

## Line Items 1-7 Quiz Answer Key

1. Item 010, Document Processing Number, must be completed on all Turnaround PARs.

TRUE

**FALSE**

2. An \*EOF must be entered when the employee's collective bargaining status is changing AND the CBID is to be reflected in Item 126.
3. If there is no assigned Department Code, Item 124, this item should be left blank when completing a Padded PAR form 680A.
4. Item 130, County Code identifies the county in which the employee works. What code(s) would the entered on the PAR for the following counties?

Fresno 10

Imperial 13

Monterey 27

San Diego 37

Trinity 53

Colorado 60

5. All separation transactions are effective "COB".

TRUE

**FALSE**

6. When completing Item 320 (based on salary), you always consider the time base:

TRUE

**FALSE**

7. Item 345, Shift Differential **MUST NOT** be completed on 126, 335, 345 and SAL transactions UNLESS the transaction is effective the first day of the pay period.

**TRUE**

FALSE

8. The symbol "P" is entered on Item 415, Number of Months, when TAU in Lieu of Permanent

9. When code "1" is entered in Item 430, the probationary period completion date will be computer generated for permanent employees.

TRUE

**FALSE**

10. If an employee is returning after a temporary separation and history is on the database, the Prior State Service Code, Item 450, should be code 2

11. Item 603, denotes the reason for the employee's separation. Enter the appropriate two-digit code(s) for the following types of separations.

Resignation (S01) - Family illness 07

Resignation (S01) - Personal reasons 10

12. Item 426, Type of List/Exempt Status for civil services employees, indicates type of Certification List from which appointed

13. Disability Code, Item 455, will not turnaround on the PAR.

14. Item 605, Pay Period, is required for A01, A02, and A30-A35 Immediate Pay Appt. when requesting pay for up to a max of 3 pay periods.

15. Time to be Paid New, Item 606, is completed for all appointment transactions returning positive attendance employees from Adverse Suspension (S85).

TRUE

FALSE

16. If no pay is being requested in Lump Sum (Item 620), "NON" should be entered.

TRUE

FALSE

17. Service Pay Period, Item 715, is required when the effective date of a transaction does not reflect a qualifying or non-qualifying pay period.