EXERCISE PROCEDURES

- 1. Determine the appropriate transaction code by referring to the Appointment, Miscellaneous Change, or Separation Indexes in PAM, Section 3.
- 2. Determine the appropriate Required/Conditional Chart to use.

For <u>Appointments ONLY</u> consider the employee's: (See Pg. 3.6-3.8 in your PAM)

- a) Eligibility (A01, Certification; A02, Transfer/Reinstatement, etc.)
- b) State service status (New, Returning, and Additional Positions, etc.)
- c) Date base status (History on data base?)
- 3. Complete the exercise using the appropriate Required/Conditional Chart(s). Refer to the PAM Sections 2 for specific PAR entries when making the appropriate entry and/or whether the entry should be made.
- 4. Double-check your answers!!

NOTE: All exercises are to be completed as though the employees work schedule were Monday thru Friday, 8:00 am to 5:00 pm with a one hour lunch. All other information, if it applies, will be on the information sheet for each individual exercise.

You received your hiring package to appoint your new employee. Complete the steps below to enter the necessary Action information below:

- 1. Determine which PAM section you will utilize to determine the appropriate required/conditional chart for your specific transaction.
- 2. Determine what type of transaction you will complete for this exercise.
- 3. Enter the employee's story status (Is she new, returning or a current employee?) provided by your hiring package to fill in the Action information below.
- 4. Once you have determined the type of transaction, employee status and transaction code complete the R/C Chart page.

ACTION:

 PAM SECTION(S):
 3
 TRANSACTION CODE(S):
 A01

 STORY STATUS:
 New to State
 R/C CHART PAGE(S):
 3.20

Exercise #1 1 of 2

Hiring package information: Employee is new to state with no prior state service

PAR –	Lines 1-7 information	
105	SOCIAL SECURITY NUMBER	111-22-0505
110	NAME	KIMBER MARTIN
120	POSITION NUMBER	051-000-1120-000 (SEASONAL CLERK)
126	CBID	E97
130	COUNTY	SACRAMENTO
140	BIRTH DATE	MARCH 6, 1981
210	EFFECTIVE DATE	JULY 10, 2010
215	E/H REMARKS	NEW HIRE
310	SALARY PER	HOURLY
315	PAY FREQUENCY	MONTHLY
320	SALARY RATE	\$1418
330	ANNIVERSARY DATE	NONE
355	WORK WEEK GROUP	2
405	TIME BASE	INTERMITTENT

Exercise #1 2 of 2

PAR –	Lines 1-7 : (Cont.)	
410	APPOINTMENT TENURE	TAU (Non testing)
415	APPOINTMENT EXPIRATION DATE	9 Month appointment (enter expiration date)
425	CERTIFICATION NUMBER	1120NT
430	PROBATIONARY PERIOD	NONE
435	MCR CODE	1
440	SEX	F
450	PRIOR STATE SERVICE	New
505	RETIREMENT ACCOUNT CODE	ТМ
545	OATH	Completed
550	MEDICAL APPROVAL DATE	07/06/10
560	FINGERPRINT	Not required
PAR –	Lines 8 & 9 information	
863	Intermittent hours work expected	90 hours per month
878	TAU Clearance	MQ approved by SPB
957	Other eligibility substantiation	25-C

	E OF CALIFORNIA - STATE CONTROLLER'S OFFICE RSONNEL ACTION REQUEST	Exercise #1 Pad	ded PAR	005 SEQUENCE NUMBER OF
	BBDA (REV. 10/2019) MAKE NO ENTRIES IN SHADED AREAS			010 DOCUMENT PROCESSING 0000
	SOCIAL SECURITY NUMBER EMPLOYEE LAST NAME	FIRST NAME AND MIDDLE INITIAL AGENCY		COUNTY OTHER BIRTH DATE OPEB CBID
1	111-22-0505 ₁₀ MARTIN		00 1120 000 E97	34 03/06/81
~	TRANSACTION CODE EFFECTIVE DATE AND HO DATE HOU		IND ID	ESTABLISHED EARNINGS IND ID IND ID
2	A01 07/10/10	New Hire	351	
3	PER FREQ.	GSI CODE EXPIRATION DATE	NIV. DATE ALTERNATE PAYROLL SHIFT S RANGE STATUS DIFF.	SPECIAL WWG PAY LETTER # EXPIRATION DATE
°	310 315 320	118 321 325 MM/DD/YY 330 M	M/YY 335 340 345 350	2 355 356 MM/DD/YY
	DATE	HOURS EXMT STAT CODE	PROBATIONARY PERIOD MCR APPROVAL ENDING PERIOD CODE FORM DATE	SEX ETHNIC PRIOR STATE DISABILITY ORIGIN SERVICE CODE
4		11 1120NT	435 MM/DD/YY	"F " E " 1 "
	ACCOUNT CODE SAFETY SURVIVORS SS/MED MEMBER BENETTS MEMBER	RETIREMENT EXEMPT OATH NON- MEDICAL CLEARAN		JOB INCURRED INJURY CODE INJURY DATE WCTD/IDL DATE
5	TM	💢 🗌 07/06/1		
	505 510 515 520 525 REASON FOR SEPARATION PAY PERIOD TIME TO BE PAID (NEW)	530 535 540 545 550 MM/DD/YY TIME TO BE PAID (OLD) PAY LUMP SUM TO BE PAID IMMED. IMMED. IMMED.	LUMP SUM EXTRA HOURS LUMP SUM LUMP	S65 MM/DD/YY MM/DD/YY SUM SEPARATION EXPIRATION FIXED MAINTENANCE SERIAL DATE FIRST/FINAL DED.
6			CODE	SERIEL DATE PROFILE
				HOURS MONTHLY DED.
		507 DAS HOURS HDTH 615 620 DAS HOURS HDT		636 645 655
7	TOTAL STATE SERVICE MONTHS HOURS AS OF 1)	INTERMITTENT DATES AND HOURS	PERIOD REEMPLOYMENT	IT REEMPLOY MCP WAVE LIST ELIG. NUMBER
•	2)	THRU	-	
	3)	THRU	-	
	705 MM/DD/YY 710 MM/DD/Y	Y MM/D0/YY HRS TNTH	715 MM/YY 720 725	728 730 735 750
8	863 04 878 1			
	805 810	815 820	825 830	835
9	957 25-C			
	905	910		
10				KEYED BY INITIALS DATE
	FOR AUDIT (ILEIII 550 Has None enlei			MM/DD/YY
11	FOR THE APPOINTING POWER For Agencies in State Payroll 5 are true, correct, and in accordance with law. As modified to date b and in accordance with law. All presents added to the payroll poster.	System: The foregoing additions to, deletions from, or changes in the y payroll roster changes filed with the State Controller, to and includin or whose status is modified by this payroll roster change were employ	original payroll roster of the herein named state agency g the within, said original payroll roster is true, correct, d in appropriad astabilished positions. Any cath required	INCURRING APPOINTING POWER SIGNATURE(S)
• •	by Sections 18150 through 18158 of the Government Code has been	of whose status is included or uns payson rosser change were employed in taken and is on file in the employee's official file. Payment by the St data stated herein is correct, complete and in accordance with all laws a	ate when required under Sections 12470 through 12481, 🛰	* 4
	SIGNATURE	DATE PHONE	CONTACT PERSON	
	🛬 A. Sígnature	date	5	L.

