2024

MIRS Handbook

MANAGEMENT INFORMATION RETRIEVAL SYSTEM
CA STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
PROGRAM MANAGEMENT & ANALYSIS BUREAU

Table of Contents

MIRS Handbook

1   Introduction

The Management Information Retrieval System (MIRS) is a system designed and administered by the CA State Controller's Office (SCO) providing Human Resource data for those departments statewide that have a subscription to its services.

This handbook is intended primarily for MIRS users and SCO MIRS Consultants. It is a reference tool that illustrates the File Description (FD), lists MIRS fields in the Data Element Dictionary (DED), describes the procedures from the MIRS Common Library, and lists transaction and leave benefit codes associated with commonly used MIRS fields.

To use this manual most effectively, use the search function (Ctrl+F) to find specific keywords or browse the table of contents.

For additional MIRS information, please visit the MIRS webpage on the SCO website: https://www.sco.ca.gov/ppsd_mirs.html.

Contact List/SCO Services Listing

Service	Contact	Phone	Email	Required Info
User ID revoked/forgot password	SCO Information Security Office (ISO)	(916) 322-8094	n/a	• User ID
System Problems, cancel a job, or restart printer	OTECH/CDT Helpdesk	(916) 464-4311	service.desk@state.ca.gov	• Terminal ID • Printer ID • User ID • TSO3 application
System availability (outside regular hours)	SCO Production Operation (Production)	(916) 322-8132	DGEHDB@sco.ca.gov	• Terminal ID • First 2 characters of User ID (owner code)
MIRS Helpdesk	Angela S. Cipollone	(916) 327-3926	ppsdMIRS@sco.ca.gov	• Inquiry or issue details
MIRS Helpdesk	Omar Rawashdeh	(916) 327-3926	ppsdMIRS@sco.ca.gov	• Inquiry or issue details
SCO telecommunications device for the deaf (TDD)	n/a	(916) 327-6827	n/a	n/a

2   File Descriptions (FD)

MIRS FDs are colored documents that list the fieldnames and file information available in each MIRS File. MIRS Files (interchangeably referred to as MIRS Files and FDs) pull from the SCO Legacy Systems:

PERSONAL pulls unique personal information from PIMS

CSEMPL (Current and Historical) pulls employment history from PIMS

CSPMTS (Payments and Deductions) pulls payment history and miscellaneous deductions from HIST

CSLAS and THLAS pull California leave accounting from CLAS

CSACA pulls current position and ACA Status Code information from ACAS

POSITION pulls position inventory information from SCO's Position Roster File

PERSONAL

2.1.1 Type of Information
Unique personal information from the Employee Action Request (EAR) and Personnel Action Request (PAR).

2.1.2 Selection Criteria
Current personal information for active employees and employees who temporarily or permanently separated during the prior 24 months. Does not include employees who have transferred to another department.

Note: These fields can be used with the CSEMPL-Current, CSEMPL-Historical, CSPMTS-Payments, CSPMTS-Deductions, CSLAS, and THLAS files (all except for the CSACA and POSITION file).

2.1.3 Fieldnames
Field Formats: A = Alphanumeric; I = Integer; P = Packed Decimal; YYMD or YYM = Date (YYMD=YYYY/MM/DD)

2.1.3.1 PERSONAL: Unique Personal Information

Fieldname	Alias	Format	Description	DED Page
SSN	SSN	A11	Social Security Number (XXX-XX-XXXX)	176
SUR_NAME	SURNAME	A21	Last Name	120
FULL_NAME	FULL_NAME	A39	Last Name, First Name & Middle Initial	121
F_NAME	F_NAME	A26	Last Name, First and Middle Initial	122
NAME1	NAME1	A16	First Name and Middle Initial	118
INITIAL	INITIAL	A3	First and Middle Initials	119
BIRTHDATE	BIRTH	YYMD	Birthday	56
AGE	AGE	I3	Age	46
SEX	SEX	A1	Sex Code (' ', F, M, N)	168
ETHNIC_CD_N	NEWETHNIC	A17	Ethnic Code (New) (F, H, 1, 7, etc.)	93
ETHNIC_NAME_N	ETHNIC_NAME_N	A35	Ethnic Name (New) (Cambodian, Indian, Samoan, etc.)	95
ETHNIC_CD_O	OUTDETHNIC	A1	Ethnic Code (Outdated) (A, B, 3, 8, etc.)	94
ETHNIC_NAME_O	ETHNIC_NAME_O	A35	Ethnic Name (Outdated) (Cuban, Eskimo, Filipino, etc.)	96

Fieldname	Alias	Format	Description	DED Page
STREET_ADDR	ADDR1	A28	Street Address	41
CITY_STATE	ADDR2	A25	City, State	40
ZIP_CD	ZIP	A5	Zip Code	43
ADDR_W	ADDRW	A1	Address Withhold Indicator (Y, N)	42
UEID	UEID	A11	Unique Employee ID	202

2.1.4 Employee Action Request (EAR)

The EAR form is used for updating employee's personal and withholding allowance information. Some of the fieldnames from the PERSONAL FD directly relate to the EAR as shown below.

STATE OF CALIFORNIA – STATE CONTROLLER'S OFFICE
EMPLOYEE ACTION REQUEST
STD. 686 (REV 12/2020)(FRONT)

Who is authorized to receive your pay warrant in case of death? Contact your personnel office to update your designee's name or address (Form STD. 243).

PERSONNEL OFFICE USE

| A | 01 AGENCY | 02 UNIT | 03 KEYED BY | 04 DATE KEYED |

CHECK ONE OR MORE BOX(ES) AND COMPLETE LISTED SECTIONS.

RETURN COMPLETED FORM TO YOUR PERSONNEL OFFICE. USE BALLPOINT PEN AND PRINT CLEARLY.

| B | 01 ☐ **New Employee** SECTIONS C, E, F, G, H, I | 03 ☐ **Withholding Allowance Change** SECTIONS C, E, I | 04 ☐ *Address Change } SECTIONS C, F, I | 05 ☐ **Name Change** (Attach substantiation) SECTIONS C, D, I | 07 ☐ **Birthdate Correction** SECTIONS C, H, I |

NOTE: Social Security Number and Last Name, First Name, and Middle Initial must be entered exactly as shown on Social Security card.

NAME CHANGE

| C | 01 SOCIAL SECURITY NUMBER **SSN** | 02 EMPLOYEE LAST NAME **SURNAME** | 03 FIRST NAME AND MIDDLE INITIAL **NAME1** | D | FORMER NAME (Last, First, and Middle) |

WITHHOLDING CHANGE OR NEW EMPLOYEE   ***IMPORTANT***   Before completing Section E, you must read the instructions on Internal Revenue Service (IRS) Form W-4 and the applicable state tax form. (For California, use Form DE-4)

E	**I. FEDERAL WITHHOLDING** – If no tax should be withheld, complete box 03, Part IV or V only.

01 ☐ **NONRESIDENT ALIEN** (See reverse, employee copy)
02 MARITAL STATUS FOR TAX PURPOSES ONLY
☐ **SINGLE**
☐ **MARRIED**
☐ **HEAD OF HOUSEHOLD**
03 **EXEMPT FROM FEDERAL WITHHOLDING** – Write/type EXEMPT in box 03 if you are eligible to claim exemption from Federal withholding. 03 _____ (See reverse)

04 ☐ **HIGHER WITHHOLDING** (Must be Y or N. See reverse)
05 _____ **CLAIM DEPENDENTS** AMOUNT MUST BE A WHOLE NUMBER
06 _____ **OTHER INCOME** NOT FROM JOBS
07 _____ **DEDUCTIONS**

II. STATE ALLOWANCES - If no tax should be withheld, complete Part IV or V only.
08 MARITAL STATUS FOR TAX PURPOSES ONLY (Check one)
☐ **SINGLE OR MARRIED** (WITH TWO OR MORE INCOMES)
☐ **MARRIED** (ONE INCOME)
☐ **HEAD OF HOUSEHOLD**
09 _____ **REGULAR ALLOWANCE(S)** Total you are claiming
10 _____ **ADDITIONAL ALLOWANCE(S)** Total you are claiming

III. ADDITIONAL DEDUCTIONS – Part I and Part II must be completed. Complete box(es) 11 and/or 12 if you wish additional Federal and/or State tax withheld from your wages. IF BOXES ARE NOT COMPLETED, CURRENT DEDUCTIONS (IF ANY) WILL BE CANCELLED. The first deduction will be made from your earnings for the pay period in which this form is processed. **Must be a dollar amount.**

I hereby authorize the State Controller to deduct monthly from my wages the additional Federal and/or State tax amount specified below.

| 11 _____ **FEDERAL** ADDITIONAL DEDUCTION | 12 _____ **STATE** ADDITIONAL DEDUCTION |

IV. EXEMPTION FROM WITHHOLDING – Write/type EXEMPT in box 13 if you are eligible to claim exemption from withholding. No Federal or State income tax will be withheld from your wages. DO NOT COMPLETE PARTS I, II, OR III. (See General Information on reverse.)

By writing/typing EXEMPT, I claim exemption from withholding because of no tax liability: Last year I did not owe any income tax and had a right to a full refund of ALL income tax withheld, AND this year I do not expect to owe any income tax and expect to have a right to a full refund of ALL income tax withheld.

NOTE: This exemption will automatically expire on February 15 of next year unless you file a new certification by January 31 of next year.   13 _____

V. NONTAXABLE WAGES – Check box 14 if wages you will receive are not subject to income tax withholding.
14 ☐ I claim that the wages I will be receiving from the State are either a 1) MINISTER OF A CHURCH in the exercise of his/her ministry, 2) NONRESIDENT ALIEN wages, or 3) DECEASED EMPLOYEE WAGES. Indicate reason (See General Information on reverse) _____

ADDRESS CHANGE OR NEW EMPLOYEE   *See reverse.

| F | 01 EMPLOYEE ADDRESS (Street, Rural Route, or P.O. Box) **ADDR1** | 02 CITY **ADDR2** | STATE | 03 ZIP CODE **ZIP** |

04 EMPLOYMENT LIST
☐ Check this box and enter your phone number(s) if your address is changing and your name appears on any departmental employment list. (See reverse.)
WORK PHONE   HOME PHONE

NEW EMPLOYEE - THIS INFORMATION MAY BE USED TO LOCATE PRIOR PUBLIC EMPLOYMENT SERVICE FOR STATE SERVICE CREDITS AND/OR RETIREMENT SYSTEM BENEFITS

| G | 01 LAST EMPLOYED BY CALIFORNIA STATE AGENCY OR CAMPUS OF: | 02 LAST NAME (if different) | 03 SEPARATED MO YR | 04 LAST EMPLOYED BY CALIFORNIA PUBLIC AGENCY OF: (City, County, Public School, Utility, etc.) | 05 LAST NAME (if different) | 06 SEPARATED MO YR |

NEW EMPLOYEE OR BIRTHDATE CORRECTION   **EMPLOYEE SIGNATURE**

| H | BIRTHDATE **BIRTH** MO DAY YR | I | I certify that the above information is true and correct and that I have read the IRS Form W-4 and the applicable State form. Under the penalties of perjury, I certify that the number of withholding exemptions and allowances claimed on this certificate does not exceed the number to which I am entitled. If claiming exemption from withholding, I certify that I incurred no tax liability for last year and that I anticipate that I will incur no liability this year. I authorize my employer via the State Controller's Office to refund any overcollection of current/prior year Social Security and Medicare taxes; I certify that I shall not claim a tax refund or credit for these overcollections. EMPLOYEE'S SIGNATURE   DATE | J | **PERSONNEL OFFICE USE** REVIEWER'S SIGNATURE DATE | PHONE NUMBER |

CSEMPL – Current

2.1.5 Type of Information
Current position information taken from the Personnel Action Request (PAR).

2.1.6 Selection Criteria
Current position information for active employees and employees who temporarily or permanently separated during the prior 24 months. Does not include employees who have transferred to another department.

2.1.7 Fieldnames
Field Formats: A = Alphanumeric; I = Integer; P = Packed Decimal; YYMD or YYM = Date (YYMD=YYYY/MM/DD)

2.1.7.1 CSEMPL-Current: Unique Personal Information

Fieldname	Alias	Format	Description	DED Page
SSN	SSN	A11	Social Security Number (XXX-XX-XXXX)	176

2.1.7.2 CSEMPL-Current: Current Position Information

Fieldname	Alias	Format	Description	DED Page
PSN_SEQ_NO	PSNSEQ	A2	Position Sequence Number of a Position	143
EFF_DATE	EFFDT	YYMD	Effective Date of PAR Transaction	83
EFF_HOUR	EFFHR	A4	Effective Hour of PAR Transaction	84
TRANS_CODE	TRANSCD	A3	PAR Transaction Code (A01, A02, S01, etc.)	196
TRANS_NAME	TRANS_NAME	A23	Transaction Name (CERT PROCESS APPT, etc.)	197
PAR_DATE	PARDT	YYMD	Par Keyed Date	131
EMP_CBDSGN	EMPDSGN	A1	Employee's CB Designation (C, E, M, R, S)	65
EMP_CBUNIT	EMPCBUNT	A2	Employee's CB Unit (01, 04, etc.)	70
EMPCBID	EMPCBID	A4	Employee's CB ID (C01, R04, etc.)	68
DSGN_NAME	DSGN_NAME	A13	Employee's CB Designation Name (CONFIDENTIAL, MANAGERIAL, etc.)	66
OPEB_CBID	OPEBCBID	A4	Other Post-Employment Benefits CB ID	69
AGENCY_CD	AGY	A3	Agency Code	47
UNIT	UNIT	A3	Reporting Unit	150
CLASS_CD	CLASS	A4	Class Code	60
SERIAL_NO	SRL	A3	Serial Number	167

Fieldname	Alias	Format	Description	DED Page
PSNO	PSNO	A16	Position Number (XXX-XXX-XXXX-XXX)	142
CLASSCD_TP	CLASSCDTP	A5	Class Code Type and Class Code (XXXXX)	62
STATUS_CD	STATCD	A8	Position Status (ACTIVE, PERM SEP, TEMP SEP)	181
DEPT_CD	DEPT	A3	Department Code	78
COUNTY_CD	COUNTY	A2	County Code	72
COUNTY_NAME	COUNTY_NAME	A17	County Name (ALAMEDA, ALPINE, etc.)	73
APPT_TYPE	APPT	A1	Appointment Type (A, B, C, D, etc.)	54
SALARY_TOT	SALTOT	P12.2M	Total Salary to be Paid	195
SALARY_PER	SALPER	A1	Salary Per (D, H, M, O, U, Y)	162
PAY_FREQ	PAYFREQ	A1	Pay Frequency (B, M, O, S, Y)	133
BASE_PAY_RT	BASEPAY	P12.2M	Base Pay Rate	55
PLUS_SALARY	PLUSSAL	P10.2M	Plus Salary	140
PLUS_EXP_DT	PLUS_EXP_DT	A10	Plus Salary Expiration Date (' ', INDEF, YYYY/MM/DD)	141
ANNI_DT	ANNIDT	YYM	Anniversary Date	49
ANNI_DT_CD	ANNICD	A4	Anniversary Date Code (MAX, NONE, YES)	50
ALT_RANGE	ALTRG	A2	Alternate Salary Range Code	48
SHIFT_DIFF	SHIFT	A1	Shift Differential	169
SPECIAL_PAY	SPECPAY	A1	Special Pay Code (F, N, V)	177
WWGROUP	WWG	A4	Work Week Group	205
TBASENUM	TBASENUM	A3	Time Base Numerator	190
TBASEDEN	TBASEDEN	A3	Time Base Denominator	187
TIMEBASE	TBASE	A7	Time Base (FT, IND, INT, 003/005, etc.)	186
APPT_TENURE	APPTEN	A1	Appointment Tenure (C, E, L, P, R, T)	53
APPT_MONTHS	APPTMO	A2	Number of Months of Appointment	123
APPT_EXP_DT	APPTEXP	YYMD	Appointment Expiration Date	51
APPT_EXP_HR	APPTEXPHR	A4	Appointment Expiration Hour	52
LIST_TYPE	LISTTP	A1	Type of Certification List (C, 1, 2, etc.)	201
PROB_CD	PROBCD	A1	Probationary Period Code (N, 1, 2, 3, 4, etc.)	145
PROB_END_DT	PROBEND	YYMD	Probationary Period Ending Date	146
1ST_PROB	1ST_PROB	YYMD	1st Probation Due Date	206
2ND_PROB	2ND_PROB	YYMD	2nd Probation Due Date	207
3RD_PROB	3RD_PROB	YYMD	3rd Probation Due Date	208
SAFETY	SAFETY	A3	Safety Member Code (IND, MIS, NO, etc.)	161
SURVIVOR	SUR	A3	Survivor Benefits (NO, YES)	182

Fieldname	Alias	Format	Description	DED Page
OASDI	OASDI	A3	Social Security Member (MED, NO, YES)	175
RETR_RT	RETRATE	A4	Retirement Rate (0000, 0500, etc.)	156
OATH	OATH	A1	Oath (A, B, X)	124
LICENSE_TP	LICTP	A1	Professional License Type (1, 2, 3, 4)	148
LIC_EXP_DT	LICEXP	YYMD	Professional License Expiration Date	147
EARN_ID1	EARNID1	A4	Earnings ID-1 (e.g., 8B, 8B1, 8B2, etc.)	90
EARN_AMT1	EARNAMT1	P8.2M	Earnings Amount-1	87
EARN_ID2	EARNID2	A4	Earnings ID-2 (e.g., 8B, 8B1, 8B2, etc.)	91
EARN_AMT2	EARNAMT2	P8.2M	Earnings Amount-2	88
EARN_ID3	EARNID3	A4	Earnings ID-3 (e.g., 8B, 8B1, 8B2, etc.)	92
EARN_AMT3	EARNAMT3	P8.2M	Earnings Amount-3	89
OTHER_SUBCD	SUBCD	A2	Other Eligibility Substantiation Code	127
OTHER_SUBST	SUBSTN	A29	Other Eligibility Substantiation	126
INJURY_CD	INJCD	A1	Job Incurred Injury Code (1, 2, 3, 4, 5, 6)	102
INJURY_DT	INJDT	YYMD	Job Incurred Injury Date	103
BENEFIT_DT	BENEFITDT	YYMD	Job Incurred Injury Benefit Date	101
SEP_EXP_DT	SEPEXP	YYMD	Separation Expiration Date	165
SEP_EXP_HR	SEPEXPHR	A4	Separation Expiration Hour	166
SEP_REASON	SEPRSN	A2	Separation Reason (01, 02, 03, etc.)	149
RET_RIGHT	RETURN	A2	Right of Return Designation (01, 03, etc.)	159
ACCOUNT_CD	ACCTCD	A2	Retirement Account Code (NM, TM, 08, etc.)	153
RETIRE_COV	RETIRE_COV	A7	Retirement Coverage (MISC, SAFETY, etc.)	155
RETIRE_INFO	RETIRE_INFO	A10	Retirement Tier (TIER I, TIER II, etc.)	158
RETIRE_PLAN	RETIRE_PLAN	A7	Retirement Plan (CALPERS, NON, PST, STRS etc.)	157
RETIRE_E_LVL	RETIRE_E_LVL	A1	CalPERS Enrollment Level	154

2.1.7.3 CSEMPL-Current: Pay Scales

Fieldname	Alias	Format	Description	DED Page
CLTTL	CLTTL	A18	Class Title - Abbreviated	61
PROB_MONTHS	PROBMO	A2	Probation Months (00, 06, 09, 12, etc.)	144
SCHEM	SCHEM	A4	Schematic Code	164

2.1.7.4 CSEMPL-Current: System Update Variables

Fieldname	Alias	Format	Description	DED Page
&&DATADT	&&DATADT	MDYY	Most Recent System Update (07/24/2020)	183
&&DATADT1	&&DATADT1	MTRDYY	Most Recent System Update (e.g., July 24, 2020)	184

2.1.8 Personnel Action Request (PAR)

The PAR is used for updating employment information. Some of the fieldnames from the CSEMPL-Current FD directly relate to the PAR as shown below.

CSEMPL – Historical

2.1.9 Type of Information
Current and historical position information taken from the Personnel Action Request (PAR).

2.1.10　Selection Criteria
Current position information, plus a minimum of 24 months employment history, for active employees and employees who temporarily or permanently separated during the prior 24 months. Does not include employees who have transferred to another department.

2.1.11　Fieldnames
Field Formats: A = Alphanumeric; I = Integer; P = Packed Decimal; YYMD or YYM = Date (YYMD=YYYY/MM/DD)

2.1.11.1　CSEMPL-Historical: Unique Personal Information

Fieldname	Alias	Format	Description	DED Page
SSN	SSN	A11	Social Security Number (XXX-XX-XXXX)	176

2.1.11.2　CSEMPL-Historical: Current/Historical Position Information

Fieldname	Alias	Format	Description	DED Page
HPSN_SEQ_NO	HPSNSEQ	A2	Position Sequence Number of a Position	143
HEFF_DATE	HEFFDT	YYMD	Effective Date of PAR Transaction	83
HEFF_HOUR	HEFFHR	A4	Effective Hour of PAR Transaction	84
HTRANS_CODE	HTRANSCD	A3	PAR Transaction Code (A01, A02, S01, etc.)	196
HTRANS_NAME	HTRANS_NAME	A23	Transaction Name (CERT PROCESS APPT, etc.)	197
HPAR_DATE	HPARDT	YYMD	Par Keyed Date	131
HEMP_CBDSGN	HEMPDSGN	A1	Employee's CB Designation (C, E, M, R, S)	65
HEMP_CBUNIT	HEMPCBUNT	A2	Employee's CB Unit (01, 04, etc.)	70
HEMPCBID	HEMPCBID	A4	Employee's CB ID (C01, R04, etc.)	68
HDSGN_NAME	HDSGN_NAME	A13	Employee's CB Designation Name (CONFIDENTIAL, MANAGERIAL, etc.)	66
HOPEB_CBID	HOPEBCBID	A4	Other Post-Employment Benefits CB ID	69
HAGENCY_CD	HAGY	A3	Agency Code	47
HUNIT	HUNIT	A3	Reporting Unit	150
HCLASS_CD	HCLASS	A4	Class Code	60
HSERIAL_NO	HSRL	A3	Serial Number	167
HPSNO	HPSNO	A16	Position Number (XXX-XXX-XXXX-XXX)	142

Fieldname	Alias	Format	Description	DED Page
HCLASSCD_TP	HCLASSCDTP	A5	Class Code Type and Class Code (XXXXX)	62
HDEPT_CD	HDEPT	A3	Department Code	78
HCOUNTY_CD	HCOUNTY	A2	County Code	72
HCOUNTY_NAME	HCOUNTY_NAME	A17	County Name (ALAMEDA, ALPINE, etc.)	73
HAPPT_TYPE	HAPPT	A1	Appointment Type (A, B, C, D, etc.)	54
HSALARY_TOT	HSALTOT	P12.2M	Total Salary to be Paid	195
HSALARY_PER	HSALPER	A1	Salary Per (D, H, M, O, U, Y)	162
HPAY_FREQ	HPAYFREQ	A1	Pay Frequency (B, M, O, S, Y)	133
HBASE_PAY_RT	HBASEPAY	P12.2M	Base Pay Rate	55
HPLUS_SALARY	HPLUSSAL	P10.2M	Plus Salary	140
HPLUS_EXP_DT	HPLUS_EXP_DT	A10	Plus Salary Expiration Date (' ', INDEF, YYYY/MM/DD)	141
HANNI_DT	HANNIDT	YYM	Anniversary Date	49
HANNI_DT_CD	HANNICD	A4	Anniversary Date Code (MAX, NONE, YES)	50
HALT_RANGE	HALTRG	A2	Alternate Salary Range Code	48
HSHIFT_DIFF	HSHIFT	A1	Shift Differential	169
HSPECIAL_PAY	HSPECPAY	A1	Special Pay Code (F, N, V)	177
HWWGROUP	HWWG	A4	Work Week Group	205
HTBASENUM	HTBASENUM	A3	Time Base Numerator	190
HTBASEDEN	HTBASEDEN	A3	Time Base Denominator	187
HTIMEBASE	HTBASE	A7	Time Base (FT, IND, INT, 003/005, etc.)	186
HAPPT_TENURE	HAPPTEN	A1	Appointment Tenure (C, E, L, P, R, T)	53
HAPPT_MONTHS	HAPPTMO	A2	Number of Months of Appointment	123
HAPPT_EXP_DT	HAPPTEXP	YYMD	Appointment Expiration Date	51
HAPPT_EXP_HR	HAPPTEXPHR	A4	Appointment Expiration Hour	52
HLIST_TYPE	HLISTTP	A1	Type of Certification List (C, 1, 2, etc.)	201
HPROB_CD	HPROBCD	A1	Probationary Period Code (N, 1, 2, 3, 4, etc.)	145
HPROB_END_DT	HPROBEND	YYMD	Probationary Period Ending Date	146
HSAFETY	HSAFETY	A3	Safety Member Code (IND, MIS, NO, etc.)	161
HSURVIVOR	HSUR	A3	Survivor Benefits (NO, YES)	182
HOASDI	HOASDI	A3	Social Security Member (MED, NO, YES)	175
HRETR_RT	HRETRATE	A4	Retirement Rate (0000, 0500, etc.)	156
HOATH	HOATH	A1	Oath (A, B, X)	124
HLICENSE_TP	HLICTP	A1	Professional License Type (1, 2, 3, 4)	148
HLIC_EXP_DT	HLICEXP	YYMD	Professional License Expiration Date	147

Fieldname	Alias	Format	Description	DED Page
HEARN_ID1	HEARNID1	A4	Earnings ID-1 (e.g., 8B, 8B1, 8B2, etc.)	90
HEARN_AMT1	HEARNAMT1	P8.2M	Earnings Amount-1	87
HEARN_ID2	HEARNID2	A4	Earnings ID-2 (e.g., 8B, 8B1, 8B2, etc.)	91
HEARN_AMT2	HEARNAMT2	P8.2M	Earnings Amount-2	88
HEARN_ID3	HEARNID3	A4	Earnings ID-3 (e.g., 8B, 8B1, 8B2, etc.)	92
HEARN_AMT3	HEARNAMT3	P8.2M	Earnings Amount-3	89
HOTHER_SUBCD	HSUBCD	A2	Other Eligibility Substantiation Code	127
HOTHER_SUBST	HSUBSTN	A29	Other Eligibility Substantiation	126
HINJURY_CD	HINJCD	A1	Job Incurred Injury Code (1, 2, 3, 4, 5, 6)	102
HINJURY_DT	HINJDT	YYMD	Job Incurred Injury Date	103
HBENEFIT_DT	HBENEFITDT	YYMD	Job Incurred Injury Benefit Date	101
HSEP_EXP_DT	HSEPEXP	YYMD	Separation Expiration Date	165
HSEP_EXP_HR	HSEPEXPHR	A4	Separation Expiration Hour	166
HSEP_REASON	HSEPRSN	A2	Separation Reason (01, 02, 03, etc.)	149
HRET_RIGHT	HRETURN	A2	Right of Return Designation (01, 03, etc.)	159
HACCOUNT_CD	HACCTCD	A2	Retirement Account Code (NM, TM, 08 etc.)	153
HRETIRE_COV	HRETIRE_COV	A7	Retirement Coverage (MISC, SAFETY, etc.)	155
HRETIRE_INFO	HRETIRE_INFO	A10	Retirement Tier (TIER I, TIER II, etc.)	158
HRETIRE_PLAN	HRETIRE_PLAN	A7	Retirement Plan (CALPERS, NON, PST, STRS etc.)	157

2.1.11.3 CSEMPL-Historical: Pay Scales – Data is Current Only

Fieldname	Alias	Format	Description	DED Page
HCLTTL	HCLTTL	A18	Class Title - Abbreviated	61
HPROB_MONTHS	HPROBMO	A2	Probation Months (00, 06, 09, 12, etc.)	144
HSCHEM	HSCHEM	A4	Schematic Code	164

2.1.11.4 CSEMPL-Historical: System Update Variables

Fieldname	Alias	Format	Description	DED Page
&&DATADT	&&DATADT	MDYY	Current Update Date (07/24/2020)	183
&&DATADT1	&&DATADT1	MTRDYY	Current Update Date (e.g., July 24, 2020)	184

2.1.12   Employee History Summary

The Employee History Summary below is a snapshot of fictitious employees from employment history (PIMS). Some of the fieldnames from the CSEMPL-Historical FD directly relate to the fields in employment history. For example, the HTRANS_CODE fieldname comes from the TRAN field.

EMPLOYEE HISTORY SUMMARY

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SSA# 123-44-5555   NAME   SMITH   , JOHN

	EFF DATE	TRAN	AGY-UNT-CLAS-SER	SPB AGENCY	ENT DATE	PSD REF #	HISTORY TYPES	SPB ID
_	05/01/20	MSA	013-201-5157-003	AG LAB R BD	08/21/19	402335002	B	
_	05/01/20	A01	013-201-5157-003	AG LAB R BD	08/21/19	402335002	BAGH FD I	
_	07/01/19	GEN	013-201-5157-002	AG LAB R BD	07/08/19	191899999	B C	
_	05/01/19	MSA	013-201-5157-002	AG LAB R BD	04/29/19	191199990	B	
_	01/31/19	126	013-201-5157-002	AG LAB R BD	01/31/19	190319999	BA C	
_	07/01/18	GEN	013-201-5157-002	AG LAB R BD	07/06/18	181879999	B C	
_	05/01/18	A01C	013-201-5157-002	AG LAB R BD	05/29/18	401495001	BAGH FD I	
_	05/01/18	A01D	013-201-5157-001	AG LAB R BD	05/21/18	401415003	BAGH FD I	
_	04/01/18	MSA	580-810-1139-002	PUBLIC HLTH	03/29/18	180889990	B	
_	09/01/17	120	580-810-1139-002	PUBLIC HLTH	09/21/17	352648049		

------------------------HISTORY TYPES------------------------

A = APPT	C = EMP COND	E = REEMP COND	G = APPT CERT	I = GEN PAYROLL
B = SALARY	D = SERVICE	F = SEPARATION	H = RETIREMENT	J = SEP PAYROLL

SELECT DETAIL _   SELECT HISTORY TYPES: _ _ _ _ _ _ _ _ _ _   OR MANUAL AUDITS _

CSPMTS – Payments

2.1.13   Type of Information
Payment information taken from the Payroll Warrant Register.

2.1.14   Selection Criteria
Payment data for a minimum of 24 prior pay periods. Includes payments issued for future pay periods and payments made to employees who have since transferred to another department.

