

PAM MEMORANDUM

TO: PAM HOLDERS

DATE: November 2011

ISSUE NO. 353-11

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

- 2.61: ITEM 455 – Disability Code, updated.
- 3.20, 3.28, 3.32, 3.36, 3.40: A01-A03, PAR Disability Code on new appointments changed from required to conditional, updated.

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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

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2.61 (Revised 11/11)

ITEM 455 - DISABILITY CODE

DESCRIPTION: A code indicating the employee's self-identification of disability status or that the employee did not respond to the State Employee Disability Questionnaire. (Refer to Government Code Section 19233.)

REQUIRED: 1 - For 455 Transaction. |

ENTER: The applicable code:

ALPHA CODE

A - Visual

B - Hearing

C - Speech

D - Orthopedic Impairments; amputations or functional limitations of upper or lower extremities; or trunk, back or spine when there is a medically diagnosed disability

H - Epilepsy

I - Neurological Impairments

J - Mental Retardation

K - Heart or Circulatory Conditions

L - Disease of the Blood and blood forming organs

M -Respiratory Impairment

N - Digestive Disorders

O -Colostomies and Ileostomies

P - Kidney Disease

Q -Diabetes

R - History of Cancer

S - Conditions of the Skin

(continued on next page)

ITEM 455 - DISABILITY CODE (CONTINUED)

ENTER: T - Dyslexia
(CONT.) U - Mental Disorders
 V - Alcoholism or Drug Addiction
 W - Other
 X - No disability

NUMERIC CODE

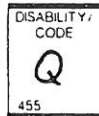
8 - Employee did not respond

ADDITIONAL
INFORMATION:

This item will not turnaround on the PAR.

Only one code is allowed in Item 455. If an employee completes a primary and a secondary code on the Disability Questionnaire, enter the primary code in Item 455.

EXAMPLE:



3.8
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APPOINTMENT REQUIRED/CONDITIONAL INDEX (CONT.)

<u>CODE</u>	<u>EMPLOYEE STATUS</u>	<u>DATA BASE HISTORY</u>	<u>PAR FORM</u>	<u>PAGE</u>	
A32	New/Returning	No	Padded	3.78	
	Additional Position	For Position-No	Padded	3.78	
	Returning	Yes	Turnaround	3.79	
	Addition 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	
	Addition 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	
	Addition 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	
	Additional Position	No	Padded	3.88	
	Returning	Yes	Turnaround	3.89	
	Addition 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	

*Formerly "One Document Method" Appointment.

PAM

3.20 (Revised 11/11)

A01




CERTIFICATION PROCESS

- 1) Use for employee new to State Service; or
- 2) Use for employee returning to State Service with NO history on the data base.

USE PADDED PAR

															005 RESOURCE NUMBER		OF			
															010 DOCUMENT PROCESSING NUMBER					
1	SOCIAL SECURITY #		EMPLOYEE LAST NAME			FIRST NAME AND MIDDLE INITIAL			POSITION NUMBER			DEF CODE	CD ID	COUNTY CODE	BIRTH DATE	RESID STATE				
TO:									AGENCY	UNIT	CLASS	SERIAL								
	121	14	EFFECTIVE DATE AND HOURS			EMPLOYMENT HISTORY - REMARKS			120	121	122	123	124	125	126	127				
2	TRANSACTION CODE								00	01	02	03	04	05	06	07				
TO:																				
3	ACTUAL RATE	SALARY PER	PAY PERIOD	BASIS ON SALARY	PLUS SALARY	EXPIRATION DATE OF PLUS SALARY	ANNIVERSARY DATE	ALTERED RANGE	STATUS	EMP OFF	LEGAL PAY	HWY	PAY LETTER #	PAY LETTER EXPIRATION DATE						
TO:																				
4	TIME BASE	ADD TENURE	# MOS	APPOINTMENT DATE	EXPIRATION HOURS	DEF #	TYPE OF LET OR EXEMPT STA	PROBATIONARY PERIOD	ENDING DATE	MOR APPROVAL	EXEMPT ORDER	PROF STATE SERVICE	ISSUE CODE							
TO:																				
5	ACCOUNT CODE	SAFETY MEMBER	SURVIVOR BENEFITS	BAILO	RETIREMENT RATE (%)	EXEMPT AUTHORITY	DUAL NON-CITIZEN	MEDICAL CLEARANCE	PROFESSIONAL LICENSE	EXPIRATION DATE	JOB ACQUIRE. INFL. BURRY DATE	WCTD DL DATE								
TO:																				
6	REASON FOR SEPARATION	PAY PERIOD	TIME TO BE PAID NEW	TIME TO BE PAID OLD	PAY RANGE	LUMP SUM TO BE PAID	LUMP SUM EXTRA HOURS	LUMP SUM PAYMENT CODE	LUMP SUM	SEPARATION DATE	EXPIRATION HOURS	FREE MAINTENANCE POST FINAL DEC								
TO:																				
7	TOTAL STATE SERVICE		INTERIM DATES AND HOURS			SERVICE PAY PERIOD		NEEDS OTHER LIST CLASS	LIST ELIG	NEEDS OTHER LIST ELIG										
TO:	MOS	HOURS	AS OF																	