You received your hiring package to appoint your new employee. Complete the steps below to enter the necessary Action information below:

- 1. Determine which PAM section you will utilize to determine the appropriate required/conditional chart for your specific transaction.
- 2. Determine what type of transaction you will complete for this exercise.
 - Lateral transfer from another department and time base change
- 3. Enter the employee's story status (Is she new, returning or a current employee?) provided by your hiring package to fill in the Action information below.
- 4. Once you have determined the type of transaction, employee status and transaction code complete the R/C Chart page.

ACTION:

 PAM SECTION(S):
 3
 TRANSACTION CODE(S):
 A02

 STORY STATUS:
 Current
 R/C CHART PAGE(S):
 3.38

Exercise #2 Lateral transfer & Time base change

PAR	– Lines 1-7 information	
120	POSITION NUMBER	900-021-1379-002
124	DEPARTMENT CODE	000
130	COUNTY CODE	Sacramento
210	EFFECTIVE DATE	02/04/18
215	EMPLOYMENT HISTORY REMARKS	Transfer
405	TIME BASE	¹ / ₂ Time (4 hours a day)
430	PROBATIONARY PERIOD	New 6 month
435	MCR CODE	1
PAR	– Lines 8 & 9 information	
871	RIGHT OF RETURN DESIGNATION	
957	OTHER ELIGIBILITY SUBSTANTIATIO	N
PAR	- Line 10 information	
Rease	on for time base change on file with d	epartment

			on req	UEST									Γ	005 sequem	E NUMBER		c	2 4	
STAT	E OF CALL	FORNIA												DOCUMENT PR			015	ROUTE :	
	FROM	1011-11-111	19 BL	INDY	AL			280	101 13	379 10	2	003	R04	19			05/18/6	12	01/09
4		SOCIAL SECUR	ату е см	PLOYIES LAST NA	NE FURST NAM	E AND MEDDLE IN	UCTOAL.	1	POSITION NU			DEPT	CS	COUNTY		THIER.	BORTH DA	TE .	ANNEY
•					I I		e						21	0008	PCI5	RET 25 IN			DATE
	τQ	105	110)	111		1	900		22 1	02	000	34 128	130	135		140		145 Mum
	FROM			*01/01/08									55		NUNSS		SSTABL	USHED 6	EARN ING S
2		TRANSACTION			ATE AND HOURS	8			T HISTORY	REMARKS		IND	1D	IND ID	IND	1D	IND ID	1	IND ID
	TQ:	205 A02	2	210 02	/04/18	215	Tra	insfe	r			351	i i	i	I I	I	352	i I	I I
	FROM	ACTUAL RATE	M	M 2	037.00					01/09	В					2			
3		2037.00	SALARY	PAY 5	SED ON SALARY	GSI PLUS	S SALARY	EXPORAT	JON DATE	A									PARLETTER #
3		TOTAL SALARY	PER	PREQ.		CODE					(Cor	nputer	will dele	te ending	date in	shaded	l area)	1	PIRATION DATE
	TO	2037.00	310	315 3	20	321 325		1 1 894	89/W	330	335	з	40 3	345 35	0	355	356	i I	HH/CC/YY
	FROM	FT	P				B079	033	9	1	01	1/01/08	1			M	5		
				1	AP POINTMENT 6				THRE OF					MCR co	ode mus	st be re-	entered d	ue to	
4			APPT TEN URIS	# MQ5	DATE	HOURS	CERT		LIST OR EXAM STATU			RF PERIOD NOUNG DAT	re cope	transac	tion fro	m a diff	erent dep	artm	
	то	001/002	410	415 4	16 NH.20/W		425		428	430			re cope 435	due to	system	problem	IS.		
	FROM	41		MIS	NO	YE	1.000.000	0.00		X NOP		ON FIL					0	B INCL	IRRED INJURY
							-			ытн сла			-				COL		NUR Y DATE
5		ACCOUNT CODE		SAMETY MEMBER	SURVO/OR: BENEFITS	s 0.85	100	RETURE				MEDICAL	-	INSERPTINT	PROFE	SISIONAL LIC EXPIRATIO		1	WCTO, IDJ. DA TE
																ALC: NOT A DECK		1	
	TO: FROM:	505	PAY	515 TIME TO	520	525 TIME TO BE PAID	PA	530	54	5	550	0	555		560	HH,CO	/m 56		HH/DD/YY FIX MAINTENANCE
	e ecunac	REASON	PERIOD	(NE		(OLD)	IMM	60	UMP SUM T						NP SUM		NON EXPIRATI		eta, sausi tersiasione
6		FOR						(50			LUNP SUN	A EXTRA HIGH	PACIN	IENT UNIT		DATE			FIRST I FINAL BED.
		SEPARATION		}÷-		·		-(vā	a!			: :	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	0E			ļ		MONTHLY DED.
	TO:	603	605 May	606	а наты 607	i i Nationalise	ru 615	620	iana i mar	i Hore	625 avv	i i	-or- 630	635	636	645 MMG	in the second se		855
	FROM					NT DATE & HOUR			SE RVI										
				13 6	/ THRU	<u> </u>	ı 		PAY PE	000									
7		TOTAL STAT	-	2) ((THRU	e e	1	ļ			SPECIAL	PLUS	REEMPLOY	MENT		PLOYMENT ITELIG			
					/ THRU			- -											
	TQ:	705	NENEXTRU Y	710 ee so		55 VV	HOU FOR	71676	715 mar	~ 7	20		725	726	730		735	7	40

FROM	871	<u>80</u>								1			1			
8 10		₹		<mark>892</mark>	02/03/08 ^{(La}	st day on pay	statu	us is docume	ente	d by the l	osing ag	ency l	out key	ed by	the ga	aining agency.)
9 To:	957:	21 ^{(tr}	anst	er wit	hout exam)					an D	10 I	AMOUI	NT	ESTABLI IND	SHED EAR DD	AMOUNT IND ID AMOUNT
10 BACK	UP INFORMA	TION		F	EMARKS											
Image: Substantiation attached Image: Substantiation attached Image: Substantiation attached Image: Substantiation attached												IN IT IN LE MAN AND AN AND AND				
11 FOR		i POWER														CONCURRING SIGNATURE
For Agencies at State Payroll System. The foregoing additions to, deletions from, or change in the original payroll roster of the herein named state agency are true, correct, and in accordance with the law. As modified to date by payroll roster changes filed with the State Controller. To including the within, said original payroll roster change were employed in approved established positions. Any oath 22826 through 22828 inclusive of the Government Code is herein approved Attendance data stated herein is correct complete and in accordance with the laws and regulations. SIGNATURE A. Signature DATE date Phone CONTACT PERSON																
12 EMP	LOYEE HIST	DRY (Infor	matik	on Only)	1											
SOCIAL S 011-11-11	ECURITY #			PLOYE NDY	E'S LASTNAME	PRIOR LAST	NAME									D.P. # 0007
EFFE [,] DATE	HOURS	TRANS CODE	TENURE	#OF MOS	POSITION NUMBER	CLASS TITLE	RA NG E	BASED ON SALARY RATE	ADD" L	PLUS SALARY	ADD'L DATA	CB 1D	TIME BASE	COUNTY	ACOUNT CODE	EMPLOYMENT HISTORY REMARKS
1000 CO. 1000																
	RENT STAT	US			280-101-1379-102	OFF/ASST	в	2037.00			01/09	R04	FT	19	41	
		US MSA	P		280-101-1379-102 280-101-1379-102	OFF/ASST OFF/ASST	B B	2037.00 2037.00			01/09 01/09	R04 R04	FT FT	19 19	41 41	
CUR			P P												41 41 41	
CUR 01/01/08		MSA	P P P		280-101-1379-102	OFFIASST		2037.00			01/09	R04		19	41 41 41 41	
CUR 01/01/08 01/01/07		MSA MSA			280-101-1379-102 280-101-1379-102	OFF/ASST OFF/ASST		2037.00 1940.00			01/09 01/08	R04 R04	FT FT	19 19	41 41 41 41 41 41	
CUR 01/01/08 01/01/07 05/02/08		MSA MSA 120	P		280-101-1379-102 280-101-1379-102 280-101-1379-102	OFF/ASST OFF/ASST OFF/ASST	B B B	2037.00 1940.00 1848.00			01/09 01/08 01/07	R04 R04 R04	77 77 77	19 19 19	41 41 41 41 41 41 41	
CUR 01/01/08 01/01/07 05/02/08 03/01/08	RENT STAT	MSA MSA 120 A02 SIS A01	P P P P		280-101-1379-102 280-101-1379-102 280-101-1379-102 280-322-1379-002	OFF/ASST OFF/ASST OFF/ASST OFF/ASST	B B B	2037.00 1940.00 1848.00 1848.00			01/09 01/08 01/07 01/07	R04 R04 R04 R04 R04	न न न न न	19 19 19 19 19	41 41 41 41 41 41 41 41	NEW HIRE