2.1.15   Fieldnames
Field Formats: A = Alphanumeric; I = Integer; P = Packed Decimal; YYMD or YYM = Date (YYMD=YYYY/MM/DD)

2.1.15.1   CSPMTS-Payments: Unique Personal Information

Fieldname	Alias	Format	Description	DED Page
SSN	SSN	A11	Social Security Number (XXX-XX-XXXX)	176

2.1.15.2   CSPMTS-Payments: Pay Position(s)

Fieldname	Alias	Format	Description	DED Page
PAY_AGENCY	PAYAGY	A3	Agency Code	47
PAY_UNIT	PAYUNIT	A3	Reporting Unit	150
PAY_CLASS	PAYCLASS	A4	Class Code	60
PAY_SERIAL	PAYSRL	A3	Serial Number	167
PAYPSN	PAYPSN	A16	Position Number (XXX-XXX-XXXX-XXX)	142
PCLASSCDTP	PCLASSCDTP	A5	Class Code Type and Class Code (XXXXX)	62

2.1.15.3   CSPMTS-Payments: Pay Scales – Data is Current Only

Fieldname	Alias	Format	Description	DED Page
CB_DESIG	CBDES	A1	Pay Scale CB Designation (E, M, R, S, U)	67
CB_UNIT	CBUNT	A2	Pay Scale CB Unit (01, 04, etc.)	71
CLTTL	CLTTL	A18	Class Title - Abbreviated	61
PROB_MONTHS	PROBMO	A2	Probation Months (00, 06, 09, 12, etc.)	144
SCHEM	SCHEM	A4	Schematic Code	164

2.1.15.4   CSPMTS-Payments: Pay Period

Fieldname	Alias	Format	Description	DED Page
PAYPD	PAYPD	YYM	Pay Period	134
PAYPD_TYPE	PAYPDTP	A1	Pay Period Type (A, B, C, D, E, 0, 1, 2)	135

2.1.15.5   CSPMTS-Payments: Payment Detail

Fieldname	Alias	Format	Description	DED Page
ISSUE_DT	ISSUEDT	YYMD	Issue Date	100
PAYMENT_TYPE	PAYTP	A1	Payment Type (0, 1, 2, 3, etc.)	136
PAY_NAME	PAY_NAME	A11	Payment Name (OVERTIME, REGULAR, etc.)	137
WARRANT_NO	WARRANTNO	A8	Warrant Number of Payment/Redeposit/AR	204
CLEARANCE_TP	CTYPE	A1	Clearance Type (1, 2, 4, 5, 6, 7, 8, 9)	64
CLEARANCE_NU	CLNO	A5	Clearance Number of Payment/Redeposit/AR	63
GROSS_PAY	GROSS	P12.2M	Gross Amount of Payment	97
PAY_SUFFIX	PAYSUF	A1	Payment Type Suffix (H, S, 9, etc.)	138
PAY_SHIFT	PAYSHIFT	A1	Shift Differential (E, N, R, S)	170
OVERTIME_CD	OT	A1	Overtime Code (' ', A, B, 1, 2, etc.)	130
PAY_EARN_ID1	PAYEARNID1	A4	Earnings ID-1 (e.g., 8B, 8B1, 8B2, etc.)	90
PAY_EARN_AM1	PAYEARNAMT1	P8.2M	Earnings Gross Subject to Retirement Amount-1	79
PAY_EARN_ID2	PAYEARNID2	A4	Earnings ID-2 (e.g., 8B, 8B1, 8B2, etc.)	91
PAY_EARN_AM2	PAYEARNAMT2	P8.2M	Earnings Gross Subject to Retirement Amount -2	80
PAY_EARN_ID3	PAYEARNID3	A4	Earnings ID-3 (e.g., 8B, 8B1, 8B2, etc.)	92
PAY_EARN_AM3	PAYEARNAMT3	P8.2M	Earnings Gross Subject to Retirement Amount -3	81
ROLL_CODE	ROLLCD	A1	Roll Code (0, 1, 2, 3, 4, 5, 6, 7, 8)	160
PTBASENUM	PTBASENUM	A3	Time Base Numerator	191
PTBASEDEN	PTBASEDEN	A3	Time Base Denominator	188
PAY_TBASE	PAYTBASE	A7	Time Base Fraction (000/000 for FT, IND, OR INT; or fractional e.g., 001/002, etc.)	189
TIME_PD_DAYS	DAYSPAID	I3	Number of Days Paid or Adjusted	192
DAY	DAY	P3	Converts DAYSPAID From 99 0r -99 to 21, -21, 22 or -22	193
TIME	TIME	P12.2C	Converts # of Days in PAYPD to Hours (22 days to 176 hours)	185
TIME_PD_HRS	HOURSPAID	P10.2	Number of Hours Paid or Adjusted	194
PERSONNEL_MO	PERSONNEL_MO	P10.2	Converts # of Hours in PAYPD to Decimal Equivalent (1.00, .75 or .90, etc.)	139
PAY_SALARY	PAYSAL	P12.2M	Salary Rate	163

Fieldname	Alias	Format	Description	DED Page
STATE_SH_RET	SSRETR	P12.2M	Retirement State Share Amount	152
RETIREMENT_W	RETRW	P12.2M	Retirement Withheld Amount	151
SS_SOC_SEC_W	SSSOCSECW	P12.2M	Social Security State Share Amount	172
SOC_SEC_W	SOCSECW	P12.2M	Social Security Taxes Withheld Amount	171
SS_MED_W	SSMEDW	P12.2M	Medicare State Share Amount	117
MEDICARE_W	MEDW	P12.2M	Medicare Taxes Withheld Amount	116
SSOASDIMED	SSOASDIMED	P12.2M	Social Security/Medicare State Share Amount	174
OASDIMEDW	OASDIMEDW	P12.2M	Social Security/Medicare Tax Withheld Amount	173
SS_OPEB_W	SSOPEBW	P12.2M	Other Post-Employment Benefits State Share Amount	129
OPEB_W	OPEBW	P12.2M	Other Post-Employment Benefits Withheld Amount	128
PAY_OPEB_ID	PAY_OCBID	A4	Other Post-Employment Benefits CBID	69
BUDGET_CODE	BUDGET	A3	Budget Function Code	57
ADJUST_CD	ADJUSTCD	A1	Adjustment Code (0, 1, 2, 3, 4, 5, 6)	44

2.1.15.6   CSPMTS-Payments: System Update Variables

Fieldname	Alias	Format	Description	DED Page
&&PAYDATADT	&&PAYDATADT	MDYY	Current Update Date (07/24/2020)	183
&&PAYDATADT1	&&PAYDATADT1	MTRDYY	Current Update Date (e.g., July 24, 2020)	184

2.1.16   Payment History Summary

The Payment History Summary below is a snapshot of fictitious employees from payment history (HIST). Some of the fieldnames from the CSPMTS-Payments FD directly relate to the fields in payment history. For example, the ISSUE_DT fieldname comes from the DATE MODYYR field.

PAYMENT HISTORY SUMMARY

111-11-1111 JJ SMITH   PAGE 01 OF 01

POSITION NUMBER	C T	P T	S D	A C	S T	M C	SALARY TOTAL	TIME BASE	PAID HR/UNT	GROSS	A/R OR WARRANT#	DATE MODYYR
*** 0 – 08 – 19 ***												
_ 549-944-6767-001	1	0		0	1		4008.00		99	4008.00	05561056	083019
_ 549-944-6767-925	1	S		0	0		.00			217.00	05655320	090419

PAYMENT HISTORY SUMMARY

222-22-2222 PA SMITH   PAGE 01 OF 01

POSITION NUMBER	C T	P T	S D	A C	S T	M C	SALARY TOTAL	TIME BASE	PAID HR/UNT	GROSS	A/R OR WARRANT#	DATE MODYYR
*** 0 – 08 – 19 ***												
_ 549-066-5142-008	1	0		0	1		3069.91	001/002	99	3069.91	05559813	083019

PAYMENT HISTORY SUMMARY

333-33-3333 CJ KENT   PAGE 01 OF 01

POSITION NUMBER	C T	P T	S D	A C	S T	M C	SALARY TOTAL	TIME BASE	PAID HR/UNT	GROSS	A/R OR WARRANT#	DATE MODYYR
*** 0 – 08 – 19 ***												
_ 549-863-3982-021	1	0		0	1		9057.03	99		9057.03	09515026	053119
_ 549-863-3982-021	4	0		0	1		9057.03	99 -		9057.03 -	09515026	053119
_ 549-863-3982-021	1	0		0	1		9057.03	18	4.00	7616.14	09592654	053119

CSPMTS – Deductions

2.1.17   Type of Information
Employer sponsored deduction information taken from the Payroll Warrant Register.

2.1.18   Selection Criteria
Deduction data for a minimum of 24 prior pay periods for Health Benefits, Dental, Vision, Flex Expenditures and Benefit Life. Includes deductions issued for future pay periods and deductions for employees who have since transferred to another department.

2.1.19   Fieldnames
Field Formats: A = Alphanumeric; I = Integer; P = Packed Decimal; YYMD or YYM = Date (YYMD=YYYY/MM/DD)

2.1.19.1   CSPMTS-Deductions: Unique Personal Information

Fieldname	Alias	Format	Description	DED Page
SSN	SSN	A11	Social Security Number (XXX-XX-XXXX)	176

2.1.19.2   CSPMTS-Deductions: Pay Position(s)

Fieldname	Alias	Format	Description	DED Page
PAY_AGENCY	PAYAGY	A3	Agency Code	47
PAY_UNIT	PAYUNIT	A3	Reporting Unit	150
PAY_CLASS	PAYCLASS	A4	Class Code	60
PAY_SERIAL	PAYSRL	A3	Serial Number	167
PAYPSN	PAYPSN	A16	Position Number (XXX-XXX-XXXX-XXX)	142
PCLASSCDTP	PCLASSCDTP	A5	Class Code Type and Class Code (XXXXX)	62

2.1.19.3   CSPMTS-Deductions: Pay Scales – Data is Current Only

Fieldname	Alias	Format	Description	DED Page
CB_DESIG	CBDES	A1	Pay Scale CB Designation (E, M, R, S, U)	67
CB_UNIT	CBUNT	A2	Pay Scale CB Unit (01, 04, etc.)	71
CLTTL	CLTTL	A18	Class Title - Abbreviated	61
PROB_MONTHS	PROBMO	A2	Probation Months (00, 06, 09, 12, etc.)	144
SCHEM	SCHEM	A4	Schematic Code	164

2.1.19.4   CSPMTS-Deductions: Pay Period

Fieldname	Alias	Format	Description	DED Page
PAYPD	PAYPD	YYM	Pay Period	134

2.1.19.5   CSPMTS-Deductions: Deduction Detail

Fieldname	Alias	Format	Description	DED Page
DED_TYPE	DEDTP	A2	Deduction Type (BL, FC, FH, HB, HD, etc.)	76
DED_NAME	DED_NAME	A12	Name of Deduction (DENTAL, HEALTH, etc.)	77
CARRIER	CARRIER	A32	Converts DEDCD and ORGCD to Carrier Name (e.g., CIGNA HEALTH PLAN, KAISER FOUNDATION HEALTH PLAN, etc.)	58
CARRIER_ABBR	CARRABBR	A11	Carrier Abbreviated Name (e.g., CIGNA HP, *F KAISER etc.)	59
DED_CODE	DEDCD	A3	Deduction Code	75
ORG_CODE	ORGCD	A3	Organization Code	125
DED_AMOUNT	DEDAMT	P12.2M	Deduction Amount	74
STATE_SHARE	SS	P12.2M	State Share Amount	180
ADMIN_COST	ADMIN	P12.2M	Administrative Cost for Benefits	45
PARTY_RT_CD	PARTY	A1	Party Rate Code (A, B, 1, 2, 3, 4, 5, 6, 7, 8, 9)	132

2.1.19.6   CSPMTS-Deductions: System Update Variables

Fieldname	Alias	Format	Description	DED Page
&&PAYDATADT	&&PAYDATADT	MDYY	Current Update Date (07/24/2020)	183
&&PAYDATADT1	&&PAYDATADT1	MTRDYY	Current Update Date (e.g., July 24, 2020)	184

2.1.20   Miscellaneous Deductions

The Miscellaneous Deductions below is a snapshot of fictitious employees from payment history (HIST). Some of the fieldnames from the CSPMTS-Deductions FD directly relate to the fields in miscellaneous deductions. For example, the DED_CODE fieldname comes from the DED field.

MISCELLANEOUS DEDUCTIONS

PAGE 001 OF 001

111-22-3333   JS   DOE   CBID- R01S

PT CT   AR/WARRANT#   DATE
0 − 08 − 19   549-066-5142-008   0 1   05559813   083019

DED	ORG	AMOUNT	PP	TP								
					AGY-RU	ST SHR		ADM	PC	PL	DED	ORG	IND
354	010	510.00 − *		FC		510.00	.00					
350	056	428.57 *		FH		.00	2.14	3	B	056		B
351	007	91.56 *		FD		.00	.00	3		100	120	B
475	002	8.98 *		HV		.00	.00	3				
356	002	.00 *		FF		1.11	.00					

HEALTH-OPT-OUT-IND

TOTAL DEDUCTION AMOUNT   529.11

22

CSLAS

2.1.21   Type of Information

Current position information from the PAR (CSEMPL file) and current state service and leave benefit data from the California Leave Accounting System (CLAS).

2.1.22   Selection Criteria

Current position, state service and leave benefit data for employees who are Leave System Eligible (LSE).

Includes employer level benefits for your department only.

2.1.23   Fieldnames

Field Formats: A = Alphanumeric; I = Integer; P = Packed Decimal; YYMD or YYM = Date (YYMD=YYYY/MM/DD)

2.1.23.1   CSLAS: Unique Personal Information

Fieldname	Alias	Format	Description	DED Page
SSN	SSN	A11	Social Security Number (XXX-XX-XXXX)	176

2.1.23.2 CSLAS: Current Position Information

Fieldname	Alias	Format	Description	DED Page
LPSN_SEQ_NO	LPSNSEQ	A2	Position Sequence Number of a Position	143
LEMP_CBDSGN	LEMPDSGN	A1	Employee's CB Designation (C, E, M, R, S)	65
LEMP_CBUNIT	LEMPCBUNT	A2	Employee's CB Unit (01, 04, etc.)	70
LEMPCBID	LEMPCBID	A4	Employee's CB ID (C01, R04, etc.)	68
LDSGN_NAME	LDSGN_NAME	A13	Employee's CB Designation Name (CONFIDENTIAL, MANAGERIAL, etc.)	66
LAGENCY_CD	LAGY	A3	Agency Code	47
LUNIT	LUNIT	A3	Reporting Unit	150
LCLASS_CD	LCLASS	A4	Class Code	60
LSERIAL_NO	LSRL	A3	Serial Number	167
LPSNO	LPSNO	A16	Position Number (XXX-XXX-XXXX-XXX)	142
LCLASSCD_TP	CLASSCDTP	A5	Class Code Type and Class Code (XXXXX)	62
LSTATUS_CD	LSTATCD	A8	Position Status (ACTIVE, TEMP SEP)	181
LAPPT_TYPE	LAPPT	A1	Appointment Type (A, B, C, D, etc.)	54
LSALARY_TOT	LSALTOT	P12.2M	Total Salary to be Paid	195
LSALARY_PER	LSALPER	A1	Salary Per (D, H, M, O, U, Y)	162
LPAY_FREQ	LPAYFREQ	A1	Pay Frequency (B, M, O, S, Y)	133
LBASE_PAY_RT	LBASEPAY	P12.2M	Base Pay Rate	55
LALT_RANGE	LALTRG	A2	Alternate Salary Range Code	48
LWWGROUP	LWWG	A4	Work Week Group	205
LTBASENUM	LTBASENUM	A3	Time Base Numerator	190
LTBASEDEN	LTBASEDEN	A3	Time Base Denominator	187
LTIMEBASE	LTBASE	A7	Time Base (FT, IND, INT, 003/005, etc.)	186
LAPPT_TENURE	LAPPTEN	A1	Appointment Tenure (C, E, L, P, R, T)	53
LSAFETY	LSAFETY	A3	Safety Member Code (IND, MIS, NO, etc.)	161
LACCOUNT_CD	LACCTCD	A2	Retirement Account Code (NM, TM, 08, etc.)	153
LRETIRE_COV	LRETIRE_COV	A7	Retirement Coverage (MISC, SAFETY, etc.)	155
LRETIRE_INFO	LRETIRE_INFO	A10	Retirement Tier (TIER I, TIER II, etc.)	158
LRETIRE_PLAN	LRETIRE_PLAN	A7	Retirement Plan (CALPERS, NON, PST, STRS etc.)	157

2.1.23.3   CSLAS: State Service Information

Fieldname	Alias	Format	Description	DED Page
SS_MONTHS	SSMONTHS	P3	Total State Service Months	178
SS_OUT_IND	SSOUT	A1	Indicates whether State Service is Out-Of-Service or In-Service	179

2.1.23.4   CSLAS: Leave Benefit Information

Fieldname	Alias	Format	Description	DED Page
BENEFIT_ID	BENID	A2	Leave Benefit Identifier (AL, BL, CT, etc.)	108
BENEFIT_NAME	BENNM	A8	Leave Benefit Abbreviated Name (ANNUAL, CTO, etc.)	104
BENEFIT_BAL	BENBAL	P8.2	Leave Benefit Balance	106
BEN_OUT_IND	BENOUT	A1	Indicates Whether a Benefit is Out-Of-Service or In-Service	110
WAIT_END_LP	WAITENDLP	A6YYM	Waiting Period End Leave Period	203

2.1.23.5   CSLAS: Pay Scales

Fieldname	Alias	Format	Description	DED Page
CLTTL	CLTTL	A18	Class Title - Abbreviated	61
PROB_MONTHS	PROBMO	A2	Probation Months (00, 06, 09, 12, etc.)	144
SCHEM	SCHEM	A4	Schematic Code	164

2.1.23.6   CSLAS: System Update Variables

Fieldname	Alias	Format	Description	DED Page
&&LDATADT	&&LDATADT	MDYY	Current Update Date (07/24/2020)	183
&&LDATADT1	&&LDATADT1	MTRDYY	Current Update Date (e.g., July 24, 2020)	184

THLAS

2.1.24   Type of Information
Leave benefit transactional history from the California Leave Accounting System (CLAS).

2.1.25   Selection Criteria
Leave transactional history for the prior 24 leave periods. Includes leave transactional history for employees who have since transferred to another department.

2.1.26   Fieldnames
Field Formats: A = Alphanumeric; I = Integer; P = Packed Decimal; YYMD or YYM = Date (YYMD=YYYY/MM/DD)

2.1.26.1   THLAS: Unique Personal Information

Fieldname	Alias	Format	Description	DED Page
SSN	SSN	A11	Social Security Number (XXX-XX-XXXX)	176

2.1.26.2   THLAS: Current/Historical Position Information

Fieldname	Alias	Format	Description	DED Page
THPSNSEQ	THPSNSEQ	A2	Position Sequence Number of a Position	143
THEMPDSGN	THEMPDSGN	A1	Employee's CB Designation (C, E, M, R, S)	65
THEMPCBUNT	THEMPCBUNT	A2	Employee's CB Unit (01, 04, etc.)	70
THEMPCBID	THEMPCBID	A4	Employee's CB ID (C01, R04, etc.)	68
THDSGN_NAME	THDSGN_NAME	A13	Employee's CB Designation Name (CONFIDENTIAL, MANAGERIAL, etc.)	66
THAGY	THAGY	A3	Agency Code	47
THUNIT	THUNIT	A3	Reporting Unit	150
THCLASS	THCLASS	A4	Class Code	60
THSRL	THSRL	A3	Serial Number	167
THPSNO	THPSNO	A16	Position Number (XXX-XXX-XXXX-XXX)	142
THCLASSCD_TP	CLASSCDTP	A5	Class Code Type and Class Code (XXXXX)	62
THTBASENUM	THTBASENUM	A3	Time Base Numerator	190
THTBASEDEN	THTBASEDEN	A3	Time Base Denominator	187
THTBASE	THTBASE	A7	Time Base (FT, IND, INT, 003/005, etc.)	186

2.1.26.3   THLAS: Leave Period

Fieldname	Alias	Format	Description	DED Page
THLVPD	THLVPD	YYM	Leave Period	115

2.1.26.4   THLAS: Transactional Leave History

Fieldname	Alias	Format	Description	DED Page
THBENID	THBENID	A2	Leave Benefit Identifier (AL, BL, CT, etc.)	108
THBENNM	THBENNM	A8	Leave Benefit Abbreviated Name (ANNUAL, CTO, etc.)	104
THFULL_BENNM	THFULL_BENNM	A25	Leave Benefit Name (ANNUAL LEAVE, PERSONAL HOLIDAY, etc.)	109
THTRANSCD	THTRANSCD	A2	Leave Benefit Transaction Code (01, 02, 10, etc.)	112
THTRANS_NAME	THTRANS_NAME	A12	Leave Benefit Transaction Code Name (ACCRUAL, EARN, USE, etc.)	113
THTRANSAMT	THTRANSAMT	P8.3	Leave Transaction Amount	111
THPREMAMT	THPREMAMT	P8.3	Leave Transaction Premium Amount	114
STDACCRUALRATE	STDACCRUALRATE	P8.3	Leave Benefit Full Time Accrual Rate	107
ACCRUALRATEIND	ACCRUALRATEIND	A1	Indicates Non-Standard or Standard Accrual Rate (N or S)	105
TRANSFERLB	TRANSFERLB	A2	Transaction Transfer Leave Benefit Identifier	199
TIMEBANKCBID	TIMEBANKCBID	A3	CBID of Leave Credits Transferred to Release Time Bank (Union)	198

2.1.26.5   THLAS: Pay Scales – Data is Current Only

Fieldname	Alias	Format	Description	DED Page
CLTTL	CLTTL	A18	Class Title - Abbreviated	61
PROB_MONTHS	PROBMO	A2	Probation Months (00, 06, 09, 12, etc.)	144
SCHEM	SCHEM	A4	Schematic Code	164

2.1.26.6   THLAS: System Update Variables

Fieldname	Alias	Format	Description	DED Page
&&THDATADT	&&THDATADT	MDYY	Current Update Date (07/24/2020)	183
&&THDATADT1	&&THDATADT1	MTRDYY	Current Update Date (e.g., July 24, 2020)	184

CSACA

2.1.27   Type of Information

Current Affordable Care Act (ACA) information from the Affordable Care Act System (ACAS).

2.1.28   Selection Criteria

Current position and ACA Status Code information for state, District Agricultural Association (DAA), and Common Law employees. Includes active employees and employees who temporarily or permanently separated as of December 31, 2014. Does not include employees who have transferred to another department.

2.1.29   Fieldnames

Field Formats: A = Alphanumeric; I = Integer; P = Packed Decimal; YYMD or YYM = Date (YYMD=YYYY/MM/DD)

2.1.29.1   CSACA: Unique Personal Information

Fieldname	Alias	Format	Description	DED Page
ACSSN	ACSSN	A11	Social Security Number (XXX-XX-XXXX)	176
ACSUR_NAME	ACSURNAME	A21	Last Name	120
ACFULL_NAME	ACFULL_NAME	A39	Last Name, First Name & Middle Initial	121
ACF_NAME	ACNAME1	A16	First Name and Middle Initial	118
ACSTREET_ADDR	ACADDR1	A28	Street Address	41
ACCITY_STATE	ACADDR2	A25	City, State	40
ACZIP_CODE	ACZIP	A5	Zip Code	43

2.1.29.2   CSACA: Current Position Information

Fieldname	Alias	Format	Description	DED Page
ACPSN_SEQ_NO	ACPSNSEQ	A2	Position Sequence Number of a Position	143
ACAGENCY_CD	ACAGY	A3	Agency Code	47
ACUNIT	ACUNIT	A3	Reporting Unit	150
ACCLASS_CD	ACCLASS	A4	Class Code	60
ACSERIAL_NO	ACSRL	A3	Serial Number	167
ACPSNO	ACPSNO	A16	Position Number (XXX-XXX-XXXX-XXX)	142
ACPOS_STAT_CD	ACPSTATCD	A8	Position Status (ACTIVE, TEMP SEP, PERM SEP)	181
ACTBASENUM	ACTBASENUM	A3	Time Base Numerator	190
ACTBASEDEN	ACTBASEDEN	A3	Time Base Denominator	187
ACTIMEBASE	ACTIMEBASE	A7	Time Base (FT, IND, INT, 003/005, etc.)	186
ACAPPT_TENURE	ACAPPTEN	A1	Appointment Tenure (C, E, L, P, R, T)	53

2.1.29.3   CSACA: ACA Information

Fieldname	Alias	Format	Description	DED Page
ACSTAT_CD	ACSTATCD	A2	ACA Status Code (3A, 3B, 2A, 6A, etc.)	181
ACSTAT_EFF_DT	ACSTATEFF	YYMD	Effective Date of ACA Status Code	82
ACSTAT_ENT_DT	ACSTATENT	YYMD	Entry Date of ACA Status Code	86
ACCOV_NT_DT	ACCOVDT	YYMD	Health Coverage Notice Date	99
ACENTITY_TP	ACENTYTP	A6	Entity Type Suffix and Agency Code (CS 549, etc.)	85
ACTRANS_UD_BY	ACTRANSUDBY	A12	ACA Transaction Updated By (SCO AUTO GEN, etc.)	200
ACOUTSVC	ACOUTSVC	A1	Indicates whether Health Coverage is Out-of-Service or In-Service	38

2.1.29.4   CSACA: Fixed/Active Deduction Information

Fieldname	Alias	Format	Description	DED Page
ACDED_BEN	ACDEDBEN	A11	Health Benefit Deduction Indicator (HEALTH, FLEX CASH, Blank)	98

2.1.29.5   CSACA: Pay Scales

Fieldname	Alias	Format	Description	DED Page
ACCLTTL	ACCLTTL	A18	Class Title - Abbreviated	61

2.1.29.6   CSACA: System Update Variables

Fieldname	Alias	Format	Description	DED Page
&&ACDATADT	&&ACDATADT	MDYY	Current Update Date (07/24/2020)	183
&&ACDATADT1	&&ACDATADT1	MTRDYY	Current Update Date (e.g., July 24, 2020)	184

<u>POSITION</u>

2.1.30   Type of Information

A snapshot of the position inventory information from the SCO's Position Roster file that is updated monthly. It is recommended that you download this data so you can maintain a historical position file. This is a stand-alone file and **cannot be used with other files**. The fields that are available in this file contain the same data as the Position Inventory Reports on ViewDirect with the exception of: Non-Established Filled Positions, which is available on your Periodic Report and FT/PT employees in 900 serial numbers, which can be created in the CSPMTS file.

2.1.31   Fieldnames

Field Formats: A = Alphanumeric; I = Integer; P = Packed Decimal; YYMD or YYM = Date (YYMD=YYYY/MM/DD)

2.1.31.1   POSITION: Unique Position Information

Fieldname	Format	Description
PCAGY	A3	Agency code
PCUNIT	A3	Reporting Unit
PCCLASS	A4	Class Code
PCSRL	A3	Serial Number
PCPSNO	A16	Position Number (XXX-XXX-XXXX-XXX)
PCCLTTL	A18	Abbreviated class title. 'NOT FOUND' will display if the class code is not in the pay scale.
PCFULLNAME	A39	Employee's last name, first name and middle initial will display if a position is filled. 'VACANT', 'RECLASSED' or 'DELETED' will display if there were no expenditures for the month.
PCSURNAME	A21	Employee's last name will display if a position is filled. 'VACANT', 'RECLASSED' or 'DELETED' will display if there were no expenditures for the month.
PCNAME	A16	Employee's first name and middle initial will display if a position is filled; otherwise, blank will display.
PCTBASENUM	A3	Employee's time base numerator.
PCTBASEDEN	A3	Employee's time base denominator.
PCTBASE	A7	Employee's time base. (' ', FT, IND, INT, 003/005, etc.)
EEFTE	P9.2	Employee's full time equivalency (.00, .06, 1.00, etc.).
AUTFTE	P9.2	Authorized full time equivalency of the position (.00, 1.00).

Fieldname	Format	Description
ESTFILL	I5	Established authorized filled position (0,1).
ESTVAC	I5	Established authorized vacant position (0,1).
ESTPSN	I5	Established authorized position (0,1).
PCTERM	YYMD	Termination date of the position. If the position is permanently re-classed or abolished during the fiscal year, a date will display. If the re-class is temporary, a blank will display.
MONTHSNO	A2	Number of *consecutive* months a position had no expenditures (00, 01, 02, 03, etc.) For example: • 00 if there were expenditures for the month. • 00 if there were no expenditures in August and October, but were expenditures in September. • 03 if there were no expenditures in August, September, or October. If there were subsequent expenditures in November, then field is reset to 00. 06 if there were expenditures in January but none in July through December.
FIRSTMONTH	A2	The first month of the fiscal year in which a position had no expenditures (07 for July, 08 for August, etc.). Blank will display if MONTHSNO field is zero.
FIRSTMONTH1	YYM	The year and first month of the fiscal year in which a position had no expenditures (2002/07, 2002/08, etc.). Blank will display if MONTHSNO field is zero.
OFFPAYROLL	A1	'X' will display if the employee is off payroll due to an approved leave.
DEPTNAME	A29	Indicates the name of the department.
FACILITY	A29	Indicates the name of the facility.
EXEMPTIND1	A1	The type of position (blank for civil service, 4 for exempt, 7 for statutory).
PCEFFDT	YYMD	Position Effective Date.
PRIPCAGY	A3	Prior Agency Code for re-classed position.
PRIPCUNIT	A3	Prior Reporting Unit for re-classed position.
PRIPCCLASS	A4	Prior Class Code for re-classed position.
PRIPCSRL	A3	Prior Serial Number for re-classed position.
PRIPCPSNO	A16	Prior Position Number (XXX-XXX-XXXX-XXX)

2.1.31.2 POSITION: System Update Variables

Fieldname	Format	Description
&&PCDATADT	MDYY	Current Update Date (08/31/2020)
&&PCDATADT1	MTRDYY	Current Update Date (e.g., August 31, 2020)

3   Data Element Dictionary (DED)

The DED is a complete list of fields in MIRS, including the alias, format, definitions, and values.

DED Index

3.1.1 ACA OUT-OF-SERVICE INDICATOR

File Description (FD):	Fieldname:	Alias:	Format:
CSACA	ACOUTSVC	ACOUTSVC	A1

Definition:

Indicates whether health coverage is out-of-service or in-service.

Values:

Value	Description
Blank	Health coverage is in-service
S	Health coverage is in-service
C	Health coverage is out-of-service
P	Health coverage is out-of-service

3.1.2 ACA STATUS CODE

File Description (FD):	Fieldname:	Alias:	Format:
CSACA	ACSTAT_CD	ACSTATCD	A2

Definition:

Identifies the health benefit offer status of a position.