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

-  **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)

PAM

3.27 (Rev. 11/98)

LINES 8 - 9 ITEMS:

- | | |
|--|---|
| 851 - Alternate Salary Range Criteria | 873 - Salary Rate Substantiation, Above Minimum |
| 853 - Commitment Date | |
| 857 - Emergency Qualifying Time | 876 - Anniversary Date - Second Accelerated |
| 858 - List Clearance Date | |
| 859 - Flag Clearance, Employment List Substantiation | 878 - TAU Clearance |
| 861 - Health and Welfare Benefits | 884 - License - Additional |
| 863 - Intermittent Hours Work Expected | 886 - Class Title Variation Code |
| 864 - Legal Reference for Annuitant | 891 - Indeterminate Service Accumulation |
| 867 - Limited Term/Anniversary Date Justification | 892 - Last Day on Pay Status |
| 869 - Reemployment List Eligibility Date | 895 - Academic Days Not Worked |
| 871 - Right of Return Designation | 951 - Appointment Restriction - Specific Sex |
| 872 - Salary Increase Certification | 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 - 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 - A01 - Special Consultants and New Program Consultants 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.

APPOINTMENT TRANSACTION CODE A01

PAM

3.28 (Revised 11/11)

A01 or A02

IMMEDIATE PAY APPOINTMENT *1

RETIRED ANNUITANT*2, EMERGENCY*2, LT, TAU ONLY

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

USE PADDED PAR

1 TO:		SOCIAL SECURITY #	EMPLOYEE LAST NAME	FIRST NAME AND MIDDLE INITIAL	POSITION NUMBER	DEPT CODE	CD	COUNTY CODE	BIRTH DATE	SEQUENCE NUMBER	DOCUMENT PROCESSING NUMBER					
2 TO:		TRANSACTION CODE	EFFECTIVE DATE AND HOURS	EMPLOYMENT HISTORY REMARKS	NO	ID	NO	ID	NO	ID	NO	ID				
3 TO:		305 ACTUAL RATE	SALARY PER	PAY FREQ	BASED ON SALARY	PLUS SALARY	EXPIRATION DATE OF PLUS SALARY	ANNIVERSARY DATE	ALTERNATE RANGE	PAYROLL STATUS	SHIFT OFF.	SPECIAL PAY	WWD	PAY LETTER #	PAY LETTER EXPIRATION DATE	
4 TO:		TIME BASE	APPT TENURE	# MOS	APPOINTMENT EXPIRATION DATE	CERT. #	TYPE OF LIST OR EXMT STAT	PROBATIONARY PERIOD CODE	EXONG DATE	MOR APPROVAL CODE	FORM	DATE	SEX	ETHNIC ORIGIN	PRIOR STATE SERVICE	DISABILITY CODE
5 TO:		ACCOUNT CODE	SAFETY MEMBER	SURVIVORS BENEFITS	SS/RED MEMBER	RETIREMENT AUTHORITY	EXEMPT AUTHORITY	NON-CITIZEN	MEDICAL CLEARANCE	FINGERPRINT	PROFESSIONAL LICENSE TYPE	EXPIRATION DATE	JOB INCURRED INJURY DATE	INJURY DATE	WCTD/DEL DATE	
6 TO:		REASON FOR SEPARATION	PAY PERIOD	TIME TO BE PAID (NEW)	TIME TO BE PAID (OLD)	PAY PERIOD	LUMP SUM TO BE PAID	LUMP SUM EXTRA HOURS	LUMP SUM PAYMENT CODE	LUMP SUM UNIT	LUMP SUM SERIAL	SEPARATION EXPIRATION DATE	MONTHLY MAINTENANCE	MONTHLY MAINTENANCE	MONTHLY MAINTENANCE	
7 TO:		TOTAL STATE SERVICE	AS OF	INTERMITTENT DATES AND HOURS				SERVICE PAY PERIOD	REEMPLOYMENT LIST CLASS	REEMPLOYMENT LIST CLASS	REEMPLOYMENT LIST CLASS	REEMPLOYMENT LIST CLASS	REEMPLOYMENT LIST CLASS	REEMPLOYMENT LIST CLASS	REEMPLOYMENT LIST CLASS	REEMPLOYMENT LIST CLASS

