

# 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 - CalHR Benefits Division Only	CALHR BENEFITS DIVISION ONLY:  Secure transfer of forms from CalHR Benefits Division
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 Continuation of Benefits for Disability/FMLA/CFRA Leave	Establish A/Rs for the continuation of Benefits while on any type of Disability leave and/or FMLA/CFRA
Benefits - STD. 674 A/R Benefits Accounts Receivable	Process miscellaneous benefits-related A/Rs which may not fall into other dropdown categories. Could include payment type K, request for leave credit offset, or request for change of method collection;

Document Type	Processing Need
Benefits - STD. 674 A/R Benefits Accounts Receivable Change Method of Collection	Process request for change of method collection for benefits-related A/Rs.
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
Benefits - STD. 692 Dental New	Establish dental enrollment
Benefits - STD. 692 Dental R06	New, Change, Cancel-R06 Bargaining Unit
Benefits - STD. 700 Basic Vision	Basic vision plan enrollment authorization
Benefits - CHP Dental BU05	BU05 Dental New, Change, Cancel
Benefits - STD. 692 Domestic Partner Dental	New, Change, Cancel for employees with domestic partner dependent(s)
Benefits - STD. 692 Dental PI	Establish, Change, or Cancel dental enrollment for Permanent Intermittent (PI) employees
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 for Permanent Intermittent (PI) employees
Benefits - STD. 701R Flex Cancel	Cancel dependent care reimbursement or medical reimbursement
Benefits - STD. 701R Flex New	Establish dependent care reimbursement or medical reimbursement
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 - NOPA Reprint Request	NOPA reprint request
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 - 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 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 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 - PR250 (Ding Notice)	Payment types 0, 3, and 4 only. 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 – Strip/Reversal List-PDF Only	Approval Required from Direct Deposit Program- List of Direct Deposit Strips and/or Reversals

## 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- Change Method Collection	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, transfer of funds and set up A/R for Earnings ID's not locked into PAR for an employee on disability. (exception: GHCP payments refer to Premium Pay)
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

Document Type	Processing Need
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 - 650 Admin Cancel	Delete voluntary miscellaneous deductions
Misc Deductions - PPSD360	Parking refund
Misc Deductions - STD. 682 CALHR	Third-party parking
Misc Deductions - STD. 674 Misc. Deductions Adjustments	Employer state share 401K from CDCR

### 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. 674/671	Issue original overtime, shift, (payment type 1, 2,) (No out of class payments)
Premium Pay - STD. 674 (OC, OOC, OS)	On-call, Out of Class, Out of State. Issue pay; transfer funds; adjustments; A/R, only for payment type (OC, OOC, OS)
Premium Pay - STD. 674 Payments	Issue original pay for payment type 1, 2, 8, A, D, F, G, H, S, Y
Premium Pay - STD. 674 Payment 9's	Issue pay; transfer funds; adjustments; A/R, only for payment type 9's
Premium Pay - STD. 674 (Grievance Award)	Issue pay; adjustments; A/R
Premium Pay - STD. 674 A/R	For payment type 1, 2, 8, A, D, F, G, H, S, and Y ONLY: To establish AIR, reverse AIR, If the payment type code is 0, select CS Payroll from the Document Type dropdown menu.
Premium Pay - STD. 674 A/R Change Method Collection	Change method of collection For payment type 1, 2, 8, 9, A, D, F, G, H, S, and Y ONLY. If the payment type code is 0, select CS Payroll from the Document Type dropdown menu.
Premium Pay - Leave Credit Offset	For payment types 1, 2, 8, 9, A, D, F, G, H, S, and Y ONLY. If the payment type code is 0, select CS Payroll from the Document Type dropdown menu.
Premium Pay - STD. 674 A/R Refunds	For payment types 1, 2, 8, A, D, F, G, H, S, and Y ONLY. For all out of class, A/R's, Payment type 9, academic, and salary type 6 If the payment type code is 0, select CS Payroll from the Document Type dropdown menu.
Premium Pay - STD. 674 Adjustment	For payment types 1, 2, 8, A, D, F, G, H, S, and Y ONLY: To adjust pay (adjust time, salary, or time and salary), 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, A, D, F, G, H, S, Y ONLY: Transfer of funds
Premium Pay - STD. 674 Academic	Issue pay for academic employees

Document Type	Processing Need
Premium Pay - STD. 674 Bi-Weekly Salary type 6	Issue pay for salary type 6
Premium Pay - STD. 674 GHCP	Issue pay, A/R, Adjust, and transfer of funds for GHCP payment.

## 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

## Stipulations

Document Type	Processing Need
CS Stipulation PAR Package	Stipulation PAR Package
CS Stipulation - STD. 674	Requested Stipulation STD. 674's

## 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 - STD. 675, Supplemental Wage Deductions - Cancel/Correct ONLY	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
W2 Unit - STD. 674 A/R	<b>Fringe Benefit or Domestic Partner</b> - Reverse A/R, refund over collection of payroll deduction, and change method of collection