

PAM MEMORANDUM

TO: PAM HOLDERS

DATE: FEBRUARY 2010

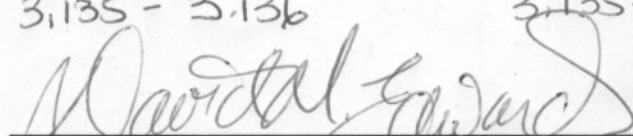
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Attached is a revision to the Personnel Action Manual (PAM). Important changes include the following:

- 2.63.1 Item 505 CalPERS Retirement Account Codes and Descriptions, updated various Account Codes and Effective Dates
- 2.90 Item 715 Service Pay Period, requirement updated.
- 5.28 Personnel/Payroll Cutoff Dates for 2011

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Dave Edwards, Manager – Email: dedwards@sco.ca.gov
Customer Support Section – (916) 322-7953
Personnel/Payroll Services Division
P. O. Box 942850
Sacramento, CA 94250-5878

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145	2.33	(B)	09/76
205	2.34	(F)	11/86
210	2.35	(B)	11/08
210	2.35.1	(F)	11/05
215	2.36	(B)	11/07
215	2.36.1	(F)	New 11/07
215	2.37	(B)	11/07
215	2.37.1	(F)	11/07
215	2.37.1a	(B)	05/09
215	2.37.1b	(FO)	08/95
305	2.38	(F)	06/85
306	2.39	(B)	06/85
310	2.40	(F)	07/83
315	2.41	(B)	11/09
320	2.42	(F)	08/88
320	2.42.1	(B)	02/97
325	2.43	(F)	11/94
325	2.43.1	(B)	11/94
330	2.44	(F)	11/95
335	2.45	(B)	05/90

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345	2.47.1	(F)	11/98
345	2.47.2	(B)	08/90
350	2.48	(F)	08/88
351	2.48.1	(B)	08/05
351	2.48.2	(F)	08/05
352	2.48.3	(B)	11/90
351	2.48.3.1	(F)	DELETED 08/05
351	2.48.3.2	(B)	- See DPA entry on page 2.48.1
351	2.48.3.3	(F)	“
351	2.48.3.4	(B)	
351	2.48.3.5	(F)	“
351	2.48.3.6	(B)	
351	2.48.3.7	(F)	“
351	2.48.3.8	(B)	
351	2.48.3.9	(F)	“
351	2.48.3.10	(B)	“
351	2.48.3.11	(F)	“
355	2.49	(B)	02/86
356/357	2.50	(F)	03/02
	2.50.1	(B)	03/02
405	2.51	(FO)	05/93
410	2.52	(F)	10/84
415	2.53	(B)	02/86
415	2.53.1	(F)	05/96
416	2.54	(B)	03/00
416	2.54.1	(F)	05/96
425	2.55	(B)	05/08
426	2.55.1	(F)	08/87
426	2.55.2	(B)	02/97
426	2.55.3	(F)	02/97
426	2.55.4	(B)	10/83
430	2.56	(F)	03/99
430	2.56.1	(B)	03/99
435	2.57	(F)	02/93
435	2.57.1	(B)	08/88
440	2.58	(F)	03/85
445	2.59	(B)	05/02
445	2.59.1	(F)	08/05
445	2.59.2	(B)	05/02
450	2.60	(FO)	11/07

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505	2.62.1a	(F)	02/08
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505	2.62.1c	(F)	02/08
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505	2.62.1e	(F)	02/08
505	2.62.1f	(B)	02/08
505	2.62.2a	(F)	02/08
505	2.62.2b	(B)	02/08
505	2.62.2c	(F)	05/09
505	2.63.1a	(B)	05/08
505	2.63.1b	(F)	02/10
505	2.63.1c	(B)	02/10
505	2.63.1d	(F)	02/10
505	2.63.1e	(B)	05/08
505	2.63.1f	(F)	02/10
505	2.63.1g	(B)	02/10
505	2.63.1h	(F)	02/10
505	2.63.1i	(B)	05/08
505	2.63.1j	(F)	05/08
505	2.63.1k	(B)	05/08
505	2.63.1l	(F)	05/09
505	2.63.1m	(B)	05/08
505	2.63.1n	(F)	11/09
505	2.63.1o	(B)	05/08
505	2.63.1p	(F)	05/08
505	2.63.1q	(B)	05/08
505	2.63.1r	(F)	05/08
505	2.63.1s	(B)	05/08
505	2.63.1t	(F)	05/08
505	2.63.1u	(B)	05/08
505	2.63.1v	(F)	05/08
505	2.63.1w	(B)	05/08
505	2.63.1x	(F)	05/08
505	2.63.1y	(B)	05/08
505	2.63.1z	(F)	05/08
505	2.63.1aa	(B)	05/08
505	2.63.1bb	(F)	05/08
505	2.63.1cc	(B)	05/08
505	2.63.1dd	(F)	05/08
505	2.63.1ee	(B)	05/08

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505	2.63.1gg	(B)	05/08
505	2.63.1hh	(F)	05/08
505	2.63.1ii	(B)	05/08
505	2.63.1jj	(F)	05/08
	2.63.1kk	(B)	05/08
	2.63.1ll	(F)	05/08
	2.63.1mm	(B)	05/08
	2.63.1nn	(F)	02/10
	2.63.1oo	(B)	05/08
	2.63.1pp	(F)	02/10
	2.63.1qq	(B)	05/08
505	2.63.2a	(F)	11/97
505	2.63.2b	(B)	11/97
505	2.63.2c	(F)	08/98
505	2.63.2d	(B)	08/98
505	2.63.2e	(FO)	08/98
510	2.64	(F)	10/82
515	2.65	(B)	07/84
520	2.66	(F)	05/93
525	2.67	(B)	05/93
530	2.68	(F)	05/93
535	2.69	(B)	03/00
540	2.70	(F)	02/86
545	2.71	(B)	11/94
545	2.71.1	(F)	05/97
550	2.72	(B)	05/94
555	2.73	(FO)	10/83
560	2.74	(F)	10/84
565	2.75	(B)	02/03
656	2.75.1	(FO)	08/84
603	2.76	(F)	05/08
603	2.77	(B)	11/05
605	2.78	(F)	10/84
606	2.79	(B)	11/09
606	2.79.1	(F)	08/87
606	2.79.2	(B)	11/09
606	2.79.3	(F)	11/86
607	2.80	(B)	08/84
607	2.80.1	(F)	08/87
615	2.81	(B)	05/08
620	2.82	(F)	05/05
620	2.82.1	(B)	05/05

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620	2.83.3	(B)	09/03
625	2.83	(F)	09/03
625	2.83.1	(B)	09/03
630	2.84	(F)	09/03
635/636	2.85	(B)	03/02
645	2.86	(F)	11/05
655	2.87	(B)	11/86
705	2.88	(F)	11/88
710	2.89	(B)	03/00
710	2.89.1	(F)	08/05
710	2.89.2	(B)	08/00
710	2.89.3	(FO)	03/00
715	2.90	(FO)	02/10
720	2.91	(FO)	08/97
725	2.92	(F)	11/91
728	2.93	(B)	02/86
730	2.94	(F)	11/91
735	2.95	(B)	02/86
740	2.96	(FO)	02/86
Index	2.100	(FO)	09/03
Information	2.101	(F)	08/95
	2.101.1	(B)	08/95
850	2.102	(F)	05/84
851	2.103	(B)	11/92
853	2.104	(F)	02/86
856	2.105	(B)	05/90
857	2.107	(FO)	03/99
858	2.108	(F)	05/84
859	2.109	(B)	11/91
861	2.110	(F)	11/88
861	2.110.1	(B)	07/83
862	2.111	(FO)	10/82
863	2.112	(F)	02/85
864	2.113	(B)	11/00
865	2.114	(F)	10/79
866	2.115	(B)	02/85
866	2.116	(F)	10/83
867	2.117	(B)	11/86
867	2.117.1	(F)	11/90
869	2.118	(B)	08/94
869	2.118.1	(FO)	08/94
871	2.119	(F)	03/99

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871	2.120.1	(F)	08/95
872	2.121	(B)	05/86
873	2.122	(F)	11/94
873	2.122.1	(B)	11/94
874	2.123	(FO)	08/91
876	2.124	(F)	08/95
876	2.124.1	(B)	08/95
877	2.125	(FO)	09/03
878	2.126	(F)	05/86
879	2.127	(B)	11/85
880	2.128	(F)	02/85
881	2.129	(B)	05/88
884	2.130	(F)	02/08
886	2.131	(B)	08/95
886	2.131.1	(FO)	08/95
887	2.132	(F)	10/82
888	2.133	(B)	11/91
889	2.134	(F)	10/82
890	2.135	(B)	05/77
891	2.136	(F)	05/77
892	2.137	(B)	08/88
895	2.138	(F)	06/85
950	2.139	(B)	08/00
950	2.139.1	(FO)	08/00
951	2.140	(F)	03/75
951	2.141	(B)	03/75
952	2.142	(F)	08/91
955	2.143	(B)	02/85
957	2.144	(F)	05/02
957	2.145	(B)	05/96
957	2.146	(F)	05/02
957	2.146.1	(B)	11/00
958	2.147	(FO)	03/84
960	2.148	(F)	02/76
962	2.149	(B)	08/96
962	2.149.1	(FO)	11/06
964	2.150	(F)	06/82
999	2.151	(B)	09/03
Line 10 - Info	2.200	(FO)	11/98
Line 10 – Charts	2.201	(F)	09/03
“	2.202	(B)	09/03
“	2.203	(F)	11/07