You received your hiring package to appoint your new employee. Complete the steps below to enter the necessary Action information below:

- 1. Determine which PAM section you will utilize to determine the appropriate required/conditional chart for your specific transaction.
- 2. Determine what type of transaction you will complete for this exercise.
 - Leave of Absence for personal reasons
- 3. Enter the employee's story status (Is she new, returning or a current employee?) provided by your hiring package to fill in the Action information below.
- 4. Once you have determined the type of transaction, employee status and transaction code complete the R/C Chart page.

ACTION:

 PAM SECTION(S):
 3
 TRANSACTION CODE(S):
 \$50

 STORY STATUS:
 Current
 R/C CHART PAGE(S):
 3.232

Exercise #3 *Leave of Absence*

PAR	– Lines 1-7 information	
210	EFFECTIVE DATE	04/03/08 ~ 12:00 noon (worked 4 hours)
603	REASON FOR SEPARATION	Personal
606	TIME TO BE PAID	Using Pay Period calendar determine time ~ Pay Immediately
645	SEPARATION EXPIRATION DATE	Requested 9 months, figure out last day on separation
PAR	– Lines 8 & 9 information	

Complete all of the line 8/9 information that applies to this transaction per the Required/Conditional Chart.

PAR – Line 10 information

Approval for Leave of Absence filed with the Department.

		NEL ACTI	ON REC	UEST								005 sequence		0#	
STAT	E OF CALI											000 000	CESSING NUMBER 8	015 DO	T 900
	FROM	1011-11-11	19 BL	INDY	AL.		900	021	1379 002	000	R04	34		05/18/62	01/09
1		SOCIAL SECUR	KUTY # EM	PLOYIES LAST	NAME PERST NA	ME AND MIDDLE INT	TIAL.	POSITION N	ULIMBIER.	DE PT	CS	COUNTY	OTHER	SIRTH DATE	ANNEY
							AGEINCY	UNRT	CLASS SERIA	L CODE	3D	0006	POSITION		DATE
	то	105	110)	111		1:20	121	122 123	124	128	130	135	140	145 ssgw
	FROM			*02/04/0	8						5.57	ASUSHED BARN	(ING 5	ESTA6USHE	D SARNING S
2		TRANSACTIO		EFFECTIVE	E DATE AND HOUR	s		ENT HISTOR		10		IND ID	IND ID		IND ID
-	TQ:	205 \$5	0	210	04/03/08	215	Family	Obliga	ations	35	a i	 		352	
	FROM	ACT VAL BATE	M	M	2037.00				01/09	в			2		
3	-	1018.50								A/TER HATE					
		TOTAL SALARY	SALARY PER	PAT PREQ.	SASED ON SALARY	CODE PLUS	SALARY EXPL	RATION DATE	ANNI DATE	RANGE	PAIROLL STATUS	SHIPT SRE DUM	CIAL PAY WWG	S PRYLETTER #	PAPLETTER # EXPORATION DATE
	то	21018.50	310	315	320	321 325		HH SO W	330 3	35	340 3	45 350	355	356	HH/BB/YY
	FROM	001/002	Р						1		1		M	5	
4	7				í			TYPE OF						_	
		TIME BASIS	ARPT TENURE	# MOS	APPOINTMENT DATE	HOURS	CERT #	LIST OR EXAM STAT		TUCH ARY PERIC ENCLING D		ICR APPROVAL	SEX	ETHINIC PRIDRISTA ORGIN SERVICE	
			410	415	416 88.00/07			428	430		435			445 450	455
	TO: FROM:	405	4.00	MIS		YES	425	.0000		ONF		88	440 x x x x x x x x x x x x x x x x x x		
		41		NO13	5 100	163	\$ V		X NON DATH CITIZEN	ONE				208 14	DURRED INJURY INJURY DATE
5		ACCOUNT		SAPE	TY SURVIVO	us 0.450	20 R.S.T	REMENT		MEICH	CAL IN	UNGERFRUNT	PROFESSIONA		
		CODE		NEME	SER SENERT:	5		ATEN		CLEARA	NŒ		THRE EXPORT	ATION DATE	WETE, GO. DATE
	TQ:	505		515	520	525	530	5	45	550	555		560 H	H/DO/117 585	HH/DD/YY
	FR/QM:		PAY PS RICO		TO BE PAID INEVIO	TIME TO BE PAID (OLD)	PAY								FIX MAINTENANCE
_		REASON FOR						LUMP SUMT (S/L)		IMP SUM EXTRA 5	1 100 100 1 1 100 100 100 100 100 100 1	-45-6703		ARATION EXPIRATION	FIRST (FINAL DED.
6		SEPARATION		03	000 00			1			PAYN				
		07				i i		(VA.C)						02/09	MONTHLY DED.
	TO: FROM:	603	605 www	608om		Reas una una ENTIDATE à HOUR:		620 an 		Sour and	наты 630	635	636 645	MUDDITY	855
	FROM INC.			13	/ / THRU		2	PAY P							
-		TOTAL STA	_					· —			REEMPLOY	MENT	REEMPLOYING	INT	
7		19 05 - 1904 19	a ang	2)	/ / THRU	<u>t</u> t	• •;		SPI	CIAL PLUS	LIST		USTEUS		
			I I	20	(THRU	t t									
	TQ:	705	MARKED YY	719 ee	20 YY 18	e 65 VV	NOURE 110	ъ 715 ек	720		725	728	730	735	740