Values:

Value	Description
1A	Health Benefits Offered to Employee
1B	COBRA Offer for Active Employee Only
1C	COBRA Offer for Active Employees and Their Dependents (Not Spouse)
1D	COBRA Offer for Active Employee and Their Spouse (Not Dependents)
2A	Employee Does Not Meet Health Benefits Eligibility Criteria
2B	Permanent Intermittent Employee Not Yet Eligible for Health Benefits
2D	New Hire/Employee Newly Eligible for Health Benefits and Must Serve Administrative Waiting Period
3A	Health Benefits Accepted Timely
3B	Health Benefits Accepted Late
4A	Health Benefits Declined Timely
4B	Health Benefits Administratively Declined
5A	Administrative Cancelation
5B	Voluntary Cancelation
5C	Temporarily Suspended
5D	(Discontinued 11/20/2017)
6A	Permanent Separation

3.1.3 ADDRESS - CITY AND STATE

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	CITY_STATE	ADDR2	A25
CSEMPL - Historical	CITY_STATE	ADDR2	A25
CSPMTS - Payments	CITY_STATE	ADDR2	A25
CSPMTS - Deductions	CITY_STATE	ADDR2	A25
CSLAS	CITY_STATE	ADDR2	A25
THLAS	CITY_STATE	ADDR2	A25
CSACA	ACCITY_STATE	ACADDR2	A25

Definition:

Identifies the employee's city and state address.

Values:

Unique to each employee.

3.1.4 ADDRESS - STREET OR P.O. BOX

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	STREET_ADDR	ADDR1	A28
CSEMPL - Historical	STREET_ADDR	ADDR1	A28
CSPMTS - Payments	STREET_ADDR	ADDR1	A28
CSPMTS - Deductions	STREET_ADDR	ADDR1	A28
CSLAS	STREET_ADDR	ADDR1	A28
THLAS	STREET_ADDR	ADDR1	A28
CSACA	ACSTREET_ADDR	ACADDR1	A28

Definition:

Identifies the employee's street address or post office box.

Values:

Unique to each employee.

3.1.5 ADDRESS - WITHHOLD INDICATOR

File Description (FD):	Fieldname:	Alias:	Format:
All (Except POSITION)	ADDR_W	ADDRW	A1

Definition:

Identifies if an employee has elected to have their address withheld from records pursuant to Government Code Section 6254.3(b).

Values:

Y   Yes, the employee has elected to withhold their home address.

N   No, the employee has <u>not</u> elected to withhold their home address.

3.1.6 ADDRESS - ZIP CODE

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	ZIP_CD	ZIP	A5
CSEMPL - Historical	ZIP_CD	ZIP	A5
CSPMTS - Payments	ZIP_CD	ZIP	A5
CSPMTS - Deductions	ZIP_CD	ZIP	A5
CSLAS	ZIP_CD	ZIP	A5
THLAS	ZIP_CD	ZIP	A5
CSACA	ACZIP_CODE	ACZIP	A5

Definition:

Identifies the employee's zip code.

Values:

Unique to each employee.

3.1.7 ADJUSTMENT CODE

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Payments	ADJUST_CD	ADJUSTCD	A1

Definition:

Identifies the adjustment code.

Values:

Value	Description
0	No adjustment.
1	Adjustment of time worked.
2	Adjustment of salary rate.
3	Adjustment of both time worked and salary rate.
4	Adjustment of time base fraction.
5	Adjustment of time base fraction and salary rate.
6	Adjustment to gross.

3.1.8 ADMINISTRATION COST

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Deductions	ADMIN_COST	ADMIN	P12.2.M

Definition:

Identifies the amount charged to an agency for processing health, dental, vision and benefit life insurance documentation.

Values:

Unique to each employee.

3.1.9 AGE

File Description (FD):	Fieldname:	Alias:	Format:
All (Except CSACA and POSITION)	AGE	AGE	I3

Definition:

Identifies the age of employee.

Values:

Unique to each employee.

3.1.10   AGENCY CODE

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	AGENCY_CD	AGY	A3
CSEMPL - Historical	HAGENCY_CD	HAGY	A3
CSPMTS - Payments	PAY_AGENCY	PAYAGY	A3
CSPMTS - Deductions	PAY_AGENCY	PAYAGY	A3
CSLAS	LAGENCY_CD	LAGY	A3
THLAS	THAGY	THAGY	A3
CSACA	ACAGENCY_CD	ACAGY	A3

Definition:

Identifies the department and fund from which salaries are payable.

Values:

Refer to the Payroll Procedures Manual Section B.

3.1.11   ALTERNATE RANGE

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	ALT_RANGE	ALTRG	A2
CSEMPL - Historical	HALT_RANGE	HALTRG	A2
CSLAS	LALT_RANGE	LALTRG	A2

Definition:

Identifies the employee's salary range when a class has more than one range.

Values:

Refer to the Department of Human Resources Civil Service Pay Scales.

3.1.12   ANNIVERSARY DATE

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	ANNI_DT	ANNIDT	YYM
CSEMPL - Historical	HANNI_DT	HANNIDT	YYM

Definition:

Identifies the pay period an employee will be eligible for a Special In-grade Salary Adjustment (SISA) or Merit Salary Adjustment (MSA); or if no salary adjustment can be determined or is due.

Values:

Value	Description
Blank	Anniversary date is NONE or MAX (See ANNI_DT_CD or HANNIDT_CD)
YYYY/MM	Value displays as 4-digit year and 2-digit month of anniversary date. In WHERE/IF phrases, use YYM.

3.1.13   ANNIVERSARY DATE CODE

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	ANNI_DT_CD	ANNICD	A4
CSEMPL - Historical	HANNI_DT_CD	HANNICD	A4

Definition:

Identifies whether or not an employee will be eligible for a Special In-grade Salary Adjustment (SISA) or Merit Salary Adjustment (MSA).

Values:

Value	Description
MAX	Based on salary is maximum for the class or CEA employee's salary equals or exceeds CEA supervisor on same level.
NONE	Employee is not eligible for a SISA or MSA; or salary adjustment cannot be determined.
YES	Employee is eligible for a SISA or MSA. (See ANNI_DT_CD or HANNI_DT_CD for the pay period an employee is eligible.)

3.1.14   APPOINTMENT EXPIRATION DATE

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	APPT_EXP_DT	APPTEXP	YYMD
CSEMPL - Historical	HAPPT_EXP_DT	HAPPTEXP	YYMD

Definition:

Identifies the expiration date of an appointment.

Values:

Value	Description
YYYY/MM/DD	Values display as 4-digit year, 2-digit month and 2-digit day. In WHERE/IF phrases, use YYMD.

3.1.15   APPOINTMENT EXPIRATION HOURS

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	APPT_EXP_HR	APPTEXPHR	A4
CSEMPL - Historical	HAPPT_EXP_HR	HAPPTEXPHR	A4

Definition:

Identifies the hour of an appointment expiration if part of a day.

Values:

Values display X.XX

In WHERE/IF phrases, use X.XX.

3.1.16   APPOINTMENT TENURE

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	APPT_TENURE	APPTEN	A1
CSEMPL - Historical	HAPPT_TENURE	HAPPTEN	A1
CSLAS	LAPPT_TENURE	LAPPTEN	A1
CSACA	ACAPPT_TENURE	ACAPPTEN	A1

Definition:

Identifies the tenure of the appointment the employee is serving.

Values:

Value	Description
C	Career Executive Assignment
E	Emergency
L	Limited term or specific period appointment (excluding TAU and exempt)
P	Permanent, including training assignment and permanent exempt
R	CalPERS or STRS Annuitant
T	TAU or temporary exempt (including TAU in lieu of permanent or TAU in lieu of limited term)

3.1.17 APPOINTMENT TYPE

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	APPT_TYPE	APPT	A1
CSEMPL - Historical	HAPPT_TYPE	HAPPT	A1
CSLAS	LAPPT_TYPE	LAPPT	A1

Definition:

Computer generated code assigned by State Controller's Office (SCO), Personnel/Payroll Services Division (PPSD) that identifies the type of appointment or separation transaction.

Values:

Value	Description	Value	Description
A	Appointment From List	M	Military Leave Without Pay
B	Reinstatement	N	Non-Industrial Disability Leave
C	Promotion	P	Permanent Separation Without Fault
D	Demotion	Q	Disability Retirement
E	Emergency	R	Service Retirement
F	Transfer	S	Punitive Suspension
G	SPB or Court Action	T	Lay-off
H	Exempt	U	To Accept Exempt Appointment
I	Retired employee	W	Permanent Separation With Fault
J	Training and Development	X	Death
K	TAU		
L	Leave of Absence Without Pay		

3.1.18   BASED ON SALARY

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	BASE_PAY_RT	BASEPAY	P12.2M
CSEMPL - Historical	HBASE_PAY_RT	HBASEPAY	P12.2M
CSLAS	LBASE_PAY_RT	LBASEPAY	P12.2M

Definition:

Identifies the rate on which the employee's salary is based.

Values:

Unique to each employee.

3.1.19   BIRTHDATE

File Description (FD):	Fieldname:	Alias:	Format:
All (Except CSACA and POSITION)	BIRTHDATE	BIRTH	YYMD

Definition:

Identifies an employee's birthdate.

Values:

Value | Description
YYYY/MM/DD | Values display as 4-digit year, 2-digit month and 2-digit day.
| In WHERE/IF phrases, use YYMD.

3.1.20   BUDGET FUNCTION CODE

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Payments	BUDGET_CODE	BUDGET	A3

Definition:

Used in the position control system to group multiple agency/reporting units into a single budgetary unit, or identify an agency/reporting unit as a budgetary entity.

Note: Applicable only for agencies using budget function code.

Values:

Unique to each employee.

3.1.21   CARRIER NAME

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Deductions	CARRIER	CARRIER	A32

Definition:

A MIRS generated field that converts the deduction and organization codes to the name of the health, dental or vision carrier.

Values:

Refer to the Payroll Procedures Manual Section B.

3.1.22   CARRIER NAME - ABBREVIATED

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Deductions	CARRIER_ABBR	CARRABBR	A11

Definition:

The abbreviated name for the carrier name.

Values:

Refer to the Payroll Procedures Manual Section B.

3.1.23   CLASS CODE

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	CLASS_CD	CLASS	A4
CSEMPL - Historical	HCLASS_CD	HCLASS	A4
CSPMTS - Payments	PAY_CLASS	PAYCLASS	A4
CSPMTS - Deductions	PAY_CLASS	PAYCLASS	A4
CSLAS	LCLASS_CD	LCLASS	A4
THLAS	THCLASS	THCLASS	A4
CSACA	ACCLASS_CD	ACCLASS	A4

Definition:

Class code.

Values:

Refer to the Department of Human Resources Civil Service Pay Scales.

3.1.24   CLASS TITLE - ABBREVIATED

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	CLTTL	CLTTL	A18
CSEMPL - Historical	HCLTTL	HCLTTL	A18
CSPMTS - Payments	CLTTL	CLTTL	A18
CSPMTS - Deductions	CLTTL	CLTTL	A18
CSLAS	CLTTL	CLTTL	A18
THLAS	CLTTL	CLTTL	A18
CSACA	ACCLTTL	ACCLTTL	A18

Definition:

Identifies the abbreviated classification title for a specific class and range.

Values:

Refer to the Department of Human Resources Civil Service Pay Scales.

3.1.25   CLASS TYPE/CLASS CODE

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	CLASSCD_TP	CLASSCDTP	A5
CSEMPL - Historical	HCLASSCD_TP	HCLASSCDTP	A5
CSPMTS - Payments	PCLASSCDTP	PCLASSCDTP	A5
CSPMTS - Deductions	PCLASSCDTP	PCLASSCDTP	A5
CSLAS	LCLASSCD_TP	CLASSCDTP	A5
THLAS	THCLASSCD_TP	CLASSCDTP	A5

Definition:

Identifies the job classification of an employee's position and the class type.

Values:

The first character identifies the class type and the last 4 characters identify the class code. Refer to the Department of Human Resources Civil Service Pay Scales for class code values.

Value	Description	Value	Description
Blank	Civil Service	P	CA Institute for Regenerative Medicine
C	CSU	S	SPB Exempt
D	DPA Statutory		
E	California Conservation Corps		
F	DPA Exempt		
J	Judicial Council		
L	Statutory		
M	Military		

3.1.26   CLEARANCE NUMBER

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Payments	CLEARANCE_NU	CLNO	A5

Definition:

Identifies the clearance number for payments and redeposits.

Values:

Unique to each employee.

3.1.27   CLEARANCE TYPE

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Payments	CLEARANCE_TP	CTYPE	A1

Definition:

Identifies the type of fund transfer.

Values:

Value	Description
1	Issue Payment
2	Direct Disbursement
4	Redeposit
5	Account Receivable
6	Transfer of Funds (Delete Position)
7	Transfer of Funds (Add Position)
8	Non-USPS Transaction
9	Reverse Account Receivable

3.1.28   COLLECTIVE BARGAINING DESIGNATION - EMPLOYEE

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	EMP_CBDSGN	EMPDSGN	A1
CSEMPL - Historical	HEMP_CBDSGN	HEMPDSGN	A1
CSLAS	LEMP_CBDSGN	LEMPDSGN	A1
THLAS	THEMPDSGN	THEMPDSGN	A1

Definition:

Identifies the employee's collective bargaining designation.

Values:

Value	Description
C	Confidential
E	Excluded
M	Managerial
R	Rank and File
S	Supervisory

3.1.29   COLLECTIVE BARGAINING DESIGNATION - NAME

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	DSGN_NAME	DSGN_NAME	A13
CSEMPL - Historical	HDSGN_NAME	HDSGN_NAME	A13
CSLAS	LDSGN_NAME	LDSGN_NAME	A13
THLAS	THDSGN_NAME	THDSGN_NAME	A13

Definition:

Descriptive name for an employee's collective bargaining designation.

Values:

Confidential

Excluded

Managerial

Rank and File

Supervisory

3.1.30   COLLECTIVE BARGAINING DESIGNATION - PAY SCALE

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Payments	CB_DESIG	CBDES	A1
CSPMTS - Deductions	CB_DESIG	CBDES	A1

Definition:

Identifies the Department of Human Resources Civil Service Pay Scale value for the collective bargaining designation for a specific class code.

Values:

Value	Description
E	Excluded
M	Managerial
R	Rank and File
S	Supervisory
U	Split class

3.1.31 COLLECTIVE BARGAINING IDENTIFIER - EMPLOYEE

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	EMPCBID	EMPCBID	A4
CSEMPL - Historical	HEMPCBID	HEMPCBID	A4
CSLAS	LEMPCBID	LEMPCBID	A4
THLAS	THEMPCBID	THEMPCBID	A4

Definition:

Identifies the employee's assigned collective bargaining designation and unit.

Values:

Value	Description
C01-C21	Confidential
E-E99	Refer to the CalHR Civil Service Pay Scales.
M01-M21	Managerial
M99	Undecided
R01-R21	Rank and File
S-S21	Supervisory

3.1.32 COLLECTIVE BARGAINING IDENTIFIER - OPEB

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	OPEB_CBID	OPEBCBID	A4
CSEMPL - Historical	HOPEB_CBID	HOPEBCBID	A4
CSPMTS - Payments	PAY_OPEB_ID	PAY_OCBID	A4

Definition:

Identifies the employee's assigned Other Post-Employment Benefits (OPEB) collective bargaining designation and unit. It indicates whether an employee is eligible or not eligible for OPEB contributions. A value other than NON indicates that the employee is OPEB eligible.

Values:

Value	Description
C01-C21	Confidential
E-E99	Refer to the CalHR Civil Service Pay Scales.
M01-M21	Managerial
M99	Undecided
R01-R21	Rank and File
S-S21	Supervisory
NON	Employee is not OPEB eligible.

3.1.33   COLLECTIVE BARGAINING UNIT - EMPLOYEE

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	EMP_CBUNIT	EMPCBUNT	A2
CSEMPL - Historical	HEMP_CBUNIT	HEMPCBUNT	A2
CSLAS	LEMP_CBUNIT	LEMPCBUNT	A2
THLAS	THEMPCBUNT	THEMPCBUNT	A2

Definition:

Identifies the employee's collective bargaining unit.

Values:

Blank

01 - 99

3.1.34   COLLECTIVE BARGAINING UNIT - PAY SCALE

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Payments	CB_UNIT	CBUNT	A2
CSPMTS - Deductions	CB_UNIT	CBUNT	A2

Definition:

Identifies the Department of Human Resources Civil Service Pay Scales value of the collective bargaining unit for the class code.

Values:

Refer to the Department of Human Resources Civil Service Pay Scales.

3.1.35   COUNTY CODE

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	COUNTY_CD	COUNTY	A2
CSEMPL - Historical	HCOUNTY_CD	HCOUNTY	A2

Definition:

Identifies the county in which the employee works.

Values:

Value	Description	Value	Description	Value	Description
01	Alameda	24	Merced	47	Siskiyou
02	Alpine	25	Modoc	48	Solano
03	Amador	26	Mono	49	Sonoma
04	Butte	27	Monterey	50	Stanislaus
05	Calaveras	28	Napa	51	Sutter
06	Colusa	29	Nevada	52	Tehama
07	Contra Costa	30	Orange	53	Trinity
08	Del Norte	31	Placer	54	Tulare
09	El Dorado	32	Plumas	55	Tuolumne
10	Fresno	33	Riverside	56	Ventura
11	Glenn	34	Sacramento	57	Yolo
12	Humboldt	35	San Benito	58	Yuba
13	Imperial	36	San Bernardino	60	Out of State
14	Inyo	37	San Diego	61	Chicago, IL
15	Kern	38	San Francisco	62	New York, NY
16	Kings	39	San Joaquin	70	Outside USA
17	Lake	40	San Luis Obispo	55	Tuolumne
18	Lassen	41	San Mateo	56	Ventura
19	Los Angeles	42	Santa Barbara	57	Yolo
20	Madera	43	Santa Clara	58	Yuba
21	Marin	44	Santa Cruz	60	Out of State
22	Mariposa	45	Shasta	61	Chicago, IL
23	Mendocino	46	Sierra		

3.1.36   COUNTY NAME

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	COUNTY_NAME	COUNTY_NAME	A17
CSEMPL - Historical	HCOUNTY_NAME	HCOUNTY_NAME	A17

Definition:

A MIRS generated field that converts the numeric county code to the name of the county.

Values:

Value	Value	Value
Alameda	Mendocino	Shasta
Alpine	Merced	Sierra
Amador	Modoc	Siskiyou
Butte	Mono	Solano
Calaveras	Monterey	Sonoma
Colusa	Napa	Stanislaus
Contra Costa	Nevada	Sutter
Del Norte	Orange	Tehama
El Dorado	Placer	Trinity
Fresno	Plumas	Tulare
Glenn	Riverside	Tuolumne
Humboldt	Sacramento	Ventura
Imperial	San Benito	Yolo
Inyo	San Bernardino	Yuba
Kern	San Diego	Out Of State
Kings	San Francisco	Chicago, IL
Lake	San Joaquin	New York, NY
Lassen	San Luis Obispo	Outside US
Los Angeles	San Mateo	
Madera	Santa Barbara	
Marin	Santa Clara	
Mariposa	Santa Cruz	

3.1.37   DEDUCTION AMOUNT

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Deductions	DED_AMOUNT	DEDAMT	P12.2M

Definition:

The amount of the deduction.

Values:

Unique to each employee.

3.1.38   DEDUCTION CODE

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Deductions	DED_CODE	DEDCD	A3

Definition:

Identifies the specific deduction for health, dental, vision, flex and benefit life insurance (e.g., Deduction Code 100 - Dental Care Plans) and/or the particular organization/company for whom monies are being deducted from employee salaries (e.g., Deduction Code 056 - Kaiser).

Values:

Refer to the Payroll Procedures Manual Section B.

3.1.39   DEDUCTION TYPE

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Deductions	DED_TYPE	DEDTP	A2

Definition:

Identifies the type of deduction.

Values:

Value	Description
BL	Employer sponsored life insurance
HB	Employer sponsored health benefits insurance
HD	Employer sponsored dental plan insurance
HV	Employer sponsored vision insurance
FA	FlexElect health care spending account
FB	FlexElect dependent care spending account
FC	FlexElect benefits cash option
FD	FlexElect dental plans
FF	Flex employer paid administration fee
FG	Assembly long term care insurance
FH	FlexElect health plans
FK	Kaiser on-the-job worker's comp medical plan
FL	FlexElect parking
TR	Employer contribution to Savings Plus 401(k)

3.1.40   DEDUCTION TYPE - NAME

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Deductions	DED_NAME	DED_NAME	A12

Definition:

Descriptive name for type of deduction.

Values:

Value	Description
ASSEMBLY LTC	Assembly flex long term care insurance
DEFCMP ER	Employer contribution to Savings Plus 401(k)
DENTAL	Employer sponsored dental insurance
F HLTH RMB	FlexElect health care spending account
F DEP CARE	FlexElect dependent care spending account
FLEX CASH	Flex benefits cash option
FLEX PARKING	FlexElect parking
HEALTH	Employer sponsored health benefits insurance
KOJ PLAN	Kaiser on-the-job worker's comp medical plan
LIFE INS	Employer sponsored life insurance
ST FLEX FEE	Flex employer-paid administrative fee
VISION	Employer sponsored vision insurance

3.1.41   DEPARTMENT CODE

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	DEPT_CD	DEPT	A3
CSEMPL - Historical	HDEPT_CD	HDEPT	A3

Definition:

Assigned by Personnel/Payroll Services Division (PPSD) to agencies with more than one State Personnel Board (SPB) statistical organization.

Values:

Value	Description
000	None
XXX	Organization code (e.g., 001, 003, etc.)

3.1.42   EARNINGS GROSS SUBJECT TO RETIREMENT AMOUNT - 1

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Payments	PAY_EARN_AM1	PAYEARNAMT1	P8.2M

Definition:

Identifies the first premium pay amount of an employee based on duties performed, work site location, job-related certifications, or physical fitness performance.

Values:

Unique to each employee.

3.1.43   EARNINGS GROSS SUBJECT TO RETIREMENT AMOUNT - 2

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Payments	PAY_EARN_AM2	PAYEARNAMT2	P8.2M

Definition:

Identifies the second premium pay amount of an employee based on duties performed, work site location, job-related certifications, or physical fitness performance.

Values:

Unique to each employee.

3.1.44   EARNINGS GROSS SUBJECT TO RETIREMENT AMOUNT - 3

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Payments	PAY_EARN_AM3	PAYEARNAMT3	P8.2M

Definition:

Identifies the third earning ID gross amount that is subject to retirement based on duties performed, work site location, job-related certifications, or physical fitness performance.

Values:

Unique to each employee.

3.1.45   EFFECTIVE DATE - ACA

File Description (FD):	Fieldname:	Alias:	Format:
CSACA	ACSTAT_EFF_DT	ACSTATEFF	YYMD

Definition:

Identifies the effective date of the ACA Status Code.

Values:

Value	Description
YYYY/MM/DD	Values display as 4-digit year, 2-digit month and 2-digit day. In WHERE/IF phrases, use YYMD.

3.1.46   EFFECTIVE DATE - PAR

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	EFF_DATE	EFFDT	YYMD
CSEMPL - Historical	HEFF_DATE	HEFFDT	YYMD

Definition:

Identifies the effective date of the PAR transaction.

Values:

Value	Description
YYYY/MM/DD	Values display as 4-digit year, 2-digit month and 2-digit day. In WHERE/IF phrases, use YYMD.

3.1.47   EFFECTIVE HOUR - PAR

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	EFF_HOUR	EFFHR	A4
CSEMPL - Historical	HEFF_HOUR	HEFFHR	A4

Definition:

Identifies the effective hour and/or hundredths of an hour if the PAR transaction is effective part of a day.

Values:

Value	Description
X.XX	Hours on shift
BOB	Beginning of Business
COB	Close of Business

3.1.48   ENTITY TYPE SUFFIX/AGENCY CODE

File Description (FD):	Fieldname:	Alias:	Format:
CSACA	ACENTITY_TP	ACENTYTP	A6

Definition:

Identifies the entity type suffix an employee is part of and the agency code.

Values:

The first 3 characters identify the entity type suffix, and the last 3 characters identify the agency code.

Entity Type Suffix Value	Description
CE	Cal Expo
CL	Common Law
CS	Civil Service
CCC	CA Conservation Corp
DAA	District Agriculture Association
JUD	Judicial Council

3.1.49   ENTRY DATE

File Description (FD):	Fieldname:	Alias:	Format:
CSACA	ACSTAT_ENT_DT	ACSTATENT	YYMD

Definition:

Identifies the entry date of the ACA Status Code.

Values:

Value	Description
YYYY/MM/DD	Values display as 4-digit year, 2-digit month and 2-digit day.
In WHERE/IF phrases, use YYMD.

3.1.50   ESTABLISHED EARNINGS AMOUNT - 1

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	EARN_AMT1	EARNAMT1	P8.2M
CSEMPL - Historical	HEARN_AMT1	HEARNAMT1	P8.2M

Definition:

Identifies the first premium pay amount of an employee based on duties performed, work site location, job-related certifications, or physical fitness performance.

Values:

Unique to each employee.

3.1.51   ESTABLISHED EARNINGS AMOUNT - 2

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	EARN_AMT2	EARNAMT2	P8.2M
CSEMPL - Historical	HEARN_AMT2	HEARNAMT2	P8.2M

Definition:

Identifies the second premium pay amount of an employee based on duties performed, work site location, job-related certifications, or physical fitness performance.

Values:

Unique to each employee.

3.1.52   ESTABLISHED EARNINGS AMOUNT - 3

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	EARN_AMT3	EARNAMT3	P8.2M
CSEMPL - Historical	HEARN_AMT3	HEARNAMT3	P8.2M

Definition:

Identifies the third premium pay amount of an employee based on duties performed, work site location, job-related certifications, or physical fitness performance.

Values:

Unique to each employee.

3.1.53   ESTABLISHED EARNINGS IDENTIFIER - 1

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	EARN_ID1	EARNID1	A4
CSEMPL - Historical	HEARN_ID1	HEARNID1	A4
CSPMTS - Payments	PAYEARN_ID1	PAYEARNID1	A4

Definition:

CSEMPL: Identifies the first premium pay code based on duties performed, work site location, job-related certifications, or physical fitness performance.

CSPMTS: Identifies the first payment earnings identifier.

Values:

CSEMPL: Refer to the Personnel Action Manual Item 351.

CSPMTS: Refer to the Payroll Procedures Manual, Section B.

3.1.54   ESTABLISHED EARNINGS IDENTIFIER - 2

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	EARN_ID2	EARNID2	A4
CSEMPL - Historical	HEARN_ID2	HEARNID2	A4
CSPMTS - Payments	PAYEARN_ID2	PAYEARNID2	A4

Definition:

CSEMPL: Identifies the second premium pay code based on duties performed, work site location, job-related certifications, or physical fitness performance.

CSPMTS: Identifies the second payment earnings identifier.

Values:

CSEMPL: Refer to the Personnel Action Manual Item 351.

CSPMTS: Refer to the Payroll Procedures Manual, Section B.

3.1.55   ESTABLISHED EARNINGS IDENTIFIER - 3

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	EARN_ID3	EARNID3	A4
CSEMPL - Historical	HEARN_ID3	HEARNID3	A4
CSPMTS - Payments	PAYEARN_ID3	PAYEARNID3	A4

Definition:

CSEMPL: Identifies the third premium pay code based on duties performed, work site location, job-related certifications, or physical fitness performance.

CSPMTS: Identifies the third payment earnings identifier.

Values:

CSEMPL: Refer to the Personnel Action Manual Item 351.

CSPMTS: Refer to the Payroll Procedures Manual, Section B.

3.1.56   ETHNIC CODE (NEW)

File Description (FD):	Fieldname:	Alias:	Format:
All (Except CSACA and POSITION)	ETHNIC_CD_N	NEWETHNIC	A17

Definition:

Identifies the employee's ethnic origin.

Values:

Value	Description	Value	Description
D	HISPANIC OR LATINO	S	OTHER ASIAN
E	WHITE	T	OTHER PACIFIC ISLANDER
G	FILIPINO	U	CAMBODIAN
H	AMERICAN INDIAN OR ALASKA NATIVE	V	LAOTIAN
I	JAPANESE	Y	BLACK/AFRICAN AMERICAN DESCENDANT
J	CHINESE	1	BLACK OR AFRICAN AMERICAN
K	KOREAN	2	ASIAN
L	VIETNAMESE	4	HISPANIC
M	INDIAN	5	WHITE
N	BLACK/AFRICAN AMERICAN NON-DESCENDANT	6	PACIFIC ISLANDER
O	BLACK/AFRICAN AMERICAN NOT IDENTIFIED	7	AMERICAN INDIAN
P	NATIVE HAWAIIAN	' ' (Blank)	Indicates that the ethnicity is missing from ACAS
Q	SAMOAN	'-' (Dash)	Ethnicity designation found in Ethnic Code (Outdated)
R	GUAMANIAN		

3.1.57 ETHNIC CODE (OUTDATED)

File Description (FD):	Fieldname:	Alias:	Format:
All (Except CSACA and POSITION)	ETHNIC_CD_O	OUTDETHNIC	A1

Definition:

Identifies the employee's outdated ethnic origin.

Values:

Value	Description
A	MEXICAN, MEXICAN-AMERICAN, CHICANO
B	PUERTO RICAN
C	CUBAN
F	BLACK OR AFRICAN AMERICAN
N	ESKIMO
O	ALEUT
W	NOT KNOWN
X	MULTIPLE RACES (NON HISPANIC OR LATINO)
Y	LAOTIAN
Z	NOT KNOWN
3	MULTIPLE RACES (NON HISPANIC OR LATINO)
8	FILIPINO
9	NOT KNOWN
' ' (Blank)	Ethnicity designation found in Ethnic Code (New)

3.1.58   ETHNIC NAME (NEW)

File Description (FD):	Fieldname:	Alias:	Format:
All (Except CSACA and POSITION)	ETHNIC_NAME_N	ETHNIC_NAME_N	A35

Definition:

Descriptive name for an employee's ethnic designation.

Values:

AMERICAN INDIAN	JAPANESE
AMERICAN INDIAN OR ALASKA NATIVE	KOREAN
ASIAN	LAOTIAN
BLACK/AFRICAN AMERICAN DESCENDANT	NATIVE HAWAIIAN
BLACK/AFRICAN AMERICAN NON-DESCENDANT	OTHER ASIAN
BLACK/AFRICAN AMERICAN NOT IDENTIFIED	OTHER PACIFIC ISLANDER
CAMBODIAN	PACIFIC ISLANDER
CHINESE	SAMOAN
FILIPINO	VIETNAMESE
GUAMANIAN	WHITE
HISPANIC	MULTIPLE (More than one ethnicity code designated)
HISPANIC OR LATINO	' ' (Blank) – Indicates that the ethnicity is missing from ACAS
INDIAN	'-------' (Dashes) – Ethnicity designation found in Ethnic Code (Outdated)

3.1.59   ETHNIC NAME (OUTDATED)

File Description (FD):	Fieldname:	Alias:	Format:
All (Except CSACA and POSITION)	ETHNIC_NAME_O	ETHNIC_NAME_O	A35

Definition:

Descriptive name for an employee's outdated ethnic designation.