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“	2.204	(B)	11/09
“	2.205	(F)	11/07
“	2.205.1	(B)	11/07
Line 10 – Signature	2.206	(F)	11/86
“	2.206.1	(B)	11/86
Line 12 - EH	2.207	(F)	06/85
“	2.208	(B)	08/91
“	2.209	(F)	08/92
“	2.209.1	(B)	08/99
“	2.209.2	(F)	08/99
“	2.209.3	(B)	12/81
Line 12 - Charts	2.210	(F)	05/87
“	2.211	(B)	10/84
“	2.212	(FO)	06/85
R/C Chart Information	3.0	(F)	08/84
“	3.1	(B)	02/86
“	3.2	(FO)	08/88
Code Description	3.3	(F)	02/06
Code Description	3.4	(B)	11/94
“	3.5	(FO)	05/08
R/C Index	3.6	(F)	02/06
R/C Index	3.7	(B)	06/85
“	3.8	(F)	10/84
A01	3.20	(B)	05/88
	3.21	(F)	11/98
	3.22	(B)	05/99
	3.23	(F)	11/00
	3.24	(B)	05/90
	3.25	(F)	11/98
	3.26	(B)	05/88
	3.27	(F)	11/98
AO1 or A02	3.28	(B)	05/99
	3.29	(F)	05/96
	3.30	(B)	05/88
	3.31	(F)	05/96
A02	3.32	(B)	05/88
	3.33	(F)	11/98
	3.34	(B)	05/99
	3.35	(F)	11/98
	3.36	(B)	05/88
	3.37	(F)	11/98
	3.38	(B)	05/88
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	3.43	(F)	11/98
	3.44	(B)	03/02
	3.45	(F)	11/98
A04	3.46	(B)	05/89
	3.47	(F)	11/93
A09	3.48	(B)	03/02
	3.49	(F)	06/85
A10	3.50	(B)	03/02
	3.51	(F)	05/96
A11	3.52	(B)	02/03
	3.53	(F)	12/89
A12	3.54	(B)	03/02
	3.55	(F)	12/89
A13	3.56	(B)	05/96
	3.57	(F)	06/85
A14	3.58	(B)	03/02
	3.59	(F)	05/96
A20	3.60	(B)	03/02
	3.61	(F)	11/93
A21	3.62	(B)	03/02
	3.63	(F)	05/96
A22	3.64	(B)	03/02
	3.64.1	(F)	05/96
	3.65	(B)	03/02
	3.65.1	(F)	12/89
	3.66	(B)	03/02
	3.67	(F)	05/96
	3.68	(B)	05/99
	3.68.1	(F)	06/85
	3.69	(B)	05/88
	3.69.1	(F)	02/86
A30	3.70	(B)	05/88
	3.70.1	(F)	06/85
	3.71	(B)	05/99
	3.71.1	(F)	05/96
	3.72	(B)	05/88
	3.72.1	(F)	05/96
	3.73	(B)	05/99
	3.73.1	(F)	06/85
	3.74	(B)	05/88
A31			

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	3.75.1	(F)	02/86
	3.76	(B)	05/99
	3.76.1	(F)	05/96
	3.77	(B)	05/88
	3.77.1	(F)	11/93
	3.78	(B)	05/99
	3.78.1	(F)	06/85
	3.79	(B)	11/98
	3.79.1	(F)	02/86
	3.80	(B)	11/98
	3.80.1	(F)	06/85
	3.81	(B)	05/99
	3.81.1	(F)	11/93
	3.82	(B)	11/98
A33	3.82.1	(F)	05/96
	3.83	(B)	05/99
	3.83.1	(F)	06/85
	3.84	(B)	05/88
	3.84.1	(F)	06/85
	3.85	(B)	05/88
	3.85.1	(F)	06/85
	3.86	(B)	05/99
	3.86.1	(F)	05/96
	3.87	(B)	05/88
A35	3.87.1	(F)	05/96
	3.88	(B)	05/99
	3.88.1	(F)	06/85
	3.89	(B)	05/88
	3.89.1	(F)	06/85
	3.90	(B)	05/88
	3.90.1	(F)	06/85
	3.91	(B)	05/99
	3.91.1	(F)	05/96
	3.92	(B)	05/08
R/C Index	3.92.1	(FO)	05/96
	3.100	(F)	08/06
	3.101	(B)	02/87
	3.102	(F)	02/10
105	3.103	(B)	02/01
	3.104	(F)	11/09
120	3.105	(B)	11/96

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126	3.106	(B)	03/99
130	3.107	(F)	11/96
215	3.108	(B)	11/07
315	3.109	(F)	05/88
325	3.110	(B)	11/94
330	3.111	(F)	05/93
335	3.112	(B)	11/92
	3.113	(F)	05/94
340	3.114	(B)	05/88
341	3.115	(F)	05/88
345	3.116	(B)	02/07
350	3.117	(BO)	11/98
	3.117.1	(F)	08/96
355	3.118	(B)	03/02
405	3.120	(BO)	03/02
	3.121	(F)	11/93
430	3.122	(B)	05/88
	3.122.1	(F)	05/93
440	3.123	(B)	05/88
445	3.124	(F)	02/03
455	3.125	(B)	05/88
505	3.126	(BO)	05/88
	3.127	(F)	05/93
545	3.128	(B)	05/88
550	3.129	(F)	05/88
555	3.130	(B)	05/88
560	3.131	(F)	05/93
565	3.132	(B)	05/88
	3.133	(F)	11/89
705	3.134	(B)	05/88
710	3.135	(F)	08/07
710	3.135	(F)	08/88
715	3.136	(B)	02/10
	3.137	(FO)	02/85
GEN	3.139	(F)	07/93
MHR	3.140	(B)	05/88
	3.141	(F)	05/93
MSA	3.142	(B)	05/88
	3.143	(F)	02/85
ORP	3.144	(B)	08/91
PUN	3.146	(BO)	08/91
	3.146.1	(F)	05/93

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SAL	3.148	(BO)	11/96
	3.149	(F)	05/93
SIS	3.150	(B)	12/89
	3.151	(F)	02/85
SPC	3.152	(B)	11/97
	3.153	(FO)	05/93
R/C Index	3.200	(F)	11/04
	3.201	(B)	11/05
	3.202	(B)	11/04
	3.203	(F)	11/04
S01	3.204	(B)	05/88
	3.205	(F)	09/03
S02	3.206	(B)	11/96
	3.207	(F)	09/03
S03	3.208	(B)	02/95
	3.209	(F)	09/03
S04	3.210	(B)	02/95
	3.211	(F)	09/03
S05	3.212	(B)	02/95
	3.213	(F)	09/03
S20	3.214	(B)	02/95
	3.215	(F)	09/03
S21	3.216	(B)	02/95
	3.217	(F)	09/03
S30	3.218	(B)	11/96
	3.219	(F)	09/03
S31	3.220	(B)	05/04
	3.221	(F)	09/03
	3.221.1	(B)	02/95
S32	3.22	(BO)	02/95
	3.223	(F)	09/03
S33	3.224	(B)	02/95
	3.225	(F)	09/03
S40	3.226	(B)	02/95
	3.227	(F)	09/03
	3.228	(B)	02/95
	3.229	(F)	09/03
S49	3.230	(B)	11/97
	3.231	(F)	05/93
S50	3.232	(B)	11/05
	3.233	(F)	11/05
S51	3.234	(B)	05/88

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	3.237	(F)	09/03
S53	3.238	(B)	02/95
	3.239	(F)	08/96
S54	3.240	(B)	05/88
	3.241	(F)	05/93
S55	3.242	(B)	05/88
	3.243	(F)	05/93
S56	3.244	(B)	05/88
	3.245	(F)	09/03
S57	3.246	(B)	05/02
	3.247	(F)	05/02
S70	3.248	(B)	11/96
	3.249	(F)	09/03
S71	3.250	(B)	11/96
	3.251	(F)	09/03
S80	3.252	(B)	11/96
	3.253	(F)	09/03
S85	3.254	(B)	11/96
	3.255	(F)	08/96
S90	3.256	(B)	11/96
	3.257	(F)	09/03
S95	3.258	(B)	08/98
S99	3.259	(F)	09/03
	3.260	(B)	08/05
	3.261	(FO)	10/84
Mass Update	4.1	(FO)	05/94
	4.2	(F)	11/00
	4.3	(B)	11/96
	4.4	(F)	11/96
Comment Code Chart	4.5	(B)	11/96
	4.5.1	(F)	11/96
SISA/MSA Register	4.6	(B)	11/96
609 Printout	4.7	(F)	11/96
STD.609	4.8	(B)	11/96
Prior Ann. Dates	4.9	(F)	11/96
Post Audit Report - DPA	4.9.1	(B)	08/83
Exp. Date Report	4.10	(FO)	11/91
Appt/Sep Exp. Report	4.11	(F)	12/76
Salary Exp. Report	4.12	(B)	12/76
CBID Audit Report	4.13	(F)	11/91
CBID Dsgn Report	4.14	(B)	08/84

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PAM PAGE REVISION DATES

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Index	5.0	(FO)	02/10
Add'l Pos Doc	5.10	(F)	11/94
	5.11	(B)	11/94
Cutoff Dates - 2008	5.25	(F)	05/09
Cutoff Dates - 2009	5.26	(B)	05/09
Cutoff Dates - 2010	5.27	(F)	11/09
Cutoff Dates - 2011	5.28	(B)	02/10
Pending Disability	5.29	(F)	08/95
	5.29.1	(B)	11/94
	5.29.2	(F)	11/94
NDI	5.30	(B)	11/94
	5.30.1	(F)	11/97
	5.31	(B)	11/94
	5.31.1	(F)	11/94
NDI & TD	5.32	(B)	11/97
	5.32.1	(F)	11/94
WCTD/IDL	5.33	(B)	05/93
	5.33.1	(F)	02/03
	5.33.2	(B)	02/03
WC - Charts	5.34	(F)	02/03
	5.34.1	(B)	11/94
	5.35	(F)	02/03
	5.35.1	(B)	11/94
	5.36	(F)	02/03
	5.36.1	(B)	11/94
	5.37	(F)	02/03
	5.37.1	(B)	11/94
	5.37.2	(F)	02/03
	5.37.3	(B)	11/94
	5.37.4	(F)	02/03
	5.37.5	(B)	11/94
	5.38	(F)	11/94
	5.38.1	(B)	05/93
	5.38.2	(F)	11/94
	5.39	(B)	05/93
WC Add'l Info	5.39.1	(F)	02/03
	5.39.2	(B)	02/03
	5.39.3	(F)	05/93
	5.39.4	(B)	05/93
	5.39.5	(FO)	02/03