8 70 2	1 08														234													
9 TO: E				412					IN D	10	AMOUI		IND	ID	INGS AMOUNT IND ID	AMOUNT												
V ON FILE FOR U SUBSTANTIA	Image: Substantiation attached Image: Substantiation attached Image: Substantiation attached Image: Substantiation attached																											
For Agencies at Sta correct, and in accorrect, and in accorrect roster is true, corre employed in appro correct complete a	For Appointing Power For Agencies at State Payroll System. The foregoing additions to, deletions from, or change in the original payroll roster of the herein named state agency are true, correct, and in accordance with the law. As modified to date by payroll roster changes filed with the State Controller. To including the within, said original payroll roster is true, correct, and in accordance with the law. All persons added to the payroll roster, or whose status is modified by this payroll roster change were employed in approved established positions. Any oath 22826 through 22828 inclusive of the Government Code is herein approved Attendance data stated herein is correct complete and in accordance with the laws and regulations.																											
					DRIORLAST	NAME										12 EMPLOYEE HISTORY (Information Only)												
011-11-1119	¥#		NDY	E S LIGT RAPIE	FRANCED		Source Contraction and the second s																					
																D.P.# 0008												
EFFECTIVE DATE HOU	TRANS CODE RS	TENURE	#OF MOS	POSITION NUMBER	CLASS TITLE	RANGE	BASED ON SALARY RATE	ADD' L	PLUS SALARY	ADD'L DATA	CB ID	TIME BASE	COUNTY	ACOUNT CODE	EMPLOYMENT HISTOR	0008												
 	CODE	TENURE	#OF	POSITION NUMBER 900-021-1379-002	CLASS TITLE	ŝ	SALARY	1,00V					липор 3	CODE 41	EMPLOYMENT HISTOR	0008												
DATE HOU	CODE	TENURE	#OF			RA NG	SALARY RATE	1,00Y			ID	BASE			EMPLOYMENT HISTOR	0008 Y REMARKS												
DATE HOL		-	#OF	900-021-1379-002	OFF/ASST	B	SALARY RATE 2037.00	1,00%		DATA	10 R04	BASE 01.02				0008 Y REMARKS												
DATE HOU CURRENT S 02/04/08	RS CODE TATUS A02	P	#OF	900-021-1379-002 900-021-1379-002	OFF/ASST OFF/ASST	SW FN B B	SALARY RATE 2037.00 2037.00	1,00Y		DATA 01/09	10 R04 R04	BASE 01/02 01/02				0008 Y REMARKS												
DATE HOU CURRENT 5 02/04/08 01/01/08	RS CODE TATUS A02 MSA	P P	#OF MOS	900-021-1379-002 900-021-1379-002 280-101-1379-102	OFF/ASST OFF/ASST OFF/ASST	SWAN B B B B B	SALARY RATE 2037.00 2037.00 2037.00	1,00V		01/09 01/09	10 R04 R04	BASE 01/02 01/02				0008 Y REMARKS												
DATE HOU CURRENT S 02/04/08 01/01/08 01/01/07	RS CODE TATUS A02 MSA MSA	н В В В	#OF MOS	900-021-1379-002 900-021-1379-002 280-101-1379-102 280-101-1379-102	OFF/ASST OFF/ASST OFF/ASST OFF/ASST	SW FN B B B B B B B B B B B B B B B B B B B	SALARY RATE 2037.00 2037.00 2037.00 1940.00	1,000 r		01/09 01/09 01/08	10 R04 R04 R04 R04	BASE 01/02 01/02 FT FT	34 34 19 19			0008 Y REMARKS												
DATE HOU CURRENT 5 02/04/08 01/01/08 01/01/07 05/02/08	RS CODE TATUS A02 MSA MSA 120 A02	PP	#OF MOS	900-021-1379-002 900-021-1379-002 280-101-1379-102 280-101-1379-102 280-101-1379-102	OFF/ASST OFF/ASST OFF/ASST OFF/ASST	9W171 15 15 15 15 15 15 15 15 15 15 15 15 15	SALARY RATE 2037.00 2037.00 2037.00 1940.00 1848.00	YOD, T		01/09 01/09 01/08 01/07	10 R04 R04 R04 R04 R04 R04	8ASE 01/02 01/02 FT FT FT	34 34 19 19			0008 Y REMARKS												

You received your hiring package to appoint your new employee. Complete the steps below to enter the necessary Action information below:

- 1. Determine which PAM section you will utilize to determine the appropriate required/conditional chart for your specific transaction.
- 2. Determine what type of transaction you will complete for this exercise.
 - Reinstate after LOA & change time base to full time
- 3. Enter the employee's story status (Is she new, returning or a current employee?) provided by your hiring package to fill in the Action information below.
- 4. Once you have determined the type of transaction, employee status and transaction code complete the R/C Chart page.

ACTION:

 PAM SECTION(S):
 3
 TRANSACTION CODE(S):
 A03

 STORY STATUS:
 Returning
 R/C CHART PAGE(S):
 3.42

Reinstate after LOA & Time base change to full time

PAR	– Lines 1-7 information	
120	POSITION NUMBER	900-120-1379-200
210	EFFECTIVE DATE	08/12/08
330	ANNIVERSARY DATE	Compute date
405	TIME BASE	Full time
430	PROBATIONARY PERIOD	Calculate Prob. end date, 840 hrs. required for probation, EE worked 152 hrs. from 2/04/08 thru 04/03/08, needs 688 hrs. = 86 days
450	PRIOR STATE SERVICE	Determine appropriate entry per item definition
PAR	- Lines 8 & 9 information	
Comp	plete all of the line 8/9 inform	ation that applies to this transaction per the Required/Conditional Chart.
PAR	- Lines 8 & 9 information	

PAR – Line 10 information

Review all items to determine if there is a condition which requires this item.

S	M	Т	w	Т	F

FEBRUARY	

M

2

9

16

23

Т

З

10

17

24

S

8 15

22

W Т F

5

12

19

26

21 DAYS 168 HRS

S

S

M Т w

22 DAYS 176 HRS

5

F

JANUA	RY		21	DAYS	168 HRS	
			1	2	З	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

APRIL				221	DAYS 1	76 HRS
			1	Ν	m	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

8	9	10
15	16	17
22	23	24
29		

S

MAY	

			_		1	2
З	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4

11

18

25

86-14=72 days

AUGUS	т			22	DAYS	176 HRS
					31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	•	0 10	10		<u>.</u>

29-19=10 days

NOVEN	ABER		_	22	DAYS	176 HRS
1	2	м	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1				

21	DAYS 1	168 HRS	MARCH	4	
	30	31	1	2	
5	6	7	8	9	1
2	13	14	15	16	1
0	20	21	22	23	2
26	27	28	29	30	3

2	З	4	5	6	7
9	10	11	12	13	14
16	17	18	19	20	21
23	24	25	26	27	28
30	31				

	JUNE	-	-	_	22	DAYS	176 HRS
_		1	2	μ	4	5	6
	7	8	0	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				

72-21=51 days

SEPTEN	ABER			22	DAYS :	176 HRS
		1	2	м	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			8

10-10=0 days

DECEM	BER			22	DAYS 1	176 HRS
			2	м	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JULY				221	DAYS	176 HRS
			1	2	з	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

51-22=29 days

		-
C 3C -	 K Ha	ю.