Values:

ALEUT

BLACK OR AFRICAN AMERICAN

CUBAN

ESKIMO

FILIPINO

LAOTIAN

MEXICAN, MEXICAN-AMERICAN, CHICANO

PUERTO RICAN

NOT KNOWN

' ' (Blank) – Ethnicity designation found in Ethnic Name (New)

3.1.60   GROSS PAY

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Payments	GROSS_PAY	GROSS	P12.2M

Definition:

The gross amount of the payment.

Values:

Unique to each employee.

3.1.61   HEALTH BENEFIT DEDUCTION INDICATOR

File Description (FD):	Fieldname:	Alias:	Format:
CSACA	ACDED_BEN	ACDEDBEN	A11

Definition:

Identifies if an employee has a fixed/active deduction for Health or Flex Cash. The health benefit deduction indicator is attributed to the employee and therefore will appear the same for all positions if the employee has multiple positions.

Values:

Value   Description
HEALTH   Deduction type HB or FH

FLEX CASH   Cash Option:

- deduction code 354, and

- organization code 001, and

- deduction amount $128 or $140

OR

COBEN Cash:

- deduction code 354, and

- organization code 020, and

- deduction amount $155 or $130

Blank   Employee does not have a HEALTH or FLEX CASH deduction

3.1.62   HEALTH COVERAGE NOTICE DATE

File Description (FD):	Fieldname:	Alias:	Format:
CSACA	ACCOV_NT_DT	ACCOVDT	YYMD

Definition:

Identifies date that the department notifies a newly hired employee of their health coverage options via the legally required *Health Insurance Marketplace Coverage Options Notice*.

Values:

Value	Description
YYYY/MM/DD	Values display as 4-digit year, 2-digit month and 2-digit day.
	In WHERE/IF phrases, use YYMD.

3.1.63   ISSUE DATE

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Payments	ISSUE_DT	ISSUEDT	YYMD

Definition:

Identifies the date an adjustment was made, or a payment was issued.

Values:

Value	Description
YYYY/MM/DD	Values display as 4-digit year, 2-digit month and 2-digit day.
	In WHERE/IF phrases, use YYMD.

3.1.64   JOB INCURRED INJURY - BENEFIT DATE

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	BENEFIT_DT	BENEFITDT	YYMD
CSEMPL - Historical	HBENEFIT_DT	HBENEFITDT	YYMD

Definition:

Identifies date Industrial Disability Leave (IDL) is approved; or State Compensation Insurance Fund (SCIF) compensation is received.

Values:

Value	Description
YYYY/MM/DD	Values display as 4-digit year, 2-digit month and 2-digit day. In WHERE/IF phrases, use YYMD.

3.1.65   JOB INCURRED INJURY - CODE

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	INJURY_CD	INJCD	A1
CSEMPL - Historical	HINJURY_CD	HINJCD	A1

Definition:

Identifies the type of compensation resulting from an employee's job-incurred injury or illness.

Values:

Value	Description
1	On payroll, employee has credits for full supplementation (On WCTD)
2	Off payroll, employee does not have credits for or does not want full supplementation (On WCTD)
3	On payroll at time of return to work (Off WCTD)
4	Off payroll at time of return to work (Off WCTD)
5	Off payroll (On IDL)
6	On payroll (Off IDL)

3.1.66   JOB INCURRED INJURY DATE

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	INJURY_DT	INJDT	YYMD
CSEMPL - Historical	HINJURY_DT	HINJDT	YYMD

Definition:

Identifies the date of an employee's injury.

Values:

Value	Description
YYYY/MM/DD	Values display as 4-digit year, 2-digit month and 2-digit day. In WHERE/IF phrases, use YYMD.

3.1.67   LEAVE BENEFIT ABBREVIATED NAME

File Description (FD):	Fieldname:	Alias:	Format:
CSLAS	BENEFIT_NAME	BENNM	A8
THLAS	THBENNM	THBENNM	A8

Definition:

The abbreviated name for a leave benefit.

Values:

Refer to the California Leave Accounting System (CLAS) Manual Section D.

Additionally, a list of leave benefit abbreviated names can be found in this handbook: Section 5.2 Leave Benefit Identifiers and Names.

3.1.68   LEAVE BENEFIT ACCRUAL RATE INDICATOR

File Description (FD):	Fieldname:	Alias:	Format:
THLAS	ACCRUALRATEIND	ACCRUALRATEIND	A1

Definition:

Indicates whether the transaction accrual rate of an "accrued" benefit is standard or nonstandard.

Values:

Value	Description
Blank	A nonaccrual type transaction
N	Nonstandard
S	Standard

3.1.69   LEAVE BENEFIT BALANCE

FILE DESCRIPTION (FD):	Fieldname:	Alias:	FORMAT:
CSLAS	BENEFIT_BAL	BENBAL	P8.2

Definition:

The current balances for leave benefits.

Note: A zero balance will be displayed if the leave benefit balance equals zero or if the leave benefit is out-of-service (use the BEN_OUT_IND field to identify out-of-service leave benefits).

Values:

XXXXX.XX

3.1.70   LEAVE BENEFIT FULL TIME ACCRUAL RATE

File Description (FD):	Fieldname:	Alias:	Format:
THLAS	STDACCRUALRATE	STDACCRUALRATE	P8.3

Definition:

The amount of an "accrued" benefit credited to an employee upon completion of one month of qualifying State Service.

Values:

XXXX.XXX

3.1.71   LEAVE BENEFIT IDENTIFIER

File Description (FD):	Fieldname:	Alias:	Format:
CSLAS	BENEFIT_ID	BENID	A2
THLAS	THBENID	THBENID	A2

Definition:

Identifies the leave benefit.

Values:

Refer to the California Leave Accounting System (CLAS) Manual Section D.

Additionally, a list of leave benefit identifiers can be found in this handbook: Section 5.2 Leave Benefit Identifiers and Names.

3.1.72 LEAVE BENEFIT NAME

File Description (FD):	Fieldname:	Alias:	Format:
THLAS	THFULL_BENNM	THFULL_BENNM	A25

Definition:

Identifies the full name of a Leave Benefit.

Values:

Refer to the California Leave Accounting System (CLAS) Manual Section D.

Additionally, a list of leave benefit names can be found in this handbook: Section 5.2 Leave Benefit Identifiers and Names.

3.1.73   LEAVE BENEFIT OUT-OF-SERVICE INDICATOR

File Description (FD):	Fieldname:	Alias:	Format:
CSLAS	BEN_OUT_IND	BENOUT	A1

Definition:

Indicates whether a benefit is out-of-service or in-service.

Values:

Value	Description
Blank	Benefit is in-service
X	Benefit is out-of-service

3.1.74   LEAVE BENEFIT TRANSACTION AMOUNT

File Description (FD):	Fieldname:	Alias:	Format:
THLAS	THTRANSAMT	THTRANSAMT	P8.3

Definition:

The amount of debit or credit to the balance of a specific leave benefit.

Values:

XXXX.XXX

3.1.75 LEAVE BENEFIT TRANSACTION CODE

File Description (FD):	Fieldname:	Alias:	Format:
THLAS	THTRANSCD	THTRANSCD	A2

Definition:

A unique code which defines the way a leave benefit amount is to be processed.

Values:

Refer to the California Leave Accounting System (CLAS) Manual Section D.

Additionally, a list of leave transaction codes can be found in this handbook: Section 5.1 Leave Benefit Transaction Codes and Names.

3.1.76   LEAVE BENEFIT TRANSACTION CODE NAME

File Description (FD):	Fieldname:	Alias:	Format:
THLAS	THTRANS_NAME	THTRANS_NAME	A12

Definition:

Indicates the way a leave benefit is to be processed.

Values:

Refer to the California Leave Accounting System (CLAS) Manual Section D.

Additionally, a list of leave transaction names can be found in this handbook: Section 5.1 Leave Benefit Transaction Codes and Names.

3.1.77   LEAVE BENEFIT TRANSACTION PREMIUM AMOUNT

File Description (FD):	Fieldname:	Alias:	Format:
THLAS	THPREMAMT	THPREMAMT	P8.3

Definition:

The amount of extra leave reported when time is earned at a ratio greater than 1 to 1. For example, if overtime is earned at 1.5 times and an employee worked 4 hours of overtime, this field would display 2 hours. The original 4 hours will display in the transaction amount.

Values:

XXXX.XXX

3.1.78   LEAVE PERIOD

File Description (FD):	Fieldname:	Alias:	Format:
THLAS	THLVPD	THLVPD	YYM

Definition:

Identifies an accounting period for leave activity.

Values:

Value	Description
YYYY/MM	Values display as 4-digit year and 2-digit month.
	In WHERE/IF phrases, use YYM.

3.1.79   MEDICARE (EMPLOYEE)

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Payments	MEDICARE_W	MEDW	P12.2M

Definition:

The amount of the employee contribution to Medicare.

Values:

Unique to each employee.

3.1.80   MEDICARE (STATE SHARE)

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Payments	SS_MED_W	SSMEDW	P12.2M

Definition:

The amount of the employer contribution to Medicare.

Values:

Unique to each employee.

3.1.81   NAME - FIRST AND MIDDLE INITIAL

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	NAME1	NAME1	A16
CSEMPL - Historical	NAME1	NAME1	A16
CSPMTS - Payments	NAME1	NAME1	A16
CSPMTS - Deductions	NAME1	NAME1	A16
CSLAS	NAME1	NAME1	A16
THLAS	NAME1	NAME1	A16
CSACA	ACF_NAME	ACNAME1	A16

Definition:

Identifies the employee's first name and middle initial.

Values:

Unique to each employee.

3.1.82   NAME - INITIALS

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	INITIAL	INITIAL	A3
CSEMPL - Historical	INITIAL	INITIAL	A3
CSPMTS - Payments	INITIAL	INITIAL	A3
CSPMTS - Deductions	INITIAL	INITIAL	A3
CSLAS	INITIAL	INITIAL	A3
THLAS	INITIAL	INITIAL	A3

Definition:

A MIRS generated field that displays the first and middle initials of an employee's name.

Values:

Unique to each employee.

3.1.83   NAME - LAST

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	SUR_NAME	SURNAME	A21
CSEMPL - Historical	SUR_NAME	SURNAME	A21
CSPMTS - Payments	SUR_NAME	SURNAME	A21
CSPMTS - Deductions	SUR_NAME	SURNAME	A21
CSLAS	SUR_NAME	SURNAME	A21
THLAS	SUR_NAME	SURNAME	A21
CSACA	ACSUR_NAME	ACSURNAME	A21

Definition:

Identifies the employee's last name.

Values:

Unique to each employee.

3.1.84   NAME - LAST, FIRST, MIDDLE INITIAL

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	FULL_NAME	FULL_NAME	A39
CSEMPL - Historical	FULL_NAME	FULL_NAME	A39
CSPMTS - Payments	FULL_NAME	FULL_NAME	A39
CSPMTS - Deductions	FULL_NAME	FULL_NAME	A39
CSLAS	FULL_NAME	FULL_NAME	A39
THLAS	FULL_NAME	FULL_NAME	A39
CSACA	ACFULL_NAME	ACFULL_NAME	A39

Definition:

Identifies employee's last name, first name and middle initial.

Note: When using the CSPMTS or THLAS FD employees who have transferred to another department will display the value "EMPLOYEE TRANSFERRED".

Values:

Unique to each employee.

3.1.85   NAME - LAST, INITIALS

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	F_NAME	F_NAME	A26
CSEMPL - Historical	F_NAME	F_NAME	A26
CSPMTS - Payments	F_NAME	F_NAME	A26
CSPMTS - Deductions	F_NAME	F_NAME	A26
CSLAS	F_NAME	F_NAME	A26
THLAS	F_NAME	F_NAME	A26

Definition:

A MIRS generated field that displays an employee's last name and first and middle initial.

Note: When using the CSPMTS or THLAS FD, employees who have transferred to another department will display the value "EMPLOYEE TRANSFERRED".

Values:

Unique to each employee.

3.1.86   NUMBER OF MONTHS

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	APPT_MONTHS	APPTMO	A2
CSEMPL - Historical	HAPPT_MONTHS	HAPPTMO	A2

Definition:

Identifies number of months of an appointment, managerial tenure or time worked if counted on an "Actual Time Worked" basis.

Values:

Value	Description
NM	Non-restricted managerial tenure
P	TAU in lieu of permanent
PT	TAU in lieu of permanent with time to be counted on an "Actual Time Worked" basis
RM	Restricted managerial tenure
T	Temporary and time to be counted on an "Actual Time Worked" basis
01–24	The number of months of an appointment

3.1.87   OATH/NONCITIZEN

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	OATH	OATH	A1
CSEMPL - Historical	HOATH	HOATH	A1

Definition:

Identifies if an oath has been signed or if non-citizen, whether employee has Social Security coverage based on type of visa.

Values:

Value	Description
A	Non-resident alien not subject to Social Security or Medicare deduction
B	Resident or non-resident alien subject to Social Security or Medicare
X	Employee is a citizen and oath has been signed

3.1.88   ORGANIZATION CODE

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Deductions	ORG_CODE	ORGCD	A3

Definition:

Identifies the deduction company or organization.

Values:

Refer to the Payroll Procedures Manual Section B.

3.1.89   OTHER ELIGIBILITY SUBSTANTIATION

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	OTHER_SUBST	SUBSTN	A29
CSEMPL - Historical	HOTHER_SUBST	HSUBSTN	A29

Definition:

Identifies the class code - agency code - name and/or date(s), or reason for the substantiation code.

Values:

Refer to the Personnel Action Manual Item 957.

3.1.90   OTHER ELIGIBILITY SUBSTANTIATION - CODE

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	OTHER_SUBCD	SUBCD	A2
CSEMPL - Historical	HOTHER_SUBCD	HSUBCD	A2

Definition:

Identifies eligibility necessary for certain types of permissive and mandatory reinstatements; eligibility necessary for demotion or transfer with or without examination; qualification for payment of leave credits under certain conditions; reason for termination of CEA appointment upon reinstatement or transfer; eligibility for or termination of certain types of disability benefits; an illegal appointment under G.C. 19257.5; or seasonal classification appointment justification.

Values:

Refer to the Personnel Action Manual Item 957.

3.1.91 OTHER POST-EMPLOYMENT BENEFITS (EMPLOYEE)

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Payments	OPEB_W	OPEBW	P12.2M

Definition:

The amount of the employee contribution to Other Post-Employment Benefits (OPEB).

Values:

Unique to each employee.

3.1.92   OTHER POST-EMPLOYMENT BENEFITS (STATE SHARE)

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Payments	SS_OPEB_W	SSOPEBW	P12.2M

Definition:

The amount of the employer contribution to Other Post-Employment Benefits (OPEB).

Values:

Unique to each employee.

3.1.93   OVERTIME CODE

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Payments	OVERTIME_CD	OT	A1

Definition:

Identifies the overtime code.

Values:

Value	Description
Blank	Straight Time
A	Quintuple Time
B	Quintuple Time and One Half
1	Time and One Half
2	Half Time
3	Double Time
4	Double Time and One Quarter
5	Double Time and One Half
6	Triple Time
7	Triple Time and Three Quarters
8	Quadruple Time
9	Quadruple Time and One Half

3.1.94   PAR KEYED DATE

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	PAR_DATE	PARDT	YYMD
CSEMPL - Historical	HPAR_DATE	HPARDT	YYMD

Definition:

Identifies the date the PAR was entered into the Employment History system.

Values:

Unique to each employee.

3.1.95   PARTY RATE CODE

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Deductions	PARTY_RT_CD	PARTY	A1

Definition:

Identifies the number of people covered under a health, dental or vision employer sponsored insurance plan.

Values:

Value	Description
A	Employee who has entered into a domestic partnership and one dependent under same plan
B	Employee who has entered into a domestic partnership and two or more dependents under same plan
1	Employee only
2	Employee and one dependent under same plan
3	Employee and two or more dependents under same plan
4	Employee under supplement to Medicare and one dependent under basic plan
5	Employee under supplement to Medicare and two or more dependents under basic plan
6	Employee and one dependent under supplement to Medicare and one or more dependents under basic plan
7	Employee under basic plan and one dependent under supplement to Medicare
8	Employee and one or more dependents under basic plan and two or more dependents under supplement to Medicare
9	Employee and one or more dependents under basic plan and one dependent under supplement to Medicare

3.1.96   PAY FREQUENCY

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	PAY_FREQ	PAYFREQ	A1
CSEMPL - Historical	HPAY_FREQ	HPAYFREQ	A1
CSLAS	LPAY_FREQ	LPAYFREQ	A1

Definition:

Identifies the period for which the salary payment is based.

Values:

Value	Description
B	Bi-Weekly
M	Monthly
O	Other (includes employees whose salary is zero or MAINT)
S	Semi-Monthly
Y	Yearly

3.1.97   PAY PERIOD

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Payments	PAYPD	PAYPD	YYM
CSPMTS - Deductions	PAYPD	PAYPD	YYM

Definition:

Identifies the specific time period for which payments are issued.

Values:

Value	Description
YYYY/MM	Values display as 4-digit year and 2-digit month. In WHERE/IF phrases, use YYM.

3.1.98   PAY PERIOD TYPE

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Payments	PAYPD_TYPE	PAYPDTP	A1

Definition:

Identifies the type of pay period.

Values:

Value	Description
A	Bi-weekly - first of pay period month
B	Bi-weekly - second of pay period month
C	Bi-weekly - third of pay period month
D	Bi-weekly - June segment of period spanning two fiscal years.
E	Bi-weekly - July segment of period spanning two fiscal years.
0	Monthly
1	Semi-monthly - first half
2	Semi-monthly - second half

3.1.99   PAYMENT TYPE

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Payments	PAYMENT_TYPE	PAYTP	A1

Definition:

Identifies the type of payment made.

Values:

Refer to the Payroll Procedures Manual Section B.

3.1.100 PAYMENT TYPE - NAME

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Payments	PAY_NAME	PAY_NAME	A11

Definition:

Descriptive name for type of payment.

Values:

Value	Description
AWARD	(Payroll Procedures Manual Section B)
DED ADJ REF	Deduction Refund (Credit Issue)
DED ADJ A/R	Deduction A/R Collection
DSBLTY SUPP	Supplemental Temporary Disability
EMERGENCY	Emergency
FIRE PAY	Fire Mission
FOLIO	Folio
FRINGE BEN	(Payroll Procedures Manual Section B)
IDL-FULL	Industrial Disability Leave - Full Pay
IDL - 2/3	Industrial Disability Leave - 2/3 Pay
L/S OT	Lump Sum Overtime
L/S SICK LV	Lump Sum Sick Leave
L/S VAC	Lump Sum Vacation
LC4800 REF	LC 4800 Tax Refund
MILITARY LV	Military Leave
MISC	(Payroll Procedures Manual Section B)
NDI	Non-Industrial Disability Indemnity
NON-USPS	Non-USPS transactions (Payroll Procedures Manual Section B)
OTHER	All Others
OUT-OF-ST	Out-of-State Pay (Dept. of Insurance)
OVERTIME	Overtime
PREMIUM PAY	(Payroll Procedures Manual Section B)
REGULAR	Regular
SETTLEMENT	Final Settlement
SHIFT	Shift Differential
TRADE RATE	Trade Rate Benefit
NOT DEFINED	Payment type has not been defined for MIRS

3.1.101 PAYMENT TYPE SUFFIX

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Payments	PAY_SUFFIX	PAYSUF	A1

Definition:

Identifies the kind of payment within the payment type.

Values:

Refer to the Payroll Procedures Manual Section B.

3.1.102 PERSONNEL MONTH

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Payments	PERSONNEL_MO	PERSONNEL_MO	P10.2

Definition:

A MIRS generated field that converts the number of hours in a pay period to its decimal equivalent.

Values:

Unique to each pay period.

3.1.103   PLUS SALARY

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	PLUS_SALARY	PLUSSAL	P10.2M
CSEMPL - Historical	HPLUS_SALARY	HPLUSSAL	P10.2M

Definition:

Identifies an authorized additional rate of pay granted to the employee.

Values:

Unique to each employee.

3.1.104 PLUS SALARY EXPIRATION DATE

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	PLUS_EXP_DT	PLUS_EXP_DT	A10
CSEMPL - Historical	HPLUS_EXP_DT	HPLUS_EXP_DT	A10

Definition:

Identifies the expiration date of an employee's authorized additional rate of pay (plus salary), indefinite plus salary authorization or no plus salary.

Values:

Value	Description
Blank	No plus salary.
INDEF	Plus salary in effect with no expiration date.
YYYY/MM/DD	Date plus salary expires. Values display as 4-digit year, 2-digit month and 2-digit day. In WHERE/IF phrases, use YYMD.

3.1.105 POSITION NUMBER

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	PSNO	PSNO	A16
CSEMPL - Historical	HPSNO	HPSNO	A16
CSPMTS - Payments	PAYPSN	PAYPSN	A16
CSPMTS - Deductions	PAYPSN	PAYPSN	A16
CSLAS	LPSNO	LPSNO	A16
THLAS	THPSNO	THPSNO	A16
CSACA	ACPSNO	ACPSNO	A16

Definition:

Identifies agency code, reporting unit, class code and serial number of an employee's position.

Note: CSPMTS - PAYPSN identifies the position number of the payment.

Values:

Values displayed XXX-XXX-XXXX-XXX

In WHERE/IF phrases, use XXX-XXX-XXXX-XXX.

3.1.106 POSITION SEQUENCE NUMBER

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	PSN_SEQ_NO	PSNSEQ	A2
CSEMPL - Historical	HPSN_SEQ_NO	HPSNSEQ	A2
CSLAS	LPSN_SEQ_NO	LPSNSEQ	A2
THLAS	THPSNSEQ	THPSNSEQ	A2
CSACA	ACPSN_SEQ_NO	ACPSNSEQ	A2

Definition:

Identifies the sequence number an employee's position is associated with.

Values:

01–20

3.1.107   PROBATION MONTHS

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	PROB_MONTHS	PROBMO	A2
CSEMPL - Historical	HPROB_MONTHS	HPROBMO	A2
CSPMTS - Payments	PROB_MONTHS	PROBMO	A2
CSPMTS - Deductions	PROB_MONTHS	PROBMO	A2
CSLAS	PROB_MONTHS	PROBMO	A2
THLAS	PROB_MONTHS	PROBMO	A2

Definition:

Identifies the number of probation months for a class.

Values:

Refer to the Department of Human Resources Civil Service Pay Scales.

3.1.108 PROBATIONARY PERIOD - CODE

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	PROB_CD	PROBCD	A1
CSEMPL - Historical	HPROB_CD	HPROBCD	A1

Definition:

Identifies an employee's probationary status.

Values:

Value	Description
Blank	Blank for tenure T, C, L, E, or R when appointed under G.C. 19144 subject to G.C. 21153 or Exempt Appointments
J	Appointment made via the LEAP (Limited Examination Appointment Program) process
N	Cannot require new probationary period
1	Must serve new probationary period with this appointment
2	Waived probationary period
3	Must complete probationary period now serving
4	Completing a probationary period started prior to last appointment
5	Extending a probationary period for full-time employee only
6	Intermittent or indeterminate or fractional time base employee completed probationary period
7	Blanketed into State Service

3.1.109 PROBATIONARY PERIOD - DATE

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	PROB_END_DT	PROBEND	YYMD
CSEMPL - Historical	HPROB_END_DT	HPROBEND	YYMD

Definition:

Identifies the last day of the employee's probationary period.

Values:

Value	Description
YYYY/MM/DD	Values display as 4-digit year, 2-digit month and 2-digit day. In WHERE/IF phrases, use YYMD.

3.1.110 PROFESSIONAL LICENSE - DATE

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	LIC_EXP_DT	LICEXP	YYMD
CSEMPL - Historical	HLIC_EXP_DT	HLICEXP	YYMD

Definition:

Identifies the date a professional license, credential or certificate will expire.

Values:

Value	Description
YYYY/MM/DD	Values display as 4-digit year, 2-digit month and 2-digit day. In WHERE/IF phrases, use YYMD.

3.1.111 PROFESSIONAL LICENSE - TYPE

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	LICENSE_TP	LICTP	A1
CSEMPL - Historical	HLICENSE_TP	HLICTP	A1

Definition:

Identifies the type of license, credential or certificate required to continue employment in specific classes.

Values:

Value	Description
1	Driver License
2	Consumer Affairs License (e.g., Medical, Engineer, Nurse, Architect, Psychiatric Technician)
3	Teaching Credential
4	Other

3.1.112   REASON FOR SEPARATION

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	SEP_REASON	SEPRSN	A2
CSEMPL - Historical	HSEP_REASON	HSEPRSN	A2

Definition:

Identifies the employee's reason for separation.

Values:

Refer to the Personnel Action Manual. Item 603.

3.1.113 REPORTING UNIT

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	UNIT	UNIT	A3
CSEMPL - Historical	HUNIT	HUNIT	A3
CSPMTS - Payments	PAY_UNIT	PAYUNIT	A3
CSPMTS - Deductions	PAY_UNIT	PAYUNIT	A3
CSLAS	LUNIT	LUNIT	A3
THLAS	THUNIT	THUNIT	A3
CSACA	ACUNIT	ACUNIT	A3

Definition:

Identifies the appropriation (or account) within the agency fund group from which salaries are payable.

Values:

Unique to each employee.

3.1.114 RETIREMENT (EMPLOYEE)

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Payments	RETIREMENT_W	RETRW	P12.2M

Definition:

The amount of the employee contribution to retirement.

Values:

Unique to each employee.

3.1.115 RETIREMENT (STATE SHARE)

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Payments	STATE_SH_RET	SSRETR	P12.2M

Definition:

The amount of the employer contribution to various retirement systems.

Values:

Unique to each employee.

3.1.116 RETIREMENT ACCOUNT CODE

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	ACCOUNT_CD	ACCTCD	A2
CSEMPL - Historical	HACCOUNT_CD	HACCTCD	A2
CSLAS	LACCOUNT_CD	LACCTCD	A2

Definition:

Code that designates an employee's retirement status.

Values:

Refer to the Personnel Action Manual Item 505.

3.1.117 RETIREMENT (CALPERS) ENROLLMENT LEVEL

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	RETIRE_E_LVL	RETIRE_E_LVL	A1

Definition:

Identifies the employee's California Public Employees' Retirement System (CalPERS) retirement enrollment level.

Values:

B   PEPRA Member

C   Classic Member

N   Non-CalPERS Contributing

P   PEPRA Member

S   Super Classic Member

3.1.118 RETIREMENT COVERAGE

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	RETIRE_COV	RETIRE_COV	A7
CSEMPL - Historical	HRETIRE_COV	HRETIRE_COV	A7
CSLAS	LRETIRE_COV	LRETIRE_COV	A7

Definition:

A MIRS generated field that converts the retirement account code to the retirement coverage name (i.e.; Safety, Peace Officer/Firefighter, etc.)

Note: If the Retirement Account Code (i.e.; 08) appears instead of the retirement coverage name, please contact a MIRS Consultant.

Values:

CHP

INDUS

JRS

LRS

MISC

NON

PO/F

PST

SAFETY

STRS

3.1.119 RETIREMENT RATE

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	RETR_RT	RETRATE	A4
CSEMPL - Historical	HRETR_RT	HRETRATE	A4

Definition:

Identifies the percentage (in decimal fraction) to be deducted from a salary for an employee's retirement fund.

Values:

Refer to the Personnel Action Manual Item 530.

3.1.120   RETIREMENT SYSTEMS

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	RETIRE_PLAN	RETIRE_PLAN	A7
CSEMPL - Historical	HRETIRE_PLAN	HRETIRE_PLAN	A7
CSLAS	LRETIRE_PLAN	LRETIRE_PLAN	A7

Definition:

A MIRS generated field that converts the retirement account codes to different retirement systems.

Note: If the Retirement Account Code (i.e.; 08) appears instead of the retirement system name, please contact a MIRS Consultant.

Values:

CALPERS

JRS

LRS

NON

PST

STRS

3.1.121 RETIREMENT TIER INFORMATION

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	RETIRE_INFO	RETIRE_INFO	A10
CSEMPL - Historical	HRETIRE_INFO	HRETIRE_INFO	A10
CSLAS	LRETIRE_INFO	LRETIRE_INFO	A10

Definition:

A MIRS generated field that converts the retirement account codes to different retirement tiers.

Values:

Refer to the Personnel Action Manual Item 505.

3.1.122 RIGHT OF RETURN DESIGNATION

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	RET_RIGHT	RETURN	A2
CSEMPL - Historical	HRET_RIGHT	HRETURN	A2

Definition:

Identifies the circumstances of an employee's mandatory right of return. That is, whether he/she has or has not a mandatory right of return following another appointment or temporary separation and the length of such right.

Values:

Value	Description
01	Indefinite right of return from appointment effective date when accepting exempt appointment
02	Four year right of return from appointment effective date when accepting exempt appointment
03	Six month right of return from appointment effective date when accepting exempt appointment
04	Does **not** have a right of return
05	Right of return upon expiration date of temporary separation
06	Right of return upon rejection during probationary period only
07	Right of return but does not wish to exercise it
08	Did not request right of return within legal time limit
09	Right of return upon termination/expiration of appointment

3.1.123 ROLL CODE

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Payments	ROLL_CODE	ROLLCD	A1

Definition:

Identifies the pay plan of the employee.

Values:

Value	Description
0	Positive attendance, paid monthly - miscellaneous rates
1	Negative attendance, paid monthly - monthly rate
2	Negative attendance, paid semi-monthly - monthly rate
3	Positive attendance, paid monthly - hourly rate
4	Positive attendance, paid semi-monthly - hourly rate
5	Positive attendance, paid monthly - daily rate
6	Positive attendance, paid semi-monthly - hourly rate
7	Positive attendance, paid bi-weekly - hourly rate
8	Positive attendance, paid semi-monthly - monthly rate

3.1.124 SAFETY MEMBER

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	SAFETY	SAFETY	A3
CSEMPL - Historical	HSAFETY	HSAFETY	A3
CSLAS	LSAFETY	LSAFETY	A3

Definition:

Identifies the employee's CalPERS category.