- *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 documents 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.)

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)

PAM

3.31 (Rev. 05/96)

LINES **8 - 9** ITEMS:

- | | |
|--|--|
| 850 - Additional Position Substantiation | 876 - Anniversary Date - Second Accelerated (DELETED ONLY) |
| 851 - Alternate Salary Range Criteria | 878 - TAU Clearance (A01 Only) |
| 853 - Commitment Date | 879 - Time Base Substantiation |
| 858 - List Clearance Date | 884 - License - Additional |
| 859 - Flag Clearance, Employment List Substantiation | 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 (REQUIRED for Retired Annuitant Appointment) | 951 - Appointment Restriction - Specific Sex |
| 867 - Limited Term/Anniversary Date Justification | 955 - Multiple Hourly Rate |
| 871 - Right of Return Designation | 957 - Other Eligibility Substantiation |
| 872 - Salary Increase Certification | 960 - Corrected Transaction Identifier |
| 873 - Salary Rate Substantiation, Above Minimum | 999 - Deduction Information |

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 - 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 Consultants and New Program Consultants Appointments.
- 10 - A01 or A02 after an S41.

APPOINTMENT TRANSACTION CODE A01 OR A02

PAM

3.32 (Revised 11/11)

A02

CIVIL SERVICE ELIGIBILITY - PERMISSIVE

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

USE PADDED PAR

										005 SEQUENCE NUMBER <input type="text"/> OF <input type="text"/>						
										010 DOCUMENT PROCESSING NUMBER <input type="text"/>						
1	TO: SOCIAL SECURITY #		EMPLOYEE LAST NAME			FIRST NAME AND MIDDLE INITIAL			POSITION NUMBER		DEPT CODE	CB ID	COUNTY CODE	BIRTH DATE		
2	TO: TRANSACTION CODE		EFFECTIVE DATE AND HOURS			EMPLOYMENT HISTORY REMARKS			ESTABLISHED EMPH-NO							
3	TO: ACTUAL RATE		SALARY PER	PAY FREQ	BASED ON SALARY		PLUS SALARY	EXPIRATION DATE OF PLUS SALARY	ANNIVERSARY DATE	ALTERNATE RANGE	PAYROLL STATUS	SHIFT DIFF	SPECIAL PAY	WWSG	PAY LETTER #	PAY LETTER EXPIRATION DATE
4	TO: TIME BASE		APPT TENURE	#	MOS	APPOINTMENT EXPIRATION		CERT #	TYPE OF LIST OR EXMT STAT	PROBATIONARY PERIOD	MOR APPROVAL		SEX	ETHNIC ORIGIN	PRIOR STATE SERVICE	DISABILITY/ CODE
5	TO: ACCOUNT CODE		SAFETY MEMBER	SURVIVORS BENEFITS		ORAB MEMBER	RETIREMENT RATE (%)	EXEMPT AUTHORITY	DAT- NON-CITIZEN	MEDICAL CLEARANCE	FINGERPRINT	PROFESSIONAL LICENSE	EXPIRATION DATE	JOB INCURRED INJURY	INJURY DATE	WCTD/OL DATE
6	TO: REASON FOR SEPARATION		PAY PERIOD	TIME TO BE PAID (NEW)	TIME TO BE PAID (OLD)	PAY METHOD	LUMP SUM TO BE PAID	LUMP SUM EXTRA HOURS	LUMP SUM PAYMENT CODE	LUMP SUM UNIT	LUMP SUM SERIAL	SEPARATION EXPIRATION	DATE	HOURS	FIXED MAINTENANCE	FRST/FRNAL DED
7	TO: TOTAL STATE SERVICE		MOS	HOURS	AS OF	INTERMITTENT DATES AND HOURS			SERVICE PAY PERIOD	REEMPLOYMENT LIST CLASS	L. MFL	REEMPLOY LIST ELIG				

- 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 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.

