

Civil Service

Assembly

Document Type	Processing Need
Assembly Documents	All Assembly personnel and payroll transaction requests for SCO processing

Benefits

Document Type	Processing Need
Benefits - CalFIRE Only MISC BU08	BU 08 ONLY: -Process benefits-related A/Rs, which may include payment type K, request for leave credit offset, or request for change of method collection -Continuation of benefits while on FMLA/CFRA and/or SDI/PFL -Leave credit offset: Use leave credits to satisfy an A/R -Notice (ding notice) sent back to the agency asking for correction on form
Benefits - New CalFIRE Only BU08	Establish Std. 692, Std. 701C, Std. 702, and Std. 701R
Benefits - Change CalFIRE Only BU08	Change Std. 692, Std. 701C, Std. 702, and Std. 701R
Benefits - Cancel CalFIRE Only BU08	Cancel for Std. 692, Std. 701C, Std. 702, and Std. 701R
Benefits - CD88	Add, change, or delete benefits-related miscellaneous deduction
Benefits - Form PR250 (Ding Notice)	Notice (ding notice) sent back to the agency asking for correction on form
Benefits - Std. 674 A/R Benefits Accounts Receivable	Process benefits-related A/Rs, which may include payment type K, request for leave credit offset, or request for change of method collection; also the continuation of benefits while on FMLA/CFRA and/or SDI/PFL.
Benefits - Std. 674 A/R Leave Credit Offset	Use leave credits to satisfy an A/R
Benefits - Std. 692 Benefits (DRV)	Dental form - Dependent Re-Verification
Benefits - Std. 692 Dental Cancel	Cancel dental enrollment
Benefits - Std. 692 Dental Change	Change dental enrollment
Benefits - Std. 692 Dental CODE 40	New, Change, Cancel - CODE 40 permitting event

Document Type	Processing Need
Benefits - Std. 692 Dental New	Establish dental enrollment
Benefits - Std. 692 Dental R06	New, Change, Cancel-R06 Bargaining Unit
Benefits - Std. 692 Open Enrollment (OE) Cancel	Cancel dental enrollment during open enrollment
Benefits - Std. 692 Open Enrollment (OE) Change	Change dental enrollment during open enrollment
Benefits - Std. 692 Open Enrollment (OE) Enroll	Establish dental enrollment during open enrollment
Benefits - Std. 700 Basic Vision	Basic vision plan enrollment authorization
Benefits_692_Dental_CHP_BU05	BU05 Dental New, Change, Cancel
Benefits_692_Domestic_Partner	New, Change, Cancel
Benefits - Std. 701C Flex Cancel	Cancel the FlexElect benefit attached to health and/or dental benefits
Benefits - Std. 701C Flex Change	Change the FlexElect benefit attached to health and/or dental benefits
Benefits - Std. 701C Flex New	Establish the FlexElect benefit attached to health and/or dental benefits
Benefits - Std. 701C Flex PI	Establish, change, or cancel the FlexElect benefit
Benefits - Std. 701C Open Enrollment (OE) Cancel	Cancel the FlexElect benefit during open enrollment
Benefits - Std. 701C Open Enrollment (OE) Change	Change the FlexElect benefit during open enrollment
Benefits - Std. 701C Open Enrollment (OE) New	Establish the FlexElect benefit during open enrollment. If ee is requesting cash for dental, submit an Std. 674 to cancel dental.
Benefits - Std. 701R Flex Cancel	Cancel dependent care reimbursement or medical reimbursement
Benefits - Std. 701R Flex New	Establish dependent care reimbursement or medical reimbursement

Document Type	Processing Need
Benefits - Std. 701R Flex Open Enrollment (OE) Cancel	Cancel dependent care reimbursement or medical reimbursement during open enrollment
Benefits - Std. 701R Flex Open Enrollment (OE) Change	Change dependent care reimbursement or medical reimbursement during open enrollment
Benefits - Std. 701R Flex Open Enrollment (OE) New	Establish dependent care reimbursement or medical reimbursement during open enrollment
Benefits - Std. 702 CoBen Cash Option Open Enrollment (OE)	Establish, change, or cancel CoBen Cash during open enrollment
Benefits - Std. 702 CoBen Cash Option	Establish, change, or cancel CoBen Cash

