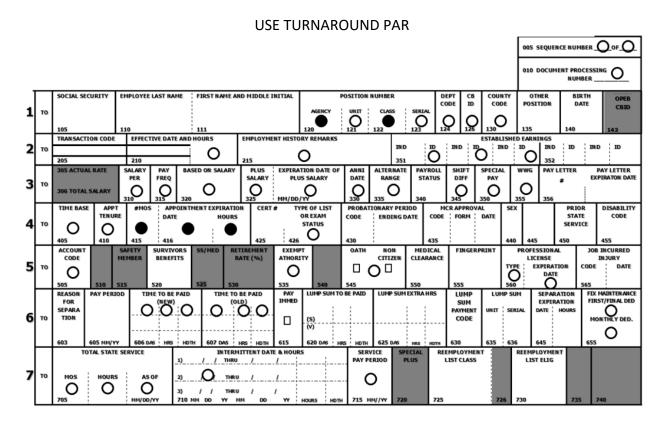
- 857 Emergency Qualifying Time (DELETE ONLY)
- 864 Legal Reference for Annuitant
- 884 License Additional (DELETE ONLY)
- 871 Right of Return Designation
- 886 Class Title Variation Code (DELETE ONLY)
- 891 Indeterminate Service Accumulation
- 955 Multiple Hourly Rate (DELETE ONLY)
- 960 Corrected Transaction Identifier

Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1. Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency

• Use for current civil service or exempt employee who is receiving an exempt appointment



Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

- 857 Emergency Qualifying Time
- 869 Reemployment List Eligibility Date
- 871 Right of Return Designation
- 884 License Additional (DELETE ONLY)
- 886 Class Title Variation Code (DELETE ONLY)
- 891 Indeterminate Service Accumulation
- 892 Last Day on Pay Status
- 955 Multiple Hourly Rate (DELETE ONLY)
- 960 Corrected Transaction Identifier

Line 10 Remarks and Backup Information

- 1. Item 710 computations for daily rate employee
- Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency

Use for exempt employee with NO previous exempt or civil service

or

 Use for returning exempt employee with previous exempt or civil service and NO history is on the data base

or

Use for exempt additional position when position is new to data base (See *2 and *4)

USE PADDED PAR 005 SEQUENCE NUMBER O OF 010 DOCUMENT PROCESSING О 0 О EXPIRATION DATE OF PLUS SALARY PAY LETTER EXPIRATION DATE 3 O DD/YI 0 O 0 DISABILITY О 0 O ACCOUN SURVIVORS EXEMPT MEDICAL OFESSIONAL JOB INCURRED RATE (%) CITIZEN O LUMP SUM FOR SEPARA TION О REEMPLOYMEN LIST CLASS LIST ELIG 7 O

- *1 Refer to PAM Section 5 for documentation of an Immediate Pay Appointment.
- *2 Required for additional position only.
- *3 Time to be paid can be requested for a maximum of three pay periods. Refer to Items 605 and 606 for instructions.

Symbol	Meaning			
Required – MUST be completed				
0	Conditional – MUST be completed when required by ITEM DEFINITION			
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.			

- 864 Legal Reference for Annuitant
- 891 Indeterminate Service Accumulation
- 960 Corrected Transaction Identifier
- 999 Deduction Information

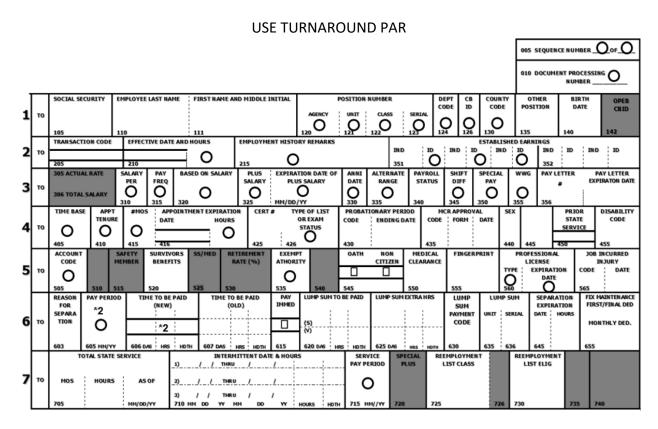
Line 10 Remarks and Backup Information

- 1. Certain deductions or payments to be made from employee's final pay (see PAM page 2.151)
- 2. Returning employee (no history on data base) when previous service was exempt only.
- 3. Returning employee (no history on data base) when previous service was non-posted emergency only

 Use for returning exempt employee with previous service as exempt or civil service and history is on data base

or

• Use for exempt additional position when position history is on data base



- *1 Refer to PAM Section 5 for documentation of an Immediate Pay Appointment."
- *2 Time to be paid can be requested for a maximum of three pay periods. Refer to Items 605 and 606 for instructions.

Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

- 864 Legal Reference for Annuitant
- 884 License Additional (DELETE ONLY)
- 886 Class Title Variation Code (DELETE ONLY)
- 891 Indeterminate Service Accumulation
- 955 Multiple Hourly Rate (DELETE ONLY)
- 960 Corrected Transaction Identifier
- 999 Deduction Information

Line 10 Remarks and Backup Information

- 1. Certain deductions or payments to be made from employee's final pay (see PAM page 2.151)
- 2. Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency

Section 3.87.2: IMMEDIATE PAY APPOINTMENT*1 - CA INSTITUTE FOR REGENERATIVE MEDICINE CITIZENS REDISTRICTING COMMISSION (Revised 05/22)

A34

Use for returning exempt employee with previous service as exempt or civil service and history is on data base

Use for exempt additional position when position history is on data base

005 SEQUENCE NUMBER OF T PROCESSING SOCIAL SECURITY FIRST NAME AND MIDDLE INITIAL EMPLOYEE LAST NAME SERIA O Õ 0 TRANSACTION CODE EFFECTIVE DATE AND HOURS 2 O^{II} Õ Ö 0 0 PLUS SPECIAL **PAY LETTER** PER FREQ PLUS SALARY DIFF 3 0 0 0 0 O O MM/DD/YY DISABILITY DATE 0 0 0 О 416 426 EXEMPT ATHORITY MEDICAL CLEARANCE BENEFITS 5 EXPIRATION 0 О TIME TO BE PAID *2 6 CODE MONTHLY DED. 0 *2 615 LIST ELIG LIST CLASS 7 O

USE TURNAROUND PAR

- *1 Refer to PAM Section 5 for documentation of an Immediate Pay Appointment.
- *2 Time to be paid can be requested for a maximum of three pay periods. Refer to Items 605 and 606 for instructions.

Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

- 864 Legal Reference for Annuitant
- 884 License Additional (DELETE ONLY)
- 886 Class Title Variation Code (DELETE ONLY)
- 891 Indeterminate Service Accumulation
- 955 Multiple Hourly Rate (DELETE ONLY)
- 960 Corrected Transaction Identifier
- 999 Deduction Information

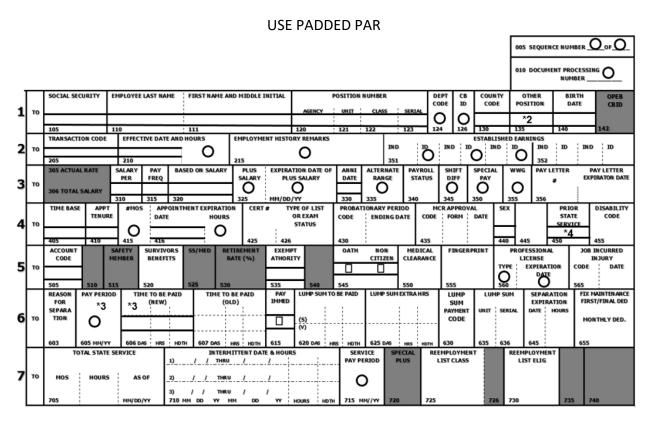
Line 10 Remarks and Backup Information

- 1. Certain deductions or payments to be made from employee's final pay (see PAM page 2.151)
- 2. Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency

- Use for exempt employee with NO previous exempt or civil service
- Use for returning exempt employee with previous exempt or civil service and NO history is on the data base

Or

Use for exempt additional position when position is new to data base (See *2 and *4)



- *1 Refer to PAM Section 5 for documentation of an Immediate Pay Appointment.
- *2 Required for additional position only.
- *3 Time to be paid can be requested for a maximum of three pay periods. Refer to Items 605 and 606 for instructions.

Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

- 864 Legal Reference for Annuitant
- 891 Indeterminate Service Accumulation
- 960 Corrected Transaction Identifier
- 999 Deduction Information

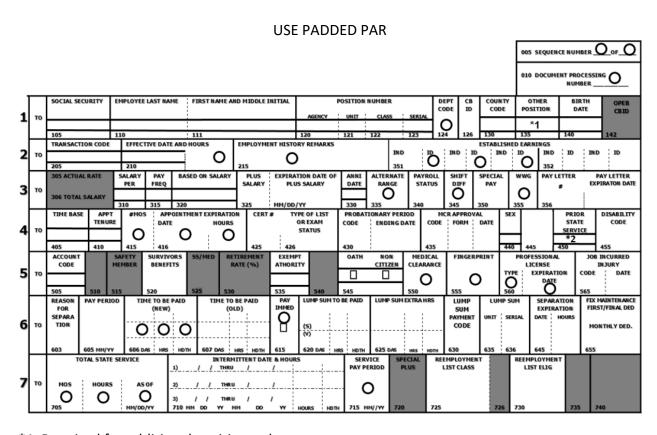
Line 10 Remarks and Backup Information

- 1. Certain deductions or payments to be made from employee's final pay (see PAM page 2.151)
- 2. Returning employee (no history on data base) when previous service was exempt only.
- 3. Returning employee (no history on data base) when previous service was non-posted emergency only

- Use for exempt employee with NO previous exempt or civil service
- Use for returning exempt employee with previous exempt or civil service and NO history is on the data base

Or

• Use for exempt additional position when position is new to data base (See *1 and *2)



- *1 Required for additional position only.
- *2 For an additional position Key a 4 on the prompter screen only; leave blank on update screen (refer to PAM Section 10, page 10.11.1 Item 450, for special keying instructions).

Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

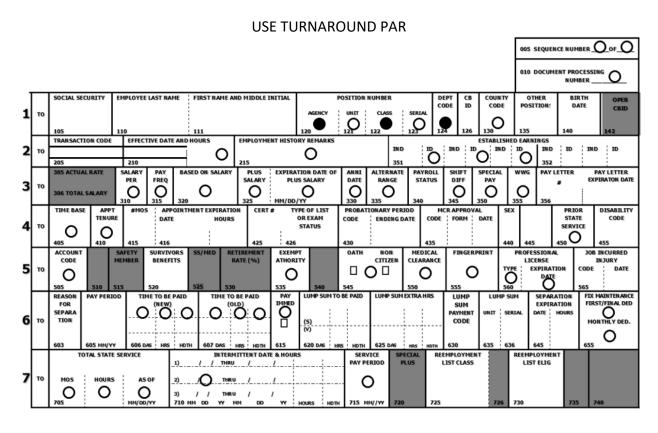
864 – Legal Reference for Annuitant

960 – Corrected Transaction Identifier

Line 10 Remarks and Backup Information

- 1. Returning employee (no history on data base) when previous service was exempt only.
- 2. Returning employee (no history on data base) when previous service was non-posted emergency only

• Use for current civil service or exempt employee who is receiving an exempt appointment



Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

- 857 Emergency Qualifying Time
- 869 Reemployment List Eligibility Date
- 871 Right of Return Designation
- 884 License Additional
- 886 Class Title Variation Code (DELETE ONLY)
- 891 Indeterminate Service Accumulation
- 892 Last Day on Pay Status
- 955 Multiple Hourly Rate (DELETE ONLY)
- 960 Corrected Transaction Identifier

Line 10 Remarks and Backup Information

- 1. Item 710 computations for daily rate employee
- 2. Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency

 Use for returning exempt employee with previous service as exempt or civil service and history is on data base

٥r

Use for exempt additional position when position history is on data base

USE TURNAROUND PAR OS SEQUENCE NUMBER __OF_O 010 DOCUMENT PROCESSING OCIAL SECURITY EMPLOYEE LAST NAME FIRST NAME AND MIDDLE INITIAL 1 то ____O 0 O Q Ö 0 0 PAY LETTER XPIRATON DAT PER PLUS SAI 3 O 315 0 0 0 0 0 0 MM/DD/YY TYPE OF LIST OR EXAM STATUS APPOINTMENT EXPIRATION ONARY PERIO DISABILITY CODE ENDING DATE DATE 0 0 0 О 0 EXEMPT ATHORITY NON CITIZEN MEDICAL CLEARANCE OFESSIONAL LICENSE EXPIRATION FINGERPRINT JOB INCURRED 5 DATE 0 О 0 PAY IMMED FOR SEPARA TION TIME TO BE PAID TIME TO BE PAID (OLD) LUME SEPARATION EXPIRATION O O SUM PAYMEN 6 MONTHLY DED. TOTAL STATE SERVICE AS OF O 0 O

Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

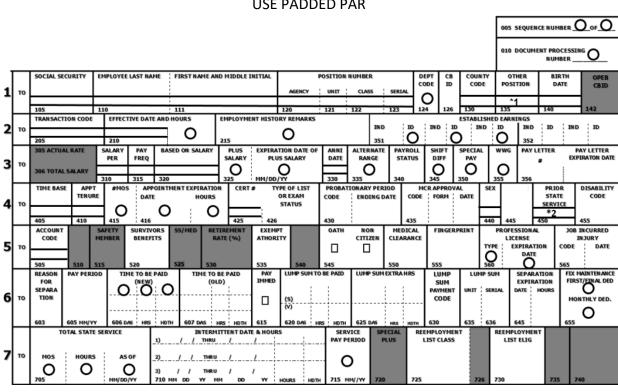
1. Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency

Section 3.88: CCC/ECOLOGY CORPS, EXEMPT (Revised 05/22)

A35

- Use for exempt employee with NO previous exempt or civil service
- Use for returning exempt employee with previous exempt or civil service and NO history is on the data base

Use for exempt additional position when position is new to data base (See *1 and *2)



USE PADDED PAR

- *1 Required for additional position only.
- *2 For an additional position Key a 4 on the prompter screen only; leave blank on update screen (refer to PAM Section 10, page 10.11.1 – Item 450, for special keying instructions).

Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

876 - Anniversary Date - Second Accelerated

891 - Indeterminate Service Accumulation

960 - Corrected Transaction Identifier

Line 10 Remarks and Backup Information

- 1. Returning employee (no history on data base) when previous service was exempt only.
- 2. Returning employee (no history on data base) when previous service was non-posted emergency only
- 3. Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency

 Use for returning exempt employee with previous service as exempt or civil service and history is on data base

or

• Use for exempt additional position when position history is on data base

USE TURNAROUND PAR OOS SEQUENCE NUMBER Oof 010 DOCUMENT PROCESSING SOCIAL SECURITY EMPLOYEE LAST NAME FIRST NAME AND MIDDLE INITIAL COUNTY DATE Ö SERIA Ö Õ 0 TRANSACTION CODE EFFECTIVE DATE AND HOURS Ö O O^{II} 0 О PAY FREQ 315 PLUS SALARY PLUS SALARY BASED ON SALARY SPECIAL PAY LETTER PAY LETTER EXPIRATON DATE PAY PER 3 0 0 0 TYPE OF LIST OR EXAM STATUS APPOINTMENT EXPIRATION CERT# PRIOR STATE SERVICE DISABILITY PROBATIONARY PERIOD О 0 О 0 NON CITIZEN ACCOUN SURVIVORS EXEMPT ATHORITY OATH MEDICAL FINGERPRIN PROFESSIONAL JOB INCURRED LICENSE EXPIRATION DATE CODE BENEFITS CLEARANCE 0 FIX MAINTENANCE FIRST/FINAL DED SUM SEPARA TION MONTHLY DED. INIT SERIAL CODE 000 0 TOTAL STATE SERVICE INTERMITTENT DATE & HOU SERVICE PAY PERIOD REEMPLOYMENT LIST ELIG LIST CLASS AS OF О Õ 0

Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

- 857 Emergency Qualifying Time (DELETE ONLY)
- 871 Right of Return Designation
- 876 Anniversary Date Second Accelerated
- 884 License Additional (DELETE ONLY)
- 886 Class Title Variation Code (DELETE ONLY)
- 891 Indeterminate Service Accumulation
- 955 Multiple Hourly Rate (DELETE ONLY)
- 960 Corrected Transaction Identifier

Line 10 Remarks and Backup Information

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

 Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency

HOURS

O

AS OF

/O ._THRU

• Use for current civil service or exempt employee who is receiving an exempt appointment

USE TURNAROUND PAR OOS SEQUENCE NUMBER OF 010 DOCUMENT PROCESSING EMPLOYEE LAST NAME FIRST NAME AND MIDDLE INITIAL COUNT SERIA 123 0 EFFECTIVE DATE AND HOUR IND Ö O^{II} 0 EXPIRATION DATE OF PER 3 O 315 0 MM/DD/YY 0 0 0 TYPE OF LIST OR EXAM STATUS DISABILITY CODE ENDING DATE CODE 0 0 PROFESSIONAL LICENSE EXPIRATION SURVIVORS BENEFITS NON CITIZEN FINGERPRINT 5 DATE 0 0 TIME TO BE PAID FIX MAINTENANCE FIRST/FINAL DED MONTHLY DED. REASO! FOR LUMP SEPARATION O O O EXPIRATION 0.000 PAYMEN CODE 6 0

Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

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REEMPLOYMEN LIST CLASS REEMPLOYMEN LIST ELIG

- 857 Emergency Qualifying Time
- 869 Reemployment List Eligibility Date
- 871 Right of Return Designation
- 876 Anniversary Date Second Accelerated
- 884 License Additional (DELETE ONLY)
- 886 Class Title Variation Code (DELETE ONLY)
- 891 Indeterminate Service Accumulation
- 892 Last Day on Pay Status
- 955 Multiple Hourly Rate (DELETE ONLY)
- 960 Corrected Transaction Identifier

Line 10 Remarks and Backup Information

- 1. Item 710 computations for daily rate employee
- 2. Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency

- Use for exempt employee with NO previous exempt or civil service
- Use for returning exempt employee with previous exempt or civil service and NO history is on the data base

or

Use for exempt additional position when position is new to data base (See *2 and *4)

USE PADDED PAR 005 SEQUENCE NUMBER O OF 010 DOCUMENT PROCESSING POSITION NUMBER O TRANSACTION CODE EFFECTIVE DATE AND 2 Ö °O O^{II} 0 0 EXPIRATION DATE OF PLUS SALARY PAY LETTER PAY LETTER EXPIRATON DATE 3 0 0 330 TYPE OF LIST PRIOR STATE DISABILITY DATE 0 EXEMPT ATHORITY MEDICAL CLEARANCE NON CITIZEN RATE (%) 5 OATI TIME TO BE PAID SUM PAYMEN CODE EXPIRATION *3 *3 6 MONTHLY DED. O 7 O

*1 Refer to PAM Section 5 for documentation of an Immediate Pay Appointment.

- *2 Required for additional position only.
- *3 Time to be paid can be requested for a maximum of three pay periods. Refer to Items 605 and 606 for instructions.
- *4 For an additional position Key a 4 on the prompter screen only; leave blank on update screen (refer to PAM Section 10, page 10.11.1 – Item 450, for special keying instructions).

Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

- 876 Anniversary Date Second Accelerated
- 891 Indeterminate Service Accumulation
- 960 Corrected Transaction Identifier
- 999 Deduction Information

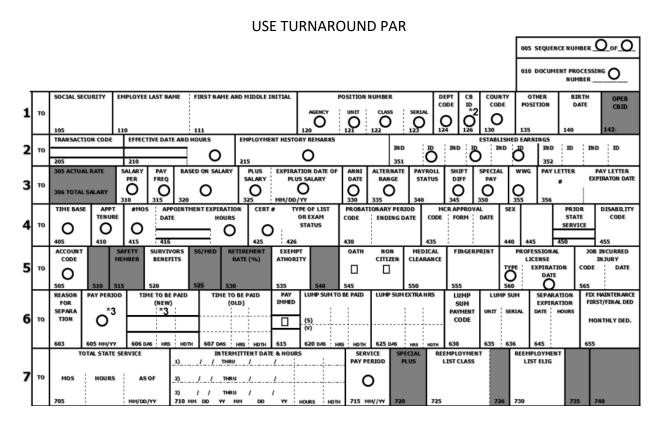
Line 10 Remarks and Backup Information

- 1. Certain deductions or payments to be made from employee's final pay (see PAM page 2.151)
- 2. Returning employee (no history on data base) when previous service was exempt only.
- 3. Returning employee (no history on data base) when previous service was non-posted emergency only

 Use for returning exempt employee with previous service as exempt or civil service and history is on data base

or

Use for exempt additional position when position history is on data base



- *1 Refer to PAM Section 5 for documentation of an Immediate Pay Appointment.
- *2 Not allowable for additional position.
- *3 Time to be paid can be requested for a maximum of three pay periods. Refer to Items 605 and 606 for instructions.

Symbol	Meaning
=	Required – MUST be completed
0	Conditional – MUST be completed when required by ITEM DEFINITION
•	One Or More Required Items – ONE or MORE of these items on this chart MUST be completed for a valid transaction.

- 876 Anniversary Date Second Accelerated
- 884 License Additional (DELETE ONLY)
- 886 Class Title Variation Code (DELETE ONLY)
- 891 Indeterminate Service Accumulation
- 955 Multiple Hourly Rate (DELETE ONLY)
- 960 Corrected Transaction Identifier
- 999 Deduction Information

Line 10 Remarks and Backup Information

- 1. Certain deductions or payments to be made from employee's final pay (see PAM page 2.151)
- 2. Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency