

PAM MEMORANDUM

TO: PAM HOLDERS

DATE: November 2010

ISSUE NO. 349-10

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

~ Section 6: Employee Action Request (EAR) Purpose and Use Index, updated.

REVISION INSTRUCTIONS:

| Remove | Insert |
|-------------------|-------------------|
| Table of Contents | Table of Contents |
| Alpha Index | Alpha Index |
| 5.27 – 5.28 | 5.27 – 5.28 |
| 6.0 | 6.0 |
| 6.1 – 6.2 | 6.1 – 6.2 |
| 6.9.1 – 6.9.2 | 6.9.1 – 6.9.2 |



Tim Ramsden, Manager – Email: tramsden@sco.ca.gov
Customer Support Section – (916) 324-8497
Personnel/Payroll Services Division
P. O. Box 942850
Sacramento, CA 94250-5878

PAM ALPHABETICAL INDEX

(Revised 11/10)

A.

| | |
|--|--|
| Academic Days Not Worked (Item 895) | 2.138 |
| Account Code (Item 505)..... | 2.62 -2.63.1ss |
| Accounts Receivable Deduction | 2.151, 2.201 |
| Actual Rate (Item 305)..... | 2.38 |
| Actual Time Worked | 2.53 |
| Adding A New Transaction Out-of-Sequence | 9.6 |
| Additional Position | 2.31, 2.62, 2.207, 3.22, 3.24, 3.34, 3.36, 3.68, 3.70, 3.74, 3.76, 3.78, 3.80, 3.84, 3.86, 5.10 |
| Additional Position Substantiation (Item 850) | 2.102 |
| Adverse Actions..... | 5.70 |
| Adverse Action & Rejection Substantiation (Item 874)..... | 2.123 |
| Agency (Item 120) | 2.25 |
| Alphabetical Index, Corrections, Out-of-Sequence, Voids..... | 9.1 |
| Alphabetical Index, Special Instructions | 5.0 |
| Alternate Range (Item 335) | 2.45 |
| Alternate Salary Range Criteria (Item 851)..... | 2.103 |
| Anniversary Date (Item 145)..... | 2.33 |
| Anniversary Date (Item 330)..... | 2.44 |
| Anniversary Date - Second Accelerated (Item 876)..... | 2.100, 2.124 |
| Appointment Expiration Date & Hours (Item 416)..... | 2.54-2.54.1 |
| Appointment Reorganization Substantiation (Item 950) | 2.139-2.139.1 |
| Appointment Required & Conditional Charts (Index) | 3.6-3.8 |
| Appointment Restriction - Specific Sex (Item 951) | 2.140 |
| Appointment Tenure (Item 410)..... | 2.52 |
| Appointment Transaction Codes | 3.3-3.5 |
| Asterisks | 2.5, 2.100, 3.0, 3.1 |

B.

| | |
|-----------------------------------|--------------------|
| Based On Salary (Item 320) | 2.42-2.42.1 |
| Bilingual Pay | 2.48, 2.201, 2.203 |
| Birth Date (Item 140) | 2.32 |
| Corrections to..... | 6.12, 9.3 |
| Blanketed into State Service..... | 2.36, 3.0, 3.40 |

C.

| | |
|---|---|
| Cancellation of Appointment..... | 2.205, 3.260 - 3.261 |
| CETA Department Codes | Appendix II |
| CPA or CPS Certification Documentation..... | 2.37.1, 5.98 |
| Career Executive Assignment..... | 2.44, 2.52, 2.55, 2.56, 2.145, 2.201 |
| Carryover Hours..... | 2.36, 2.89 |
| Case No. & Date of Action (Item 952) | 2.142 |
| Casual Employment..... | 2.36, 2.62, 2.81, 2.201 |

PAM ALPHABETICAL INDEX

(Revised 11/10)

| | |
|---|---|
| Certification Number (Item 425)..... | 2.55 |
| Class (Item 122) | 2.27 |
| Class Title Changes..... | 4.1 |
| Class Title Variation Code (Item 886) | 2.100, 2.131 |
| Class Title Variation Table Listing | Appendix I |
| Collective Bargaining Identifier (Item 126) | 2.29.1 – 2.29.5 |
| Commitment Date (Item 853) | 2.104 |
| Computer Generated Items | 2.21, 2.22, 2.33, 2.38, 2.39, 2.64, 2.65, 2.66, 2.67, 2.68 |
| Conditions of Employment (Item 740) | 2.96 |
| Conversion Charts (Fractions of Hours) | Appendix III |
| Corrected Transaction Identifier (Item 960) | 2.148, 9.4.1, 9.5 |
| Correction of PAR Items | 9.3, 9.4 |
| Corrections to Transactions..... | 9.1-9.13 |
| Corrective Action Procedures | 9.0 |
| County Code (Item 130) | 2.30 |
| Cut-Off Dates - Personnel Operations..... | 5.0 |

D.

| | |
|---|-----------------------------------|
| Date of Entitlement | 2.36,2.203,9.4,9.6.1, Glossary |
| Date (PAR Process) | 2.4 |
| Decentralized Procedures (Index) | 10.0 |
| Decision of State Personnel Board After Appeal, Documenting | 5.71-5.71.2 |
| Deduction Information (Item 999) | 2.151 |
| Deep Class | 2.89, 2.201 |
| Deferred Compensation Deduction | 2.151, 2.201 |
| Demotion Reason (Item 856)..... | 2.105 |
| Department Code (Item 124) | 2.29 |
| Disability Code (Item 455) | 2.61, 3.125 |
| Document Processing Number (Item 010)..... | 2.4, 2.21 |
| Duplicate Document Requests | 1.12, 2.4, 10.23 |
| DO NOT KEY List (Restricted Transactions) | 10.2 |

E.

| | |
|---|--|
| EAR, Employee Action Request | 1.0, 2.7, 2.24, 5.10, 6.1 - 6.11, 8.1 - 8.3, 8.7, 8.8, 9.3, 10.10.2, 10.10.3, 10.15 - 10.16.1, 10.18 - 10.21, 10.27, 10.34, 10.34.1, 10.36 |
| Effective Date & Hours (Item 210) | 2.35 |
| Correction to | 9.3 |
| Emergency Appointment | 2.41, 2.52, 2.54, 2.56, 2.62, 2.201, 3.28, 3.30, 3.34, 3.36 |
| Emergency Qualifying Time (Item 857) | 2.100, 2.107 |
| Employee's Last Name, First Name & Middle Initial (Item 110,111) | 2.24 |
| Employment During Leave of Absence Clearance (Item 890)..... | 2.135 |
| Employment History Decentralized Departments/Conversion Dates | 1.8 - 1.11ba |
| Employment History Information..... | 2.207-2.212 |

PAM ALPHABETICAL INDEX

(Revised 11/10)

Employment History Remarks (Item 215) 2.36-2.37.1b, 3.108

Established Earnings
 (Item 351)..... 2.48.1-2.48.3
 (Item 352)..... 2.48.4

Ethnic Origin (Item 445) 2.59, 2.59.1

Ethnic Origin Corrections 9.3

Examples of Reconstructing Employment History 9.9

Exempt Appointment 2.29, 2.29.1, 2.30,
 2.32, 2.42 - 2.43, 2.55 - 2.55.3, 2.58 - 2.60, 2.62 - 2.63.4, 2.66 - 2.69, 2.71,
 2.76, 2.91 - 2.95, 2.118 - 2.120, 2.135 - 2.138, 2.144 - 2.146, 3.5, 3.7 - 3.8,
 3.68 - 3.91.1, 3.200 - 3.202, 4.3 - 4.4, 5.10, 5.40 - 5.43, 5.101

Exempt Authority (Item 535) 2.69

Expiration Date of Plus Salary (Item 325)..... 2.43

Expiration Date/Pay Letter (Item 356)..... 2.50

F.

Fingerprint (Item 555) 2.73

First Name, Middle Initial (Item 111) 2.24

Fixed Maintenance (Item 655) 2.87

Fire Mission Rate 2.36, 2.48, 2.149

Flag Clearance Employment List Substantiation (Item 859)..... 2.109

Fractions of Hours Conversion Charts Appendix III

Future Effective Dates 2.35, 2.4

G.

Glossary..... 1-11

H.

Hiring Above Minimum..... 2.43, 2.122

Health Questionnaire 2.72

Health and Welfare Benefits (Item 861) 2.110

I.

Identifying Out-of-Sequence Transactions 9.2

Illegal Appointment 2.37, 2.77, 2.146,
 3.252

Inactive Employment History Data Base..... 10.25, 10.25.1

Inactive Transaction Codes 2.209

Indeterminate Service Accumulation (Item 891) 2.136

Intermittent..... 2.51, 2.56, 2.63

Intermittent Dates and Hours (Item 710) 2.89-2.89.1

Intermittent Hours Work Expected (Item 863) 2.112

Immediate Pay Appointment..... 3.28, 3.30, 3.71,
 3.72, 3.76, 3.77, 3.81, 3.82, 3.86, 3.87, 3.91, 3.92, 3.201

Involuntary Leave Pending Disability Retirement..... 3.246, 5.42

IRS Lock-In Letters and EAR Processing 5.0

PAM ALPHABETICAL INDEX

(Revised 11/10)

J.

Job Incurred Injury 2.20, 2.36,
2.75 - 2.75.1, 2.79, 2.80, 3.132, 5.29, 5.33 - 5.39.4

L.

Last Day on Pay Status (Item 892) 2.137
Last Name (Item 110) 2.24
Lessen Impact of Layoff - Leave of Absence..... 2.76
Leave of Absence - Regular (S50) 2.76, 3.217
Leave of Absence Substantiation, Special (Item 866) 2.115-2.116
Legal Reference for Annuitant (Item 864)..... 2.113
License - Additional (Item 884) 2.100, 2.130
License (Professional) (Item 560)..... 2.74
Limited Term Appointment..... 2.52, 2.55, 2.56
Limited Term/Anniversary Date Justification (Item 867) 2.117-2.117.1
Line 8/9 Items - Information 2.100-2.101
Line 10 - Backup, Remarks and Keyed By Information 2.200
Line 10 - Completion Charts 2.201-2.205.1
Line 11 - For the Appointing Power (Signature)..... 2.206-2.206.1
Line 12 - Employment History..... 2.207-2.212
List Clearance Date (Item 858)..... 2.108
Log Number (Item 728)..... 2.93
Lump Sum Extra Hours (Item 625) 2.83
Lump Sum Payment Code (Item 630) 2.84
Lump Sum to be Paid (Item 620)..... 2.82-2.82.3
Lump Sum Unit/Serial (Items 635, 636)..... 2.85
Lump Sum Vacation Payment 2.36, 5.75
Lump Sum Payment Deferral (Item 877) 2.125, 5.76
Lump Sum Payment Deferral - Correction to..... 9.3

M.

Maintenance (Fixed) 2.87
Mandatory Reinstatement Following Rejection..... 5.70, 5.83
Mass Updates..... 2.36, 4.1
MCR Approval (Item 435) 2.57-2.57.1
Medical Clearance (Item 550)..... 2.72
Membership Effective Date (Item 510) 2.64
Merit Salary Adjustments 2.36, 2.44, 2.89,
2.203, 2.208,
2.209, 3.142, 4.2 - 4.8
Military Leave Pay (Thirty Days) 2.204
Military Service Dates (Item 964)..... 2.150
Military Substantiation (Item 865) 2.114
Miscellaneous Change Required/Conditional Charts 3.104-3.153
Miscellaneous Change Transaction Codes 3.100-3.103
Motorcycle Pay 2.48
Multiple Hourly Rate (Item 955) 2.100, 2.143

PAM ALPHABETICAL INDEX

(Revised 11/10)

N.

| | |
|---|---|
| Name Change or Correction | 6.4, 9.3 |
| Name of Employee | 2.24 |
| Non-Qualifying Pay Period (715 Transaction) | 3.136 |
| Notice of Personnel Action (NOPA) | 2.6 - 2.7, 2.76, 2.120, 5.42, 7.1 - 7.9, 8.1 - 8.7 |
| Number Of Months (Item 415) | 2.53 |