OCTOB	ER		22 DAYS 176 HRS						
_	_		_	1	2	з			
4	5	6	7	8	9	10			
11	12	13	14	15	16	17			
18	19	20	21	22	23	24			
25	26	27	28	29	30	31			

00-	

		NEL ACTI	ION REC	QUEST												SEQUENCE				97	
STAU															010	NENT PROC 0000		NUMBER	015	DOT 900	
	FROM	1011-11-11	19 BL	JNDY	A	L		60	900	021 13	79 00	2	000	R04		34			()5/18/62	01/09
1		SOCIAL SECUR	RETY # EM	RUGHIES LAS	TNAME I R	RST NAME AN	DIMEDICUE UNIT	TIAL.			DER.		DEPT	CS		COUNTY	c	THER	5	IRTH DATE	ANNOV
					I I						10		000-6	90	SUISON			DATE			
	TQ	105	110		11	1		12	0	121 1:	22 1	23 1	24	126	15	90	135		140		145 ssgw
	FROM			*04/03/0	8										STABLES	HEID EARNO	NGS			ESTABLISHE	EARN ING S
2		TRANSACTIO			E DATE AND					T HISTORY			IN	DI D	IND	ID	IND	ID	IND	ID	IND ID
	TOS	205 AO	3	210	<u>08/12/0</u>	8	215	Rein	state	ement			35	1	1	1	1	1	352		I
	FROM :	ACTIVAL RATE	M	M	2037.00						01/09	B						2			
3		1018.50	SALARY	PAT	BASED ON 3		SI PUUS :	SALARY		JON DATE	ANNO	A;TER/	14 T C	PATROLL	SHOPT		CIAL PAY	Verver		TTER #	PAILSTTER #
		TOTAL SALARY	P68	PREQ.			06		16.00° 6040.0		DATE:	(7) A 14		STATUS	DUPP	-40776/5	- 100 C (* 1000)	01.017			EXPERATION DATE
	τQ	21018.50	310	315	320	1 33	1 325	1	89	89/W	05/09	335		340	345	350		355	356		HH/DO/YY
	FROM	001/002	P		Ì						1			1				M	5		
4	-					MENT EXPIR	ATTICAL			TYPE OF				_							
		TIME BASE	APPT TENURE	# MQ5	I DAT		HOURS	CERT #		UST OR EXAM STATU		IDEATIONA DE L				PROVAL RM DA	AT 5	550	ETHINE: ORIGIN	PROOR STAT SIGRY SCE	CODE
	TO:	405	410 FT	415	I I 416. ma.c	9,00		425		426	s co 430	3 1	<mark>2/15</mark> /	08 2		MINUTE IN COLUMN		440	445	450	455
	FROM:	41		M	S	NO	YES		0.00	00	X NOR		ONFI		-					JOB IN	URRED INJURY
5					-						атн сла									CODE	DIJUR Y DATE
~		ACCOUNT CODE		SAP		IRVOVORS ENISPITS	0.850	e.	RETURE	_			MEDICA CLEARAN		FUNCTION	PRUNT	PROF TYPE		AL LICENSE ATION DATI		WCTD/00A DATE
																		l L			
	TO: FROM:	505	PAY	515 TIME	520 TO BE PAID	TIME	525 TO BE PAID	PAY	530	54	5	55	0	15	55		560	l le	et.00/m	565	HH/DO/YY FIX MAINTENANCE
	111111	REASON	PERIOD		(NEW)			INNER	0	UMP SUM TO	n De ID				VP SUM	L L MAR	P SUM	200	ARATIONE		
6		FOR SEPARATION		+ - <u>-</u> 1	000 00	- +		Тп	(S)L			100000-300	MINK 1992, 95	PA	YMENT	UNIT	SERIAL		DATE	HOURS	FIRST (FINAL DED.
-				╞╶╶╹			 		0/8	a¦			; ;		0005	1			1		NO STREY DED.
	TQ:	603	605 merry	606aaa	i i Fear Fear	e 607aa	HARE HERE	615	620	i ana i maa	HQ7H	625 avv	i i Fean I	ырты 63	0	635	636	645	MICONY	l	855
	FROM:				INT	RMITTENT D	ATE & HOURS	5		SE RAN PA Y PER											
		TOTAL STA		-0	<u> </u>	<u>u /</u>		!		en reme						:					
7		NOL HOUS		2)	<u> </u>	RU /	1	I !				SPECIAL	PLUS	REEMIPL		:		IPUOYNI STEUG			
		1	I I	30)	<i>е е</i> тн	RU /	1	1	1												
	TQ:	795	MINISTER Y	710 m	100 VY	tene a	e vv	600 BB	71676	715 ears	× 7	20		725		728	730		73	5	740

8	FROM TO	871 0			n.:															
9	FROM TO:												IND	30)	AMOU	1	IN D	SHED EAR ID	ANDUNT IND ID	AMOUNT
10	BACKUP II		TION		ŀ	REMARKS														
													DATE MMJD/D/YY							
	FOR APPO																		CONCURRING SIGN	ATURE
correc roster emplo	t, and in a is true, co yed in app t complete	ecordani prrect, an proved es e and in a	ce with th nd in acco- stablished	e law rdanc i posi ie wit	. As mo e with i tions. A th the la	going additions to, de adified to date by payr the law. All persons a ny oath 22826 throug ows and regulations. TE DATE PHONE	roll ros idded t	ster changes file to the payroll ro	ed wit ister, c the Go	h the State Con or whose status overnment Code	trolle : Is ma	r. To li odified	nciudi i by th	ing the will his payroll	thin, sak roster d	d original hange we	payrol re	Ш	▶	
12	EMPLOYE	E HISTO	RY (Infor	mati	on Only	0														
	AL SECUI 1-1119	rity #			IPLOYE NDY	EE'S LASTNAME		PRIOR LAST	NAM											D.P.# 0008
DA)	EFFECTIVE	E	TRANS CODE	TENURE	#OF MOS	POSITION NUMBE	ER	CLASS TITLE	RANGE	BASED ON SALARY RATE	1,004	PU SAL		ADD'L DATA	CB 1D	TIME BASE	COUNTY	ACOUNT	EMPLOYMENT HISTORY	Y REMARKS
	OURREN	TSTAN	US	 		900-021-1379-00	02	OFF/ASST	В	2037.00	 	1		01/09	R04	01/02	34	41	 -	
04/0		1	S50	 	1	S-E-P-E-R-A-T-E-				 	1	1		1				1	LOA	
02/0		į	A02	P	, 	900-021-1379-00		OFFASST	в	2037.00		- 		01/09	R04	01/02	34	41	TRANSFER	t
01/0	1/08	i	MSA	P	 	280-101-1379-10		OFF/ASST	В	2037.00	i 1	 		01/09	R04	FT	19	41	• 	
01/0			MSA	P	1	280-101-1379-10		OFF/ASST	В	1940.00	1	I I		01/08	R04	FT	19	41	1	
05/0		 	120	P	I I	280-101-1379-10	1	OFF/ASST	в	1848.00	I I	I I		01/07	R04	FT	19	41	I I	
03/0		I I	A02	P	I	280-322-1379-00	1	OFF/ASST	в	1848.00	I I	I I		01/07	R04	FT	19	41	 	
01/0		1 	SIS	P	I I	280-101-1379-90		OFFASST	в	1848.00	I I	I I		01/07	R04	FT	19	41	l I	_
07/0		EMPLO	A01	Р НТС	TORY	280-101-1379-90	02	OFF/ASST	В	1760.00	I I	I I		01/08	R04	FT	19	41	NEW HIRE	

You received your hiring package to appoint your new employee. Complete the steps below to enter the necessary Action information below:

- 1. Determine which PAM section you will utilize to determine the appropriate required/conditional chart for your specific transaction.
- 2. Determine what type of transaction you will complete for this exercise.
 - Employee being appointed to Perm FT off certification list.
- 3. Enter the employee's story status (Is she new, returning or a current employee?) provided by your hiring package to fill in the Action information below.
- 4. Once you have determined the type of transaction, employee status and transaction code complete the R/C Chart page.

