



Keying Guide:

R01C Employment History Transaction

Per [Personnel Letter 21-009](#) a R01 Transaction was posted via a mass update effective May 1, 2021. Departments are only able to key the R01C as part of an out-of-sequence transaction. The retirement account code should NOT be changed. If the account code needs to be changed please contact Personnel and Payroll Services Division (PPSD), [Statewide Customer Contact Center](#) at (916) 372-7200. For instructions on how to key the R01C refer to [Personnel Action Manual \(PAM\)](#) Section 10.22.

Reminder: Corrections must be keyed on the Retirement System Transaction (RST) line not the Payroll Action Request (PAR) line.

Sample: Incorrect way to key - Do not key the Correct on the PAR line

```

PLEASE SELECT TYPE OF INQUIRY DESIRED BY FILLING IN THE REQUIRED INFORMATION
TYPE      --SSA #--   -POSITION #-
PAR
EAR
RST
HIST
PSN

OR IF UPDATE IS DESIRED, ENTER PSD FILE REFERENCE #   991230000
AND FILL IN THE APPROPRIATE INFORMATION BELOW

TYPE      --SSA #--   -POSITION #-   ----TRANSACTION CODES----   -DOC-   EMBLY
          999998596                r01c ,           ,           ,   NUMBER   STATUS
          EAR                       ,           ,           ,           9999
          RST
          RQST
CORRECTED TRANS ID (960) 051 - 222 - 5512 - 001_

TTI  >> 0 22,50 A
  
```

Sample: Correct way to key– Key on the RST line

PLEASE SELECT TYPE OF INQUIRY DESIRED BY FILLING IN THE REQUIRED INFORMATION

TYPE --SSA #-- -POSITION #-

PAR
EAR
RST
HIST
PSN

OR IF UPDATE IS DESIRED, ENTER PSD FILE REFERENCE # 991230000
AND FILL IN THE APPROPRIATE INFORMATION BELOW

TYPE	--SSA #--	-POSITION #-	----TRANSACTION CODES----	-DOC- NUMBER	EMPLY STATUS
PAR				9999	
EAR					
RST	99998596		r01c		
RQST					
CORRECTED TRANS ID (960) 051 - 222 - 5512 - 001					

PAM

10.22 (New. 02/01)

RST UPDATE

```
PLEASE SELECT TYPE OF INQUIRY DESIRED BY FILLING IN THE REQUIRED INFORMATION
TYPE  --SSA #--  -POSITION #-
PAR
EAR
RST
HIST
PSN
OR IF UPDATE IS DESIRED, ENTER PSD FILE REFERENCE # 0000000000000
AND FILL IN THE APPROPRIATE INFORMATION BELOW
TYPE  --SSA #--  -POSITION #-  ----TRANSACTION CODES----  -DOC-  EMPLY
                                NUMBER  STATUS
PAR
EAR
RST  111223333  ROIC  9999
RQST
CORRECTED TRANS ID (960)  000-210-1111-3333
```

The ROIC can be documented and key entered on the data base, but only as a part of the out-of-sequence carry forward process.

If the retirement account code information is changing, contact PPSD, Civil Service Liaison Unit.

Key the following information:

- PSD File Reference #
- SSA #
- POSITION # - ONLY when employee has additional position(s).
- TRANSACTION CODE -- Key only ROIC.
- DOCUMENT NUMBER -- Use number written in Item 005 or 010 on Padded PAR.
- CORRECTED TRANS ID (960) -- Key Par Item 960 for correcting transaction.

After verifying the information you have keyed, press ENTER.