PAM

3.35 (Rev. 11/98)

LINES 8 - 9 ITEMS:

- | | |
|--|--|
| 850 - Additional Position Substantiation (REQUIRED) | 873 - Salary Rate Substantiation, Above 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 Clearance |
| 863 - Intermittent Hours Work Expected | 891 - Indeterminate Service Accumulation |
| 864 - Legal Reference for Annuitant (REQUIRED for Retired Annuitant Appointment) | 895 - Academic Days Not Worked |
| 867 - Limited Term/Anniversary Date Justification | 952 - Case No. and Date of Action |
| 872 - Salary Increase Certification | 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 - 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 Consultants and New Program Consultants Appointments
- 10 - A01, A02 or A03 to permanent appointment when employee is reinstating from retirement status.

APPOINTMENT TRANSACTION CODE A02

PAM

3.36 (Revised 11/11)

A02

CIVIL SERVICE ELIGIBILITY – PERMISSIVE

- 1) Use for employee returning to State service when history on the data base; or
- 2) Use for additional position when position history is on data base.

USE TURNAROUND PAR

															005 SEQUENCE NUMBER <input type="text"/> OF <input type="text"/>		
															010 DOCUMENT PROCESSING NUMBER <input type="text"/>		
1	SOCIAL SECURITY #		EMPLOYEE LAST NAME			FIRST NAME AND MIDDLE INITIAL			POSITION NUMBER		DEPT CODE	CR ID	COUNTY CODE	BIRTH DATE	ANNUAL SALARY		
	TO:	105	110	111	120	121	122	123	124	126	130	135	140	145			
2	TRANSACTION CODE		EFFECTIVE DATE AND HOURS			EMPLOYMENT HISTORY REMARKS			ESTABLISHED EMPHOURS								
	TO:	(1) 205	(2) 210	MM/YY	215	*2	251	252	253	254	255	256	257	258			
3	305 ACTUAL RATE		SALARY PER	PAY FREQ.	BASED ON SALARY		PLUS SALARY	EXPIRATION DATE OF PLUS SALARY	ANNIVERSARY DATE	ALTERNATE RANGE	PAYROLL STATUS	SHIFT DIFF.	SPECIAL PAY	WVG	PAY LETTER #	PAY LETTER EXPIRATION DATE	
	TO:	310	315	320	325	330	MM/YY	335	340	345	350	355	356				
4	TIME BASE	APPT. TENURE	# MOS	APPOINTMENT EXPIRATION		CERT #	TYPE OF LIST OR EXMT STAT		PROBATIONARY PERIOD		MCR APPROVAL		SEX	ETHNIC ORGN	PRIOR STATE SERVICE	DISABILITY CODE	
	TO:	405	410	415	416	425	426	430	435	440	445	450	455	460			
5	ACCOUNT CODE	SAFETY MEMBER	SURVIVORS BENEFITS	QASE MEMBER	RETIREMENT RATE (%)	EXEMPT AUTHORITY	DATH NON-CITIZEN		MEDICAL CLEARANCE	FINGERPRINT	PROFESSIONAL LICENSE		JOB INCURRED INJURY		WCTD/EX DATE		
	TO:	505	510	515	520	525	530	535	540	545	550	555	560	565			
6	REASON FOR SEPARATION	PAY PERIOD	TIME TO BE PAID (NEW)		TIME TO BE PAID (OLD)		PAY INDEED	LUMP SUM TO BE PAID		LUMP SUM EXTRA HOURS	LUMP SUM PAYMENT CODE	LUMP SUM UNIT	LUMP SUM SERIAL	SEPARATION EXPIRATION DATE	FIXED MAINTENANCE MONTHLY DED		
	TO:	603	605	MM/YY	606	DAS HOURS	607	DAS HOURS	615	620	DAS HOURS	625	DAS HOURS	630	635	636	645
7	TOTAL STATE SERVICE		INTERMITTENT DATES AND HOURS			SERVICE PAY PERIOD		REEMPLOYMENT LIST CLASS		LUMP NO.	REEMPLOY LIST ELIG						
	TO:	MOS	HOURS	AS OF	1) THRU	2) THRU	3) THRU	715	MM/YY	720	725	730	735	740			

*1 Conditional for Additional Position.