ACTION:

 PAM SECTION(S):
 3
 TRANSACTION CODE(S):
 A01

 STORY STATUS:
 Current
 R/C CHART PAGE(S):
 3.26

Exercise #5 1 of 2

Hiring package information: Employee is being appointed by certification to permanent full time.

PAR	– Lines 1-7 information	
120	POSITION NUMBER	Unit: 280-200-1733-003
210	EFFECTIVE DATE	April 3, 2020
215	E/H REMARKS	Perm appointment
310	Salary Per	Monthly
330	Anniversary date	Compute
405	Time base	Full time
410	Appointment Tenure	Permanent
415	# MOS	*EOF
416	Appointment Expiration Date	*EOF
425	Certification number	B696340 open cert list (Sent to SPB 3/22/20)
426	Appointment Expiration Date	*EOF
430	Probation Code	New (6 months)
505	Retirement Account Code	CalPERS: 41 (Miscellaneous Member – Tier 2)
710	Intermittent Hours	09/01/10 thru 03/31/11 = 928 04/01/11 thru 04/03/11 = 000

Exercise #2 2 of 2

PAR –	PAR – Lines 8 & 9 information							
858	List Clearance Date	March 30, 2020						
871	Right of Return	No right of return						
PAR –	Lines 10 information							

Review to determine if there is a condition which requires you to mark on file for audit or substantiation attached. If no condition exists on your required/conditional chart Do NOT Mark the box

PEF	RSON	ONNEL ACTION REQUEST OF												
STAT	E OF CALI	FORNIA								DOCUMENT PR			ROUTE EDD 280	
	FROM	*333-02-0400 B	UTLER SC	ARLETT	280) 100 '	1733 902	002	R04	19			01/20/64	NONE
1			MRUCYEE LAST NAME I FO	AST NAME AND MUDDLE IN IT		POSITION N	UMBER				COUNTY OTHER			ANNEY
•					AGEINS	'200 '		CODE	10	CODE	POSIT	20 N		DATE
	TO FROM:	105 11		1	120	121	122 123	124	128	130	135	140		145 MM/W
~	PRO255	TRANSACTION CODE	101/01/11					110		STABLISHED BAR	I IND I	10 100	ESTABLISHED	EARNINGS
2		۸01	EFFECTIVE DATE AND 210 04/03/11			nent history				100 10	1000		10	140 10
	TO: FROM	202		215	erma	пент Ар		351			<u> </u>	352	<u> </u>	
	1	ACTUAL BATE H 12.14 SALABY	M 2104.00	LARY CSI PLUS S		PIRATION DATE		A:TER MATE	PATROLL	SHIPT SP	ECIAL PAY	2 WWG PATL	ETTER #	PARLETTER #
3			PREQ.	coos			05/11		STATUS	DUPP				SPIRATION DATE
	τQ	12.14 310	315 320	321 325	1	MM,00,177	330 33	85 :	340	345 35	0	355 356		HH/DD/YY
	FROM ;	INT T	09 09/30/11		10320GT		N		1		F	1		
4		TIME BASE APPT	#MOS APPOINT	MENT EXPIRATION	CERT #	TYPE OF LIST OR	PROSA		,	MCR APPROVAL	58	200HT3 2	PRIOR STAT	COSABILITY
-					69634			ENDING DA	ле соре	PORM	DATIS	ORGIN	SERVICE	CODE
	TQ:	FT 410 P	415 416 HRLDD	pere 4	<mark>69634</mark>	428	430	MMIDDINY	435	ы	440 A	445	450	455
	FROM:	TM	NO	NO MED		0.0750	X NGN	ONFIL	.E				JOB INC	URRED INJURY
5		ACCOUNT	SAVETY SU	RVEVORS CHESOS	R	STUREMENT		MEDICA		PUNGERPRUNT	PROFES:	SIGNAL LICENSE		
			MEMBER SE	NEPITS		RATER		CLEARAN			TYPE	EXPERATION DAT	•	WCTD/00L DATE
	TO:	41 505	515 520	525	55	NQ 54	45	550	55	5	560	HH/DD/YY	585	88,00,111
	FRQM:	PAY PERIOD	TIME TO BE PAID (NEW)	TIME TO BE PAID (OLD)	PAY INMED									FIX MAINTENANCE
6		FOR	- . .	+	1 п	UMP SUNT (S/L)	OPAID LU	MP SUM EXTRA HO		PSUN LUI MENT UNIT	SERIAL	SEPARATION E DATE	HOURS	FIRST (FINAL DED.
•		SEPARATION		+	┤╙│	(VA.C)		: :	0	006				MONTHLY DED.
	TQ:	603 605 MMY	608048 HRS HOTH	607541 HRI HOTH	615	620 ann 🔐		iaw waa	ырты 630	635	636	645 MMIDDINY		855
	FROM:			RMITTENT DATE & HOURS	000	SERV PAY PE								
		TOTAL STATE SERVICE	109/01/10		<u>928</u>									
7		NOL HOURS AS DE	204/01/11 THE	<u>04/02/11</u>	000		SPE	CIAL PLUS	REEMPLO/			GYMENT EUG		
			23 / / THE	u i i	1									
	TQ:	705 MADDINY	710 www.ss. vv	Neve SD YY	606.00	715 and	w 720		725	7:28	730	73	25	740