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Exempt Doc.	5.40	(F)	02/86
	5.41	(B)	11/91
	5.42	(FO)	05/02
Overpayment of Sep. EE	5.46	(FO)	02/95
Spec. Doc.	5.50	(FO)	05/96
Adv. Actions	5.70	(F)	11/96
	5.70.1	(B)	11/96
Doc. SPB Decision	5.71	(F)	08/09
	5.71.1	(B)	08/09
	New memo	(F)	08/09
	5.71.2	(F)	11/96
	5.71.3	(B)	11/96
Reinst. for LSV Pay	5.75	(F)	11/08
LS Payment Deferral	5.76	(B)	11/08
S90 & A03	5.83	(F)	11/96
Doc. S90V	5.84	(B)	08/91
Signature Auth.	5.95	(F)	05/96
	5.96	(B)	05/96
	5.97	(F)	05/96
	5.97.1	(B)	05/96
	5.97.2	(FO)	05/96
CPA/CPS Cert.	5.98	(F)	02/87
	5.99	(B)	11/07
Trans Package	5.100	(F)	12/89
Imm. Pay Appt./Sep.	5.101	(B)	11/92
Deceased EE	5.102	(F)	08/98
SDI	5.103	(B)	11/08
IRS lock-in Letters and Ear	5.104	(F)	02/08
Processing	5.105	(B)	02/08
EAR Purpose and Use Index	6.0	(FO)	11/08
EAR Processing	6.1	(F)	11/98
	6.2	(B)	05/94
	6.3	(F)	08/98
	6.4	(B)	08/98
	6.5	(F)	11/08
	6.5.1	(B)	New 11/08
	6.6	(F)	03/99
	6.7	(B)	08/08
	6.8	(F)	08/08
	6.9	(B)	11/08
	6.9.1	(F)	New 11/08
	6.9.2	(B)	New 11/08

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	6.9.3	(F)	New 11/08
	6.10	(B)	02/08
	6.11	(F)	03/99
Separation Form 687	6.20	(F)	05/97
	6.21	(B)	08/00
	6.22	(F)	05/97
	6.23	(B)	05/97
	6.24	(F)	05/97
	6.25	(B)	05/97
	6.26	(F)	05/97
	6.27	(B)	05/97
	6.28	(F)	05/97
	6.29	(B)	05/97
NOPA	7.1	(F)	05/08
	7.2	(B)	05/08
	7.3	(F)	02/91
Appt. NOPA	7.4	(B)	05/04
	7.5	(F)	05/04
Misc. NOPA	7.6	(B)	05/04
	7.7	(F)	05/04
Sep. NOPA	7.8	(B)	05/04
	7.9	(FO)	05/04
Index	8.0	(FO)	07/93
Processing of Transactions	8.1	(F)	05/08
	8.2	(B)	05/08
	8.2a	(F)	05/08
	8.3	(B)	05/08
	8.3a	(F)	05/08
	8.4	(B)	05/08
	8.5	(F)	05/08
	8.6	(B)	05/08
	8.7	(F)	05/01
	8.7a	(B)	05/08
	8.8	(FO)	05/01
Index	9.0	(F)	11/07
	9.1	(B)	05/06
ID Out-of-Seq.	9.2	(F)	05/98
	9.2.1	(B)	05/98
	9.2.2	(F)	06/91
Corr. Defined	9.3	(B)	09/03
Corr. Not Defined	9.4	(FO)	11/07
	9.4.1	(F)	05/98
	9.4.2	(B)	11/07

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	9.4.3	(FO)	05/98
Void	9.5	(F)	08/99
	9.5.1	(B)	05/08
Adding New Trans.	9.6	(F)	05/98
	9.6.1	(B)	11/07
	9.6.2	(F)	11/07
	9.6.3	(B)	05/98
Reconst. EH	9.7	(F)	05/98
	9.8	(B)	05/98
	9.8.1	(FO)	05/98
	9.9	(F)	05/98
	9.10	(B)	05/98
	9.11	(F)	05/98
	9.12	(B)	05/98
	9.12.1	(f)	0598
	9.13	(B)	08/07
Index	10.0	(F)	11/09
	10.0a	(B)	09/03
Do Not Key	10.1	(F)	02/98
	10.2	(B)	11/05
	10.3	(F)	02/95
	10.3.1	(B)	08/94
	10.4	(F)	09/03
	10.5	(B)	11/88
	10.6	(F)	05/97
	10.7	(B)	05/01
	10.8	(FO)	05/01
	10.9	(F)	11/09
PAR Update	10.10	(F)	08/94
	10.10.1	(B)	12/89
	10.10.2	(F)	05/01
	10.10.3	(B)	11/94
	10.11	(FO)	12/90
	10.11.1	(F)	08/05
	10.11.2	(B)	12/90
	10.11.3	(F)	06/91
	10.12	(B)	09/88
	10.12.1	(F)	02/98
	10.13	(B)	09/03
	10.13.1	(F)	09/03
	10.13.2	(B)	09/03
	10.13.3	(F)	09/03
	10.13.4	(B)	09/03

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	10.13.5	(F)	09/03
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	10.13.8	(B)	09/03
	10.13.9	(F)	02/98
	10.13.10	(B)	02/98
	10.13.11	(F)	02/10
	10.13.12	(B)	02/98
	10.13.13	(F)	02/98
	10.13.14	(B)	02/98
	10.13.15	(F)	02/98
	10.13.16	(B)	02/98
	10.13.17	(F)	02/98
	10.13.18	(B)	02/98
	10.13.19	(F)	02/98
	10.13.20	(B)	02/98
	10.13.21	(F)	02/98
	10.13.22	(B)	02/98
	10.13.23	(F)	11/09
	10.13.24	(B)	02/98
	10.13.25	(F)	02/10
	10.13.26	(B)	02/98
	10.13.27	(F)	02/98
	10.13.28	(B)	02/98
	10.13.29	(F)	03/02
	10.13.30	(FO)	03/02
	10.13.31	(F)	02/98
	10.13.32	(B)	02/98
	10.13.33	(F)	02/98
	10.13.34	(B)	02/98
	10.13.35	(F)	02/98
	10.13.36	(B)	02/98
	10.13.37	(F)	02/98
	10.13.38	(B)	02/98
	10.13.39	(F)	02/98
	10.13.40	(B)	02/98
	10.13.41	(F)	02/98
	10.13.42	(B)	02/98
	10.13.43	(F)	02/98
	10.13.44	(B)	02/98
	10.13.45	(F)	02/98
	10.13.46	(B)	02/98
	10.13.47	(F)	02/98

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	10.13.48	(B)	11/02
	10.13.49	(F)	02/98
	10.13.50	(B)	02/98
	10.13.51	(F)	02/98
	10.13.52	(B)	02/98
	10.13.53	(F)	02/98
	10.13.54	(B)	02/98
	10.13.55	(F)	02/98
	10.13.56	(B)	02/98
	10.13.57	(F)	02/98
	10.13.58	(B)	02/98
	10.13.59	(F)	02/98
	10.13.60	(B)	02/98
	10.13.61	(F)	02/98
	10.13.62	(B)	02/98
	10.13.63	(F)	02/98
	10.13.64	(B)	02/98
	10.13.65	(F)	02/98
	10.13.66	(B)	02/98
	10.13.67	(F)	02/98
	10.13.68	(B)	02/98
	10.13.69	(F)	02/98
	10.13.70	(B)	05/08
	10.13.71	(F)	02/98
	10.13.72	(B)	05/08
	10.13.73	(F)	02/98
	10.13.74	(B)	02/98
	10.13.75	(F)	02/10
	10.13.76	(B)	02/98
	10.13.77	(F)	02/98
	10.13.78	(B)	02/98
	10.13.79	(F)	02/98
	10.13.80	(B)	02/98
	10.13.81	(F)	02/98
	10.14	(B)	02/98
	10.14.1	(F)	02/98
EAR Update	10.15	(B)	05/97
	10.16	(F)	02/08
	10.16.1	(B)	02/08
	10.17	(F)	05/97
	10.17.1	(B)	05/97
	10.18	(F)	06/91
	10.19	(B)	02/98

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	10.19.1	(F)	02/98
	10.19.2	(B)	02/98
EAR Update (cont.)	10.19.3	(F)	02/98
	10.19.4	(B)	09/03
	10.22	(F)	02/01
	10.22.1	(B)	02/01
Dup. PAR Req.	10.23	(F)	08/94
	10.24	(B)	03/00
	10.24.1	(FO)	06/91
	10.25	(F)	11/00
	10.25.1	(B)	11/00
PAR Inquiry	10.26	(F)	08/94
Ear Inquiry	10.27	(B)	08/94
RST Inquiry	10.28	(F)	08/94
PAR Hist Inquiry	10.29	(B)	08/94
	10.29.1	(F)	08/94
	10.29.2	(B)	08/94
	10.30	(F)	08/94
	10.30.1	(B)	08/94
	10.30.2	(F)	08/94
	10.30.3	(B)	08/94
	10.31	(F)	02/98
Hist. Type Chart	10.32	(B)	05/96
	10.33	(F)	05/96
EAR Hist. Inquiry	10.34	(B)	08/94
	10.34.1	(F)	08/94
PSN Inquiry	10.35	(B)	08/94
Decentralized Tele Contacts	10.36	(FO)	02/95
Appendix I	1	(F)	02/86
	2	(B)	02/86
	3	(F)	02/86
	4	(B)	02/86
	5	(F)	02/86
	6	(B)	02/86
	7	(F)	02/86
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Appendix II	1	(FO)	05/86
Appendix III	1	(F)	10/83
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Appendix IV	1	(F)	05/91
	2	(B)	05/91
Glossary	1	(F)	09/03
	2	(B)	09/03
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	4	(B)	09/03
	5	(F)	11/07
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	8	(B)	09/03
	9	(F)	09/03
	10	(B)	09/03
	11	(FO)	09/03