CS Audits

Document Type	Processing Need
CS Audits - Emergency Appointment PAR Package	Emergency appointment PAR package
CS Audits - PAR Package	PAR transaction requiring SCO processing
CS Audits - Separation PAR Package (Lump Sum)	Separation requiring SCO processing
CS Audits - 105/Dual SSN PAR	Correct a single or dual Social Security number (SSN)
CS Audits - Stipulation PAR Package	Stipulation PAR package
CS Audits - Unlawful Appointment Letter	Correct Employment History to reflect good/bad faith unlawful appointments
CS Audits - Receiver PAR Package	Receiver PAR Package

CS Payroll Unit

Document Type	Processing Need
CS Payroll - Std. 674 Payment Request	For payment types 0, 3, 4, 5, ONLY: Issue pay
CS Payroll – Std. 674 Adjustments	For payment types 0, 3, 4, and 5 ONLY: adjust pay (adjust time, salary, or time and salary).
CS Payroll – Std. 674 Transfer of Funds	For payment types 0, 3, 4, and 5 ONLY: Transfer of funds.
CS Payroll - Std. 674 A/R	Establish accounts receivable for payment types 0, 3, 4, and 5 ONLY.
CS Payroll - Std. 674 Military Only	For payment type 7 ONLY: Issue pay, adjust pay (adjust the time, salary, or time and salary), transfer funds, or return warrant.
CS Payroll - Std. 674 A/R Military Only	Establish accounts receivable, change method of collection for payment type 7.
CS Payroll - Std. 674 SPSL/EPSLA/EFMLA	Issue payroll adjustments for payment type 0 for SPSL, EPSLA/EFMLA.
CS Payroll - Std. 674 A/R Change Method Collection	For payment types 0, 3, 4, and 5 ONLY: change method of collection.
CS Payroll - Std. 674 A/R Leave Credit Offset	For payment type 0 ONLY: change method of collection, leave credit offset.
CS Payroll - Std. 674 Receiver Request	Receiver request for AR, Leave credit offsets, change Method of collection, Transfer of Funds, Adjustments, Payments, original overtime, shift, holiday payments Reversals, and Refunds.
CS Payroll – Std. 674 - PR 250 (Ding Notice)	Returning corrected documents. Please submit the attach the PR250 (Ding notice) your received with a document.

Direct Deposit Unit

Document Type	Processing Need
Direct Deposit - Std. 699	Establish or change direct deposit enrollment
Direct Deposit - Std. 699 PR250 (Ding Notice)	Establish or change direct deposit enrollment

Disability Unit

Document Type	Processing Need
Disability - Std. 674 (LC4800)	Issue disability pay; transfer of funds to TD or LC4800
Disability - Std. 674 (LC4811) Cal Fire	Issue disability pay; transfer of funds LC4811- Cal Fire
Disability - Std. 674 (TD)	Issue disability pay for TD supplemental or TDA allowance; transfer of funds for TD; set up A/R for overpayment
Disability - Std. 674 A/R	Process disability-related A/Rs (IDL/NDI/SDI/TD), that may include a request for leave credit offset or request for change method of collection
Disability – Std. 674 (EID not locked on PAR)	Issue pay and transfer of funds for Earnings ID's not locked into PAR for an employee on disability.
Disability - Std. 674D (IDL)	Issue disability pay; transfer of funds for IDL; set up A/R for overpayment
Disability - Std. 674D (NDI)	Issue disability pay for NDI; transfer of funds for NDI; set up A/R for overpayment
Disability - Std. 674D (SDI)	Issue disability pay for SDI; transfer of funds for SDI; set up A/R for overpayment
Disability- Std. 674- GreenCycle (TD)	Issue disability pay for TD Current month pay Payment type: 0, U
Disability- Std. 674D- GreenCycle (NDI)	Issue disability pay for NDI Current month pay Payment Type: 0, T
Disability- Std. 674D- GreenCycle (SDI)	Issue disability pay for SDI Current month pay Payment type: 0
Disability- Std. 674D- GreenCycle (IDL)	Issue disability pay for IDL Current month pay Payment type: 0, 6, N, U
Disability- Std. 674 and 674D- Separations	Issue disability pay for Separating Employees Payment type: 6,N,T,U
Disability- Std. 674 and 674D- PR250 (Ding Notice)	Issue disability pay from PR250 w/corrected 674 or 674D Payment type: None