Values:

Value	Description
IND	Industrial Member
MIS	Miscellaneous Member
NO	Non-Retirement Member
PAT	Patrol Member
POF	Peace Officer/Firefighter Member
SAF	Safety Member

3.1.125   SALARY PER

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	SALARY_PER	SALPER	A1
CSEMPL - Historical	HSALARY_PER	HSALPER	A1
CSLAS	LSALARY_PER	LSALPER	A1

Definition:

Identifies the rate on which an employee's salary is based.

Values:

Value	Description
D	Day (or visit or meeting when paid by the day)
H	Hour
M	Month
O	Other (for piece work salary in fraction of a cent or if Based on Salary, shows MAINT or zero)
U	Unit (for other than fraction of a cent)
Y	Year

3.1.126 SALARY RATE

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Payments	PAY_SALARY	PAYSAL	P12.2M

Definition:

Identifies the salary rate used to compute the payment.

Note: If the payment is not computed based on a salary rate (such as a merit award) the salary rate will show zero.

Values:

Unique to each employee.

3.1.127 SCHEMATIC CODE

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	SCHEM	SCHEM	A4
CSEMPL - Historical	HSCHEM	HSCHEM	A4
CSPMTS - Payments	SCHEM	SCHEM	A4
CSPMTS - Deductions	SCHEM	SCHEM	A4
CSLAS	SCHEM	SCHEM	A4
THLAS	SCHEM	SCHEM	A4

Definition:

Identifies the schematic code used to locate the classification in the schematic section of the pay scales.

Values:

Refer to CalHR Civil Service Pay Scales.

3.1.128   SEPARATION EXPIRATION DATE and HOURS - DATE

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	SEP_EXP_DT	SEPEXP	YYMD
CSEMPL - Historical	HSEP_EXP_DT	HSEPEXP	YYMD

Definition:

Identifies the last day an employee may be on a temporary separation.

Values:

Value	Description
YYYY/MM/DD	Values display as 4-digit year, 2-digit month and 2-digit day. In WHERE/IF phrases, use YYMD.

3.1.129 SEPARATION EXPIRATION DATE and HOURS - HOURS

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	SEP_EXP_HR	SEPEXPHR	A4
CSEMPL - Historical	HSEP_EXP_HR	HSEPEXPHR	A4

Definition:

Identifies the last hour of the day an employee may be on a temporary separation.

Values:

Values displayed X.XX

In WHERE/IF phrases, use X.XX.

3.1.130 SERIAL NUMBER

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	SERIAL_NO	SRL	A3
CSEMPL - Historical	HSERIAL_NO	HSRL	A3
CSPMTS - Payments	PAY_SERIAL	PAYSRL	A3
CSPMTS - Deductions	PAY_SERIAL	PAYSRL	A3
CSLAS	LSERIAL_NO	LSRL	A3
THLAS	THSRL	THSRL	A3
CSACA	ACSERIAL_NO	ACSRL	A3

Definition:

Identifies the position within each class in each function as an established or blanket position.

Values:

Unique to each employee.

3.1.131 SEX CODE

File Description (FD):	Fieldname:	Alias:	Format:
All (Except POSITION)	SEX	SEX	A1

Definition:

Identifies the employee's gender.

Values:

Value	Description
F	Female
M	Male
N	Non-Binary

3.1.132 SHIFT DIFFERENTIAL

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	SHIFT_DIFF	SHIFT	A1
CSEMPL - Historical	HSHIFT_DIFF	HSHIFT	A1

Definition:

Identifies an employee as entitled to receive a differential rate for evening or night shift work.

Values:

Refer to the Personnel Action Manual Item 345.

3.1.133 SHIFT DIFFERENTIAL CODE

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Payments	PAY_SHIFT	PAYSHIFT	A1

Definition:

Identifies the shift employee worked and was paid.

Values:

Refer to the Payroll Procedures Manual Section B.

3.1.134 SOCIAL SECURITY (EMPLOYEE)

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Payments	SOC_SEC_W	SOCSECW	P12.2M

Definition:

The amount of the employee contribution to Social Security.

Values:

Unique to each employee.

3.1.135 SOCIAL SECURITY (STATE SHARE)

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Payments	SS_SOC_SEC_W	SSSOCSECW	P12.2M

Definition:

The amount of the employer contribution to Social Security.

Values:

Unique to each employee.

3.1.136 SOCIAL SECURITY/MEDICARE (EMPLOYEE)

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Payments	OASDIMEDW	OASDIMEDW	P12.2M

Definition:

The amount of the employee contribution to Social Security or Medicare.

Values:

Unique to each employee.

3.1.137   SOCIAL SECURITY/MEDICARE (STATE SHARE)

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Payments	SSOASDIMED	SSOASDIMED	P12.2M

Definition:

The amount of the employer contribution to Social Security or Medicare.

Values:

Unique to each employee.

3.1.138 SOCIAL SECURITY MEMBER

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	OASDI	OASDI	A3
CSEMPL - Historical	HOASDI	HOASDI	A3

Definition:

Identifies if an employee has Social Security or Medicare coverage or neither.

Values:

Value	Description
MED	Medicare coverage
NO	Neither
YES	Social Security coverage

3.1.139 SOCIAL SECURITY NUMBER

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	SSN	SSN	A11
CSEMPL - Historical	SSN	SSN	A11
CSPMTS - Payments	SSN	SSN	A11
CSPMTS - Deductions	SSN	SSN	A11
CSLAS	SSN	SSN	A11
THLAS	SSN	SSN	A11
CSACA	ACSSN	ACSSN	A11

Definition:

Identifies the employee's unique number assigned by the Social Security Administration.

Values:

Values displayed as XXX-XX-XXXX

In WHERE/IF phrases, use XXX-XX-XXXX.

3.1.140 SPECIAL PAY

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	SPECIAL_PAY	SPECPAY	A1
CSEMPL - Historical	HSPECIAL_PAY	HSPECPAY	A1

Definition:

Identifies if employee is on or off fire mission status or receiving various range salary.

Values:

Value	Description
F	On Fire Mission Status
N	On Non-Fire Mission Status
V	Various Range Salary or Brand Inspector - Intermittent (0304) or Physician and Surgeon II - Intermittent (7565) or Retired Annuitant

3.1.141 STATE SERVICE MONTHS (CLAS)

File Description (FD):	Fieldname:	Alias:	Format:
CSLAS	SS_MONTHS	SSMONTHS	P3

Definition:

Identifies an employee's total state service months.

Values:

1 – 999

3.1.142 STATE SERVICE OUT-OF-SERVICE INDICATOR

File Description (FD):	Fieldname:	Alias:	Format:
CSLAS	SS_OUT_IND	SSOUT	A1

Definition:

Indicates whether state service is out-of-service or in-service.

Values:

Value	Description
Blank	State service is in-service
X	State service is out-of-service

3.1.143 STATE SHARE AMOUNT

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Deductions	STATE_SHARE	SS	P12.2M

Definition:

Identifies the amount of employer share of insurance premium.

Values:

Unique to each employee.

3.1.144 STATUS CODE

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	STATUS_CD	STATCD	A8
CSLAS	LSTATUS_CD	LSTATCD	A8
CSACA	ACPOS_STAT_CD	ACPSTATCD	A8

Definition:

Identifies an employee's employment status in a position.

Note: CSLAS excludes these employees, who are considered Not Leave System Eligible (NLSE) by CLAS.

Values:

Value	Description
ACTIVE	On pay status
PERM SEP	Permanently separated - permanently off pay status
TEMP SEP	Temporarily separated – temporarily off pay status CSLAS excludes Layoff (S30), Termination without fault for Medical Reasons (S32), Displacement (S33) and Disability Retirement (S71) which are considered Not Leave System Eligible (NLSE) by CLAS.

3.1.145   SURVIVORS BENEFITS

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	SURVIVOR	SUR	A3
CSEMPL - Historical	HSURVIVOR	HSUR	A3

Definition:

Identifies if an employee is covered under CalPERS 1959 Survivors Benefits.

Values:

Value	Description
NO	None
YES	Covered by Survivors Benefits

3.1.146   SYSTEM UPDATE VARIABLE- MDYY

File Description (FD):	System Variable:	Format:
CSEMPL - Current	&&DATADT	MDYY
CSEMPL - Historical	&&DATADT	MDYY
CSPMTS - Payments	&&PAYDATADT	MDYY
CSPMTS - Deductions	&&PAYDATADT	MDYY
CSLAS	&&LDATADT	MDYY
THLAS	&&THDATADT	MDYY
CSACA	&&ACDATADT	MDYY

Definition:

A MIRS system variable, which supplies the date an FD (CSEMPL, CSPMTS, CSLAS, THLAS, and CSACA) was last updated.

This system variable is used in headings or footings (i.e.; DATA AS OF: &&DATADT, DATA AS OF: &&LDATADT).

Values:

Refer to the MIRS Update Schedule for the current value for this system variable, (e.g., 07/24/2020).

3.1.147   SYSTEM UPDATE VARIABLE- MTRDYY

File Description (FD):	System Variable:	Format:
CSEMPL - Current	&&DATADT1	MTRDYY
CSEMPL - Historical	&&DATADT1	MTRDYY
CSPMTS - Payments	&&PAYDATADT1	MTRDYY
CSPMTS - Deductions	&&PAYDATADT1	MTRDYY
CSLAS	&&LDATADT1	MTRDYY
THLAS	&&THDATADT1	MTRDYY
CSACA	&&ACDATADT1	MTRDYY

Definition:

A MIRS system variable, which supplies the date an FD (CSEMPL, CSPMTS, CSLAS, THLAS, and CSACA) was last updated.

This system variable is used in headings or footings (i.e.; DATA AS OF: &&DATADT, DATA AS OF: &&LDATADT).

Values:

Refer to the MIRS Update Schedule for the current value for this field, (e.g., July 24, 2020).

3.1.148   TIME

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Payments	TIME	TIME	P12.2C

Definition:

A MIRS generated field that converts the number of days in a pay period to hours.

Values:

Unique to each pay period.

3.1.149 TIME BASE

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	TIMEBASE	TBASE	A7
CSEMPL - Historical	HTIMEBASE	HTBASE	A7
CSLAS	LTIMEBASE	LTBASE	A7
THLAS	THTBASE	THTBASE	A7
CSACA	ACTIMEBASE	ACTIMEBASE	A7

Definition:

Indicates the job schedule an employee works - identified by code or part-time fraction.

Values:

Value	Description
FT	Full-time
IND	Indeterminate
INT	Intermittent
XXX/XXX	Part-time fraction (e.g., 001/004, 003/004)

3.1.150 TIME BASE DENOMINATOR

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	TBASEDEN	TBASEDEN	A3
CSEMPL - Historical	HTBASEDEN	HTBASEDEN	A3
CSLAS	LTBASEDEN	LTBASEDEN	A3
THLAS	THTBASEDEN	THTBASEDEN	A3
CSACA	ACTBASEDEN	ACTBASEDEN	A3

Definition:

Identifies the denominator of the fraction of time an employee is appointed.

Note:

CSEMPL: Refer to TIMEBASE for full fraction
CSLAS: Refer to LTIMEBASE for full fraction
THLAS: Refer to THTIMEBASE for full fraction
CSACA: Refer to ACTIMEBASE for full fraction

Values:

Value	Description
000	Not a part-time fractional employee
XXX	Denominator of part-time fractional employee (e.g., 002, 003)

3.1.151   TIME BASE DENOMINATOR – CSPMTS ONLY

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Payments	PTBASEDEN	PTBASEDEN	A3

Definition:

Identifies the payment is made based on fractional rate and indicates the denominator of the fraction.

Note: Refer to PAY_TBASE for full fraction.

Values:

Value	Description
000	Payment based on full-time, indeterminate or intermittent fraction.
XXX	Payment based on denominator of part-time fraction (e.g., 002, 003).

3.1.152   TIME BASE FRACTION – CSPMTS ONLY

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Payments	PAY_TBASE	PAYTBASE	A7

Definition:

Indicates the numerator and denominator of the fraction that an employee's payment is based.

Values:

Values displayed XXX/XXX

In WHERE/IF phrases, use XXX/XXX.

Note: 000/000 displays for full-time, indeterminate or intermittent time base.

3.1.153 TIME BASE NUMERATOR

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	TBASENUM	TBASENUM	A3
CSEMPL - Historical	HTBASENUM	HTBASENUM	A3
CSLAS	LTBASENUM	LTBASENUM	A3
THLAS	THTBASENUM	THTBASENUM	A3
CSACA	ACTBASENUM	ACTBASEDEN	A3

Definition:

Identifies the numerator of the fraction of time an employee is appointed.

Note:

CSEMPL: Refer to TIMEBASE for full fraction
CSLAS: Refer to LTIMEBASE for full fraction
THLAS: Refer to THTIMEBASE for full fraction
CSACA: Refer to ACTIMEBASE for full fraction

Values:

Value	Description
000	Not a part-time fractional employee
XXX	Numerator of part-time fractional employee (e.g., 001, 002)

3.1.154   TIME BASE NUMERATOR – CSPMTS ONLY

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Payments	PTBASENUM	PTBASENUM	A3

Definition:

Identifies the payment is made based on fractional rate and indicates the numerator of the fraction.

Note: Refer to PAY_TBASE for full fraction.

Values:

Value	Description
000	Payment based on full-time, indeterminate or intermittent fraction.
XXX	Payment based on numerator of part-time fraction (e.g., 001, 002).

3.1.155   TIME PAID - DAYS

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Payments	TIME_PD_DAYS	DAYSPAID	I3

Definition:

Identifies the days paid or adjusted.

Values:

Value	Description
000	None
XXX	Time charged (e.g., 15, 20)

                      Note: Standard payments will show 99

3.1.156 TIME PAID - DAYS CONVERTED

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Payments	DAY	DAY	P3

Definition:

A MIRS generated field that converts the days paid in a pay period from 99 or -99 to 21, -21, 22 or -22.

Values:

Unique to each pay period.

3.1.157 TIME PAID - HOURS

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Payments	TIME_PD_HRS	HOURSPAID	P10.2

Definition:

Identifies the number of hours or units (piece work only, salary type 9) paid or adjusted.

Values:

Values displayed XXX.XX

In WHERE/IF phrases, use XXX.XX.

3.1.158 TOTAL SALARY

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	SALARY_TOT	SALTOT	P12.2M
CSEMPL - Historical	HSALARY_TOT	HSALTOT	P12.2M
CSLAS	LSALARY_TOT	LSALTOT	P12.2M

Definition:

Identifies the employee's total salary including the actual rate, plus salary, monthly shift differential, special plus and special pay.

Values:

Unique to each employee.

3.1.159 TRANSACTION CODE - PAR

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	TRANS_CODE	TRANSCD	A3
CSEMPL - Historical	HTRANS_CODE	HTRANSCD	A3

Definition:

Identifies the type of transaction being reported.

Values:

Refer to the Personnel Action Manual for appointment transaction, miscellaneous change transaction and separation transaction codes.

Additionally, a list of transaction codes can be found in this handbook: Section 5.3 PAR Transaction Codes and Names.

3.1.160   TRANSACTION NAME - PAR

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	TRANS_NAME	TRANS_NAME	A23
CSEMPL - Historical	HTRANS_NAME	HTRANS_NAME	A23

Definition:

A MIRS generated field that converts the transaction code to a descriptive transaction name.

Values:

To identify the values for your department, run either of the following procedures:

TABLE FILE CSEMPL

BY TRANSCD

BY TRANS_NAME

END

TABLE FILE CSEMPL

BY HTRANSCD

BY HTRANS_NAME

END

3.1.161   TRANSACTION RELEASE TIME BANK IDENTIFIER

File Description (FD):	Fieldname:	Alias:	Format:
THLAS	TIMEBANKCBID	TIMEBANKCBID	A3

Definition:

Identifies the release time bank to which leave is donated.

Values:

R01 – R21

3.1.162   TRANSACTION TRANSFER LEAVE BENEFIT IDENTIFIER

File Description (FD):	Fieldname:	Alias:	Format:
THLAS	TRANSFERLB	TRANSFERLB	A2

Definition:

Identifies the leave benefit which leave is transferred from or to.

Values:

Refer to the California Leave Accounting System Manual, Section D.

3.1.163   TRANSACTION UPDATED BY

File Description (FD):	Fieldname:	Alias:	Format:
CSACA	ACTRANS_UD_BY	ACTRANSUDBY	A12

Definition:

Identifies the program or department the ACA transaction status code was updated or keyed by.

Values:

Value	Description
SCO AUTO GEN	SCO Auto-generated
SCO MASS UPD	SCO Mass Update
INITIAL LOAD	Initial Affordable Care Act System Load (Effective 12/31/2014)
SCO ADMIN	SCO Administrative Update
Entity Type Suffix and Agency Code	Keyed by Department
Entity Type Suffix and Agency Code FILE	ACA Unit File Upload

3.1.164 TYPE OF LIST

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	LIST_TYPE	LISTTP	A1
CSEMPL - Historical	HLIST_TYPE	HLISTTP	A1

Definition:

Identifies type of certification list a civil service employee is appointed; or whether or not an exempt employee is eligible for CalPERS membership.

Values:

Civil Service Employees:

Value	Description
Blank	None
C	CEA Roster
1	Subdivisional Reemployment
2	Departmental Reemployment
3	General Reemployment
4	Subdivisional Promotional
5	Departmental Promotional
6	Multi-Departmental Promotional
7	Servicewide Promotional
8	Preferred Limited Term
9	Open

Exempt Employees:

Value	Description
M	Mandatory
O	Optional
N	Not Eligible

3.1.165   UNIQUE EMPLOYEE IDENTIFIER

File Description (FD):	Fieldname:	Alias:	Format:
All (Except CSACA and POSITION)	UEID	UEID	A11

Definition:

Identifies the employee's unique identifier from Cal Employee Connect (CEC).

Values:

Values displayed as XXXX-XXXX-X

In WHERE/IF phrases, use XXXX-XXXX-X.

3.1.166 WAITING PERIOD END LEAVE PERIOD

File Description (FD):	Fieldname:	Alias:	Format:
CSLAS	WAIT_END_LP	WAITENDLP	A6YYM

Definition:

The last leave period of the waiting period range an employee must serve before accruing or using a leave benefit.

Values:

Value	Description
YYYYMM	Values display as 4-digit year and 2-digit month with slashes, i.e.; 2000/04. In WHERE/IF phrases, use YYM

3.1.167   WARRANT NUMBER

File Description (FD):	Fieldname:	Alias:	Format:
CSPMTS - Payments	WARRANT_NO	WARRANTNO	A8

Definition:

Identifies warrant number for payments and redeposits.

Values:

Unique to each employee.

3.1.168 WORK WEEK GROUP

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	WWGROUP	WWG	A4
CSEMPL - Historical	HWWGROUP	HWWG	A4
CSLAS	LWWGROUP	LWWG	A4

Definition:

Identifies the workweek group assigned to an employee's class.

Values:

Refer to the Department of Human Resources Civil Service Pay Scales.

3.1.169 1st PROBATION DUE DATE

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	1ST_PROB	1ST_PROB	YYMD

Definition:

A MIRS generated field that displays the due date of an employee's first probationary period.

Values:

Value	Description
YYYY/MM/DD	Values display as 4-digit year, 2-digit month and 2-digit day. In WHERE/IF phrases, use YYMD.

3.1.170 2nd PROBATION DUE DATE

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	2ND_PROB	2ND_PROB	YYMD

Definition:

A MIRS generated field that displays the due date of an employee's second probationary period.

Values:

Value	Description
YYYY/MM/DD	Values display as 4-digit year, 2-digit month and 2-digit day.
	In WHERE/IF phrases, use YYMD.

3.1.171 3rd PROBATION DUE DATE

File Description (FD):	Fieldname:	Alias:	Format:
CSEMPL - Current	3RD_PROB	3RD_PROB	YYMD

Definition:

A MIRS generated field that displays the due date of an employee's third probationary period.

Values:

Value	Description
YYYY/MM/DD	Values display as 4-digit year, 2-digit month and 2-digit day. In WHERE/IF phrases, use YYMD.

4   Common Library

The Common Library is a library of commonly used reports within the Management Information Retrieval System (MIRS). The reports are written and maintained by the MIRS Consultants according to the reporting needs of MIRS end users.

MIRS end users can copy reports from the Common Library to their personal library or their department library. Only reports that have been copied to a personal or department library can be modified by MIRS end users. Only MIRS Consultants can make modifications to reports in the Common Library.

The MIRS Common Library Guide is intended for use by MIRS end users.

<u>Common Library Index</u>

How to Copy Procedures from the Common Library

You may copy procedures from the Common Library to your personal or department library. Begin in the library you want to copy procedures to. The directions below cover how to switch between libraries and how to copy procedures.

4.1.1 Switch Between Personal and Department Library

Begin in your personal library if you want to copy Common Library procedures to your personal library and begin in your department library if you want to copy Common Library procedures to your department library. To switch between the two:

1. Press F6 to open the MIRS Options selection Menu.

2. Type a "7" and press Enter.

```
                    MIRS Options Selection Menu

     Option    > 7         Description


     FOCUS         1    Invoke a FOCUS environment
     COMMON        2    Copy/Browse Common FOCEXECs
     STATS         3    Display library statistics
     COMPRESS      4    Compress FOCEXEC library
     PRINTERS      5    Printer Selection Menu
     DEPARTMENT    6    Copy/Browse Department FOCEXECs
     SWITCH        7    Switch to DEPARTMENT FOCEXEC PANEL
     DOWNLOAD      8    Download Data
                    F3 to Cancel
```
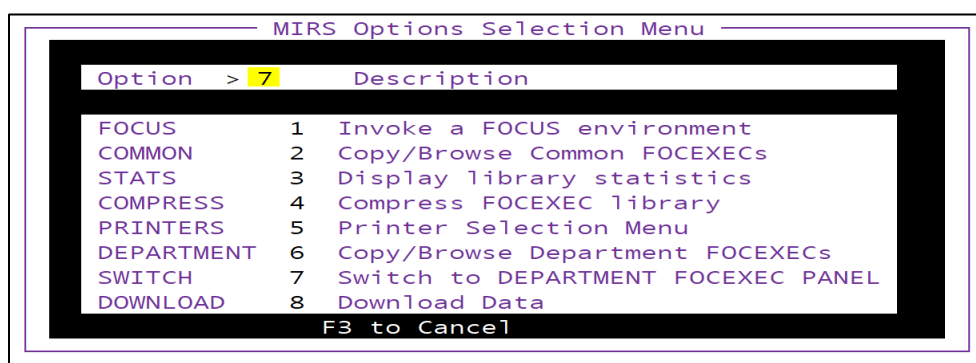
4.1.2 Copy Common Library Procedures

1. Press F6 to open the MIRS Options selection Menu.

2. Type a "2" and press Enter.

```
                    MIRS Options Selection Menu

     Option    > 2         Description


     FOCUS         1    Invoke a FOCUS environment
     COMMON        2    Copy/Browse Common FOCEXECs
     STATS         3    Display library statistics
     COMPRESS      4    Compress FOCEXEC library
     PRINTERS      5    Printer Selection Menu
     DEPARTMENT    6    Copy/Browse Department FOCEXECs
     SWITCH        7    Switch to DEPARTMENT FOCEXEC PANEL
     DOWNLOAD      8    Download Data
                    F3 to Cancel
```
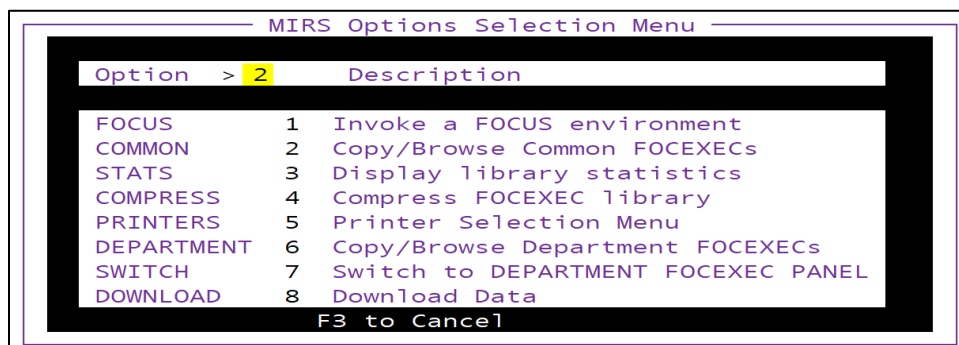
3. Place your cursor to the left of the procedure you want to copy and press Enter.

```
MEMBER LIST   PD.CSFOCUS.COMMON.FOCEXEC                    Row
Command ===>
    Name       Prompt        Size     Created        Chang
.  COM001                     51    1997/12/23    2018/08/14
.  COM003                     38    2000/08/28    2000/09/28
.  COM005                     55    2000/08/28    2011/07/27
.  COM007                     53    2000/08/28    2011/07/27
.  COM008                     72    2000/08/28    2011/07/27
```

4. You will then see how the procedure is written.

```
 BROWSE      PD.CSFOCUS.COMMON.FOCEXEC(COM005) - 01.0 Line 0000000000 Col
 Command ===> _                                          Scroll =
******************************** Top of Data *************************
-* COM005 - REPORT THAT IDENTIFIES EMPLOYEES WITH PROBATION REPORTS DUE
-* AND INDICATES WHETHER ITS THE 1ST, 2ND, OR 3RD PROBATION REPORT.
-* REPORT IS SORTED BY POSITION NUMBER AND CAN BE RUN MONTHLY.
-*
-* FOLLOW THE COMMON LIBRARY FLOWCHART FOR INSTRUCTIONS ON EXECUTING
-* THIS REPORT.  WHEN EXECUTING THE SYSTEM WILL PROMPT YOU:
-*
-*    .  ENTER BEGINNING OF PROB MONTH IN YYMD FORMAT.
-*       EXAMPLE: 20100801 (BEGINNING OF AUGUST)
```

5. Press F3 and the Copy a FOCEXEC window will appear. You may rename the procedure or leave it blank to keep the same name. Press Enter.

```
                    ── COPY a FOCEXEC ──

     To copy the selected Source FOCEXEC, press
     ENTER and a FOCEXEC with the same name will
     be copied to the Target Library.

     If you wish to change the name of the EXEC
     to be copied, enter the name change below:

        Change EXEC name to  > _____
                   F3 to Cancel
```

6. A message will appear in the upper left hand corner, confirming the procedure copied.

```
 MEMBER LIST   PD.CSFOCUS.COMMON.FOCEXEC                Row 0000001 of
 Command ===>                                              Scroll =
 Procedure COM018 was successfully copied to  your Personal library.
 . COM001                    51    1997/12/23    2018/08/14 07:41:28
 . COM003                    38    2000/08/28    2000/09/28 06:26:34
 . COM005                    55    2000/08/28    2011/07/27 09:07:59
 . COM007                    53    2000/08/28    2011/07/27 09:08:14
```

7. Press F3 to return to the library you began in.

8. Press F9 to refresh your library. The procedure will not appear until you refresh.

Accounting/Budget/Payroll Reports

COM021

Report that displays state share costs and administrative costs for the following benefits: health, dental, vision, life, FlexElect Cash, flex employer paid administrative fee, retirement, Social Security and Medicare.

```
PAGE 1
                           03/2000 PAYROLL SUMMARY WITH BENEFIT BREAKDOWN
                                      FOR RETIREMENT TIER I
                                      DATA AS OF: 04/28/2000

                                       STATE
                                       SHARE
                             STATE      FLEX
                STATE STATE   SHARE     ER PAID  STATE STATE  STATE   STATE    TOTAL  TOTAL
                SHARE SHARE   SHARE FLEX FEE     SHARE SHARE  SHARE   SHARE    ADMIN  SS AND
                HEALTH DENTAL VISION CASH        LIFE  RETIRE SOC SEC MEDICARE COST   ADMIN
                ------ ------ ------ ----- ------- ----- ------ ------- -------- ----- ------
001-222 1307-091  COX, SANDRA B
          153.10  13.91   9.33   .00    .00    .00  324.37    .00     .00    .77   $501.48

        2943-004  LEMMON, BRIAN D
          376.87  63.99   9.33   .00    .00    .00  470.94  240.55   56.26  1.88 $1,219.82

        7500-003  O'CONNOR, TODD B
          402.61  76.42   9.33   .00    .00  12.50  690.03  343.15   80.26  2.01 $1,616.31

001-223 1148-007  AMADA, JANET O
             .00  54.83   9.33 128.00    .00   6.48  324.77  173.40   40.56   .00   $737.37

        1379-055  JENNINGS, LAWRENCE D
          376.87  31.01   9.33   .00    .00    .00  190.36  126.29   29.54  1.88   $765.28

        5758-009  PALERMO, JAMES P
          384.80  28.39   9.33   .00    .00    .00  466.69  309.63   72.41  1.92 $1,273.17
```

COM022A

Report that reflects the 7 month health counts for collective bargaining units 1, 4, 10, 11, 14, 15, 16, 17, 19, 20, 21, 2, 3, 6, 7, 12, 13, 5, 8, 9, 18, and excluded employees (E, M & S) according to the Employee Compensation Adjustments-Item 9800 Budget Letter.