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ITEM 505

CALPERS RETIREMENT ACCOUNT CODES AND DESCRIPTIONS

<u>MISCELLANEOUS FIRST-TIER</u>			
Description	Type of Member	O = SS/Med M = Medicare N = Neither	Account Codes and Effective Dates
(Cont.)	Misc. First-Tier	N	<u>05 (cont.)</u> <u>Effective 10/01/03 to 09/30/04</u> for C01-C21, E, E01, E04, E05, E08, E09, E10, E11, E14, E15, E16, E17, E18, E19, E20, E21, E48, E50, E58, E59, E67, E68, E77, E78, E79, E88, E89, E92, E97, E98, E99, M01-M21, R01, R04, R05, R08, R09, R10, R11, R14, R15, R16, R17, R19, R20, R21 and S01-S21 <u>4C</u> <u>Effective 09/01/04 to current</u> for E18 and R18 employed by Dept of Developmental Services, Porterville Developmental Center <u>4K</u> <u>Effective 07/01/06 for R02</u>
Member with SS/Med, continuously employed since prior to 01/01/85, who never elected Second Tier coverage OR Second-Tier member elected First-Tier, coverage on or after 01/01/85 OR Member hired on or after 01/01/00 OR Member has Industrial Disability Rights per Government Code 20047.5	Misc. First-Tier	O	<u>08</u> <u>Effective 07/01/74 to 12/31/99</u> <u>45</u> <u>Effective 01/01/00 to 08/30/01</u> for all CBID's <u>Effective 08/31/01 to 03/31/02</u> for E01, E02, E03, E04, E09, E11, E15, E21, R01, R02, R03, R04, R09, R11, R15 and R21 <u>Effective 08/31/01 to 04/30/02</u> for E14, E17, E20, R14, R17 and R20 <u>Effective 10/01/01 to 06/30/02</u> for E13 and R13 <u>Effective 07/01/03</u> for all CBID's <u>Effective 10/01/03 to 09/30/04</u> for E02, E03, E07, E12, E13, E18, R02, R03, R07, R12, R13 and R18 <u>Effective 10/01/04</u> for C01-C21, E, E01, E04, E05, E08, E09, E10, E11, E14, E15, E16, E19, E20, E21, E48, E50, E58, E59, E67, E68, E77, E78, E79, E88, E89, E92, E97, E98, E99, M01-M21, R01, R04, R05, R08, R09, R10, R11, R14, R15, R16, R19, R20, R21 and S01-S21 <u>24</u> <u>Effective 08/31/01 to 06/30/03</u> for C01-C21, E, E05, E06, E07, E08, E10, E12, E16, E18, E19, E48, E50, E58, E59, E68, E78, E79, E88, E89, E92, E97, E98, E99, M01-M21, R06, R05, R07, R08, R10, R12, R16, R18, R19 and S01-S21

ITEM 505

CALPERS RETIREMENT ACCOUNT CODES AND DESCRIPTIONS

<u>MISCELLANEOUS FIRST-TIER</u>			
Description	Type of Member	O = SS/Med M = Medicare N = Neither	Account Codes and Effective Dates
(Cont.)	Misc. First-Tier	O	<u>24 (Cont.)</u> <u>Effective 08/31/01 to 09/30/01</u> for E13 and R13 <u>Effective 05/01/02 to 06/30/03</u> for E17 and R17 <u>Effective 07/01/02 to 06/30/03</u> for E13 and R13 <u>Effective 10/01/03 to 09/30/04</u> for C01-C21, E, E01, E04, E05, E08, E09, E10, E11, E14, E15, E16, E17, E18, E19, E20, E21, E48, E50, E58, E59, E67, E68, E77, E78, E79, E88, E89, E92, E97, E98, E99, M01-M21, R01, R04, R05, R08, R09, R10, R11, R14, R15, R16, R17, R19, R20, R21 and S01-S21 <u>25</u> <u>Effective 04/01/02 to 06/30/03</u> for E01, E02, E03, E04, E09, E11, E15, E21, R01, R02, R03, R04, R09, R11, R15 and R21 <u>Effective 05/01/02 to 06/30/03</u> for E14, E20, R14 and R20 <u>4B</u> <u>Effective 09/01/04 to current</u> for E18 and R18 employed by Dept of Developmental Services, Porterville Developmental Center <u>Effective 01/01/07 to current</u> for E18 and R18 employed y Dept of Developmental Services, Southern California Facility and Sierra Vista Facility. <u>4G</u> <u>Effective 07/01/06</u> for R02 <u>4T</u> <u>Effective 10/31/07 to current</u> for E12 and R12 employed by the Dept of Transportation
Miscellaneous members hired on or after 07/01/06 in unit 2 with prior CalPERS service	Misc. First-Tier	O	<u>4H</u> <u>Effective 07/01/06</u> for R02
Judicial Council employees in classes 2204, 2208, 2468, 2469, 3195, 3196, 3197, 3199, 3574 3590, 3814 and 5072	Misc. First-Tier	O	<u>4J</u> <u>Effective 07/01/06</u> to current
Miscellaneous members newly hired to the State on or after 01/01/07 in CBID's E01, E03, E04, E07, E10-E21, R01, R03, R04, R07 and R10-R21 or completed 24 months of ARP participation on code TJ	Misc. First-Tier	O	<u>4L</u> <u>Effective 01/01/07</u> to current <u>4P</u> <u>Effective 01/01/07</u> to current for E18 and R18 employed at Porterville Developmental Center

ITEM 505

CALPERS RETIREMENT ACCOUNT CODES AND DESCRIPTIONS

<u>MISCELLANEOUS FIRST-TIER</u>			
Description	Type of Member	O = SS/Med M = Medicare N = Neither	Account Codes and Effective Dates
OR Member had prior non-state CalPers service (ex: County of Sacramento) OR Member has Industrial Disability Rights per Government Code 20047.5			<u>Effective 01/01/07 to current</u> for E18 and R18 employed by the Dept of Developmental Services, Southern California Facility and Sierra Vista Facility. 4X <u>Effective 10/31/07</u> to current for E12 and R12 employed at Dept of Transportation
Member elected no SS/Med in 1961, at some point permanently separated. Then reappointed on or after 04/01/86 OR Member elected Second-Tier, then later elects First-Tier on or after 07/01/03 OR Member elected no SS/Med in 1961, at some point permanently separated. Then reappointed on or after 04/01/86. Later transfer to a Miscellaneous position on or after 07/01/03	Misc. First-Tier	M	20 <u>Effective 04/01/86 to 12/31/99</u> 42 <u>Effective 01/01/00 to 8/30/01</u> for all CBID's <u>Effective 08/31/01 to 03/31/02</u> for E01, E02, E03, E04, E09, E11, E15, E21, R01, R02, R03, R04, R09, R11, R15 and R21 <u>Effective 08/31/01 to 04/30/02</u> for E14, E17, E20, R14, R17 and R20 <u>Effective 10/01/01 to 06/30/02</u> for E13 and R13 <u>Effective 07/01/03</u> for all CBID's <u>Effective 10/01/03 to 09/30/04</u> for E02, E03, E07, E12, E13, E18, R02, R03, R07, R12, R13 and R18 <u>Effective 10/01/04</u> for C01-C21, E, E01, E04, E05, E08, E09, E10, E11, E14, E15, E16, E19, E20, E21, E48, E50, E58, E59, E67, E68, E77, E78, E79, E88, E89, E92, E97, E98, E99, M01-M21, R01, R04, R05, R08, R09, R10, R11, R14, R15, R16, R19, R20, R21 and S01-S21 09 <u>Effective 08/31/01 to 06/30/03</u> for C01-C21, E, E05, E07, E08, E10, E12, E16, E18, E48, E50, E58, E59, E68, E78, E79, E88, E89, E92, E97, E98, E99, M01-M21, R05, R07, R08, R10, R12, R16, R18, R19 and S01-S21 <u>Effective 08/31/01 to 09/30/01</u> for E13 and R13 <u>Effective 05/01/02 to 06/30/03</u> for E17 and R17