FROM											1 1 1							
8	p	858 	03/22	11	871	04					-	 					-	
	FROM						1								ESTABLE	SMED EAR	UN 3NG 5	
•											ND	10	AMOU	NT	IN D	10	AMOUNT IND	3D AMOUNT
9							l				1	l l		i		i	i i	i.
	TQ	404				61.0	1					I I		1		I I		I
10 BACKUP INFORMATION REMARKS																		
-																		
		FOR AUE	IT (ATTACHE)	.														
				-													KEYED BY	DATE
																	INITIALS	I
44																	CONCURRING	SIGNATURE
11	FOR AP	PPOINTIN	G POWER															
					-		-											
S-3271113	For Agencies at State Payroli System. The foregoing additions to, deletions from, or change in the original payroli roster of the herein named state agency are true, correct, and in accordance with the law. As modified to date by payroli roster changes filed with the State Controller. To including the within, said original payroli																	
roster is true, correct, and in accordance with the law. All persons added to the payroll roster, or whose status is modified by this payroll roster change were employed in approved established positions. Any oath 22826 through 22828 inclusive of the Government Code is herein approved Attendance data stated herein is																	<u></u>	
emp	loyed in a	approved	establisher	rdanc I posi	e with t tions. Ar	he law. All persons adde 19 oath 22826 through 3	ed to the payroll	l roster, e	or whose status	; is mo	dified by ti	his payroli	roster c	hange w	ere		Þ	
emp corn	loyed in : ect comp	approved liete and i	established n accordan	rdano i posi ce wit	e with t tions. Ar th the la	he law. All persons adde 19 oath 22826 through : ws and regulations.	ed to the payroll 22828 Inclusive	l roster, e of the Ge	or whose status overnment Code	; is mo	dified by ti	his payroli	roster c	hange w	ere		•	
emp corn	loyed in a	approved liete and i	establisher	rdano i posi ce wit	e with t tions. Ar th the la	he law. All persons adde 19 oath 22826 through 3	ed to the payroll 22828 Inclusive	l roster, e	or whose status overnment Code	; is mo	dified by ti	his payroli	roster c	hange w	ere		• <u> </u>	
emp corn SIGI	loyed in a set comp ATURE	approved liete and I <u>Síg</u>	established n accordan	rdano i posli ce wit re	e with t tions. Ar th the lar DA1	he law. All persons adde ny oath 22826 through : ws and regulations. re <i>date</i> PHONE	ed to the payroll 22828 Inclusive	l roster, e of the Ge	or whose status overnment Code	; is mo	dified by ti	his payroli	roster c	hange w	ere		È <u></u>	
sigi 12	EMPLO	approved dete and I <i>Síg</i> YEE HIS	estabilshed n accordan <u>NATU</u> FORY (Info	rdanc i posi ce wit revit	e with t tions. Ar th the la <u>DA1</u> on Only)	he law. All persons adde ny oath 22826 through : ws and regulations. re <i>date</i> PHONE	ed to the payroll 22828 Inclusive	l roster, e of the Ge TACT PER	or whose status overnment Code :SON	; is mo	dified by ti	his payroli	roster c	hange w	ere		È	D.P.#
stor stor	EMPLO	approved Nete and I Sig YEE HIS OURITY :	estabilshed n accordan <u>NATU</u> FORY (Info	rdanc i posi ce wit reati-	e with t tions. Ar th the la <u>DA1</u> on Only)	he law. All persons adde ny oath 22826 through 3 ws and regulations. T <u>E date PHONE</u>	ed to the payroll 22828 Inclusive CONT	l roster, e of the Ge TACT PER	or whose status overnment Code :SON	; is mo	dified by ti	his payroli	roster c	hange w	ere		-	D.P.# 0002
stor stor	EMPLO	approved Nete and I Sig YEE HIS OURITY :	estabilshed n accordan <u>NATU</u> FORY (Info	rdanci i posi i ce wit rmati EM BU	e with t tions. An th the la DA1 on Only) IPLOYE TLER	he law. All persons adde ny oath 22826 through 3 ws and regulations. T <u>E date PHONE</u>	ed to the payroll 22828 Inclusive CONT	I roster, e of the Ge TACT PER	or whose status overnment Code ISON	; is mo	dified by ti	his payroli	roster c	hange w	ere I herein	ls		0002
stor stor	EMPLO	approved Nete and I Sig YEE HIS OURITY :	estabilshed n accordan MORY (Info FORY (Info TRANS	rdanci i posi i ce wit rmati EM BU	e with t tions. Ar th the la DA1 on Only)	he law. All persons adde ny oath 22826 through 3 ws and regulations. T <u>E date PHONE</u>	ed to the payroll 22828 Inclusive CONT	TACT PER	or whose status overnment Code :SON	: Is mo e Is he	dified by ti rein approv	his payroli ved Attend	roster ci	hange w ta stated	ere I herein	ls		0002
5161 5161 5161 500 333-	EMPLO	approved Nete and I Sig YEE HIS OURITY :	estabilshed n accordan <u>nattu</u> fORY (Info #	rdanc i posi ce wit reati-	e with t tions. An th the la DA1 on Only) IPLOYE TLER	he law. All persons adde ny oath 22826 through 3 ws and regulations. TE date PHONE E'S LAST NAME	CONT	I roster, e of the Ge TACT PER	SON BASED ON	; is mo	PLUS	ADD'L	roster c ance da	hange w ta stated	ere			0002
5161 5161 5161 500 333-	EMPLO	approved blete and I Sign OYEE HIS OURITY : OURITY :	estabilshed n accordan Matu FORY (Info TRANS CODE	rdanci i positi re with rmatic BU	on Only)	he law. All persons adde ny oath 22826 through 3 ws and regulations. TE date PHONE E'S LAST NAME	CONT	TACT PER	E BASED ON SALARY	: Is mo e Is he	PLUS	ADD'L	CB ID	ta stated TIME BASE	LN NOO	ACOUNT CODE		0002
emp corr 51GI 500 333-	EMPLO	approved offete and I Sign over HIS CURITY : CURITY : HOURS	estabilshed n accordan Matu FORY (Info TRANS CODE	rdanci i positi re with rmatic BU	e with t tions. An th the la DA1 on Only) IPLOVE TLER #OF MOS	he law. All persons adde ny oath 22826 through 3 ws and regulations. TE date PHONE E'S LAST NAME POSITION NUMBER	CONT		BASED ON SALARY RATE	: Is mo e Is he	PLUS	ADD'L DATA	CB ID R04	TIME BASE	Lunoo 19	ACOUNT CODE	EMPLOYMENT HI	0002
emp corr sigi 12 SOX 333- 01 09	ATE CURRI 01/11 01/10	approved lete and I Sig over HIS: OURITY : OURITY : HOURS ENT STA	estabilshed n accordan Matur ron Y (Info # TRANS CODE TUS 120 A01	rmati rmati BU T	e with t tions. An th the la DA1 on Only) IPLOVE TLER #OF MOS 09 09	he law. All persons adde ty oath 22826 through 3 ws and regulations. TE date PHONE E'S LAST NAME POSITION NUMBER 280-100-1733-902	PRIOR LAS CLASS TITU		BASED ON SALARY RATE 2104.00	: Is mo e Is he	PLUS SALARY	ADD'L DATA	CB ID R04 R04	TIME BASE	Lunoo 19	IS YOUNT ACOUNT MUT		0002

You received your hiring package to appoint your new employee. Complete the steps below to enter the necessary Action information below:

- 1. Determine which PAM section you will utilize to determine the appropriate required/conditional chart for your specific transaction.
- 2. Determine what type of transaction you will complete for this exercise.
 - Position Number Change adding Evening Shift .
- 3. Enter the employee's story status (Is she new, returning or a current employee?) provided by your hiring package to fill in the Action information below.
- 4. Once you have determined the type of transaction, employee status and transaction code complete the R/C Chart page.

ACTION:

 PAM SECTION(S):
 3
 TRANSACTION CODE(S):
 120

 STORY STATUS:
 Current
 R/C CHART PAGE(S):
 3.105

Position Number Change/Shift Differential

PAR	PAR – Lines 1-7 information								
120	POSITION NUMBER	280-100-1733-003							
210	EFFECTIVE DATE	April 3, 2011							
215	E/H REMARKS	Perm appointment							
345	Shift Differential	Night Shift							
PAR	PAR – Lines 8 & 9 information								

Complete all line 8/9 information that applies to this transaction per the Required/Conditional Chart.