O.

| | |
|--|---------------------------------------|
| Oath/Non-Citizen (Item 545) | 2.71 |
| Official Reprimand | 3.144, 5.70 |
| One Document Method Required/Conditional Charts..... | 3.28, 3.30, 3.74, 3.76, 3.84, 3.86 |
| Other Eligibility Substantiation (Item 957) | 2.144-2.146.1 |
| Other Position (Item 135)..... | 2.31 |
| Out-of-Sequence Transactions..... | 2.20, 9.4, 9.6 |
| Overpayment of Separated Employee..... | 2.36, 5.46 |

P.

| | |
|--|--|
| Padded PAR (Form 680A)..... | 2.1 - 2.1b, 2.23, 2.24, 2.31, 5.10, 5.100, 8.1 |
| PAM (Personnel Action Manual)..... | 1.0 |
| PAR (Personnel Action Request)..... | 2.1 - 2.1b 8.1 - 8.7, 10.8 - 10.13, 10.23, 10.26, 10.29 |
| PAR Item Deletion Chart | 9.13 |
| PAR, Required/Conditional Charts | 3.20-3.87, 3.104 - 3.153, 3.204 - 3.261 |
| Paramedic Pay | 2.48 |
| Pay Frequency (Item 315) | 2.41 |
| Pay Immediately (Item 615)..... | 2.81 |
| Pay Letter #/Expiration Date (Item 356)..... | 2.50 |
| Pay Period | 2.41, 2.47, 2.79, 2.80, 4.2, 5.25 |
| Pay Period (Item 605)..... | 2.78 |
| Pending Investigation of Injury or Illness | 3.136, 3.246, 5.29 |
| Personnel Operations Errors | 9.1 |
| PIMS System Users/Conversion Dates | 1.3-1.3b |
| Plus Salary (Item 325) | 2.43-2.43.1 |
| Position Number | 2.25-2.28, 2.132, 2.147 - 2.150 |
| Premium Pay | 2.48-2.48.4 |
| Prior State Service (Item 450) | 2.60 |
| Probationary Period (Item 430)..... | 2.56-2.56.1 |
| Processing of Transactions | 8.0-8.7 |
| Professional License (Item 560) | 2.74 |

PAM ALPHABETICAL INDEX

(Revised 11/10)

Q.

Qualifying or Non-qualifying Pay Period 2.90, 3.136

R.

Reading Line 12 - Employment History 9.1

Reallocations 1.5, 4.1

Reason for Separation (Item 603) 2.76-2.77

Reconstructing Employment History 9.7

 Examples of 9.9

Red Circle Rates..... 2.43

Redefined Transaction Codes 2.209

Reemployment List Class (Item 725)..... 2.55, 2.92

Reemployment List Eligibility (Item 730) 2.94

Reemployment List Eligibility Date (Item 869) 2.118

Reemployment Seniority Score (Item 735) 2.95

Re-entering A New Transaction As A Result of a Void..... 9.6

Reinstatement of Payment of Lump Sum Vacation 5.75

Rejection During Probationary Period..... 2.20, 5.83, 5.84

Reporting Unit (Item 121) 2.26

Request for Confidentiality of Home Address (Form 686A)..... 6.11

Requesting Additional History 1.12

Requesting Duplicate Documents..... 1.12

Required/Conditional Charts (Purpose/Use)..... 3.0-3.2

Retention of Documents

 PAR..... 2.4, 2.5

 NOPA..... 7.2

Retirement System Transaction (R01)..... 3.147

Retirement Rate (Item 530) 2.68

Retirement Annuitant Appointment..... 2.41, 2.48, 2.52,
2.54, 2.55.1 - 2.55.2, 3.28, 3.30, 3.32, 6.1

Right of Return Designation (Item 871) 2.100, 2.119 -
2.120.1

Roll Code 9 Employees 2.36

Route to Department of (Item 015) 2.22

S.