ITEM 505

CALPERS RETIREMENT ACCOUNT CODES AND DESCRIPTIONS

MISCELLANEOUS FIRST-TIER

Description	Type of Member	O = SS/Med M = Medicare N = Neither	Account Codes and Effective Dates
			<u>06</u> Effective 04/01/02 to 06/30/03 for E01, E02, E03, E04, E09, E11, E15, E21, R01, R02, R03, R04, R09, R11, R15 and R21 Effective 10/01/03 to 09/30/04 for C01-C21, E, E01, E04, E05, E08, E09, E10, E11, E14, E15, E16, E17, E18, E19, E20, E21, E48, E50, E58, E59, E68, E78, E79, E88, E89, E92, E97, E98, E99, M01-M21, R01, R04, R05, R08, R09, R10, R11, R14, R15, R16, R17, R19, R20, R21 and S01-S21
Member with SS/Med and employed at CHP or Justice in one of the following classes: 1662, 1663, 1664, 1665, 8460, 8466, 8467, 8472, 8473, 8477 or 8478 OR Second-tier member employed by CHP or Justice in one of the following classes: 1662, 1663, 1664, 1665, 8460, 8466, 8467, 8472, 8473, 8477 and 8478 (GC 21151), who were eligible to elect First-Tier coverage on or after 11/01/88.	Misc. First-Tier	O	<u>43</u> Effective 01/01/00 to 06/30/04 * Effective 07/01/04 E07 and R07 were moved to Safety Code 19 or 30 <u>4A</u> Effective 10/01/03 to current for C07, M07 and S07 in class 1662, 1665, 8567, 8473 or 8477
Member elected no SS/Med in 1961. At some point permanently separated, then reappointed on or after 04/01/86 and elected to return to First-Tier with CHP or Justice in one of the following classes: 1662, 1663, 1664, 1665, 8460, 8466, 8467, 8472, 8473 or 8477	Misc. First-Tier	M	<u>23</u> Effective 01/01/00 to 06/30/04 * Effective 07/01/04 R07 moved to Safety code 19

MISCELLANEOUS MODIFIED FIRST-TIER

Description	Type of Member	O = SS/Med M = Medicare N = Neither	Account Codes and Effective Dates
Second-Tier Miscellaneous member by election with SS/Med previously in "03", "04" or "41"	Misc. Modified First-Tier	O	<u>26</u> Effective 08/01/98 to 12/31/99 (Modified First-Tier abolished 01/01/00, all members moved to "45")

ITEM 505

CALPERS RETIREMENT ACCOUNT CODES AND DESCRIPTIONS

<u>MISCELLANEOUS SECOND-TIER</u>			
Description	Type of Member	O = SS/Med M = Medicare N = Neither	Account Codes and Effective Dates
Member with no SS/Med, continuously employed since prior to 04/01/86, elected (in 01/01/85, 01/01/86, 01/01/87 or 01/01/88 election) Second-Tier coverage retroactively for all past and future service (GC 21070) OR Member is non-resident alien not subject to SS/Med (F-1, J-1 or M-1 Visa) (Item 545 = A) who made the above election	Misc. Second-Tier	N	<u>01</u> <u>Effective 01/01/85</u>
Member with no SS/Med, continuously employed since prior to 04/01/88, elected (in 01/01/85, 01/01/86, 01/01/87 or 01/01/88 election) Second-Tier coverage retroactively for future service only OR Member who has permanently separated and returned to State service between 01/01/85 and 03/31/86, mandatory placed in Second-Tier retirement for future service only (GC 21070) OR Member is non-resident alien not subject to SS/Med (F-1, J-1 or M-1 Visa) (Item 545 = A) employed between 01/01/85 and 12/31/99	Misc. Second-Tier	N	<u>02</u> <u>Effective 04/01/86</u>
Member with SS/Med elected Second-Tier coverage in 01/01/85, 01/01/86, 01/01/87 or 01/01/88 election, retroactively for past and future service (GC 21070) OR Member has Industrial Disability Rights per Governments Code 20047.5	Misc. Second-Tier	O	<u>03</u> <u>Effective 01/01/85</u> <u>4E</u> <u>Effective 09/01/04 to current</u> for E18 and R18 employed by Dept of Developmental Services, Porterville Developmental Center <u>Effective 01/01/07 to current</u> for E18 and R18 employed by Dept of Developmental Services, Southern California Facility and Sierra Vista Facility.

ITEM 505

CALPERS RETIREMENT ACCOUNT CODES AND DESCRIPTIONS

<u>MISCELLANEOUS SECOND-TIER</u>			
Description	Type of Member	O = SS/Med M = Medicare N = Neither	Account Codes and Effective Dates
(Cont.)			<u>4R</u> Effective 10/31/07 to current for E12 and R12 employed by the Dept of Transportation
Member with SS/Med elected Second-Tier coverage , in 01/01/85, 01/01/86, 01/01/87 or 01/01/88 election for future service only (GC 21070) OR New members who was appointed between 01/01/85 and 10/31/88 OR Member has Industrial Disability Rights per Government Code 20047.5	Misc. Second-Tier	O	<u>04</u> Effective 01/01/85 <u>4F</u> Effective 09/01/04 to current for E18 and R18 employed by Dept of Developmental Services, Porterville Developmental Center Effective 01/01/07 to current for E18 and R18 employed by Dept of Developmental Services, Southern California Facility and Sierra Vista Facility.
Member elected no SS/Med in 1961 and at some time permanently separated, then reappointed between 04/01/86 and 12/31/99 OR Member elected Second Tier for future service only. Permanently separated and then reappointed between 04/01/86 and 12/31/99 OR Member reappointed on or after 01/01/00, initially in First-Tier, then elected to go to Second-Tier for future service only	Misc. Second-Tier	M	<u>21</u> Effective 04/01/86
Member elected no SS/Med in 1961 and at some point permanently separates. Member elected Second-Tier for all past and future service. Reappoints between 04/01/86 and 12/31/99	Misc. Second-Tier	M	<u>22</u> Effective 04/01/86

ITEM 505

CALPERS RETIREMENT ACCOUNT CODES AND DESCRIPTIONS

<u>MISCELLANEOUS SECOND-TIER</u>			
Description	Type of Member	O = SS/Med M = Medicare N = Neither	Account Codes and Effective Dates
Member with SS/Med elected Second-Tier coverage per AB 1104 General Election (11/01/88 through 10/31/89 or effective 01/01/95) OR Member appointed or reappointed between 11/01/88 and 12/31/99 OR Member appointed on or after 01/01/00, initially placed in First-Tier then elected Second-Tier for future service only OR Member has Industrial Disability Rights per Government Code 20047.5	Misc. Second-Tier	O	<u>41</u> <u>Effective 11/01/88 to current</u> <u>4D</u> <u>Effective 09/01/04 for E18 and R18 employed by Dept of Developmental Services, Porterville Developmental Center</u> <u>Effective 01/01/07 to current for E18 and R18 employed by Dept of Developmental Services, Southern California Facility and Sierra Vista Facility.</u> <u>4S</u> <u>Effective 10/31/07 for E12 and R12 employed by Dept of Transportation</u>
Miscellaneous members newly hired to the State on or after 01/01/07 in CBID's E01, E03, E04, E07, E10-E21, R01, R03, R04, R07 and R10-R21 initially placed in ARP then elected Second-Tier for future service only. OR Member has Industrial Disability Rights per Government Code 20047.5	Misc Second – Tier	O	<u>4Y</u> <u>Effective 01/01/07 to current</u> <u>4Z</u> <u>Effective 01/01/07 to current for E18 and R18 employed by Dept of Developmental Services, Southern California Facility and Sierra Vista Facility.</u>
Member with SS/Med employed by CHP or Justice in class following classes: 1662, 1663, 1664, 1665, 8460, 8466, 8467, 8472, 8473, 8477 or 8478 who elected Second-Tier for all past and future service per AB 1104 General Election (11/01/88 through 10/31/89 or effective 01/01/95) OR Member appointed by CHP or Justice to one of the classes listed above who qualifies for membership between 11/01/88 and 01/01/00	Misc. Second-Tier	O	<u>44</u> <u>Effective 11/01/88</u> * Effective 07/01/04 R07 moved to Safety code 19

CALPERS RETIREMENT ACCOUNT CODES AND DESCRIPTIONS

<u>INDUSTRIAL FIRST-TIER</u>			
Description	Type of Member	O = SS/Med M = Medicare N = Neither	Account Codes and Effective Dates
Member elected no SS/Med in 1961 and has remained continuously employed since prior to 04/01/86 OR Member is non-resident alien not subject to SS/Med (F-1, J-1 or M-1 Visa) (item 545 = A) OR Member elected no SS/Med in 1961 and has remained continuously employed since prior to 04/01/86 and moves to an Industrial position on or after 07/01/2003 OR Member elected no SS/Med in 1961 and has remained continuously employed since prior to 04/01/86. At some point the member elected Second-Tier, now member elects First-Tier on or after 07/01/03	Indus. First-Tier	N	<u>90</u> <u>Effective 01/01/75 to 12/31/99</u> <u>46</u> <u>Effective 01/01/00 to 08/30/01</u> for all CBID's <u>Effective 08/31/01 to 03/31/02</u> for E01, E02, E04, E09, E11, E15, E21, R01, R02, R03, R04, R09, R11, R15 and R21 <u>Effective 08/31/01 to 04/30/02</u> for E14, E17, E20, R14, R17 and R20 <u>Effective 10/01/01 to 06/30/02</u> for E13 and R13 <u>Effective 07/01/03</u> for all CBID's <u>Effective 10/1/03</u> to current for E02, E03, E07, E12, E13, E18, R02, R03, R07, R12, R13 and R18 <u>Effective 10/01/04</u> for C01-C21, E, E01, E04, E05, E08, E09, E10, E11, E14, E15, E16, E19, E20, E21, E48, E50, E58, E59, E67, E68, E77, E78, E79, E88, E89, E92, E97, E98, E99, M01-M21, R01, R04, R05, R08, R09, R10, R11, R14, R15, R16, R19, R20, R21 and S01-S21 <u>93</u> <u>Effective 08/31/01 to 06/30/03</u> for C01-C21, E, E05, E06, E07, E08, E10, E12, E16, E18, E48, E50, E58, E59, E68, E78, E79, E88, E89, E92, E97, E98, E99, M01-M21, R05, R06, R07, R08, R10, R12, R16, R18, R19 and S01-S21 <u>Effective 08/31/01 to 09/30/01</u> for E13 and R13 <u>Effective 05/01/02 to 06/03/03</u> for E17 and R17 <u>Effective 07/01/02 to 06/30/03</u> for E13 and R13 <u>Effective 10/01/03- 09/30/04</u> for C01-C21, E, E01, E04, E05, E08, E09, E10, E11, E14, E15, E16, E17, E19, E20, E21, E48, E50, E58, E59, E67, E68, E77, E78, E79, E92, E97, E98, E99, M01-M21, R01, R04, R05, R08, R09, R10, R11, R14, R15, R16, R17, R19, R20, R21 and S01-S21