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HEALTH BENEFIT ENROLLMENT BY PARTY CODE FOR
COLL BARG UNITS 1, 4, 10, 11, 14, 15, 16, 17, 19, 20, 21
COLL BARG UNITS 2, 3, 6, 7, 12, 13,
COLL BARG UNITS 5, 8, 9, COLL BARG UNIT 18, AND
EXCLUDED EMPLOYEES (E, M & S) FROM THE PAYSCALES
DATA COLLECTED FROM THE 07/2019 PP - DATA AS OF: 08/07/2020

PARTY NUM	AGY	UNIT	D E S	CB UNIT	COUNT	MONTHLY COST FOR UNITS 1 4 10 11 14 15 16 17 19 20 21	07/2019 (7 MNTHS)	MONTHLY COST FOR UNITS 2 3 6 7 12 13	07/2019 (7 MNTHS)	MONTHLY COST FOR UNITS 5 8 9	07/2019 (7 MNTHS)	MONTHLY COST FOR UNIT 18	07/2019 (7 MNTHS)	MONTHLY COST FOR EXCLUDED	07/2019 (7 MNTHS)
1	797	400	R	04	1	26	$182	0	$0	0	$0	0	$0	0	$0
				19	1	26	$182	0	$0	0	$0	0	$0	0	$0
		500	R	04	1	26	$182	0	$0	0	$0	0	$0	0	$0
		620	R	01	2	52	$364	0	$0	0	$0	0	$0	0	$0
TOTAL FOR PARTY CODE 1					5	130	$910	0	$0	0	$0	0	$0	0	$0
2	798	400	R	04	1	26	$182	0	$0	0	$0	0	$0	0	$0
				19	1	26	$182	0	$0	0	$0	0	$0	0	$0
		500	R	04	1	26	$182	0	$0	0	$0	0	$0	0	$0
		620	R	01	2	52	$364	0	$0	0	$0	0	$0	0	$0
TOTAL FOR PARTY CODE 2					5	130	$910	0	$0	0	$0	0	$0	0	$0
TOTAL					10	260	$1820	0	$0	0	$0	0	$0	0	$0

COM022B

Report that reflects the 12 month health counts for collective bargaining units 1, 4, 10, 11, 14, 15, 16, 17, 19, 20, 21, 2, 3, 6, 7, 12, 13, 5, 8, 9, 18, and excluded employees (E, M & S) according to the Employee Compensation Adjustments-Item 9800 Budget Letter.

```
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                              HEALTH BENEFIT ENROLLMENT BY PARTY CODE FOR
                              COLL BARG UNITS 1, 4, 10,  11, 14, 15, 16, 17, 19, 20, 21
                                    COLL BARG UNITS 2, 3, 6, 7, 12, 13,
                                 COLL BARG UNITS 5, 8, 9, COLL BARG UNIT 18, AND
                               EXCLUDED EMPLOYEES (E, M & S) FROM THE PAYSCALES
                             DATA COLLECTED FROM THE 07/2019 PP - DATA AS OF:  08/07/2020
```

PARTY NUM	AGY	UNIT	D E S	CB UNIT	COUNT	MONTHLY COST FOR UNITS 1 4 10 11 14 15 16 17 19 20 21	07/2019 (12 MNTHS)	MONTHLY COST FOR UNITS 2 3 6 7 12 13	07/2019 (12 MNTHS)	MONTHLY COST FOR UNITS 5 8 9	07/2019 (12 MNTHS)	MONTHLY COST FOR UNIT 18	07/2019 (12 MNTHS)	MONTHLY COST FOR EXCLUDED	07/2019 (12 MNTHS)
1	797	400	R	04	1	26	$182	0	$0	0	$0	0	$0	0	$0
				19	1	26	$182	0	$0	0	$0	0	$0	0	$0
		500	R	04	1	26	$182	0	$0	0	$0	0	$0	0	$0
		620	R	01	2	52	$364	0	$0	0	$0	0	$0	0	$0
TOTAL FOR PARTY CODE 1					5	130	$910	0	$0	0	$0	0	$0	0	$0
2	798	400	R	04	1	26	$182	0	$0	0	$0	0	$0	0	$0
				19	1	26	$182	0	$0	0	$0	0	$0	0	$0
		500	R	04	1	26	$182	0	$0	0	$0	0	$0	0	$0
		620	R	01	2	52	$364	0	$0	0	$0	0	$0	0	$0
TOTAL FOR PARTY CODE 2					5	130	$910	0	$0	0	$0	0	$0	0	$0
TOTAL					10	260	$1820	0	$0	0	$0	0	$0	0	$0

COM022C

Report that reflects the 7 month dental counts for rank & file (non-COBEN & COBEN) and excluded employees (E, M & S) according to the Employee Compensation Adjustments-Item 9800 Budget Letter.

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DENTAL ENROLLMENT BY PARTY CODE FOR
RANK & FILE(NON-COBEN A& COBEN) AND
EXCLUDED EMPLOYEES FROM THE PAYSCALES
DATA COLLECTED FROM THE 07/2019 PAY PERIOD
DATA AS OF: 08/07/2020

PARTY NUM	AGY	UNIT	D E S	CB UNIT	COUNT	MONTHLY COST FOR RANK & FILE NON-COBEN	07/2019 (7 MNTHS)	MONTHLY COST FOR RANK & FILE COBEN	07/2019 (7 MNTHS)	MONTHLY COST FOR UNITS 5 8 9	07/2019 (7 MNTHS)	MONTHLY COST FOR EXCLUDED	07/2019 (7 MNTHS)
1	797	400	R	04	1	26	$182	0	$0	0	$0	0	$0
				19	1	26	$182	0	$0	0	$0	0	$0
		500	R	04	1	26	$182	0	$0	0	$0	0	$0
		620	R	01	2	52	$364	0	$0	0	$0	0	$0
TOTAL FOR PARTY CODE 1					5	130	$910	0	$0	0	$0	0	$0
2	798	400	R	04	1	26	$182	0	$0	0	$0	0	$0
				19	1	26	$182	0	$0	0	$0	0	$0
		500	R	04	1	26	$182	0	$0	0	$0	0	$0
		620	R	01	2	52	$364	0	$0	0	$0	0	$0
TOTAL FOR PARTY CODE 2					5	130	$910	0	$0	0	$0	0	$0
TOTAL					10	260	$1820	0	$0	0	$0	0	$0

COM022D

Report that reflects the 12 month dental counts for rank & file (non-COBEN & COBEN) and excluded employees (E, M & S) according to the Employee Compensation Adjustments-Item 9800 Budget Letter.

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DENTAL ENROLLMENT BY PARTY CODE FOR
RANK & FILE(NON-COBEN A& COBEN) AND
EXCLUDED EMPLOYEES FROM THE PAYSCALES
DATA COLLECTED FROM THE 07/2019 PAY PERIOD
DATA AS OF: 08/07/2020

PARTY NUM	AGY	UNIT	D E S	CB UNIT	COUNT	MONTHLY COST FOR RANK & FILE NON-COBEN	07/2019 (12 MNTHS)	MONTHLY COST FOR RANK & FILE COBEN	07/2019 (12 MNTHS)	MONTHLY COST FOR UNITS 5 8 9	07/2019 (12 MNTHS)	MONTHLY COST FOR EXCLUDED	07/2019 (12 MNTHS)
1	797	400	R	04	1	26	$182	0	$0	0	$0	0	$0
				19	1	26	$182	0	$0	0	$0	0	$0
		500	R	04	1	26	$182	0	$0	0	$0	0	$0
		620	R	01	2	52	$364	0	$0	0	$0	0	$0

TOTAL FOR PARTY CODE 1

					5	130	$910	0	$0	0	$0	0	$0

2	798	400	R	04	1	26	$182	0	$0	0	$0	0	$0
				19	1	26	$182	0	$0	0	$0	0	$0
		500	R	04	1	26	$182	0	$0	0	$0	0	$0
		620	R	01	2	52	$364	0	$0	0	$0	0	$0

TOTAL FOR PARTY CODE 2

					5	130	$910	0	$0	0	$0	0	$0

TOTAL

					10	260	$1820	0	$0	0	$0	0	$0

COM024

Report that identifies total wages paid from blanket funds for a specified pay period.

```
PAGE 1

                        BLANKET EXPENDITURE REPORT
                       (INCLUDES O.T. AND TEMP. HELP)
                            FOR MARCH, 2000
                        DATA AS OF:  04/28/2000

       SERIAL                                    GROSS     DAYS    HOURS
 AGY   NUMBER    UNIT    NAME                      PAY      PAID    PAID
 ---   ------    ----    ----                     -----    ----    -----
 999   901       510     ADAMS, JAMES C          $379.92      0    12.00

                 530     HILL, JAVIER          $3,516.96     20    13.00

                 540     GARVEY, RONALD          $636.90      0    22.00
                         JONES, JUAN M         $1,155.20      0    38.00

       *TOTAL BLANKET 901                      $5,688.98     20    85.00
```

COM025

Report that identifies retirement and social security/Medicare expenditures by quarter.

```
PAGE 1

                    STATE SHARE EXPENDITURES
            FOR RETIREMENT AND SOCIAL SECURITY/MEDICARE
                         BY QUARTER

                    FISCAL YEAR 1999/2000

                                  SOCIAL
                                  SECURITY/
                  RETIREMENT      MEDICARE              TOTAL
                  ----------      ---------            -----
    FIRST        $1,355,237.60    $157,101.60      $1,512,339.20
    SECOND       $1,244,820.62    $158,439.69      $1,403,260.31
    THIRD        $1,394,208.71    $160,723.75      $1,554,932.46
    FOURTH         $984,388.31    $126,432.87      $1,110,821.18

    TOTAL        $4,978,655.24    $602,697.91      $5,581,353.15

    DATA AS OF:   07/14/2000
```

COM026

Report that identifies state expenditures for each type of payment and for the following benefits: health, dental, vision, life, FlexElect Cash, and flex employer paid administrative fee.

```
PAGE 1

                        GROSS PAYMENTS AND STATE SHARE AMOUNTS
                             FOR 04/2000 TO 06/2000

                      STATE                      STATE     STATE     STATE
PAY       DEDUCTION/   SHARE       TOTAL         SHARE     SHARE     SHARE
PERIOD    PAYMENTS    BENEFITS    PAYMENTS       RETR      SOC SEC   MEDICARE      TOTAL
------    ----------  --------    --------       -----     -------   --------    ----------
04/2000   AWARD            $.00      $50.00         $.00      $3.10      $.73        53.83
          DED ADJ REF      $.00       $.00          $.00      $.00       $.00          .00
          DENTAL     $51,286.51       $.00          $.00      $.00       $.00     51,286.51
          DSBLTY SUPP      $.00   $3,009.34      $266.68    $190.09     $44.46    3,510.57
          FLEX CASH  $16,536.00       $.00          $.00      $.00       $.00     16,536.00
          HEALTH    $340,588.52       $.00          $.00      $.00       $.00    340,588.52
          IDL FULL         $.00   $8,032.43    $1,041.91      $.00       $.00     9,074.37
          IDL-2/3          $.00   $9,368.87    $1,177.54      $.00       $.00    10,546.41
          L/S OT           $.00   $8,628.66         $.00    $459.48    $107.46    9,195.60
          L/S VAC          $.00  $42,458.19         $.00  $2,255.99    $528.92   45,243.10
          LIFE INS      $707.28       $.00          $.00      $.00       $.00       707.28
          MISC             $.00  $28,980.65    $3,161.81  $1,780.11    $416.06   34,338.63
          NDI              $.00   $7,937.99         $.00    $263.62     $61.66    8,263.27
          OVERTIME         $.00  $85,468.69         $.00  $4,997.88  $1,190.39   91,656.96
          PREMIUM PAY      $.00   $3,053.99    $3,053.99    $181.28     $42.56    3,455.51
          REGULAR          $.00 $3,729,597.93 $421,921.65 $223,634.22 $53,008.67 4,428,162.47
          SHIFT            $.00   $2,273.53      $204.86    $108.81     $32.44    2,619.64
          VISION     $10,953.42       $.00          $.00      $.00       $.00     10,953.42

TOTAL 04/2000      $420,071.73 $3,928,860.27 $427,952.16 $233,874.58 $55,433.35 5,066,192.09
```

Equal Employment Opportunity Reports
COM011

Report that counts employees by ethnicity and class title within an agency and unit. Two percentages are produced based on these counts, one for the unit and the other for the department.

```
PAGE      1

          ETHNIC BREAKDOWN BY AGENCY AND UNIT FOR ACTIVE EMPLOYEES
                       AS OF: 05/06/2022



                 ETHC                                     SSN    UNIT    DEPT
AGENCY   UNIT  NAME                  CLASS TITLE          COUNT PERCENT  PERC
------   ----  ----                  ------------         ----- -------  -----
999      500   ASIAN                 STAFF SER AN (GEN)      1    50.00  20.00
               CHINESE               ASO GOVRL PROG ANL      1    50.00  20.00

         501   CHINESE               ASST DIR                1    33.33  20.00
               WHITE                 STAFF SVS MANGER I       1    33.33  20.00
               HISPANIC OR LATINO    ATTORNEY III            1    33.33  20.00

NOTE: BECAUSE THIS REPORT IS BROKEN DOWN BY AGENCY, UNIT AND CLASS,
DUPLICATE COUNTS WILL OCCUR FOR ACTIVE EMPLOYEES WITH POSITIONS
IN MORE THAN ONE POSITION NUMBER WITHIN THE SAME AGENCY.


CONFIDENTIAL INFORMATION GENERATED ON 05/09/2022
```

COM017

Report that compares your department's overall ethnic composition with the labor force parity you provide.

```
PAGE      1


      COMPARISON OF DEPARTMENTAL ETHNIC BREAKDOWN
              WITH LABOR FORCE PARITY
              DATA AS OF: 05/06/2022


                              LABOR
                              FORCE                 DIFF
      ETHNIC GROUP            PARITY    #     %       %
      ------------            ------  ----   ---    ----
      ASIAN                     3.60     2   1.04  -2.56
      BLACK OR AFRICAN AMERICAN 6.60    11   5.73   -.87
      CAMBODIAN                 0.30     1   0.52    .22
      CHINESE                   2.50     9   4.69   2.19
      FILIPINO                  1.10    10   5.21   4.11
      HISPANIC                 10.20     3   1.56  -8.64


            CONFIDENTIAL INFORMATION
            GENERATED ON 05/09/2022
```

COM028

Report that provides an employee count and calculates the average monthly salary and the average annual salary first for the department as a whole, and second by gender which includes the PLP amount.

```
PAGE 1


                    AVERAGE MONTHLY/ANNUAL SALARY TOTAL
                           INCLUDING PLP AMOUNT
                 FOR ACTIVE AND TEMPORARILY SEPARATED EMPLOYEES
                         DATA AS OF: 05/21/2004



             AVERAGE      AVERAGE                        AVERAGE       AVERAGE
   EMPL      MONTHLY      ANNUAL             EMPL         MONTHLY      ANNUAL
   COUNT     SALARY       SALARY    GENDER   COUNT        SALARY      SALARY
   -----     -------      -------   ------   -----        -------     -------
   1491    $4,615.69   $35,388.36   FEMALE    464       $4,373.05   $48,876.71
                                    MALE     1027       $4,872.29   $58,467.52
```

COM028A

Report that provides an employee count and calculates the average monthly salary and the average annual salary first for the department as a whole, and second by gender. This report does not add in the PLP amount.

```
PAGE 1

                    AVERAGE MONTHLY/ANNUAL SALARY TOTAL
                            INCLUDING PLP AMOUNT
                 FOR ACTIVE AND TEMPORARILY SEPARATED EMPLOYEES
                          DATA AS OF: 05/21/2004


             AVERAGE     AVERAGE                        AVERAGE     AVERAGE
    EMPL     MONTHLY     ANNUAL              EMPL       MONTHLY     ANNUAL
    COUNT    SALARY      SALARY    GENDER    COUNT      SALARY      SALARY
    -----    -------     -------   ------    -----      -------     -------
    1491    $4,615.69   $35,388.36 FEMALE     464      $4,373.05   $48,876.71
                                   MALE      1027      $4,872.29   $58,467.52
```

COM029

Report that produces an ethnic and gender breakdown of employee counts by class title, and calculates percentages based on the total count of active employees in each class.

```
PAGE 1


 ETHNICITY AND GENDER BREAKDOWN BY CLASS FOR ACTIVE EMPLOYEES
                   DATA AS OF: 05/06/2022
                                         EMPLOYEE   CLASS
 CLASS TITLE           ETHNICITY        GENDER   COUNT     PERCENT
 -----------           ---------        ------   ---------  -------
 ACCT ADM SP           FILIPINO         F               1   50.00
                       WHITE            F               1   50.00
 TOTAL: ACCT ADM SP                                     2  100.00


 AG PROG ANLYST II    FILIPINO          F               1   20.00
                      VIETNAMESE        F               1   20.00
                      WHITE             M               2   40.00
                                        M               1   20.00
 TOTAL: AG PROG ANLYST II                               5  100.00
```

COM030

Report for raw data: CalHR Workforce Planning Analytics. Report provides a list of currently active and temporarily separated employees with current employee information - to be used for count in Excel. See the CalHR Workforce Data Workbook Instructions for more details.

```
PAGE     1.1

WORKFORCE PLANNING REPORT - LIST OF CURRENT EMPLOYEES
DATA POINT: 04/2022


                     LAST    STATE                 S ETHC    ETHC
                     FOUR    SERVICE               E CODE    NAME
         NAME        OF SSN  MONTHS* BIRTHDATE  AGE X NEW     NEW
         ----        ------  -----   ---------  --- - ----    -----
         ATKINSON, JOE  1111       0 1945/04/27  75 M E       WHITE
         BROWN, ASHLEY  2222      26 1984/01/02  36 F 5       WHITE
         MORDENO, JEB   3333     147 1984/05/17  36 M G       FILIPINO
         SMITH, JOHN    4444       0 1962/07/11  58 M -       ------

         *STATE SERVICE MONTHS SHOW AS ZERO IF EMPLOYEE IS OUT-OF-SERVICE
```

```
PAGE     1.2




ETHC    ETHC                                                              T
CODE    NAME    EMPLOYEE CLASS  CLASS          POSITION              CLASS SRL E TIME
OUTD    OUTD    STATUS   TYPE   TITLE          NUMBER       AGY UNIT CODE  NUM N BASE
----    -----   ------   -----  -----          ------       ---- ---- ----- --- - ----
                ACTIVE          HLTH PROG SP I  797-222-3333-003 797 222  3333  003 R INT
                ACTIVE          AG PROG ANLYST II 797-333-4444-901 797 333 4444 901 P FT
                ACTIVE   F      CH DEP DIR      797-444-5555-001 797 444  5555  001 P FT
X       NOT KNOWN ACTIVE        ASO GOVRL PROG ANL 797-555-6666-001 797 555 6666 001 R INT
```

```
PAGE     1.3




              SAFETY CNTY    ALT
       CBID   CODE   CODE    RGE
       ----   -----  -----   ---
       R01    NO     34
       R19    MIS    34
       R19    MIS    34
       R01    NO     34      A
```

COM031

Report for CalHR Workforce Planning Analytics: appointments and separations. Report shows employees with appointments, temporary separations, and permanent separations during the snapshot time-frame. See the CalHR Workforce Data Workbook Instructions for more details.

```
PAGE     1.1


WORKFORCE PLANNING REPORT - SNAPSHOT
APPOINTMENTS & SEPARATIONS: 01/2021 TO 12/2021


                                              LAST              S  ETHC   ETHC
                      TRANS. TRANS.      EFF.  FOUR              E  CODE   NAME
MONTH     NAME        CODE   NAME        DATE  OF SSN BIRTHDATE  AGE X  NEW    NEW
-----     ----        -----  -----       ----  ------ ---------  -- -  ----   ----
01/2021   FONG, ASHLEY  A01    CERT PROCESS APPT 2021/01/02 1111  1945/04/27 75 M  J      CHINESE
          HERNANDEZ, JOE A02    PERMISSIVE APPT  2021/01/31 2222  1984/01/02 36 F  -      -----

02/2021   KEMPER, KELLY  S31    TERM/NO LAYOFF   2021/02/19 3333  1984/05/17 36 M  K      KOREAN
          SMITH, JOHN    A01    CERT PROCESS APPT 2021/02/04 4444  1962/07/11 58 M  5      WHITE
```

```
PAGE     1.2




ETHC   ETHC                         POSITION
CODE   NAME      CLASS CLASS         NUMBER       AGY  UNIT
OUTD   OUTD      TYPE  TITLE         ------       ---- ----
----   ----      ----- -----                     797-222-3333-003  797  222
                       HLTH PROG SP I  797-333-4444-901  797  333
X      NOT KNOWN       AG PROG ANLYST II 797-444-5555-001  797  444

               F      CH DEP DIR      797-555-6666-001  797  555
                      ASO GOVRL PROG ANL
```

```
PAGE     1.3



                 T
CLASS SRL        E      TIME          SAFETY CNTY  ALT
CODE  NUM        N      BASE  CBID    CODE   CODE  RGE
----- ---        -      ----  ----    -----  ----- ---
3333  003        R      INT   R01     NO     34
4444  901        P      FT    R19     MIS    34
5555  001        P      FT    R19     MIS    34

6666  001        R      INT   R01     NO     34    A
```

<u>Intermittent Hours Tracking Reports</u>

INT001

Report that identifies intermittent employees eligible for health/dental benefits based on the specified control period.

```
PAGE 1

                    INTERMITTENT EMPLOYEES ELIGIBLE
                       FOR HEALTH/DENTAL BENEFITS
                   FOR CONTROL PERIOD 07/1999 TO 06/2000


CURRENTLY  POSITION                                        # HRS     # HRS
ENROLLED   NUMBER              NAME            SSN          6 MOS    12 MOS
---------  --------            ----            ---          -----    ------
NO         333-011-4300-902  BANKS, MARTHA C    xxx-xx-xxxx   504.00   630.50


           555-011-2323-902  HOLLAND, CURTIS N  xxx-xx-xxxx   519.00  1202.00
                             WALTON, JONATHON   xxx-xx-xxxx   692.50  1433.75

           555-011-6543-902  VASQUEZ, PAUL R    xxx-xx-xxxx   492.50   940.00


           555-013-2555-902  WEAVER, SUSAN D    xxx-xx-xxxx   580.00  1763.00


YES        555-011-2877-902  KELLY, JOHN F      xxx-xx-xxxx   658.00  1781.00


           555-011-4652-902  SCHULTZ, MICHELLE  xxx-xx-xxxx   713.00  1445.50


           555-013-7233-902  SMITH, DERRICK D   xxx-xx-xxxx   901.00  1824.00


           556-113-8200-902  CASTILLO, CARLA C  xxx-xx-xxxx   706.25  1399.00
                             WHITFIELD, DANIEL T xxx-xx-xxxx   501.00  1004.50

           555-119-8201-902  RIVERA, MARTHA M   xxx-xx-xxxx   882.75  1699.25


           555-119-8800-902  GOLDSMITH, JEFFREY xxx-xx-xxxx   745.25  1589.75


NOTE:  THIS REPORT DOES NOT CONSIDER HOURS WORKED AT ANOTHER AGENCY
DATA AS OF: 07/14/2000
```

INT001A

Report that identifies intermittent employees eligible for health/dental benefits based on the specified control period. Includes indicator of employee enrollment in health and dental.

```
PAGE     1


                      INTERMITTENT EMPLOYEES ELIGIBLE
                       FOR HEALTH/DENTAL BENEFITS
                     FOR CONTROL PERIOD 07/2018 TO 06/2019


POSITION                                    # HRS      # HRS ENROLLED    ENROLLED
NUMBER             NAME          SSN         6 MOS     12 MOS IN DENTAL*  IN HEALTH*
-----------        --------      -----       -------   ------- ---------- -----------
111-222-3333-902   DOE, JOHN     XXX-XX-XXXX   752.00    752.00         0           0
                   SMITH, SALLY  XXX-XX-XXXX 1,024.00  1,984.00         1           1


111-333-4444-902   JOHNSON, BETTY G XXX-XX-XXXX  601.50  1,218.50       1           0


111-444-5555-902   TAYLOR, BOB S  XXX-XX-XXXX   892.00  1,420.00        1           1

NOTE: THIS REPORT DOES NOT CONSIDER HOURS WORKED AT ANOTHER AGENCY
*1 OR GREATER=ENROLLED DURING 06/2019 (END OF CONTROL PERIOD)
*0=NOT ENROLLED DURING 06/2019 (END OF CONTROL PERIOD)
DATA AS OF:  08/07/2020
```

INT002

Report that identifies intermittent employees currently enrolled in health/dental benefits that have become ineligible based on the specified control period.

```
PAGE 1


           INTERMITTENT EMPLOYEES CURRENTLY ENROLLED IN
              HEALTH/DENTAL BENEFITS THAT ARE INELIGIBLE
                FOR CONTROL PERIOD 07/1999 TO 06/2000



POSITION                                              # HRS      # HRS
NUMBER              NAME                 SSN           6 MOS     12 MOS
--------            ----                 ---           -----     ------
555-011-4300-902 CARTWRIGHT, MARTHA C  xxx-xx-xxxx     404.00    630.50

                 MILLER, JONATHON       xxx-xx-xxxx    419.00    802.00

555-011-6543-902 MARTINEZ, PAUL R       xxx-xx-xxxx    392.50    940.00

555-013-2555-902 DONNELL, SUSAN D       xxx-xx-xxxx    380.00    563.00

555-013-2877-902 MOORE, JOHN F          xxx-xx-xxxx    458.00    781.00

555-013-4652-902 SCHULTZ, MICHELLE      xxx-xx-xxxx    313.00    945.50

555-019-7233-902 JONES, DERRICK D       xxx-xx-xxxx    401.00    824.00
                 GIBBONS, CARLA C       xxx-xx-xxxx    406.25    499.00

                 RIVERA, MARTHA M       xxx-xx-xxxx    212.00    695.00

555-100-8800-902 GLOVER, JEFFREY        xxx-xx-xxxx    343.00    870.00

NOTE:  THIS REPORT DOES NOT CONSIDER HOURS EARNED AT ANOTHER AGENCY
DATA AS OF: 07/14/2000
```

INT002A

Report that identifies intermittent employees, whether currently enrolled or not enrolled in health/dental benefits, that have become ineligible based on the specified control period. Includes indicator of employee enrollment in health and dental.

```
PAGE      1

                        INTERMITTENT EMPLOYEES INELIGIBLE
                           FOR HEALTH/DENTAL BENEFITS
                       FOR CONTROL PERIOD 07/2018 TO 06/2019


POSITION                                      # HRS     # HRS ENROLLED    ENROLLED
NUMBER              NAME          SSN          6 MOS    12 MOS IN DENTAL*  IN HEALTH*
-----------         --------      -----        -------   ------- ---------- -----------
111-222-3333-902    DOE, JOHN     XXX-XX-XXXX    0.00      0.00      0              0
                    SMITH, SALLY  XXX-XX-XXXX    0.00      0.00      0              0

111-333-4444-902    JOHNSON, BETTY G XXX-XX-XXXX 353.00   776.00      0              0

111-444-5555-902    TAYLOR, BOB S XXX-XX-XXXX    0.00      0.00      0              0

NOTE: THIS REPORT DOES NOT CONSIDER HOURS WORKED AT ANOTHER AGENCY
*1 OR GREATER=ENROLLED DURING 06/2019 (END OF CONTROL PERIOD)
*0=NOT ENROLLED DURING 06/2019 (END OF CONTROL PERIOD)
DATA AS OF:  08/07/2020
```

INT003

Report that identifies intermittent employees reaching the end of their vacation or personal holiday waiting period.

```
PAGE 1


                  INTERMITTENT EMPLOYEES APPROACHING THE END
             OF THEIR VACATION/PERSONAL HOLIDAY WAITING PERIOD
                        DATA AS OF: 04/28/2000



                                                          STATE
POSITION                                                  SERVICE
NUMBER             CLASSIFICATION    EMPLOYEE NAME     SSN         BENEFIT MONTHS
--------           --------------    -------------     ---         ------- -------
555-011-4870-902   STUDENT ASSISTANT RIVERA, MARTHA  M  xxx-xx-xxxx VA           7
                                     SCHULTZ, MICHELLE  xxx-xx-xxxx PH           9
                                                                    VA           9
                                     VASQUEZ, PAUL R    xxx-xx-xxxx PH           5
                                     WEAVER, SUSAN   D  xxx-xx-xxxx VA           5
555-012-1123-902   ASSISTANT CLERK   ANDERSON, SARAH  B xxx-xx-xxxx VA           5
555-013-1441-902   OFF ASST/GEN      BANKS, MARTHA   C  xxx-xx-xxxx VA          12
                                     CASTILLO, CARLA  C xxx-xx-xxxx PH           7
                                     GOLDSMITH, JEFFREY xxx-xx-xxxx PH          15
                                     KELLY, JOHN F      xxx-xx-xxxx PH           8
                                     SMITH, DERRICK  D  xxx-xx-xxxx PH           6
555-100-1419-902   KEY DATA OPERATOR WALTON, JONATHON   xxx-xx-xxxx VA          16
```

INT003A

Report that identifies intermittent employees with 960 hours or more towards their vacation/personal holiday waiting period. Based on the Leave Benefit Id 'WP' (PH/VA Waiting Period).

```
PAGE    1
                    INTERMITTENT EMPLOYEES WITH 960 HOURS OR MORE TOWARDS THEIR
                    VACATION/PERSONAL HOLIDAY WAITING PERIOD USING BENEFIT ID WP
                           DATA AS OF:  03/17/2006
                                                          # OF                    PH/VA
                                                        HOURS FOR   STATE        WAITING
POSITION                                                BENEFIT ID  SERVICE     END LEAVE
NUMBER            CLASSIFICATION    EMPLOYEE NAME    SSN     WP      MONTHS       PERIOD
--------          -------------     -------------    ---  ----------  -------    ---------
555-011-4870-902  STUDENT ASSISTANT RIVERA, MARTHA  M  xxx-xx-xxxx    960.00       7      99/9999
                                    SCHULTZ, MICHELLE  xxx-xx-xxxx    982.00       9      99/9999
                                    VASQUEZ, PAUL R    xxx-xx-xxxx   1002.50       5      99/9999
                                    WEAVER, SUSAN  D   xxx-xx-xxxx    993.00       5      99/9999
555-012-1123-902  ASSISTANT CLERK   ANDERSON, SARAH  B xxx-xx-xxxx    975.00       5      99/9999
555-013-1441-902  OFF ASST/GEN      BANKS, MARTHA  C   xxx-xx-xxxx   1007.00      12      02/2006
                                    CASTILLO, CARLA  C xxx-xx-xxxx    960.50       7      99/9999
                                    GOLDSMITH, JEFFREY xxx-xx-xxxx    985.00      15      99/9999
                                    KELLY, JOHN F      xxx-xx-xxxx   1100.00       8      01/2006
                                    SMITH, DERRICK  D  xxx-xx-xxxx   1045.00       6      99/9999
555-100-1419-902  KEY DATA OPERATOR WALTON, JONATHON  xxx-xx-xxxx    999.00      16      99/9999
```

INT004

Report that identifies intermittent employees not currently enrolled in a retirement plan that have become eligible.

```
PAGE 1


      INTERMITTENT EMPLOYEES ELIGIBLE FOR RETIREMENT BENEFITS
              FOR CONTROL PERIOD 07/1999 TO 06/2000


POSITION                                                    HOURS
NUMBER              NAME                SSN                   PAID
--------            ----                ---                  -----
555-011-4870-902   TAYLOR, DONNA B     xxx-xx-xxxx         1,120.00


555-012-1123-902   MORRISON,  ARTHUR D xxx-xx-xxxx         1,176.00


555-013-1441-902   MATHERS, JEFFREY    xxx-xx-xxxx         1,833.00
                   RIVERA, MARTHA M    xxx-xx-xxxx         1,712.00
                   SMITH, GREGORY L    xxx-xx-xxxx         1,360.00
                   WALSH, JEANETTE S   xxx-xx-xxxx         1,190.00


555-122-1419-902   COFFEE, STEVEN  R   xxx-xx-xxxx         1,902.00

NOTE: THIS REPORT DOES NOT CONSIDER HOURS WORKED AT ANOTHER AGENCY
BUT DOES INCLUDE HOURS THAT WERE PAYMENT TYPE 8 AND WAS TRANSFERRED
TO PAYMENT TYPE 6 DUE TO IDL.  (I.E. PAYEARNID 8WK, 8WKN)
```