Safety Member (Item 515) 2.65

Salary, Based on (Item 320) 2.42

Salary Increase Certification (Item 872)..... 2.121

Salary Per (Item 310)..... 2.40

Salary Rate 2.42

Salary Rate Substantiation, Above Minimum (Item 873) 2.122

Separation/Disposition of CalPERS Contributions..... 6.20-6.29

Separation Expiration Dates & Hours (Item 645)..... 2.86

Separation Required/Conditional Charts 3.204-3.261

PAM ALPHABETICAL INDEX

(Revised 11/10)

| | |
|---|---|
| Separation Time to be Paid Substantiation (Item 958) | 2.147 |
| Separation Transaction Codes | 3.200-3.203 |
| Sequence Number (Item 005) | 2.20 |
| Serial (Item 123) | 2.28 |
| Service Pay Period (Item 715) | 2.90, 5.29 |
| Sex (Item 440) | 2.58 |
| Correction to | 9.3 |
| Shift Differential (Item 345) | 2.47-2.47.1 |
| Sick Leave (Lump Sum) | 2.82, 2.84, 3.250 |
| Sick Leave at Retirement (Item 888) | 2.133 |
| Signature Authorization For Personnel/Payroll Documents (Form PPSD 8A) | 5.95-5.97.2 |
| Social Security/Medicare Member (Item 525) | 2.67 |
| Social Security Number (Item 105) | 2.23 |
| Correction to | 9.3 |
| SPB or Court Action..... | 5.71-5.71.2 |
| Special Ingrade Salary Adjustment..... | 2.44, 2.89, 2.203, 2.208 - 2.209, 3.150, 4.2 - 4.8 |
| Special Instructions (Index) | 5.0 |
| Special Pay (Item 350) | 2.48 |
| Special Plus (Item 720)..... | 2.91 |
| Special Salary Adjustment - CPA or CPS Certificate..... | 5.98 |
| State Disability Insurance Leave documentation | 3.232, 5.103 |
| State Reporting Codes | Appendix IV |
| Submission of Documents | 2.2, 2.4, 2.35 |
| Surname Suffixes | 2.24 |
| Survivor's Benefits (Item 520)..... | 2.66 |
| T. | |
| Tax Sheltered Annuity Deduction | 2.151, 2.205 |
| Telephone Contacts..... | 1.12 – 1.13 |
| Temporary Authorization Appointment (TAU)..... | 2.44, 2.52, 2.56 |
| Temporary Authorization Clearance (Item 878)..... | 2.126 |
| Temporary Leave (715 Transaction) | 3.136 |
| Temporary Leave (S54 Transaction) | 3.240, 5.31 |
| Ten-Twelve Pay Plan Employees | 3.114, 3.115 |
| Time Base (Item 405) | 2.51 |
| Time Base Substantiation (Item 879) | 2.127 |
| Time of Death (Item 880)..... | 2.128 |
| Time to be Paid - New (Item 606) | 2.79-2.79.3 |
| Total to be Paid - Old (Item 607) | 2.80 |
| Total Salary (Item 306) | 2.39 |
| Total State Service (Item 705) | 2.88 |
| Correction to | 9.3 |
| Transaction Code (Item 205) | 2.34 |

PAM ALPHABETICAL INDEX

(Revised 11/10)

| | |
|---|--|
| Transaction Codes | |
| Inactive or Redefined | 2.209 |
| Appointment..... | 3.17-3.19 |
| Miscellaneous Change..... | 3.100-3.102 |
| Separation..... | 3.200-3.202 |
| Correction to | 9.3 |
| Transaction Packages | 5.100 |
| Turnaround Documents Chart | 2.6 |
| Turnaround PAR (Form 680) | 2.1 – 2.1b, 5.10, 5.50, 5.70, 5.100 |
| | |
| Type of List/Exempt Status (Item 426) | 2.55.1-2.55.4 |
| | |
| U. | |
| Union Benefit Trust Fund Deduction..... | 2.151, 2.205 |
| Unit (Item 121) | 2.26 |
| | |
| V. | |
| Vacation (Lump Sum) | 2.82, 2.84 |
| Variable Maintenance Deduction | 2.151, 2.205 |
| Voiding Transaction | 9.5 |
| | |
| W. | |
| Work Week Group (Item 355)..... | 2.49 |
| Work Week Group Reallocations | 2.49-2.50 |

PAM TABLE OF CONTENTS

(Revised 11/10)

| <u>SECTION TITLE</u> | <u>PAGES</u> |
|---|--------------|
| 1.0 <u>SYSTEM INFORMATION</u> | |
| Foreword | 1.0 |
| Background | 1.2 |
| PIMS Systems Users/Conversion Dates | 1.4 |
| Employment History Decentralized Departments/ Conversion Dates | 1.8 |
| Telephone Contacts | 1.12 |
| 2.0 <u>PERSONNEL ACTION REQUEST (PAR) - PURPOSE/USE</u> | |
| Padded Par (Form 680A) / Turnaround Par (Form 680) | 2.1 |
| Turnaround PAR list of Transactions | 2.6 |
| 2.20 <u>PAR ITEMS - LINES 1 THROUGH 7</u> | |
| Items 005 through 306 Index | 2.20 |
| Items 310 though 455 Index | 2.40 |
| Items 505 Account Code Index, Codes, Descriptions | 2.62 |
| Account Code Glossary | 2.63.2 |
| Items 510 through 535 | 2.64 |
| Item 450 - Prior State Service | 2.60 |
| Items 540 through 740 Index | 2.70 |
| 2.100 <u>PAR ITEMS – LINES 8 AND 9</u> | |
| Index | 2.100 |
| General Information/Documentation/Add. Info. | 2.101 |
| Items 850 through 999..... | 2.102 |
| 2.200 <u>PAR ITEMS - LINES 10, 11 AND 12</u> | |
| Line 10, Backup, Remarks and Keyed By Information | 2.200 |
| Line 10 Completion Chart..... | 2.201 |
| Line 11, Appointing Power Signature | 2.206 |
| Line 12, Employment History..... | 2.207 |
| 3.0 <u>REQUIRED/CONDITIONAL CHARTS - PURPOSE/USE</u> | 3.0 |
| PAR APPOINTMENT TRANSACTIONS | |
| Appointment Transaction Codes (Definitions) | 3.3 |
| Appointment Required/Conditional Charts (Index) | 3.6 |
| Appointment Required/Conditional Charts | 3.20 |
| 3.100 <u>PAR MISCELLANEOUS CHANGE TRANSACTIONS</u> | |
| Miscellaneous Change Transaction Codes (Definitions/Index)..... | 3.103 |
| Miscellaneous Change Required/Conditional Charts | 3.104 |
| 3.200 <u>PAR SEPARATION TRANSACTIONS</u> | |
| Separation Transaction Codes (Definitions/Index) | 3.200 |
| Separation Required/Conditional Charts | 3.204 |

PAM TABLE OF CONTENTS

(Revised 11/10)

| <u>SECTION TITLE</u> | <u>PAGES</u> |
|---|---------------------|
| 4.0 <u>PAR - PERSONNEL OPERATIONS INITIATED ACTIONS/REPORTS</u> | |
| Mass Updates..... | 4.1 |
| SISA/MSA Mass Updates..... | 4.2 |
| SISA/MSA Register (Comment Codes) | 4.5 |
| Supervisory Certification examples | 4.7 |
| Monthly Expiration Dates Reports | 4.10 |
| Monthly CBID Audit Report | 4.13 |
| 5.0 <u>PAR - SPECIAL INSTRUCTIONS</u> | |
| Index..... | 5.0 |
| 6.0 <u>EMPLOYEE ACTION REQUEST (EAR) - PURPOSE/USE</u> | 6.1 |
| EAR Item Definitions | 6.3 |
| Separation of CalPERS contributions | 6.20 |
| 6.20 <u>SEPARATION/DISPOSITION OF PERS CONTRIBUTIONS - PURPOSE/USE</u> | |
| Separation Form Item Definitions | 6.22 |
| 7 <u>NOTICE OF PERSONNEL ACTION</u> | |
| 8 <u>PROCESSING OF TRANSACTIONS - INDEX</u> | 8.0 |
| 9 <u>PAR - CORRECTIONS, OUT-OF-SEQUENCE, VOIDS - INDEX</u> | 9.0 |
| Corrective Action Procedures | 9.1 |
| 10 <u>DECENTRALIZED PROCEDURES - INDEX</u> | 10.0 |
| Employment History Decentralized Procedures | 10.1 |
| Par Update Instructions | 10.10 |
| Keying PAR Items | 10.11 |
| CS Exempt Automated Audit Messages | 10.13 |
| Transactions Keying Exceptions | 10.14 |
| EAR Update Instructions | 10.15 |
| Revolving Transaction Coding or Key Entry Errors on Ear Transactions. | 10.19 |
| Duplicate PAR Request | 10.23 |
| Employment History Data Base Restore Process | 10.25 |
| Inquiry Procedures | 10.26 |
| Telephone Contacts | 10.36 |
| <u>APPENDIXES</u> | |
| I – Class Title Variation Code Listing..... | 1 - 15 |
| II – Valid CETA Department codes..... | 1-2 |
| III – Fractions of Hours Conversion Chart | 1-2 |
| GLOSSARY | 1 - 11 |