PAR – Line 10 information

Review to see if any of the conditions apply and complete only if appropriate

PE	PERSONNEL ACTION REQUEST																
STAT												010 00		UMSER 01			
	FROM	*300-20-31	31 AR	PLES	CANDEE		512	060	8232 0	01 000	R18	39			12/04/70	NONE	
1		SOCIAL SECURITY # EMPLOYEE LAST NAME FIRST NAME AND MIDDLE INITIAL						POSITION NUMBER DEPT CS					r on	THER.	BIRTH DATE	ANNOV	
							AGEINC	AGENCY UNIT CLASS SERIAL CODE 10 100 3111 120 121 122 123 124 126					POS	at 20 M		DATE	
	то	105	3 110 111				1:20	100 311 120 121 122 123 124 126					135	14	0	145 magw	
	FROM		107/01/07						•			ESTABLISHED EA		-	ESTABLISHED		
2		TRANSACTIO	N CODE	EFFECTIVE D	ATE AND HOURS		EMPLOYN	IENT HISTORY	REMARKS	10	D ID	I IND I ID		ID IN	IND ID IND ID		
~	TO:	205 120 210 04/01/08 215									51 I		1	35			
	FROM	ACTUAL BATE				418					21	<u> </u>	<u> </u>			<u> </u>	
_	1		M	S 3	008.00				MAX	в				2			
3		3008.00 SALARY PAY SASED ON SALARY GS1 PLUS SALA						RATION DATE	ANN	A/TER/HATE	PATROLL	SHOPT S	PECIAL PAY	WWG PA	A LETTER #	PARLETTER #	
		TOTAL SALARY PER PREQ. CODE					I I		DATE	RANGE	STATUS	E				EXPORATION DATE	
	то	3008.00	310	315 3	20	321 325	I	HH,00/W	330	335	340	345 33	50	355 356	8	HH/DD/YY	
	FROM	FT	P						1	02/02/0	3 1			F 5			
4	-				APPOINTMENT E			TYPE OF									
		TIME SASE APPT TENURS		#MOS APPOINTME		HOURS	CERT #	EXAM STATE		DEATIONARY PERIS		MCR APPROVAL E PORM	DATE 3	SEX ETHINS ORGIN		CODE	
	TQ:		410	415 4	16 14.05/14			426	430		435			40 445	450	455	
	FROM:	405	419				13 	***					en,oo,m 4	40 442	1716.00		
_		04		MIS	NO	YES			X NON DATH CITIZE	ONF	ILE	01/28/05				URRED INJURY INJURY DATE	
5		ACCOUNT		SAPETY	SURVINGES	0.4500	RIE	TUREMENT		MEDO	CAL	PENGERPRENT	PROFE	SISTONAL LICEN:			
		0008		NEMBER	SEVERTS			RATEN CLEARANCE					TYPE	EXPERATION D	ATE	WCTD/JOX, DATE	
	TO:	505		515	520	525	530	54	5	550		55	560	HH/DD/YY	585	HH/DD/YY	
	FROM		PAY	TIME TO		INE TO BE PAID	PAY									FIX MAINTENANCE	
		REASON	PERIOD	(NE	wo.	(01.0)	INNE D	LUMP SUM T	O PAID	LUNP SUM EXTRA	HOURS LU		MP SUM	SEPARATIO	NEXPIRATION		
6		FOR SEPARATION						(S/L)	i				SERIAL	DATE	HOUR'S	FIRST I FINAL DED.	
								(VA/C)		I I			I I		I	MONTHLY DED.	
	TO:	603	605 merry	606	a sona 607.		615	620 and 1 are	ноти	625 av	ырты 63	0 635	636	645 MMICON	or	855	
	FROM				INTERMITTE	NT DATE & HOURS	.	SIE FOV									
				1) (1		PAY PE	KIND .								
7		TOTAL STAT		2) ((THRU (1	1		5	SPECIAL PLUS	REEMPU			PLOYMENT			
-			I I	30 /	/ THEN /												
	то:	705	l Maria Di Maria	710 an co		50 VV	NGN ME TI	~ 715 ww	~ 72	0	725	726	8 730		735	740	
	-		REPORTED TO T				Count Site 11										

8	FROM										1									
	10	42.6	1	43.9	1	43.4	I	12.2	1	42.4	1			223	I		42.4			
9	FROM		1								IND	10	AMOU	NT	ESTABLIS IN D	HED CARN 3D		IN D	10	AMOUNT
9	TQ:	e. 1				61.0					1	1		 	111.0					
			MATION		REMARKS															
ON FILE FOR AUDIT SUBSTANTIATION ATTACHED																KEYER IN ITS			DATE MM/D/0/YY	
4.4																	CONCL	JRR ING	SIGN	ATURE

11 FOR APPOINTING POWER

For Agencies at State Payroli System. The foregoing additions to, deletions from, or change in the original payroli roster of the herein named state agency are true, correct, and in accordance with the law. As modified to date by payroli roster changes filed with the State Controller. To including the within, said original payroli roster is true, correct, and in accordance with the law. All persons added to the payroli roster, or whose status is modified by this payroli roster change were employed in approved established positions. Any oath 22826 through 22828 inclusive of the Government Code is herein approved Attendance data stated herein is correct complete and in accordance with the laws and regulations.

SIGNATURE A. Signature DATE date PHONE

CONTACT PERSON

12 EMPLOYEE HISTORY (Information Only)

SOCIAL SECURITY # EMPLOYEE'S LAST NAME 300-20-3131 APPLES						PRIOR LAST	PRIOR LAST NAME										
EFFECTIVE		TRANS			POSITION NUMBER	CLASS TITLE		비 BASED ON 일 SALARY 일 RATE		PLUS SALARY	ADD'L DATA	CB ID	TIME BASE	соилтү	ACOUNT	EMPLOYMENT HISTORY	0002 REMARKS
DATE	HOURS				512-060-8232-001	PSYTECH	в	3008.00	ĻĻļ		MAX	R18	FT	39	04		
07/01/07	RENT STAT	GEN	P		512-060-8232-001	PSYTECH	в	3008.00		1	MAX	R18	FT	39	04	P/L 07-01	
01/31/08		MSA	P		512-060-8232-001	PSYTECH	в	2851.00			MAX	R18	FT	39	04		
02/01/05		MSA	P		512-080-8232-001	PSYTECH	в	2735.00			02/06	R18	FT	39	04		
02/01/05		560	P		512-060-8232-001	PSY TECH	в	2604.00			02/06	R18	FT	39	04		
01/01/05	i i	GEN	P	i i	512-060-8232-001	PSYTECH	в	2604.00			02/05	R18	TT	39	04	P/L 05-01	
02/01/04	i i I I	MSA	P		512-060-8232-001	PSYTECH	в	2528.00	I I		02/05	R18	FT	39	04		
01/01/04	1 I	GEN	P	 	512-060-8232-001	PSYTECH	в	2350.00	I I	 	02/05	R18	FT	39	04	P/L 04-01	
10/01/03		120	P	 	512-060-8232-001	PSYTECH	в	2239.00	I I I I	1	02/04	R18	FT	39	04		
02/01/03		MSA	P		512-022-8232-101	PSYTECH	в	2239.00	I I		02/04	R18	FT	39	04		
07/31/02		335	P	 	512-022-8232-101	PSYTECH	в	2184.00	I I I I		02/03	R18	FT	39	04		
02/03/02		A01	P		512-022-8232-101	PSYTECH	А	2099.00	I I I I	1	02/03	R18	FT	- 39	04	NEW HIRE	
ADDITIO	NAL EMPLO	DYMENT	HIS	TORY /	AVAILABLE												