INT004A

Report that identifies intermittent employees not currently enrolled in a retirement plan that have become eligible. Based on the Leave Benefit Id 'RT' (Retirement).

```
PAGE 1


     INTERMITTENT EMPLOYEES ELIGIBLE FOR RETIREMENT BENEFITS
                  DATA AS OF:  03/17/2006


POSITION                                        RETIREMENT
NUMBER                NAME              SSN      BALANCE
--------              ----             ---      ----------

555-011-4870-902  TAYLOR, DONNA B     xxx-xx-xxxx    1120.00


555-012-1123-902  MORRISON,  ARTHUR D xxx-xx-xxxx    1176.00


555-013-1441-902  MATHERS, JEFFREY    xxx-xx-xxxx    1033.50
                  RIVERA, MARTHA M    xxx-xx-xxxx    1012.00
                  SMITH, GREGORY L    xxx-xx-xxxx    1360.00
                  WALSH, JEANETTE S   xxx-xx-xxxx    1190.00


555-122-1419-902  COFFEE, STEVEN  R   xxx-xx-xxxx    1902.00
```

INT005

Report that identifies total hours worked and wages paid to intermittents (roll code 3, 4, 6 or 7) for a specified pay period.

```
PAGE 1

                    EXPENDITURE REPORT FOR INTERMITTENTS
                     (INCLUDES ALL PAYMENTS EXCEPT NDI)
                        FOR JUNE, 2000 PAY PERIOD
                        DATA AS OF: 07/14/2000


                                            GROSS DAYS    HOURS
PAY POSITION NUMBER NAME                      PAY PAID     PAID
------------------- ----                     ----- ----    -----
555-012-1123-902    ANDERSON, SARAH         $384.54    0   29.00
                    KELLY, JOHN F         $1,014.65    0   85.00
555-012-4870-902    RIVERA, MARTHA M      $1,253.22    0  132.00
                    SCHULTZ, MICHELI        $195.97    0   18.00
                    WEAVER, SUSAN D         $501.12    0   46.00


TOTAL UNIT 012                            $3,339.50    0  310.00


555-014-3131-905    NGUYEN, TRAN            $994.63    0   77.50


555-015-1139-902    CASTILLO, CARLA       $1,266.77    0  160.00
                    SMITH, DERRICK L        $987.78    0  128.00
555-015-1419-902    COFFEE, STEVEN        $1,290.46    0  160.00
                    MORRISON,  ARTHU      $1,313.45    0   96.00
                    TAYLOR, DONNA B         $441.55    0   32.00
                    WALTON, JONATHON      $1,199.75    0  160.00
555-015-1441-902    MARTINEZ, JOSE          $404.29    0   25.00
                    YEE, STEVE              $499.67    0   46.00


TOTAL UNIT 015                            $7,403.72    0  807.00
```

INT006

Report that identifies intermittent employees reaching their 1500 hour maximum (worked 1200 hours or more) for the specified year.

```
          PAGE 1


      INTERMITTENT EMPLOYEES APPROACHING THEIR 1500 HOUR MAXIMUM
            (1200 HOURS OR MORE) FROM 01/1999 TO 12/2000
                   DATA AS OF: 04/28/2000


   .                                                        TOTAL
                                                            HOURS
   NAME                    POSITION NUMBER     SSN          WORKED*
   ----                    ---------------     ---          -------


   CRABTREE, SUSAN D       555-012-1123-902    xxx-xx-xxxx  1,231.00


   FOGERTY, JOHN P         555-015-1441-902    xxx-xx-xxxx  1,455.00


   FONG, ROBERT C          555-015-1419-902    xxx-xx-xxxx  1,345.00


   GORDON, GEORGE          555-012-4870-902    xxx-xx-xxxx  1,313.00


   MARTINEZ, PAUL R        555-015-1139-902    xxx-xx-xxxx  1,472.00


   MORRISON,  ARTHUR D     555-011-4870-902    xxx-xx-xxxx  1,203.00


   YEE, STEVE              555-013-1441-902    xxx-xx-xxxx  1,389.00

   *TOTAL HOURS WORKED DOES NOT INCLUDE:

       HOURS WORKED AT ANOTHER AGENCY
   BUT DOES INCLUDE HOURS:
       THAT WERE PAYMENT TYPE 8 AND WAS TRANSFERRED TO
       PAYMENT TYPE 6 DUE TO IDL.  (I.E. PAYEARNID 8WK, 8WKN)
```

INT006A
Report that identifies intermittent employees reaching their 1500 hour maximum (worked 1200 hours or more) or *2000 hour maximum (worked 1600 hours or more) for those employee's in bargaining unit 06. Based on the Leave Benefit Id MX' (Maximum Hours Worked).

```
PAGE 1
        INTERMITTENT EMPLOYEES APPROACHING THEIR 1500/*2000 HOUR MAXIMUM
                       (1200/*1600 HOURS OR MORE)
                       DATA AS OF: 03/17/2006

                                                                TOTAL
                                                      CB        HOURS
      NAME                  POSITION NUMBER    SSN     ID        WORKED
      ----                  ---------------    ---     --        -------

      CRABTREE, SUSAN D     555-012-1123-902   xxx-xx-xxxx   R04     1,231.00

      FOGERTY, JOHN P       555-015-1441-902   xxx-xx-xxxx   R04     1,455.00

      FONG, ROBERT C        555-015-1419-902   xxx-xx-xxxx   R04     1,345.00

      GORDON, GEORGE        555-012-4870-902   xxx-xx-xxxx   E       1,313.00

      MARTINEZ, PAUL R      555-015-9662-902   xxx-xx-xxxx   *R06    1,745.00

      MORRISON, ARTHUR D    555-011-4870-902   xxx-xx-xxxx   E       1,203.00

      YEE, STEVE            555-013-9662-902   xxx-xx-xxxx   *R06    1,800.00

      *THOSE EMPLOYEES WHO ARE IN BARGAINING UNIT 06
```

INT007

Report that identifies actual time worked (ATW) employees who have worked more than 150 days toward the 194 maximum.

```
PAGE 1


 ACTUAL TIME WORKED (ATW) EMPLOYEES APPROACHING THE 194 DAY MAXIMUM
                    (MORE THAN 150 DAYS)


                  DATA AS OF:  04/14/2000


POSITION NUMBER        SSN             NAME                      BALANCE
---------------        ---             ----                      -------
555-012-1123-902       xxx-xx-xxxx     RIVERA, MARTHA M           159.00
                       xxx-xx-xxxx     VASQUEZ, PAUL R            165.00


555-012-4870-902       xxx-xx-xxxx     WEAVER, SUSAN D            155.00
                       xxx-xx-xxxx     ANDERSON, SARAH B          169.00
                       xxx-xx-xxxx     KELLY, JOHN F              192.00
                       xxx-xx-xxxx     GOLDSMITH, JEFFREY         171.00
                       xxx-xx-xxxx     SMITH, DERRICK D           178.00


555-015-1139-902       xxx-xx-xxxx     CASTILLO, CARLA C          179.00
                       xxx-xx-xxxx     BANKS, MARTHA C            194.00


555-015-1419-902       xxx-xx-xxxx     CRABTREE, SUSAN D          170.00
                       xxx-xx-xxxx     MARTINEZ, PAUL R           173.00
                       xxx-xx-xxxx     GORDON, GEORGE             192.00
                       xxx-xx-xxxx     FONG, ROBERT C             157.00


555-015-1441-902       xxx-xx-xxxx     FOGERTY, JOHN P            163.00
                       xxx-xx-xxxx     MORRISON,  ARTHUR D        191.00
                       xxx-xx-xxxx     YEE, STEVE                 178.00
                       xxx-xx-xxxx     SLAUGHTER, EDWARD          189.00
```

INT008

Report that identifies intermittent employees with probation reports due and indicates when the report is to be completed.

```
PAGE 1

                        INTERMITTENT EMPLOYEES ON PROBATION
                            DATA AS OF: 04/14/2000


                                                                  HOURS
                                                                  WORKED
              HOURS UNTIL                                         TOWARDS
              NEXT REPORT      PROBATION                          TOWARDS
AGENCY UNIT      DUE           REPORT DUE SSN          NAME        PROB
------ ----  -----------      ---------- ---          ----        -------
   998  221          116      1ST        xxx-xx-xxxx  JOHNSON, STANLEY B   364.00
                                         xxx-xx-xxxx  BLACK, JUSTIN W      364.00
                                         xxx-xx-xxxx  FISHER, DEBRA A      364.00
                       8      2ND        xxx-xx-xxxx  SMITH, JOYCE F       632.00

        222           21      2ND        xxx-xx-xxxx  LEE, TOM L           619.00
                      24      1ST        xxx-xx-xxxx  YOUNG, MICHAEL R     296.00
        225            0      *          xxx-xx-xxxx  BLACK, JESSICA A     991.75

   999  333          6.5      3RD        xxx-xx-xxxx  FOSTER, MARCUS D     953.50
                      12      1ST        xxx-xx-xxxx  FLORES, PAUL         308.00
                   24.25      1ST        xxx-xx-xxxx  TAYLOR, SHAWN S      295.50



*VERIFY DATA ON PIMS/CLAS
```

INT009

Report that identifies intermittent employees who have reached the end of their 960 hours towards a SISA increase or the 1920 hours towards the MSA increase. Based on the Leave Benefit Id 'MA' or 'SA' (MSA/SISA). This report produces a Supervisor Certification of Salary Adjustment form.

```
              SUPERVISOR CERTIFICATION OF SALARY ADJUSTMENT


  SOCIAL SECURITY   EMPLOYEE              OLD       NEW       POSITION
     NUMBER           NAME               SALARY    SALARY      NUMBER
  xxx-xx-xxxx      BROWNFIELD, KEVIN L                    999-111-0835-905



  FIRST MONTH          START        CARRY-OVER      HOURS      EFFECTIVE
  HOURS WORKED         DATE           HOURS         WORKED       DATE
                                      145.50       2065.50    03/02/2006



          IN MY JUDGMENT, THE EMPLOYEE'S JOB PERFORMANCE


  _____    MEETS THE LEVEL OF QUALITY AND QUANTITY EXPECTED BY
                 THE AGENCY AT THIS STAGE OF AN EMPLOYEES EXPERIENCE
                 IN THE POSITION AND THEREFORE I RECOMMEND THAT THE
                 EMPLOYEE BE GRANTED A SALARY ADJUSTMENT

  _____    DOES NOT MEET THE LEVEL OF QUALITY AND QUANTITY
                 EXPECTED BY THE AGENCY AT THIS STAGE OF AN EMPLOYEES
                 EXPERIENCE IN THE POSITION AND THEREFORE I RECOMMEND
                 THAT THE EMPLOYEE NOT BE GRANTED A SALARY ADJUSTMENT
                 AT THIS TIME.  I HAVE SO INFORMED THE EMPLOYEE ON THIS
                 DATE _____.  SEE ATTACHED MEMO.



          _____
              SIGNATURE OF SUPERVISOR



          _____
              TITLE           DATE
```

INT010

Report that identifies intermittent employees who have reached the end of their 960 hours towards an alternate range of 6 months or 1920 hours towards the end of their 12 month alternate range. Based on the Leave Benefit Id 'AC' or 'AY' (Alt Range Change 960/1920). This report produces a Supervisor Certification of Salary Adjustment form.

```
                SUPERVISOR CERTIFICATION OF SALARY ADJUSTMENT

==================================================================
EMPLOYEE'S NAME                          |  SOCIAL SECURITY NO.
                                         |
BLACK, JOHN L                            |     xxx-xx-xxxx
------------------------------------------------------------------
EMPLOYEE'S POSITION NUMBER:  999-123-0916-901
------------------------------------------------------------------
CLASS TITLE             |EVALUATION DATE  | ALTERNATIVE RANGE
                        |                 |
FSH & WLDLF TECH        |                 |         A
==================================================================

IN MY JUDGMENT, THE EMPLOYEE'S JOB PERFORMANCE


           _____ MEETS          _____DOES NOT MEET

       THE LEVEL OF QUALITY AND QUANTITY EXPECTED BY THE AGENCY
       AT THIS STAGE OF AN EMPLOYEE'S EXPERIENCE IN THE POSITION.



I THEREFORE RECOMMEND THAT THE EMPLOYEE:

       BE MOVED FROM RANGE _____ TO RANGE _____.

       NOT BE GRANTED A RANGE CHANGE AT THIS DATE _____.

       I HAVE INFORMED THE EMPLOYEE ON THIS DATE _____.

==================================================================
COMMENTS:




==================================================================
SIGNATURE OF SUPERVISOR        | TITLE          |DATE
                               |                |
                               |                |
```

INT011

Report that lists Intermittent employees with their Anniversary Date, Range, Account Code, Leave benefits and balances, broken down by Agency and Unit.

```
PAGE 1
                        LISTING OF INTERMITTENT EMPLOYEES
                           IN AGENCY: 555    Unit: 444
                             DATA AS OF:  06/15/2007


                                        R
                                 ANNI N ACCT RET    BEN BENEFIT
CLASS SRL SSN          NAME      DATE G CODE INFO   ID  NAME     BALANCE
----- --- ---          ----      ---- - ---- ----   --- -------  -------

 4870 902 xxx-xx-xxxx ANDERSON, JUNE   NONE D TM    PST   AC  ARC-960   408.00
                                                          MX  MAX HRS   408.00
                                                          SL  SICK LV    29.00
                                                          VA  VACATION   22.00


          xxx-xx-xxxx CASTILLO, CARLA C NONE A NM    NON   SA  SISA      146.00
                                                          SL  SICK LV     8.00
                                                          VA  VACATION    0.00
                                                          WP  PH-VA WP  146.00


 9662     xxx-xx-xxxx KELLY, JOHN F    NONE J TM    PST   AC  ARC-960   320.00
                                                          HC  HOL CR     16.00
                                                          HD  H-D BEN   640.00
                                                          SL  SICK LV    32.00
                                                          SP  S POINTS    8.00
                                                          VA  VACATION   52.00


          xxx-xx-xxxx RIVERA, MARTHA M MAX  K 3D    TEIR I EX  EX HRS     26.50
                                                          HC  HOL CR     48.00
                                                          SL  SICK LV     8.00
                                                          SP  S POINTS  134.00
                                                          VA  VACATION  122.00


          xxx-xx-xxxx WALTON, JONATHON NONE K 3D    TEIR I FM  FMLA       48.00
                                                          HC  HOL CR     47.75
                                                          HI  HOL ITO     2.00
                                                          SL  SICK LV    16.00
                                                          SP  S POINTS   42.00
                                                          VA  VACATION   86.50


 AGENCY:  555    UNIT:  444
```

Leave Accounting Reports

LEAVE001

Report that identifies employees on Direct Deposit with less than 40 hours combined balance of Annual Leave, Vacation, CTO, Personal Leave and Excess Hours <u>AND</u> a Sick Leave balance of less than 20 hours.

```
PAGE 1


                              EMPLOYEES ON DIRECT DEPOSIT
                   THAT DO NOT MEET MINIMUM LEAVE BALANCE REQUIREMENTS
                             DATA AS OF: 04/14/2000


                                   ANN
 UNIT    EMPLOYEE NAME      SSN     LV     CTO       EX      PLP       SL      VAC       TOTAL
 ----    -------------      ---     ---    ---       --      ---       --      ---       -----
 111     ANDERSON, JUNE     xxx-xx-xxxx   .00    .00      .00      .00     8.00    13.50     21.50
         BANKS, MARTHA C    xxx-xx-xxxx   .00    .00      .00      0.25     .00    24.00     24.25
         CASTILLO, CARLA C  xxx-xx-xxxx   .00    .00      .00      .00     8.00    19.00     27.00
         GOLDSMITH, JEFFREY xxx-xx-xxxx   .00    .00      .00      .00    17.00     4.00     21.00


 113     KELLY, JOHN F      xxx-xx-xxxx 15.50    .00      .00      .00      .00     6.00     21.50
         RIVERA, MARTHA M   xxx-xx-xxxx 11.00    .00      .00      .00      .00      .00     11.00
         SCHULTZ, MICHELLE  xxx-xx-xxxx   .00    .00      .00    28.00     8.00     1.25     37.25
         SMITH, DERRICK D   xxx-xx-xxxx   .00    .00      .00      .00      .00    16.00     16.00
         VASQUEZ, PAUL R    xxx-xx-xxxx   .00    .00     2.50      .00      .00     2.00      4.50


 112     WALTON, JONATHON   xxx-xx-xxxx   .00    .00      .00      .00     8.00    22.50     30.50
```

LEAVE004

Report that identifies employees projected to exceed the vacation or annual leave maximum based on an employee's CBID.

Note: This report cannot project changes in leave accrual rates. A footnote has been added to the report to alert the reader that accrual rate changes have not been included in the balances.

```
PAGE     1

   ANTICIPATED OVERAGE OF VACATION OR ANNUAL LEAVE FOR JANUARY 1, 2001
          FOR AGENCY:  100            REPORTING UNIT: 340
                    DATA AS OF: 09/22/2000

                                 PROJ              VAC/AL
                                 NEW       OVER    AMT     BENEFIT
   EMPLOYEE NAME         CBID    BAL       MAX     EARNED  NAME
   ------------          ----    ----      ----    ------  -------
   CARLSON, JOHN P       R01     436.50    36.50   14.000  VACATION
   COLLINS, DAVID B      R01     419.00    19.00   14.000  VACATION
   FISHER, ROBERT    L   M01     974.00   334.00   20.000  ANNUAL
   HORTON, PEGGY N       R01     647.50   247.50   13.000  VACATION
   JOHNSON, LORI D       S01    1049.00   409.00   20.000  ANNUAL
   KNOLL, BARBARA A      R01     837.00   197.00   18.000  ANNUAL
   MALONEY, HAROLD       R01     636.50   236.50   14.000  VACATION
   MORENO, AKEMI         R04     492.25    92.25   14.000  VACATION
   MULLIN, BERNARD   C   S01     747.00   107.00   20.000  ANNUAL
   RICHARDS, PAUL D      R01     407.00     7.00   12.000  VACATION
   ROSE, GEORGE          R01     404.00     4.00   14.000  VACATION
   SERRANO, JANE M       R01     491.50    91.50   14.000  VACATION
   SLATER, LEWIS G       R01     498.00    98.00   14.000  VACATION
   TRUMAN, HOMIN C       R01     576.50   176.50   12.000  VACATION
   YANG, WING Y          R01     406.00     6.00   10.000  VACATION

   NOTE:   THIS DATA DOES NOT REFLECT VACATION OR ANNUAL LEAVE
           ACCRUAL RATE CHANGES FROM 08/2000 THROUGH 01/01/2001
```

LEAVE005

Report that identifies employees with a PL (PLP) and/or LD (2003 PLP) balances and the dollar equivalent to cash out.

```
                    LIST OF EMPLOYEES WITH A PLP BALANCE AND THE TOTAL PLP CASH OUT AMOUNT
                                     IN AGENCY 444 AND UNIT 112
                                     DATA AS OF:  05/22/2004


                                                                    PLP       2003 PLP     TOTAL
                                              HOURLY     PLP    2003 PLP  CASH OUT    CASH OUT    CASH OUT
NAME                 SSN          CBID   CLASS   SALARY  BALANCE   BALANCE    AMOUNT      AMOUNT      AMOUNT
----                 ---          ----   -----   ------  -------   -------    -------     -------     --------
ADAMS, ROBBIE C      xxx-xx-xxxx  R01    4159    $28.83     .00     56.00       $.00   $1,614.48   $1,614.48
BROWN, MACY   M      xxx-xx-xxxx  R04    1379    $14.56     .00     37.50       $.00     $546.00     $546.00
CARTER, MARK   H     xxx-xx-xxxx  S01    4161    $36.27   64.00     80.00   $2,321.28  $2,901.60   $5,222.88
DANSON, CRYSTAL A    xxx-xx-xxxx  R01    4159    $26.15     .00     56.00       $.00   $1,464.40   $1,464.40
EVANS, JONATHAN D    xxx-xx-xxxx  R01    4159    $24.90     .00     48.00       $.00   $1,195.20   $1,195.20


TOTAL FOR UNIT:  120                                     64.00    277.50   $2,321.28  $7,721.68  $10,042.96
```

LEAVE006
Report that identifies employees with a PLP balance and the cost to cash out.

```
PAGE 1
            LIST OF EMPLOYEES WITH A PLP BALANCE AND THE PLP CASH OUT AMOUNT

                        IN AGENCY 444 AND UNIT 111
                        DATA AS OF: 04/28/2000


                                          HOURLY      PLP       CASH OUT
NAME                     SSN         CBID CLASS   SALARY   BALANCE     AMOUNT
----                     ---         ---- -----   ------   -------     --------
ALLEN, ROBBIE    C       xxx-xx-xxxx  S17  8101   $29.13    152.00    $4,427.76
DESUS, MACY M            xxx-xx-xxxx  R17  9699   $26.42    136.00    $3,593.12
HARPER, MARK H           xxx-xx-xxxx  R17  9699   $26.42    112.00    $2,959.04
JOHNSON, CRYSTAL    A    xxx-xx-xxxx  R17  9699   $26.42    112.00    $2,959.04
STOLP, JONATHAN D        xxx-xx-xxxx  M18  8103   $33.03    144.00    $4,756.32


TOTAL FOR UNIT: 111                                        656.00   $18,695.28
```

LEAVE007

Report that identifies employees who have State Service data, but do not have leave benefit data. This report should be run periodically to determine if CLAS needs to be corrected.

```
PAGE 1


            EMPLOYEES WHO HAVE STATE SERVICE, BUT DO NOT HAVE LEAVE BENEFIT DATA

                             DATA AS OF: 04/14/2000


                                                   STATE
                                                   SERV              APPT
POSITION NUMBER    NAME                      SSN    MNTHS  TIMEBASE   TENURE
---------------    ----                      ---    -----  --------   ------
500-100-8094-002   ALLEN, ROBBIE    C     xxx-xx-xxxx    0  FT         P
500-100-8254-143   DESUS, MACY M           xxx-xx-xxxx    0  FT         T
500-101-7424-007   HARPER, HOLLY H         xxx-xx-xxxx    0  FT         P
500-200-7425-014   JOHNSON, CRYSTAL    A   xxx-xx-xxxx    0  FT         P
500-200-7425-015   STOLP, JOHNNIE D        xxx-xx-xxxx    0  FT         P
500-202-7652-004   ONG, VAN E              xxx-xx-xxxx    0  004/005    L
500-222-8235-910   PALACIOS, WALLEY J      xxx-xx-xxxx    0  001/002    L
                   PERRY, SALLY G          xxx-xx-xxxx    0  001/002    L
500-222-8253-910   BECKETT, MERCED F       xxx-xx-xxxx    0  INT        P
                   MONGA, RON R            xxx-xx-xxxx    0  INT        P
                   PASCHAL, DON M          xxx-xx-xxxx    0  INT        P
                   SPELLMAN, ROBERT E      xxx-xx-xxxx    0  INT        P
500-224-8094-911   GUSTAFSON, SANDIE W     xxx-xx-xxxx    0  INT        P
```

LEAVE008

Report that provides the listing of employees who used leave credits, and the total amount of leave credits during the last 12 months. Report includes leave benefits used SL, VA, AL, CT, PL, EX, HC, and PH.

```
PAGE      1


                    EMPLOYEES WHO USED LEAVE CREDITS
             THESE CREDITS INCLUDE SL, VA, AL, CT, PL, EX, HC AND PH
                DURING THE LAST 12 MONTHS: 01/2019 THROUGH 12/2019
                         DATA AS OF: 05/01/2020



NAME                 MONTH    CLASSIFICATION        SSN           USAGE
----                 -----    --------------        ---           -----


SMITH, JOHN T        2019/03  ATTORNEY              XXX-XX-XXXX   SL          9.00
                                                                  VA         36.00
                     2019/07  ATTORNEY              XXX-XX-XXXX   SL          9.00
                                                                  VA         18.00


*TOTAL NAME SMITH, JOHN T                                                    72.00

DOE, JANE P          2019/01  ATTORNEY              XXX-XX-XXXX   SL          5.00
                                                                  VA         14.00
                     2019/10  ATTORNEY              XXX-XX-XXXX   SL          6.00


*TOTAL NAME DOE, JANE P                                                      25.00

TOTAL                                                                        97.00
```

LEAVE009
Report that provides the total number of CTO hours worked, and the total overtime hours worked and paid for a specified pay period.

```
PAGE     1

   CTO EARNED AND OVERTIME HOURS WORKED/PAID FOR 08/2000 PAY PERIOD
                     DATA AS OF 09/22/2000

                                CTO HOURS    OT HOURS      OT HOURS
 AGY  UNIT  CLASSIFICATION       EARNED       WORKED         PAID
 ---  ----  --------------      ---------    ---------     --------
 100  140   ACCOUNTANT TRAINEE     .000         5.00        $138.90
            COMPUTER OPR SPR I     .000         4.50        $150.12
            KEY DATA OPERATOR      .000       418.00      $9,126.82
            KEY DATA SUPVR I       .000        23.25        $567.80
            KEY DATA SUPVR II      .000        39.00      $1,019.46
            MAIL MACH OP II        .000        43.50        $923.96
            MAIL MACH SUP II      6.000          .00          $.00
            MAILING MACH SUP I   3.000         7.50        $193.35
            MICROFILM TECH I       .000         5.00        $105.90
            MICROFILM TECH II      .000         2.00         $45.56
            OF S SUP III (GEN)     .000        10.00        $302.40
            OF SER SUP II (GN)     .000         9.00        $239.22
            OFF ASST/GEN         12.750          .00          $.00
            OFF ASST/TYP           .000        19.00        $389.50
            OFF TECH (TYPING)      .000        17.00        $403.92

 *TOTAL PAYUNIT 140              21.750       602.75     $13,606.91

      550   ACCOUNT CLERK II     10.500          .00          $.00
            ACCOUNTANT TRAINEE    4.500        22.00        $527.56
            ACCT OF/SPL          56.250        52.50      $1,658.51
            OFF ASST/TYP           .000         9.00        $167.40
            PROG TECH              .000       139.50      $2,788.15
            PROG TECH II         28.500       115.25      $2,460.82
            PROG TECH III        84.000       107.75      $2,743.06
            SR ACCT OF/SP          .000         7.00        $254.10
            SR ACCT OF/SUP         .000        45.00      $1,802.25
            STAFF SER AN (GEN)     .000        36.00        $876.36
            STUDENT ASSISTANT      .000         5.25         $73.40
            SUP PROG TECH I        .000        97.00      $2,167.92
            SUP PROG TECH II       .000         4.00        $106.32
            SUP PROG TECH III    81.750          .00          $.00

 *TOTAL PAYUNIT 550             265.500       640.25     $15,625.85


 TOTAL                         287.250     1,243.00     $29,232.76
```

LEAVE010

Report that provides the count of employees who used sick leave, and the total amount of sick leave hours used in a specified leave period. Report includes hours for leave benefits used in lieu of sick leave (leave transaction codes: 04, 71).

```
PAGE     1

     COUNT OF EMPLOYEES WHO USED SICK LEAVE AND
TOTAL SICK LEAVE HOURS USED FOR LEAVE PERIOD 08/2000
            DATA AS OF: 09/22/2000

                             COUNT OF   SICK LEAVE
AGY  UNIT  CLASSIFICATION     EMPLOYEES  HOURS USED
---  ----  --------------     ---------  ----------
100  120   ACCOUNTANT TRAINEE        1        1.00
           ASO GOVRL PROG ANL        2        7.00
           ASO PERSONNEL ANLT        1       10.00
           PERSNL SVS SP I           1        3.50
           PERSNL SVS SP II          1       10.00
           SR ACCT OF/SP             1        1.00
           STAFF SVS MANGER I        1       40.00

TOTAL FOR UNIT: 120                  8       72.50

     140   ACCOUNT CLERK II          1       11.25
           ASO GOVRL PROG ANL        1       17.50
           C.E.A.                    1        8.00
           COMPUTER OPERATOR         6       69.50
           COMPUTER OPR SPR I        1        8.00
           INFO SYS TC               2        3.00
           KEY DATA OPERATOR         3       67.00
           KEY DATA SUPVR I          2       32.00
           MAIL MACH OP II           4       70.00
           MICROFILM TECH II         1        8.00
           OFF ASST/GEN              4       60.00
           OFF ASST/TYP              1       16.00
           OFF TECH (TYPING)         1       14.50
           OFF TECHNICN (GEN)        1       21.00
           SR PR TRD SP/GEN          1       16.00
           STAFF SER AN (GEN)        1        4.00
           STUDENT ASSISTANT         1       11.00

TOTAL FOR UNIT: 140                 32      436.75


TOTAL                               40      509.25

NOTE: REPORT INCLUDES LEAVE BENEFITS USED IN LIEU OF SICK LEAVE.
      PERSONAL HOLIDAY 'UNIT' USED IN LIEU OF SICK LEAVE BY:
       - FULL TIME OR INTERMITTENT EMPLOYEE IS CONVERTED TO 8 HOURS.
       - FRACTIONAL EMPLOYEE IS CONVERTED TO ITS FRACTIONAL HOURLY EQUIVALENT.
```

LEAVE011

Report that provides the number of hours worked and used, and the average number of employees for one calendar year for California Occupational Safety and Health Administration (CalOSHA). This report is similar to COM027, but uses the THLAS Leave file to subtract all hours used to get the final "TOTAL HOURS".

```
PAGE      1

                    CAL OSHA REPORT FOR 2000

  PAY       SSN      TOTAL HOURS
 PERIOD    COUNT   EARNED/WORKED*   HOURS USED***     TOTAL HOURS
 ------    -----   --------------   -------------     -----------
 2000/01   1,203      188,026.15       18,145.90      169,880.25
 2000/02   1,199      195,170.90       17,556.10      177,614.80
 2000/03   1,183      193,412.00       19,060.35      174,351.65
 2000/04   1,187      184,607.95       23,290.15      161,317.80
 2000/05   1,173      191,747.35       19,672.90      172,074.45
 2000/06   1,168      193,616.75       22,806.67      170,810.08
 2000/07   1,176      185,905.63       26,380.65      159,524.98
 2000/08   1,174      195,114.55       23,336.60      171,777.95
 2000/09   1,165      190,352.00       20,514.40      169,837.60
 2000/10   1,170      188,563.30       19,699.45      168,863.85
 2000/11   1,185      192,928.25       17,797.30      175,130.95
 2000/12   1,187      193,909.60       33,970.28      159,939.32

 TOTAL    14,170    2,293,354.43      262,230.75    2,031,123.68

** AVE_EMP        1,180

   * HOURS WORKED FOR REGULAR PAY PLUS HOURS EARNED FOR
     LEAVE BENEFIT IDS: CT, EH, EX, LD, MO, OC, PL, PV, OR VT.

  ** AVE_EMP IS THE AVERAGE NUMBER OF EMPLOYEES PAID
     FROM 01/2000 THRU 12/2000 FOR REGULAR PAY ONLY.

*** ALL HOURS USED FOR ALL BENEFITS.
```

