

DO NOT KEY

Transaction(s) that meet any of the conditions below must be submitted to PPSD for keying. IF any transaction in a package meets any of these conditions, submit the entire package to PPSD for keying.

- Out-of-sequence transaction involving multiple departments
- RO1 Void (the R01 is keyed by SCO therefore only SCO can void the transaction.)
- Void/Correction to Adverse Actions/Rejection during Probationary period due to appeal process
- Adverse Action “Exception” refer to PAM Section 5.70
- 105 Transaction (Social Security Number)
- Emergency appointment for negative attendance employee AND employee is a CalPERS member.
- Item 105 is completed with “SS5” (This is done only when an employee does not have a Social Security Number provided by the Social Security Administration.)
- Item 952 is completed (due to an approved Stipulated Agreement)
- Item 999 is completed (This indicates to PPSD that a one-time payroll deduction is to be made from a PAR transaction requesting payment.)
- S99 Transaction when the employee was erroneously appointed.
- Void of separation with lump sum and/or lump sum extra hours and reporting separation with a different effective date.
- Additional Federal or State withholding on an EAR for an employee with the last name containing an apostrophe and/or hyphen. **(Specialist may key EAR; however to ensure correct**

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deduction is taken, specialist must call SCO to request 650 transaction is processed.)