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

== 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)

PAM

3.39 (Rev. 11/98)

LINES 8 - 9 ITEMS:

- | | |
|---|---|
| 851 - Alternate Salary Range Criteria | 876 - Anniversary Date - Second Accelerated |
| 856 - Demotion Reason | 879 - Time Base Substantiation |
| 857 - Emergency Qualifying Time | 884 - License - Additional |
| 863 - Intermittent Hours Work Expected | 886 - Class Title Variation Code |
| 864 - Legal Reference for Annuitant | 891 - Indeterminate Service Accumulation |
| 867 - Limited Term/Anniversary Date 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, Above Minimum | 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 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.

APPOINTMENT TRANSACTION CODE A02

PAM

3.40 (Revised 11/11)

A03

CIVIL SERVICE ELIGIBILITY - MANDATORY

- 1) Use for new employee blanketed into State service; or
- 2) Use for employee returning to State service with NO history on data base.

USE PADDED PAR

										005 SEQUENCE NUMBER <input type="text"/> OF <input type="text"/>						
										010 DOCUMENT PROCESSING NUMBER <input type="text"/>						
1	SOCIAL SECURITY #		EMPLOYEE LAST NAME			FIRST NAME AND MIDDLE INITIAL			POSITION NUMBER		DEPT CODE	CB ID	COUNTY CODE	BIRTH DATE		
TO:									AGENCY UNIT CLASS SERIAL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
										ESTABLISHED EARNINGS						
2	TRANSACTION CODE		EFFECTIVE DATE AND HOURS			EMPLOYMENT HISTORY REMARKS			IND	D	IND	D	IND	D		
TO:	<input type="text"/>		<input type="text"/>			<input type="text"/>			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
3	ACTUAL RATE	SALARY PER	PAY FREQ	BASED ON SALARY	PLUS SALARY	EXPIRATION DATE OF PLUS SALARY	ANNIVERSARY DATE	ALTERNATE RANCE	PAYROLL STATUS	SRP DIFF	SPECIAL PAY	WVVG	PAY LETTER #	PAY LETTER EXPIRATION DATE		
TO:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
4	TIME BASE	APPT TENURE	# MOS	APPOINTMENT EXPIRATION DATE	HOURS	CERT #	TYPE OF LIST OR EXMT STAT	PROBATIONARY PERIOD CODE	ENDING DATE	MCRA APPROVAL CODE	FORM	DATE	SEX	ETHNIC ORIGIN	PRIOR STATE SERVICE	DISABILITY CODE
TO:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	ACCOUNT CODE	SAFETY MEMBER	SURVIVORS BENEFITS	SS/PRIED BENEFITS	RETIRE RATE	EXEMPT AUTHORITY	DATA NON-CITIZEN	MEDICAL CLEARANCE	FINGERPRINT	PROFESSIONAL LICENSE	EXPIRATION DATE	CODE	JOB INCURRED INJURY DATE	WCTD/OL DATE		
TO:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
6	REASON FOR SEPARATION	PAY PERIOD	TIME TO BE PAID (NEW)	TIME TO BE PAID (OLD)	PAY BANNED	LUMP SUM TO BE PAID	LUMP SUM EXTRA HOURS	LUMP SUM PAYMENT CODE	LUMP SUM UNIT	LUMP SUM SERIAL	SEPARATION EXPIRATION DATE	HOURS	FRIED MAINTENANCE PROVISIONAL DED	MONTHLY DED.		
TO:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
7	TOTAL STATE SERVICE		INTERMITTENT DATES AND HOURS			SERVICE PAY PERIOD	REPLACEMENT LIST CLASS	LEAD MID	REPLACEMENT LIST ELIG							
TO:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>							

- 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)