ITEM 505

CALPERS RETIREMENT ACCOUNT CODES AND DESCRIPTIONS

<u>ARP RETIREMENT</u>			
Description	Type of Member	O = SS/Med M = Medicare N = Neither	Account Codes and Effective Dates*
Members who are first employed by the state on or after 08/11/04 who contribute to ARP for the first 24 calendar months of employment OR Industrial ARP members who transfer to a Miscellaneous position within the first 24 calendar months of employment	ARP	O	<u>TK</u> <u>Effective 08/11/04 to current</u> * BU 02 moved to TE effective 07/01/06 * BU 12 moved to TN effective 10/31/07 *BU 18 moved to TR effective 01/01/07
Members who are first employed by the State on or after 08/11/04 who contribute to ARP for the first 24 months OR Miscellaneous ARP members who transfer to an industrial position within the first 24 calendar months of employment	ARP	O	<u>TP</u> <u>Effective 08/11/04 to current</u> * BU 02 moved to TF effective 07/01/06
Members in BU 18 employed at Porterville Developmental Center who are first employed by the State on or after 08/11/04 who contribute to ARP for the first 24 months of employment OR Members in BU 18 employed at Southern California Facility Developmental Center and Sierra Vista Developmental Center who are first employed by the State on or after 01/01/04 who contribute to ARP for the first 24 months of employment.	ARP	O	<u>TR</u> <u>Effective 08/11/04 to current</u> for employee at Porterville Developmental Center. Effective 01/01/07 to current for employees at Southern California Facility and Sierra Vista Facility.
Members who were previously in account code TK were moved to this account code on 07/01/06 OR Members in BU 02 who are first employed by the State between 08/11/04 and 06/30/06 who contribute to ARP for the first 24 calendar months of employment	ARP	O	<u>TE</u> <u>Effective 07/01/06 for BU 02</u>

ITEM 505

CALPERS RETIREMENT ACCOUNT CODES AND DESCRIPTIONS

<u>ARP RETIREMENT</u>			
Description	Type of Member	O = SS/Med M = Medicare N = Neither	Account Codes and Effective Dates*
Industrial or Miscellaneous ARP members who are first employed by the State between 08/11/04 and 06/30/06 transfer to a Miscellaneous position in BU 02 with in the first 24 calendar months of employment			
Members who were previously in account code TP were moved to this account code on 07/01/06 OR Members in BU 02 who are first employed by the State between 08/11/04 and 06/30/06 who contribute to ARP for the first 24 calendar months of employment OR Industrial or Miscellaneous ARP members who are first employed by the State between 08/11/04 and 06/30/06 who transfer to a Industrial position in BU 02 within the first 24 calendar months of employment	ARP	O	<u>TF</u> <u>Effective 07/01/06</u>
Members in BU 02 who are first employed by the State on or after 07/01/06 who contribute to ARP for the first 24 calendar months of employment. OR Industrial or miscellaneous ARP members who are first employed by the State on or after 07/01/06 and transfer to a miscellaneous position in BU02 within the first 24 calendar months of employment.	ARP	O	<u>TG</u> <u>Effective 07/01/06 for BU 02</u>
Members in BU 02 who are first employed by the State on or after 07/01/06 who contribute to ARP for the first 24 calendar months of employment.	ARP	O	<u>TH</u> <u>Effective 07/01/06 for BU 02</u>

ITEM 505

CALPERS RETIREMENT ACCOUNT CODES AND DESCRIPTIONS

<u>ARP RETIREMENT</u>			
Description	Type of Member	O = SS/Med M = Medicare N = Neither	Account Codes and Effective Dates*
OR Industrial or miscellaneous ARP members who are first employed by the State on or after 07/01/06 and transfer to an Industrial position in BU02 within the first 24 calendar months of employment.			
Members who are first employed by the State on or after 01/01/07 in BU 1, 3, 4, 7, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20 and 21 who contribute to ARP for the first 24 calendar months of employment OR Industrial or Miscellaneous members who are first employed by the State on or after 01/01/07 and transfer to a Miscellaneous or Industrial position in BU 1, 3, 4, 7, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20 and 21 who contribute to ARP for the first 24 calendar months of employment	ARP	O	<u>TJ</u> <u>Effective 01/01/07 to current</u> * BU 12 moved to TZ effective 10/31/07 * BU 18 moved to TL effective 01/01/07
Members in BU 18 employed at Dept of Developmental Services, Porterville Facility, Southern California Facility or Sierra Vista Facility who are first employed by the State on or after 01/01/07 who contribute to ARP for the first 24 months of employment	ARP	O	<u>TL</u> <u>Effective 01/01/07</u>
Industrial members who are first employed by the State on or after 01/01/07 in BU 1, 3, 4, 7, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20 and 21 who contribute to ARP for the first 24 calendar months of employment OR Industrial or Miscellaneous members who are first employed by the State on or after 01/01/07 and transfer to a Industrial position in BU 1, 3, 4, 7, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20 and 21 within the first 24 calendar months of employment	ARP	O	<u>TS</u> <u>Effective 01/01/07 to current</u>

ITEM 505

CALPERS RETIREMENT ACCOUNT CODES AND DESCRIPTIONS

<u>ARP RETIREMENT</u>			
Description	Type of Member	O = SS/Med M = Medicare N = Neither	Account Codes and Effective Dates*
Members in BU 12 employed at CalTrans who are first employed by the State on or after 01/01/07 who contribute to ARP for the first 24 months of employment	ARP	O	<u>Effective 10/31/07</u> <u>TN</u>
Members in BU 12 who were in account code TJ moved to this account code on 10/31/07	ARP	O	<u>Effective 10/31/07</u> <u>TZ</u>
OR			

ARP RETIREMENT

Senate Bill 1105 amended the Government Code to establish an Alternative Retirement Program (ARP) for certain new State employees. The ARP provides a retirement savings plan administered by the Department of Personnel Administration (DPA) Savings Plus Program in lieu of a retirement benefit under CalPERS.

The ARP is mandatory for State employees first hired on or after 08/11/04 and qualify for CalPERS membership in the State Miscellaneous or State Industrial category. An employee must complete a total of 1000 hours while in the PST retirement program before they can be placed in ARP. Employees are not CalPERS eligible until the 1000 hours are completed. When the employee becomes CalPERS eligible they will be placed in ARP for 24 months. After the 24 months are completed the employee must be transferred to a traditional CalPERS account code. Questions regarding eligibility requirements should be directed to CalPERS.

ARP is mandatory for a new state employee whose employment meets all of the following conditions, included in the definition of "state employee" under Government Code Section 19815 and qualifies for CalPERS membership as a State Miscellaneous or State Industrial member and first employed by the state on or after 08/11/04.

The following employees are excluded from ARP:

- Current CalPERS members who are employed or rehired after 08/11/04.
- Employee first employed by the state on or after 08/11/04 and within the prior six months was a member of a reciprocal CalPERS retirement system. Refer to the CalPERS State Handbook for a current listing of CalPERS reciprocal retirement systems.
- Non-resident aliens working under the provisions of a F-1, J-1, M-1 or Q-1 visa.
- Individuals employed by the CHP as a cadet at the department's training school.
- Employees who are members of JRS, LRS, STRS or the University of California Retirement System.
- Employees appointed as a State Safety or POFF member.

2.90 (Revised 02/10)

ITEM 715 - SERVICE PAY PERIOD

DESCRIPTION: Identifies a qualifying or non-qualifying pay period of State Service per DPA Regulation 599.608.

- REQUIRED:**
- 1 - When the effective date of a transaction DOES NOT reflect a qualifying or non-qualifying pay period.
 - 2 - When reporting a 715 Transaction:
 - to make a pay period non-qualifying *1; or
 - to qualify a pay period while on NDI Leave (Employee returns to work for 11 days or more during the pay period, and Line 12 - Employment History, shows less than 11 days on work status.); or
 - to qualify a pay period while on SDI leave; or
 - to qualify a pay period or CCC employee on Federally Funded WCTD.
 - to qualify a pay period while the employee is on furlough and dock (Employee's dock time minus furlough time would create a qualifying pay period.
 - 3 - When the effective date of a transaction DOES reflect a non-qualifying pay period and the agency is participating in the California Leave Accounting System (CLAS):
 - For temporary separations (S49, S50, S51, S52, S53, S54, S55, S56, S57, S85); or
 - for all appointment transactions returning an employee from a temporary separation (S49, S50, S51, S52, S53, S54, S55, S56, S57, S85)

ENTER: Month/Year (mm/yy) next to:

"N" for non-qualifying pay period; or
"Q" for qualifying pay period

**ADDITIONAL
INFORMATION**

- *1 When reporting a non-qualifying pay period resulting from a temporary or permanent separation for more than 11 consecutive working days which fall between two consecutive pay periods (this includes semi-monthly employees), an entry is required in Item 215 - Employment History Remarks (see PAM page 2.37.1).

