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.

Exercise #1

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): _____   TRANSACTION CODE(S): _____

STORY STATUS: _____   R/C CHART PAGE(S): _____

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

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	TM
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

Exercise #2

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): _____   TRANSACTION CODE(S): _____

STORY STATUS: _____   R/C CHART PAGE(S): _____

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	½ 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 SUBSTANTIATION	
PAR – Line 10 information		
Reason for time base change on file with department		

Exercise #3

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): _____   TRANSACTION CODE(S): _____

STORY STATUS: _____   R/C CHART PAGE(S): _____

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.

Exercise #4

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): _____   TRANSACTION CODE(S): _____

STORY STATUS: _____   R/C CHART PAGE(S): _____

Exercise #4
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

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

PAR – Line 10 information

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

JANUARY — 21 DAYS — 168 HRS

S	M	T	W	T	F	S
				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		

FEBRUARY — 21 DAYS — 168 HRS

S	M	T	W	T	F	S
					30	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

MARCH — 22 DAYS — 176 HRS

S	M	T	W	T	F	S
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				

APRIL — 22 DAYS — 176 HRS

S	M	T	W	T	F	S
			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		

MAY — 21 DAYS — 168 HRS

S	M	T	W	T	F	S
					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						

JUNE — 22 DAYS — 176 HRS

S	M	T	W	T	F	S
	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				

JULY — 22 DAYS — 176 HRS

S	M	T	W	T	F	S
			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		

AUGUST — 22 DAYS — 176 HRS

S	M	T	W	T	F	S
					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					

SEPTEMBER — 22 DAYS — 176 HRS

S	M	T	W	T	F	S
		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			

OCTOBER — 22 DAYS — 176 HRS

S	M	T	W	T	F	S
				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

NOVEMBER — 22 DAYS — 176 HRS

S	M	T	W	T	F	S
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	1				

DECEMBER — 22 DAYS — 176 HRS

S	M	T	W	T	F	S
		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		

Exercise #5

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): _____   TRANSACTION CODE(S): _____

STORY STATUS: _____   R/C CHART PAGE(S): _____

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

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

Exercise #6

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): _____   TRANSACTION CODE(S): _____

STORY STATUS: _____   R/C CHART PAGE(S): _____

Exercise #6
Position Number Change/Shift Differential

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 – 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		