Revised 11/10 PERSONNEL/PAYROLL CUTOFF DATES FOR 2010 5.27

| 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 | 08/06 | 08/05 | 08/20 | 08/17 |
| SEPTEMBER | 9/01-9/30 | 09/08 | 09/07 | 09/22 | 09/17 |
| OCTOBER | 10/01-11/01 | 10/08 | 10/07 | 10/21 | 10/18 |
| NOVEMBER | 11/02-12/01 | 11/09 | 11/08 | 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 |

6.0 (Revised 11/10)

**EMPLOYEE ACTION REQUEST (EAR)
PURPOSE AND USE INDEX – SECTION 6**

| | |
|--|-----------|
| Employee Action Request (EAR) | 6.1 - 6.3 |
| Ear Item Definitions | |
| Section A - Position Identification | 6.3 |
| Section B - Type of Transaction. | 6.3 |
| Section C - Social security Number & Employee Name | 6.5 |
| Section D - Name Change | 6.6 |
| Name correction (Dept. Error) | |
| Section E - Withholding Allowances | 6.7 |
| Withholding Claim Reported to IRS & State | |
| PART I FEDERAL/STATE ALLOWANCES | |
| PART II SPECIAL STATE ALLOWANCES | |
| PART III ADDITIONAL DEDUCTIONS | |
| PART IV EXEMPTION FORM WITHHOLDING EMPLOYEE INSTRUCTIONS | |
| Exemption Expiration | |
| PART V NON TAXABLE WAGES | |
| Section F- Employee Address. | 6.9 |
| Section G - Prior Employment | 6.10 |
| Section H - Employee Birth date | 6.10 |
| Section I - Employee signature. | 6.10 |
| Section J - Reviewer's Signature.. | 6.11 |

6.1 (Revised 11/10)

EMPLOYEE ACTION REQUEST (EAR) (Form 686)

PURPOSE/USE

The EAR is used to document an employee's

- . birthdate
- . name
- . address
- . withholding allowance information
- . prior State/Public employment

REQUIRED

An EAR MUST be processed for:

- . new employees
- . employees returning after a permanent separation
- . current employees reporting changes
- . employees receiving IRS/State notification of mandatory withholding change
- . deceased employees

PAR's which do not have an EAR attached for employees who are new, returning after permanent separation or deceased will be returned.

EXCEPTIONS- An EAR is RECOMMENDED but not required for the following:

- . Agricultural Associations (Agency 014 - Unit 000)
- . Immediate Pay appointment/separation method
- . Emergency and Retired Annuitant appointments

Although an EAR is not required in the above cases, all employees must be given IRS form W-4 and the applicable state withholding form (California DE 4, New York IT 2104, Illinois IL W-4) and complete an EAR so they may claim appropriate withholding allowances. If employee does not complete an EAR, taxes will be withheld as follows:

- . For a returning employee with prior history on the data base, taxes will be withheld based on the previously claimed marital status and allowances. Any previously claimed Federal or State Additional Withholding will be deducted.
- . For a new employee, or for a returning employee with no prior history on the data base, taxes will be withheld as for a single person claiming no allowances.