EXAMPLE:

SERVICE PAY PERIOD Q 02/85 715 MM/YY

3.102 (Revised 02/10)

MISCELLANEOUS CHANGE TRANSACTION CODES - REQUIRED/CONDITIONAL INDEX *

<u>CODE</u>	<u>TITLE/DESCRIPTION</u>	<u>PAGE</u>
545	OATH (change)	3.128
550	MEDICAL CLEARANCE (change)	3.129
555 *	FINGERPRINTS (change)	3.130
560	PROFESSIONAL LICENSE (change)	3.131
565	JOB INCURRED INJURY	3.132
	Use to document a job incurred injury. Also use to document any subsequent return to work.	
705	TOTAL STATE SERVICE (change)	3.134
710	INTERMITTENT DATES AND HOURS	3.135
	Use for layoff purposes only.	
715	SERVICE PAY PERIOD	3.136
	1) Use for temporary leaves of 30 calendar days or less (per SPB Rule 361) resulting in a non-qualifying pay period; or	
	2) Use for qualifying a pay period while on NDI; or	
	3) Use for California Conservation Corps (CCC) employees on Federally funded WCTD, or pending approval of Federally funded WCTD <u>and</u> pay period is non-qualifying; or	
	4) Use for qualifying a pay period while employee is on dock and furlough.	

* For Civil Service employee only.
(continued on next page)

MISCELLANEOUS CHANGE TRANSACTION CODES -
REQUIRED/CONDITIONAL INDEX

<u>CODE</u>	<u>TITLE/DESCRIPTION</u>	<u>PAGE</u>
GEN	GENERAL SALARY CHANGE (salary range change)	3.139
MHR	MULTIPLE HOURLY RATE/TRADE RATE CHANGE	3.140
	Use for civil service employee only. Use for multiple hourly rate or for trade rate change with or without a multiple hourly rate.	
MSA	MERIT SALARY ADJUSTMENT	3.142
	Use for granting MSA, denying MSA, or when denying MSA for lump sum only.	
ORP	OFFICIAL REPRIMAND	3.144
	(This transactions is no longer in use.)	
PUN	ADVERSE SALARY DECREASE	3.146
	Use for Civil Service employee only.	
R01	RETIREMENT SYSTEM TRANSACTION (RST)	3.147
	(Initiated by PERS/PPSD only.)	
SAL	OTHER SALARY CHANGES	3.148
	➤ Special adjustments for salary inequities.	
	➤ CPA/CPS increase.	
	➤ Restoration of salary following a PUN.	
SIS	SPECIAL INGRADE SALARY ADJUSTMENT	3.150
	Use for granting or denying a SISA.	
SPC	SPECIAL CHANGE	3.152
	Use for reporting NDI benefit status other than when employee is on NDI leave.	

5.0 (Revised 02/10)

SPECIAL INSTRUCTIONS INDEX

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Adverse Actions.....	5.70
Cut-Off Dates-Personnel Operations for 2008.....	5.25
Cut-Off Dates-Personnel Operations for 2009.....	5.26
Cut-Off Dates-Personnel Operations for 2010.....	5.27
Cut-Off Dates-Personnel Operations for 2011.....	5.28
Deceased Employee Wages	5.102
Decision of State Personnel Board after Appeal	5.71
Documenting Voided, Cancelled or withdrawn Rejections during Probationary Period	5.84
Exempt Documentation	5.40
Immediate Pay Appointment/Separation	5.101
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Item 210 – Effective Dates / Hours	5.35
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Item 566 – Job Code	5.37
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Item 565 – WCTD/IDL Date.....	5.37.4
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Signature Authorization for Personnel/Payroll Documents	5.95
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Special Salary Adjustment Documentation – CPA or CPS Certification	5.98
Transaction Packages	5.100
Transactions requiring the Pre-Approval of SPB/DPA or a Court Decision (a new Date of Entitlement)	5.99

5.27 (Revised 11/09)**CUT-OFF DATES - PERSONNEL OPERATIONS**

PERSONNEL/PAYROLL CUTOFF DATES FOR 2010					
2010 PAY PERIOD MONTHS	PAY PERIOD INCLUSIVE DATES	PAYROLL SEMIMONTHLY CUTOFF DATES	PERSONNEL/ SEMIMONTHLY CUTOFF DATES	PAYROLL MASTER CUTOFF DATES	PERSONNEL MASTER CUTOFF DATES
JANUARY	1/01-1/31	01/08	01/07	01/21	01/15
FEBRUARY	2/01-3/01	02/05	02/04	02/18	02/12
MARCH	3/02-3/31	03/09	03/08	03/22	03/17
APRIL	4/01-4/30	04/09	04/08	04/22	04/19
MAY	5/01-5/31	05/07	05/06	05/20	05/17
JUNE	6/01-6/30	06/09	06/08	06/22	06/17
JULY	7/01-7/31	07/09	07/08	07/22	07/19
AUGUST	8/01-8/31	08/09	08/06	08/23	08/18
SEPTEMBER	9/01-9/30	09/09	09/08	09/22	09/17
OCTOBER	10/01-11/01	10/11	10/08	10/21	10/18
NOVEMBER	11/02-12/01	11/08	11/05	11/18	11/15
DECEMBER	12/02-12/31	12/09	12/08	12/22	12/17

PERSONNEL/PAYROLL CUTOFF DATES FOR 2011

2011 PAY PERIOD MONTHS	PAY PERIOD INCLUSIVE DATES	PAYROLL SEMIMONTHLY CUTOFF DATES	PERSONNEL/ SEMIMONTHLY CUTOFF DATES	PAYROLL MASTER CUTOFF DATES	PERSONNEL MASTER CUTOFF DATES
JANUARY	1/1-1/31	01/10	01/07	01/21	01/18
FEBRUARY	2/1-3/1	02/09	02/08	02/17	02/14
MARCH	3/2-3/31	03/09	03/08	03/22	03/17
APRIL	4/1-4/30	04/11	04/08	04/21	04/18
MAY	5/1-5/31	05/09	05/06	05/20	05/17
JUNE	6/1-6/30	06/09	06/08	06/22	06/17
JULY	7/1-8/1	07/11	07/08	07/21	07/18
AUGUST	8/2-8/31	08/09	08/08	08/23	08/18
SEPTEMBER	9/1-9/30	09/09	09/08	09/22	09/19
OCTOBER	10/1-10/31	10/10	10/07	10/21	10/18
NOVEMBER	11/1-11/30	11/08	11/07	11/18	11/15
DECEMBER	12/1-12/31	12/09	12/08	12/20	12/15

CS/EXEMPT AUTOMATED AUDITS

ERROR:	310-04 SALARY PER MUST BE EQUAL TO (M) OR (O)
ACTION:	The salary per for a part-time employee (i.e., time base (Item 405) is numeric) can only be 'M' or 'O'. Take one or more of the following steps to resolve the audit error: 1. Verify that the salary per (Item 310) and time base (Item 405) are documented correctly and keyed correctly on the transaction. 2. Terminate the update and re-key the transaction. 3. If the audit message is received again, contact Personnel Operations Liaison for assistance.
ERROR:	310-05 SALARY PER DISAGREES WITH TIME BASE AND SPECIAL PAY
ACTION:	The salary per for a intermittent employee (i.e., time base (Item 405) is INT) can only be 'H' or 'D' . Take one or more of the following steps to resolve the audit error: 1. Verify that the salary per (Item 310) and time base (Item 405) are documented correctly and keyed correctly on the transaction. 2. Terminate the update and re-key the transaction. 3. If the audit error message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	310-06 SALARY PER DISAGREES WITH TIME BASE AND AGENCY CODE
ACTION:	The salary per (Item 310) must equal 'M' or 'O' when the time base (Item 405) is full-time. Take one or more of the following steps to resolve the audit error: 1. Verify that the salary per (Item 310) and time base (Item 405) are documented correctly and keyed correctly on the transaction. 2. If no documentation or key entry errors are found, check that the agency code (Item 120) is not equal to Dept. of Water Resources (Agency Code 849) or State Printing Plant (Agency Code 330 & 331). 3. Terminate the update and re-key the transaction. 4. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR:	310-07 SALARY PER DISAGREES WITH BASED ON SALARY
ACTION:	If the based on salary rate is MAINT, Zeroes or is less than one dollar, then the salary per must equal 'O'. Take one or more of the following steps to resolve the audit error: 1. Verify that the salary per (Item 310) and based on salary (Item 320) are documented correctly and keyed correctly on the transaction. 2. Terminate the update and re-key the transaction. 3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	310-08 BASED ON SALARY DISAGREES WITH SALARY PER
ACTION:	If the salary per is 'O', then the based on salary rate must equal MAINT, Zeroes or less than one dollar for the class/range. Take one or more of the following steps to resolve the audit error: 1. Verify that the salary per (Item 310) and based on salary (Item 320) rate are documented correctly and keyed correctly on the transaction. 2. Terminate the update and re-key the transaction. 3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	315-01 INVALID AGENCY FOR PAY FREQUENCY CODE OF S AND SALARY PER OF M OR CBID NOT EQUAL TO R18
ACTION:	The semi-monthly pay frequency (i.e., pay frequency (Item 315) of S) is restricted to employees at certain departments or rank and file designated employees in Bargaining Unit 18 (i.e., CBID (Item 126) is R18). Take one or more of the following steps to resolve the audit error: 1. Verify that the agency code (Item 120), pay frequency (Item 315), and/or CBID (Item 126) are documented correctly and keyed correctly on the transaction. 2. Terminate the update and re-key the transaction. 3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

CS/EXEMPT AUTOMATED AUDITS

ERROR:	330-12 ANNIVERSARY DATE CANNOT EQUAL NONE
ACTION:	If the time base is full-time or numeric, then the anniversary date cannot equal 'NONE' unless the employee is in alternate range 7. Take one or more of the following steps to resolve the audit error: 1. Verify that the anniversary date (Item 330) and time base (Item 405) are documented correctly and keyed correctly on the transaction. 2. Terminate the update and re-key the transaction. 3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	330-13 ANNIVERSARY DATE INVALID, PS MSA CATEGORY CODE NOT FOUND FOR CLASS/RANGE
ACTION:	The class/range is not eligible for an MSA per the online Payscales. Take one or more of the following steps to resolve the audit error: 1. Verify that the anniversary date (Item 330) is documented correctly and keyed correctly on the transaction. 2. If no documentation or key entry errors are found, check that the online Payscales shows that the class/range is eligible for an MSA. 3. Terminate the update and re-key the transaction. 4. If the class/range became eligible for an MSA per a recent DPA Pay Letter, the online Payscales may not have been updated yet. Check the online Payscales at a later date and key the transaction once the online Payscales shows the MSA date for the effective date of the transaction. 5. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