Garnishment Unit

Document Type	Processing Need
Garnishments - Std. 639 Salary Garnishment	Establish, modify, or cancel garnishment/levy
Garnishments - Std. 639 Salary Garnishment (CFS)	Establish, modify, or cancel child support garnishment
Garnishments - Std. 674	Reissue Master warrant with garnishment deduction

Misc. Deductions

Document Type	Processing Need
Misc Deductions - 650 011	Add, change, or delete maintenance deduction
Misc Deductions - 650 012	One-time maintenance deduction
Misc Deductions - CD88	Add, change, or delete miscellaneous deduction
Misc Deductions - Misc DED ADM	Delete voluntary miscellaneous deductions
Misc Deductions - PPSD360	Parking refund
Misc Deductions - Std. 682 CALHR	Third-party parking

Position Control

Document Type	Processing Need
Position Control - Form PR421	Annual update of existing payroll headers; add, delete, or change any existing headers for the following fiscal year
Position Control - Std. 407	Establishing or deleting headers
Position Control - Std. 607	Establishing or deleting a position

Premium Pay Unit

Document Type	Processing Need
Premium Pay - Std. 671	Issue original overtime, shift, and holiday payments (payment type 1, 2,) (No out of class payments)
Premium Pay – Std. 674 (OOC, OC, OS)	On-call
Premium Pay – Std. 674	For payment type 1, 2, 8, 9, A, D, F, G, H, S, Y
Premium Pay - Std. 674 (9F)	Issue pay; transfer funds; adjustments; A/R
Premium Pay - Std. 674 (Grievance Award)	Issue pay; adjustments; A/R
Premium Pay - Std. 674 A/R	For payment type 1, 2, 8, 9, A, D, F, G, H, S, Y ONLY: To establish A/R, reverse A/R, A/R to refund over collection of payroll deduction, change method of collection, leave credit offset. If the payment type code is 0, select CS Payroll from the Document Type dropdown menu.
Premium Pay - Std. 674 Adjustment	For payment type 1, 2, 8, 9, A, D, F, G, H, S, Y ONLY: Issue pay, adjust pay (adjust time, salary, or time and salary), transfer funds, or return warrant. If the payment type code is 0, select CS Payroll from the Document Type dropdown menu
Premium Pay - Std. 674 Transfer of Funds	For payment type 1, 2, 8, 9, A, D, F, G, H, S, Y ONLY: Transfer of funds
Premium Pay – Std. 674 Receiver Request	Receiver request for AR, Leave credit offsets, change Method of collection, Transfer of Funds, Adjustments, Payments, original overtime, shift, holiday payments Reversals, and Refunds.
Premium Pay - Std. 674 Academic	Issue pay for academic employees
Premium Pay - Std. 674 Bi-Weekly Salary type 6	Issue pay for salary type 6

Reporting Operations

Document Type	Processing Need
Reporting Operations - Payment History Request	Request for employee payment history records

Retirement

Document Type	Processing Need
Retirement - Std. 674 A/R - Collection Method Change or TDL 091/098 or Leave Credits	Process retirement-related A/Rs, that may include a request for leave credit offset, request for change method of collection, or TDL request

Senate

Document Type	Processing Need
Senate Documents	All Senate personnel and payroll transaction requests for SCO processing

Tax Support Unit

Document Type	Processing Need
Tax Support Unit - NRA Add or Delete	Nonresident Alien reporting compliance for tax withholding

W2 Unit

Document Type	Processing Need
W2 Unit - PPSD 21	Report beneficiary information for a deceased employee
W2 Unit - Std. 422 (Salary Advance/Offset)	Report salary advances and offsets
W2 Unit - Std. 436 Duplicate W2	Request a duplicate W-2
W2 Unit - Std. 674 (Survivor)	Report survivor benefits from CDCR
W2 Unit - Std. 674 NRA	Adjust taxable gross for Nonresident Alien per tax treaty
W2 Unit - Supplemental Wage Deductions	Supplemental wage deductions
W2 Unit - Std. 676P	Report fringe benefit payment
W2 Unit - Std. 676V	Report fringe benefit values
W2 Unit - Std. 686 (IRS Lock in Place)	Cannot process changes to EAR due to an IRS lock in place
W2 Unit - Std. 995A	W2-related agency collection accounts receivable
W2 Unit - Std. 995R	Refund of over collection