NOT REQUIRED

Do not process an EAR for:

- . employees returning from a temporary separation with no changes to report (S49-S57)
- . employees transferring between departments with no changes to report
- . employees appointed to an additional position with no changes to report

6.2 (Rev. 05/94)

EMPLOYEE ACTION REQUEST (EAR) - (Form 686) (Cont.)

QUESTIONS

For information or questions about completing the EAR Form, the appointing power may call Personnel Operations, Production Support Unit at (916) 322-8141.

ROUTING:

ORIGINAL

Transactions that require PPSD processing submit directly to:

State Controller's Office
Personnel/Payroll Services Division
Personnel Operations
P. O. Box 942850
Sacramento, CA 94250-5878

For New Employee transactions, the original EAR must be attached with the appointment PAR.

YELLOW COPY - May be retained by the department.

PINK COPY - Retained by employee along with the instruction sheet (fourth page).

6.9.1 (Revised 11/10)
SECTION F - EMPLOYEE ADDRESS (cont.)

F.02 – City and State

These fields must not be left “empty” or blank. Do not use any punctuation in these fields. Leave two spaces between the city/town name and the two letter US State abbreviation code. Complete as follows:

CITY:

- Enter the full city, town or municipality name, do not abbreviate.
- Do not enter more than 23 characters (including spaces) for city.

STATE:

- Enter the State’s or Territory’s USPS-approved, two-letter, US State abbreviation code. **(See following table on PAM page 6.9.2 & 6.9.3)**
- Do not enter more than two (2) digits for the state.

(Refer to PAM Appendix IV for State Reporting Codes.)

F.03 – Zip Code

Enter the valid **five-digit** Zip Code to ensure mail delivery. This field must not be left “empty”, blank or all zeros.

If the address is international (foreign country address), enter “00001” for the Zip Code.

F.04 – Employment List(s)

If box is checked, send a copy of the STD. 686 to your departmental delegated testing/examination processing unit to update the employee’s address and phone number on any departmental employment list.

NOTE: An employee’s EAR address change does not change an employee’s U.S. Savings bond Account address. A Std. Form 242, PART III, change in Authorization, must be completed and submitted to PPSD, Bond Unit.

NOTE: The EAR no longer provides for the employees’ home address to be withheld. A STD Form 677 “Request for Nondisclosure of Employee Home Address” must be completed by the employee and submitted to the Personnel Office. See Personnel Letter #99-003 (Civil Service) and #99-004 (CSU) for instructions.

6.9.2 (New 11/08)

| US States/Possessions | Abbreviation |
|--------------------------------|--------------|
| ALABAMA | AL |
| ALASKA | AK |
| AMERICAN SAMOA | AS |
| ARIZONA | AZ |
| ARKANSAS | AR |
| CALIFORNIA | CA |
| COLORADO | CO |
| CONNECTICUT | CT |
| DELAWARE | DE |
| DISTRICT OF COLUMBIA | DC |
| FEDERATED STATES OF MICRONESIA | FM |
| FLORIDA | FL |
| GEORGIA | GA |
| GUAM | GU |
| HAWAII | HI |
| IDAHO | ID |
| ILLINOIS | IL |
| INDIANA | IN |
| IOWA | IA |
| KANSAS | KS |
| KENTUCKY | KY |
| LOUISIANA | LA |
| MAINE | ME |
| MARSHALL ISLANDS | MH |
| MARYLAND | MD |
| MASSACHUSETTS | MA |
| MICHIGAN | MI |
| MINNESOTA | MN |
| MISSISSIPPI | MS |
| MISSOURI | MO |
| MONTANA | MT |
| NEBRASKA | NE |
| NEVADA | NV |
| NEW HAMPSHIRE | NH |
| NEW JERSEY | NJ |
| NEW MEXICO | NM |
| NEW YORK | NY |
| NORTH CAROLINA | NC |
| NORTH DAKOTA | ND |
| NORTHERN MARIANA ISLANDS | MP |
| OHIO | OH |
| OKLAHOMA | OK |
| OREGON | OR |
| PALAU | PW |