ERROR:	330-MSA ANNI DATE INVALID. PS MSA CAT CODE NOT FOUND FOR CLASS AND RANGE
ACTION:	The class/range is not eligible for an MSA per the online Payscales. Take one or more of the following steps to resolve the audit error: 1. Verify that the anniversary date (Item 330) is documented correctly and keyed correctly on the transaction. 2. If no documentation or key entry errors are found, check that the online Payscales shows that the class/range is eligible for an MSA. 3. Terminate the update and re-key the transaction. 4. If the class/range became eligible for an MSA per a recent DPA Pay Letter, the online Payscales may not have been updated yet. Check the online Payscales at a later date and key the transaction once the online Payscales shows the MSA date for the effective date of the transaction. 5. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	335-01 INVALID ALTERNATE RANGE FOR THIS CLASS
ACTION:	If the class code is equal to 9038, 9701, 9765 or 9904, then the alternate range code cannot be W, X, Y or 1 unless the prior employment status was in one of the above class/range combinations. Take one or more of the of the following steps to resolve the audit error: 1. Verify that the class code (Item 122) and alternate range code (Item 335) are documented correctly and keyed correctly on the transaction. 2. If no documentation or key entry errors are found, check that the employee's prior employment status was in one of the above class/range combination. 3. Terminate the update and re-key the transaction. 4. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

CS/EXEMPT AUTOMATED AUDITS

ERROR:	715-01 SERVICE PAY PERIOD IS INVALID FOR EFFECTIVE DATE OF TRANSACTION
ACTION:	The service pay period and transaction effective date must be within the same pay period. Take one or more of the following steps to resolve the audit error: 1. Verify that the service pay period (Item 715) and transaction effective date (Item 210) are documented correctly and keyed correctly on the transaction. 2. Terminate the update and re-key the transaction. 3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	715-02 TIME BASE IS INVALID FOR SERVICE PAY PERIOD
ACTION:	If service pay period is entered, then time base must be full-time or fractional. Take one or more of the following steps to resolve the audit error: 1. Verify that the time base (Item 405) and service pay period (Item 715) are documented correctly and keyed correctly on the transaction. 2. Terminate the update and re-key the transaction. 3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	715-03 SERVICE PAY PERIOD MUST EQUAL N WITH DATE PRESENT
ACTION:	If processing a 715 transaction, the service pay period code must equal 'N' (non-qualifying) unless the employee is on NDI leave. Take one or more of the following steps to resolve the audit error: 1. Verify that the transaction code (Item 205) and service pay period (Item 715) are documented correctly and keyed correctly on the transaction. 2. Terminate the update and re-key the transaction. 3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
NOTE: Employment History Audit 715-03 has been temporarily suspended for the duration of the furlough program.	

10.13.76 (New 02/98)

ERROR:	715-04 SERVICE PAY PERIOD MUST EQUAL Q
ACTION:	If processing a 715 transaction for an employee on NDI leave, then the service pay period code must equal 'Q' (qualifying). Take one or more of the following steps to resolve the audit error: 1. Verify that the transaction code (Item 205) and service pay period code (Item 715) are documented correctly and keyed correctly on the transaction. 2. Terminate the update and re-key the transaction. 3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	851-01 ALTERNATE RANGE CRITERIA (ITEM 851) MUST BE PRESENT
ACTION:	If the alternate range code is other than 'A' or 'Z' and class code or alternate range code is changing, then the alternate range criteria must be entered. Take one or more of the following steps to resolve the audit error: 1. Verify that the class code (Item 122), alternate range code (Item 335) and alternate range criteria (Item 851) are documented correctly and keyed correctly on the transaction. 2. Terminate the update and re-key the transaction. 3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.
ERROR:	851-02 ALTERNATE RANGE CRITERIA (ITEM 851) NOT VALID FOR THE CLASS
ACTION:	The alternate range criteria must equal the alternate range criteria in the online Payscales for the class. Take one or more of the following steps to resolve the audit error: 1. Verify that the class code (Item 122), alternate range code (Item 335) and alternate range criteria (Item 851) are documented correctly and keyed correctly on the transaction. 2. Terminate the update and re-key the transaction. 3. If the audit message is received again, contact the Personnel Operations Liaison Unit for assistance.

710

INTERMITTENT DATES AND HOURS ^{*1}

										005 SEQUENCE NUMBER OF	
										010 DOCUMENT PROCESSING NUMBER	
1 TO:		SOCIAL SECURITY #		EMPLOYEE LAST NAME		FIRST NAME AND MIDDLE INITIAL		POSITION NUMBER		DEPT CODE	
		105		110		111		120		124	
2 TO:		TRANSACTION CODE		EFFECTIVE DATE AND HOURS		EMPLOYMENT HISTORY REMARKS		ESTABLISHED EARNINGS			
		(1) (2)		210 MM/DD/YY		215		351		352	
3 TO:		GROSS ACTUAL RATE		SALARY PER		PAY FREQ.		BASED ON SALARY		PLUS SALARY	
		305		310		315		320		325	
4 TO:		TIME BASE		APPT. TENURE		# MOS.		APPOINTMENT EXPIRATION DATE		CERT. #	
		405		410		415		416		425	
5 TO:		ACCOUNT CODE		SAFETY MEMBER		SURVIVORS BENEFITS		SS/MED BENEFIT		RETIREMENT RATE (%)	
		505		510		515		520		525	
6 TO:		REASON FOR SEPARATION		PAY PERIOD		TIME TO BE PAID (NEW)		TIME TO BE PAID (OLD)		PAY MMED	
		603		605 MM/YY		606 DAS HOURS		607 DAS HOURS		615	
7 TO:		TOTAL STATE SERVICE		MOS.		HOURS		AS OF		INTERMITTENT DATES AND HOURS	
		705								710 MM DD YY	

^{*1} To be used for:

- 1) Layoff purposes; or
- 2) Personnel Operations Use.

- ☒ **REQUIRED**
(MUST be completed)
- ☐ **CONDITIONAL**
(MUST be completed when required by ITEM DEFINITION)
- ☒ **ONE OR MORE REQUIRED**
(ONE or MORE of these items on this chart MUST be completed for a valid transaction)

LINES

8 - 9

ITEMS:

960 - Corrected Transaction Identifier

715

SERVICE PAY PERIOD *2

005 SEQUENCE NUMBER 0 OF 0		010 DOCUMENT PROCESSING NUMBER 0	
1 TO: SOCIAL SECURITY # 105		EMPLOYEE LAST NAME 110	
FIRST NAME AND MIDDLE INITIAL 111		POSITION NUMBER 120	
AGENCY 121		UNIT 122	
CLASS 123		SERIAL 124	
DEPT CODE 125		CB ID 126	
COUNTY CODE 130		BIRTH DATE 140	
2 TO: TRANSACTION CODE (3) 205		EFFECTIVE DATE AND HOURS (4) * 1 210	
EMPLOYMENT HISTORY REMARKS (1) (2) 215		ESTABLISHED EARNINGS (3) (4) (5) (6) (7) (8) (9) (10) (11) (12) (13) (14) (15) (16) (17) (18) (19) (20) (21) (22) (23) (24) (25) (26) (27) (28) (29) (30) (31) (32) (33) (34) (35) (36) (37) (38) (39) (40) (41) (42) (43) (44) (45) (46) (47) (48) (49) (50) (51) (52) (53) (54) (55) (56) (57) (58) (59) (60) (61) (62) (63) (64) (65) (66) (67) (68) (69) (70) (71) (72) (73) (74) (75) (76) (77) (78) (79) (80) (81) (82) (83) (84) (85) (86) (87) (88) (89) (90) (91) (92) (93) (94) (95) (96) (97) (98) (99) (100) (101) (102) (103) (104) (105) (106) (107) (108) (109) (110) (111) (112) (113) (114) (115) (116) (117) (118) (119) (120) (121) (122) (123) (124) (125) (126) (127) (128) (129) (130) (131) (132) (133) (134) (135) (136) (137) (138) (139) (140) (141) (142) (143) (144) (145) (146) (147) (148) (149) (150) (151) (152) (153) (154) (155) (156) (157) (158) (159) (160) (161) (162) (163) (164) (165) (166) (167) (168) (169) (170) (171) (172) (173) (174) (175) (176) 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= REQUIRED
 (MUST be completed)
 ○ CONDITIONAL
 (MUST be completed when required
 by ITEM DEFINITION)
 ● ONE OR MORE
 REQUIRED
 (ONE or MORE of these items
 on this chart MUST be completed
 for a valid transaction)

- *1 Use the last day of the non-qualifying or qualifying pay period.
- *2 For:
- 1) Temporary Leaves of 30 calendar days or less (per DPA Rule 599.781) Resulting in a non-qualifying pay period. DO NOT USE TO PLACE EMPLOYEE ON TEMPORARY LEAVE IMMEDIATELY FOLLOWING A S49. See PAM Section 5 and S54 Transaction before Documenting this kind of transaction.
 - 2) Qualifying a pay period while on NDI. See pages 5.30 for more information.
 - 3) California Conservation Corps (CCC) employees pending WCTD and pay period is non-qualifying OR on WCTD covered by Federal funds.
 - 4) Qualifying a pay period while on SDI.
 - 5) Qualifying a pay period while employee is on dock and furlough.
- *3 Required for CCC employees on approved Federally funded WCTD. (See page 2.356 and Section 5).