LEAVE012

Report that reflects the dollar equivalent to cash out the following benefit ID's leave balances: AL, EL, PD, PH, VA, CT, EH, EX, HC, HT, LD, LT, MO, OC, PA, PL, PR, PV, SH, VB, VT, LP, and LV.

```
PAGE     1

                          LIST OF EMPLOYEES WITH LSP AND CASH OUT AMOUNT
                                    DATA AS OF: 05/01/2020

                                                        HOURLY   BEN    LSP           CASH OUT
NAME                    SSN         PSNO          CBID   CLASS    SALARY ID    BALANCE   AMOUNT
----                    ---         ----          ----   -----    ------ ---   -------   --------
JEWEL, ANNE             XXX-XX-XXXX 555-101-3224-001  R04  3224     24.44  PH      1.00    $195.52
                        XXX-XX-XXXX 555-101-3224-001  R04  3224     24.44  VA    214.25  $5,236.27

   TOTAL LSP FOR:  JEWEL, ANNE                                              215.25  $5,431.79


LOUDEN, GARY           XXX-XX-XXXX 555-101-5393-900  R01  5393     37.19  PH      2.00    $595.04
                        XXX-XX-XXXX 555-101-5393-900  R01  5393     37.19  VA    245.50  $9,130.14

   TOTAL LSP FOR:  LOUDEN, GARY                                             247.50  $9,725.18
```

LEAVE013

Leave buyback estimate BU 01, 02, 03, 04, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21 VA/AL 80 hours. Report reflects the dollar equivalent to cash out VA/AL.

```
PAGE      1

                  LIST OF EMPLOYEES IN BU 01, 02, 03, 04, 06, 07, 08, 09, 10, 11
                  12, 13, 14, 15, 16, 17, 18, 19, 20, 21, WITH CASH OUT AMOUNT OF
                          80 HOURS OF VACATION OR ANNUAL LEAVE
                             DATA AS OF: 05/01/2020

                                                                    CASH
                              POSITION                   HOURLY  BEN  OUT      CASH OUT
NAME                  SSN     NUMBER         CBID        SALARY  ID   HOURS    AMOUNT
----                  ---     --------       ----        ------  ---  -----    --------
JOHNSON, STANLEY B    XXX-XX-XXXX  555-101-3224-001  R04  $24.44  VA   80.00   $1,955.20
LEE, TOM L            XXX-XX-XXXX  555-101-5393-900  R01  $37.19  VA   80.00   $2,975.20
FLORES, PAUL          XXX-XX-XXXX  555-101-5780-001  R02  $77.43  AL   80.00   $6,194.40
BLACK, JESSICA A      XXX-XX-XXXX  555-101-6274-001  R02  $70.04  AL   80.00   $5,603.20
TAYLOR, SHAWN         XXX-XX-XXXX  555-101-6274-003  R02  $70.04  AL   80.00   $5,603.20

TOTAL FOR UNIT: 101                                      $279.14      400.00   $22,331.20
```

LEAVE014

Leave buy back estimate for exempt, supervisors, managers, and confidential staff report that reflects the dollar equivalent to cash out the maximum amount of 80 hours for the following benefit ID's leave balances: VA, AL, PL, LD, LP, LV, PV, PH, and HC.

```
PAGE     1

                    LIST OF EXCLUDED, SUPERVISORY, MANAGERIAL EMPLOYEES
                            WITH CASH OUT AMOUNT FOR 80 HOURS
                                DATA AS OF: 05/01/2020

                                                                    CASH
                                POSITION                   HOURLY BEN   OUT      CASH OUT
NAME                     SSN     NUMBER          CBID      SALARY ID   HOURS     AMOUNT
----                    ---     --------        ----      ------ ---  -----    --------
JOHNSON, STANLEY B      XXX-XX-XXXX  555-101-3224-001  E99    $24.44 PH   80.00   $1,955.20
LEE, TOM L              XXX-XX-XXXX  555-101-5393-900  E99    $37.19 PH   80.00   $2,975.20
FLORES, PAUL            XXX-XX-XXXX  555-101-5780-001  E99    $77.43 PH   80.00   $6,194.40
BLACK, JESSICA A        XXX-XX-XXXX  555-101-6274-001  E99    $70.04 PH   80.00   $5,603.20
TAYLOR, SHAWN           XXX-XX-XXXX  555-101-6274-003  E99    $70.04 PH   80.00   $5,603.20

TOTAL FOR UNIT: 101                                         $279.14       400.00   $22,331.20
```

LEAVE015
Employees who exceed the voluntary personal leave maximum.

```
PAGE     1


        ANTICIPATED OVERAGE OF VOLUNTARY PERSONAL LEAVE
            FOR AGENCY:   555    REPORTING UNIT: 031
                    DATA AS OF: 05/01/2020


                                    PROJ
                                    NEW       OVER   BENEFIT
EMPLOYEE NAME                CBID   BAL       MAX    NAME
-------------                ----   ----      ----   -------
JONES, TOM B                 R01    253.75    13.75  VPLP


NOTE:   CAP IS 240 HOURS.   EMPLOYEES WHO REACH THE CAP WILL BE
        TAKEN OFF AND WILL NOT BE ABLE TO JOIN BACK UNTIL THEY
        HAVE 120 HOURS OR LESS
```

Labor Relations Reports
COM023

Report that identifies employees who had a change in their collective bargaining designation.

```
PAGE 1

            EMPLOYEES WHO HAD A CHANGE IN BARGAINING DESIGNATION
                   FROM 07/01/1999 TO  06/30/2000
                     DATA AS OF:  07/14/2000

                              DESIG   EFF              TRANS   POSITION
NAME                    SSN   NATION  DATE             CODE    NUMBER
----                    ---   ------  ----             -----   --------
ADAMSON, STANLEY        xxx-xx-xxxx   S     12/31/1999  A01    444-121-3804-006
                                      R     12/02/1999  MSA    444-121-3736-009
                                      R     07/01/1999  355    444-121-3736-009
                                      R     12/01/1998  A01    444-121-3736-009

--------------------------------------------------------------------------------
HAMILTON, DENISE R      xxx-xx-xxxx   C     03/02/2000  MSA    444-121-5393-025
                                      C     10/31/1999  120    444-121-5393-025
                                      R     10/01/1999  405    444-124-5393-022
                                      R     03/01/1999  A01    444-124-5393-022
                                      R     06/01/1998  MSA    444-124-5157-022

--------------------------------------------------------------------------------
PARDUCCI, MAXINE C      xxx-xx-xxxx   R     06/01/2000  120    444-663-3875-029
                                      R     10/01/1999  A02    444-663-3875-043
                                      S     10/01/1999  A03    444-663-3804-002
                                      S     06/14/1999  S49    444-663-3804-002
                                      S     01/01/1999  120    444-663-3804-002
```

Personnel Reports
COM001

Report that creates mailing labels for active employees.

```
MICHAEL ACKERS
9888 EMPEROR AVENUE
ARCADIA, CA 91116
H A ACKERSON
848 HARVARD BEND
WOODLAND, CA   95695
CHRISTOPHER R ADAME
5588 53RD AVE
SACRAMENTO, CA   95814
MANUEL C ARRELLANO
1948 RIVERSIDE BLVD
NEWCASTLE, CA   95689
```

COM001A

Report the creates mailing labels for active employees who have direct deposit.

```
MICHAEL ACKERS
9888 EMPEROR AVENUE
ARCADIA, CA 91116
```
```
H A ACKERSON
848 HARVARD BEND
WOODLAND, CA   95695
```
```
CHRISTOPHER R ADAME
5588 53RD AVE
SACRAMENTO, CA   95814
```
```
MANUEL C ARRELLANO
1948 RIVERSIDE BLVD
NEWCASTLE, CA   95689
```

COM001B

Report that creates mailing labels when downloaded into Excel. Sorts by employees with direct deposit and live warrants.

```
PAGE 1


FIRST NAME      LAST NAME       ADDRESS 1          ADDRESS 2
----------      ----------      ----------         ----------
JOHN            DOE             111 FIFTH STREET   SACRAMENTO CA 95814
REBECCA L       JOHNSON         222 SEVENTH STREET SACRAMENTO CA 95814
SALLY           SMITH           333 NINTH STREET   SACRAMENTO CA 95814
ALBERT P        JEFFERSON       444 TENTH STREET   SACRAMENTO CA 95814
```

COM003

Report that identifies employees with missing or erroneous information: employee name, address, birthdate, ethnicity or gender. This report can be run periodically to determine if PARs, EARs, and/or CalHR Form 1070 (ACAS) need to be corrected.

```
PAGE     1.1

                              EMPLOYEES WITH MISSING OR ERRONEOUS DATA
                               PLEASE CORRECT EAR/PAR/ACAS INFORMATION
                            DATE: 05/05/2022    DATA AS OF: 04/30/2022

                                          ETHC        ETHC        S
                                          CODE        NAME        E
POSITION NO        SSN         NAME        NEW         NEW        X  BIRTH       STREET ADDRESS   CITY STATE    STATUS
----------         ---         -----       ----        ----       -  ----       -----            ------        -----
998-100-1579-002   XXX-XX-XXXX JACKSON, AMARA  DM       MULTIPLE   F  1993/01/23                                ACTIVE
998-100-1720-051   XXX-XX-XXXX MARTINEZ, PAUL C                    M  1997/08/14  1774 DEVON ST   BERKELEY, CA  ACTIVE
998-100-1720-092   XXX-XX-XXXX GORDON, GAIL                        F  1971/12/26  1499 LEROY AVE  AUBURN, CA    PERM SEP
998-100-1771-001   XXX-XX-XXXX FONG, ROBERT S                         1989/08/07  1998 GOLDEN WY  LA JOLLA, CA  ACTIVE
998-100-1379-002   XXX-XX-XXXX FOGERTY, JOHN                       M  1992/07/20  7777 LUDIG DR.  SAN DIEGO, CA ACTIVE
```

COM004

Report that identifies employees with addresses outside of California. Report is sorted by Employee Name, and Position Sequence.

```
PAGE 1
                              EMPLOYEES WITH ADDRESSES OUTSIDE OF CALIFORNIA
                                        DATA AS OF:02/04/2022


                          POS  POSITION          CLASS
NAME                      SEQ  NUMBER            TYPE   CLASSIFICATION    CBID   CITY/STATE      ZIP CODE
----                     ---   -----------       -----  --------------    ----   ----------      -------
FONG, ROBERT E            01   404-209-9662-022  9662   CORRECTNL OFFICER R06    SEDONA AZ       86351
GARVEY, RONALD K          01   404-213-1139-014  1139   OFF TECH (TYPING) R04    LAS VEGAS NV    89119
HAMILTON, DENISE A        02   404-202-9662-143  9662   CORRECTNL OFFICER R06    HENDERSON NV    89052
HILL, JAVIER A            01   404-213-8241-001  8241   REC NURSE EXEC    M17    PHOENIX AZ      85006
NGUYEN, DAVID J           01   404-209-9662-005  9662   CORRECTNL OFFICER R06    BEND OR         97707
POLEMERO, JAMES E         01   404-232-1139-001  1139   OFF TECH (TYPING) R04    RENO NV         89511
WALTON, CARLA A           01   404-202-9662-146  9662   CORRECTNL OFFICER R06    SURPRISE AZ     85378
```

COM005

Report that identifies employees with probation reports due and indicates whether it's the 1st, 2nd, or 3rd probation report. Report is sorted by position number and can be run monthly.

```
PAGE 1

                          PROBATION REPORT
                        FOR THE MONTH OF APRIL


                    PROB                PROB
POSITION            DUE                 END
NUMBER              DATE      STATUS    DATE        SSN         NAME
--------            ----      ------    ----        ---         ----
999-011-5393-001  04/12/2000 1ST       08/12/2000 xxx-xx-xxxx  COOK, KATHLEEN


999-012-1301-001  04/14/1999 2ND       08/14/2000 xxx-xx-xxxx  ADAMS, ANNE
999-012-1379-002  04/06/1999 3RD       04/06/2000 xxx-xx-xxxx  GREEN, GARY
```

COM007

Report that identifies employees with probation reports due and indicates whether it's the 1st, 2nd, or 3rd probation report. Report page breaks on agency code.

```
PAGE 1

                          PROBATION REPORT
                        FOR THE MONTH OF APRIL


                 PROB             PROB
POSITION         DUE              END
NUMBER           DATE     STATUS  DATE       SSN          NAME
--------         ----     ------  ----       ---          ----
998-011-5393-001  04/12/2000 1ST      08/12/2000 xxx-xx-xxxx  CARNIE, KATHLEEN


998-012-1301-001  04/14/2000 2ND      08/14/2000 xxx-xx-xxxx  JEWEL, ANNE
998-012-1379-002  04/06/2000 3RD      04/06/2000 xxx-xx-xxxx  LOUDEN, GARY
```

COM008

Report that creates labels for employees with probation reports due.

```
GUZMAN, MARIANNE                    xxx-xx-xxxx
PROB DUE:  04/03/2000                  1ST
CLAIM AUDITOR                   777-313-1771-002
PROB END DATE:  08/03/2000
STATE CONTROLLERS OFFICE
WILLIAMS, RICHARD R                 xxx-xx-xxxx
PROB DUE:  04/01/2000                  3RD
ST SVS MANAGE AUD               777-313-5841-212
PROB END DATE:  04/01/2000
STATE CONTROLLERS OFFICE
SHAFFER, KAITLIN L                  xxx-xx-xxxx
PROB DUE:  04/06/2000                  2ND
AS PROG ANLYST/SP               777-444-1579-925
PROB END DATE:  06/06/2000
STATE CONTROLLERS OFFICE
```

COM009
Report that identifies employees with Individual Development Plans (IDP) due.

```
PAGE 1


          LIST OF EMPLOYEES DUE AUGUST IDPS

             DATA AS OF: 04/28/2000


POSITION                              CLASS
NUMBER              NAME              TITLE
--------            ----             -----
998-100-1579-002    MCCOY II, DENNIS H   AS PROG ANLYST/SP
998-100-1728-051    KING, LAWRENCE J     EXEC A
998-100-1728-092    SMITH, MERIDETH      EXEC A
998-100-1771-001    TUTTLE, SUSAN R      CLAIM AUDITOR
```

COM010

Report that identifies employees with probation reports due and indicates whether it's the 1st, 2nd, or 3rd probation report. Report is sorted by agency, unit and probation report due date.

```
PAGE 1

                                        PROBATION REPORT

                                           FOR APRIL


                    PROB                PROB
                    DUE                 END                                CLASS
POSITION NUMBER     DATE      STATUS    DATE      SSN         NAME         TITLE
---------------     ----      ------    ----      ---         ----         -----

998-111-1579-003    04/11/2000 1ST      08/11/2000 xxx-xx-xxxx  COOK, KATHY   AS PROG ANLYST/SP

998-111-1771-084    04/17/2000 1ST      08/17/2000 xxx-xx-xxxx  ANDREWS, ANN  CLAIM AUDITOR

998-111-1728-009    04/29/2000 3RD      04/29/2000 xxx-xx-xxxx  GREEN, GARY   EXEC A
```

COM018

Report that identifies employees new to your department during the period specified. Headquarters departments (i.e., DMH, DDS, Corrections) use COM034.

```
PAGE 1

                    EMPLOYEES NEW TO THE DEPARTMENT
                     FROM 07/01/1999 TO 06/30/2000
                        DATA AS OF: 07/02/2000


POSITION                          TRANS EFF
NUMBER              SSN           CODE  DATE        EMPLOYEE
--------            ---          ----- ----       --------
555-111-2323-001   xxx-xx-xxxx   A01    09/01/1999 BANKS, MARTHA C
555-111-2324-006   xxx-xx-xxxx   A01    08/15/1999 WALTON, JONATHON


555-122-4455-101   xxx-xx-xxxx   A02    06/01/2000 VASQUEZ, PAUL R
555-122-5556-009   xxx-xx-xxxx   A01    12/01/1999 WEAVER, SUSAN D


555-223-2323-203   xxx-xx-xxxx   A04    10/15/1999 KELLY, JOHN F
                   xxx-xx-xxxx
555-400-4455-091                 A02    12/15/1999 SCHULTZ, MICHELLE
555-400-6324-222   xxx-xx-xxxx   A01    05/01/2000 SMITH, DERRICK D


556-222-3454-074   xxx-xx-xxxx   A01    10/01/1999 CASTILLO, CARLA C
```

273

COM027

Report that provides the number of hours worked and average number of employees for one calendar year to the California Occupational Safety and Health Administration (CalOSHA). If your department participates in CLAS, you should use Common Library Report LEAVE011, which uses the THLAS leave file.

```
PAGE 1

   CAL OSHA REPORT FOR 1999

PAY             SSN         HOURS
PERIOD          COUNT       WORKED*
------          -----       -------
1999/01         1,068       173,326
1999/02         1,117       166,226
1999/03         1,106       173,628
1999/04         1,106       165,797
1999/05         1,109       173,146
1999/06         1,003       172,765
1999/07         1,077       173,169
1999/08         1,057       173,008
1999/09         1,050       163,891
1999/10         1,053       172,559
1999/11         1,030       173,865
1999/12         1,028       172,499

TOTAL          12,904   2,053,879


** AVE_EMP      1,075



  * SICK LEAVE, VACATION AND HOLIDAY HOURS
    MUST BE SUBTRACTED FROM TOTAL HOURS WORKED

** AVE_EMP IS THE AVERAGE NUMBER OF
    EMPLOYEES PAID FROM 01/1999 THRU 12/1999
    FOR REGULAR PAY ONLY
```

COM032

Report that generates labels to be placed at the top of a standard Individual Development Plan (IDP) form (Std. 637).

```
INDIVIDUAL DEVELOPMENT PLAN
FOR FUTURE JOB PERFORMANCE
OF PERMANENT EMPLOYEES
GUZMAN, MARIANNE                        08/2000
ST SVS MANAGE AUD          777-313-5841-212


INDIVIDUAL DEVELOPMENT PLAN
FOR FUTURE JOB PERFORMANCE
OF PERMANENT EMPLOYEES
SHAFFER, KAITLIN L                      08/2000
CLAIM AUDITOR              777-313-1771-002


INDIVIDUAL DEVELOPMENT PLAN
FOR FUTURE JOB PERFORMANCE
OF PERMANENT EMPLOYEES
WILLIAMS, RICHARD R                     08/2000
AS PROG ANLYST/SP          777-444-1579-925
```

COM033
Report that identifies employees on Direct Deposit during a specified pay period.

```
PAGE 1


 EMPLOYEES ON DIRECT DEPOSIT DURING THE 03/2000 PAY PERIOD
     DATA AS OF: 04/29/2000   TODAY'S DATE: 05/02/2000


PAYMENT
POSITION
NUMBER                 EMPLOYEE NAME           SSN
--------               -------------           ---
555-111-2323-001       DELANEY, DONNA B        xxx-xx-xxxx
555-111-2324-006       ERWIN,  ARTHUR D        xxx-xx-xxxx

555-122-4455-101       SNEAD, GREGORY L        xxx-xx-xxxx
555-122-5556-009       GALINDO, MARTHA M       xxx-xx-xxxx


555-223-2323-203       ANDERSON, JEFFREY       xxx-xx-xxxx


555-400-3232-001       CHANG, STEVEN  R        xxx-xx-xxxx
555-400-4455-091       WALSH, JEANETTE S       xxx-xx-xxxx
555-400-6324-222       GOLDBLOOM, DAVID T      xxx-xx-xxxx
```

COM033A

Report that identifies employees on Direct Deposit and employees with live warrants during a specific pay period.

```
PAGE      1


          EMPLOYEES ON DIRECT DEPOSIT AND WITH LIVE WARRANTS
                 DURING THE 07/2020 PAY PERIOD
          DATA AS OF: 08/07/2020   TODAY'S DATE: 08/12/2020



          PAYMENT
PAY       POSITION                                          TIME
PROG*     NUMBER          EMPLOYEE NAME         SSN         BASE    TEN
-----     -----------     ------------------    ----        ------  ----
DD        111-100-1111-001 DOE, JOHN            XXX-XX-XXXX  FT      P


          111-200-2222-002 JOHNSON, BETTY L     XXX-XX-XXXX  FT      P


          111-300-3333-001 MARTINEZ, JOSE       XXX-XX-XXXX  FT      P
          111-300-4444-002 BROWN, JACK          XXX-XX-XXXX  FT      P
          111-300-4444-910 SMITH, JULIE T       XXX-XX-XXXX  FT      P


LIVE      111-100-1111-901 TAYLOR, BOB          XXX-XX-XXXX  INT     T
                           COOPER, SHAWN        XXX-XX-XXXX  INT     T
                           SMITH, STEVE S       XXX-XX-XXXX  INT     T


          111-300-3333-902 MARTINEZ, JOSE       XXX-XX-XXXX  FT      P
          111-300-4444-003 BROWN, JACK          XXX-XX-XXXX  FT      P

*DD - DIRECT DEPOSIT
*LIVE - LIVE WARRANT
NOTE: TIME BASE AND TENURE ARE CURRENT DATA AS OF 08/07/2020
```

COM034

Report that identifies employees new to headquarters agencies (i.e., CYA, DDS, DMH, and Corrections) during a specified period.

```
PAGE 1


                        EMPLOYEES NEW TO THE DEPARTMENT
                        FROM 07/01/1999 TO 06/30/2000
                           DATA AS OF: 07/07/2000



      POSITION                         TRANS        EFF
      NUMBER              SSN          CODE       DATE EMPLOYEE
      --------            ---          -----       ---- --------
      555-011-2323-002  xxx-xx-xxxx  A01      12/1/1999 TAYLOR, DONNA B
      555-011-6543-005  xxx-xx-xxxx  A01      10/1/1999 MORRISON,  ARTHUR D


      555-013-2555-007  xxx-xx-xxxx  A02       7/1/1999 COFFEE, STEVEN  R
      555-013-2877-902  xxx-xx-xxxx  A01       5/1/2000 SMITH, GREGORY L
      555-013-4652-051  xxx-xx-xxxx  A02      8/15/1999 RIVERA, MARTHA M


      556-100-8200-001  xxx-xx-xxxx  A04       6/1/2000 MATHERS, JEFFREY
      556-100-8201-005  xxx-xx-xxxx  A01      10/1/1999 WALSH, JEANETTE S
```

COM035

Report that lists in Alpha order all Active and Temporary Separated employees. Excluding those employees who separated due to a Disability Retirement (S71) or Lay-Off (S30) transaction.

```
PAGE 1
                              EMPLOYEE ALPHA LISTING OF ALL
                           ACTIVE AND TEMPORARY SEPARATED EMPLOYEE'S
                                 DATA AS OF:  01/16/2004

                                                          T
                                                          Y  T
                                               DEPT TIME  P  E     TOTAL EMP  EXPR  ANNI CB
  NAME                CLASS TITLE     SSN NUMBER POSITION NUMBER  CODE BASE  E  N    SALARY STAT DATE  DATE ID
  ----                -----------     ---------- ---------------  ---- ----  -  -    ------ ---- ----  ---- --

  APPLE, STACEY       SR PSY TECH     xxx-xx-xxxx 001-008-8231-062 000  FT      P  $4,613.00              MAX  R18

  BROWN, SAM J        PHYSICIAN&SURGN xxx-xx-xxxx 001-333-7644-021 000  INT     P    $50.55               NONE R16

  CANDY, VICTOR M     OFF TECH (TYPING) xxx-xx-xxxx 001-001-1139-705 000 FT     P  $2,510.79             09/04 R04

  EDWARDS, CINDY      LICENSED VOC NURSE xxx-xx-xxxx 001-042-8286-015 000 FT    P  $3,326.07              MAX  R20

  FRANK, RANDY K      REGISTERED NURSE xxx-xx-xxxx 001-012-8165-205 000  FT     P  $5,138.64              MAX  R17

  FRENCH, CECILIA K   REGISTERED NURSE xxx-xx-xxxx 001-012-8165-003 000  FT     P  $5,242.64              MAX  R17

  HOLMES, MEBRA       PSYCH TECH A    xxx-xx-xxxx 001-042-7425-075 000  FT      P  $3,186.67              MAX  R18

  KING, MATHEW C      PHYSICIAN&SURGN xxx-xx-xxxx 001-004-7644-016 000  FT      P $10,649.90              MAX  R16

  LONG, ROBERT A      PSYCHIATRIC TECH xxx-xx-xxxx 001-005-8232-017 000 FT      P  $4,091.67             05/04 R18

  MOUSE, MICKEY E     PSYCHIATRIC TECH xxx-xx-xxxx 001-312-8232-901 000 INT     P    $23.11               MAX  R18

  PRICE, RALPH F      REGISTERED NURSE xxx-xx-xxxx 001-401-8165-072 000  FT     P  $5,138.64              MAX  R17

  ROBERTS, DENNIS K   BARBERSHOP MANAGER xxx-xx-xxxx 001-009-2083-001 000 FT    P  $2,877.50              MAX  R15

  SMITH, JACKIE L     OFF ASST/TYP    xxx-xx-xxxx 001-452-1379-009 000  FT      P  $2,641.00 TEMP         MAX  R04

  THOMAS, MATHEW W    FOOD SVS TECH I xxx-xx-xxxx 001-700-2194-002 000  FT      P  $2,746.81             09/04 R15
```

COM036
Report that identifies split class designation.

```
Page      1

                                    SPLIT CLASS DESIGNATION REPORT
                                    DATA AS OF:  OCTOBER 19, 2007


                 CLASS
         RPT    SCHEM  TYPE                                                              EE
AGENCY   UNIT   CODE   CLASS   CLASS TITLE        EMPLOYEE NAME        SSN               CBID
------   ----   -----  -----   -----------        -------------        ---               ----

437      500    IK50   3961    SENIOR ARCHITECT   NISHIMOTO, THOMAS L  xxx-xx-xxxx        C04

         544    VM86   8662    PATIENT BEN&IN O I CHAVEZ, DAVID E      xxx-xx-xxxx        C01

         549    DK40   2258    FOOD SERV SUPVR I  SANDOVAL, DORIS M    xxx-xx-xxxx        C01

         556    PQ60   6520    PAINTER SUPERVISOR CORRIN, DONNA M      xxx-xx-xxxx        C01
                PT10   6543    PLUMBER SUPERVISOR BROWN, WILLIAM       xxx-xx-xxxx        C01
```

COM037
Report that identifies confidential designation.

```
Page     1

                           CONFIDENTIAL DESIGNATION REPORT
                           DATA AS OF:  OCTOBER 19, 2007


                    CLASS
         RPT   SCHEM  TYPE                                              EE
AGENCY  UNIT  CODE  CLASS  CLASS TITLE       EMPLOYEE NANE    SSN       CBID
------  -----  ----  -----  ----------       -------------    ---       ----
437     500   CD60  1247   EXEC SEC I        JONES, ELIDA  G  XXX-XX-XXXX  C04
        543   JY20  5157   STAFF SER AN (GEN) DAVID, SUSAN D  XXX-XX-XXXX  C01
                                            FEEDOM, DONNA L   XXX-XX-XXXX  C01
```

PERS001

Report that identifies employees approaching 20, 25 or 40 years of service within the next 12 months.

```
PAGE 1


        EMPLOYEES APPROACHING 20, 25, OR 40 YEARS OF STATE SERVICE
                         WITHIN 12 MONTHS
                     DATA AS OF:  07/14/2000


        STATE     ST
        SERVICE   SVC
AGY UNIT GROUP*    MNS  EMPLOYEE NAME               CLASS TITLE
--- ---- -------   ---  -------------               -----------

998 111  20 YEARS 230  SMITH, DERRICK D            TRAINING OFFICER I
                  232  CASTILLO, CARLA C           ASO GOVRL PROG ANL
                  234  WALTON, JONATHON            PERSNL SVS SP II
                  235  TAYLOR, DONNA B             STAFF SVS MANGER I
                  239  MORRISON,  ARTHUR D         C.E.A.

         25 YEARS 288  MARTINEZ, JOSE              STAFF SVS MANGER I
                  291  YEE, STEVE                  ASO GOVRL PROG ANL
                  292  SCHULTZ, MICHELLE           SUP PROG TECH III
                  295  WEAVER, SUSAN D             STF SVS MGR II/SUP
                  297  ANDERSON, SARAH B           STAFF COUNSEL
                  298  KELLY, JOHN F               OFF TECH (TYPING)
                  300  GOLDSMITH, JEFFREY          KEY DATA SUPVR III

         40 YEARS 468  ADAMS, JAMES C              OF SER SUP II (GN)
                       GARVEY, RONALD              ACCT ADMIN I/SUP
                  473  HILL, JAVIER                EXEC A
                  478  JONES, JUAN M               MAT & STORES SP


        ---------------------------------------------------------------


     * 20 YEARS = 228 TO 240 MONTHS OF STATE SERVICE
       25 YEARS = 288 TO 300 MONTHS OF STATE SERVICE
       40 YEARS = 468 TO 480 MONTHS OF STATE SERVICE
```

PERS002

Report that reflects employees whose balance is 240 or greater and have not been cancelled from the VPLP participation.

```
PAGE 1

        REPORT THAT REFLECTS EMPLOYEES WHOSE BALANCES IS 240 OR GREATER
         AND HAVE NOT BEEN CANCELLED FROM THE VPLP PARTICIPATION
                    APPLIES TO RANK AND FILE EMPLOYEES
          IN BAGAINING UNITS 1, 3, 4, 5, 10, 11, 14, 15, 17, AND 20

               FOR AGENCY:  555  REPORTING UNIT:  444
                    DATA AS OF:  06/22/2007

    NAME                     CBID     BENBAL
    ----                     ----     ------

    ADAMS, JAVIER            R01      244.00
    ONG, SALLY G             R11      247.00
    SPELLMAN, ROBERT E       R20      276.00
```

Position Inventory Reports
POS001

Report that lists all established or re-classed positions displaying Full Time Equivalency (FTE) and includes the name and time base of the employee occupying the position.

```
06/01/02
              STATE OF CALIFORNIA-STATE CONTROLLER'S OFFICE-PPSD
                    MANAGEMENT INFORMATION RETRIEVAL SYSTEM
                   ESTABLISHED POSITIONS BY POSITION NUMBER
                        DATA AS OF: MAY 31, 2002

      PDV1101

      001
      FACILITY: STATE CONTROLLER'S OFFICE-PPSD

                                           PSN        EE     PSN TERM   EMPLOYEE
      POSITION NUMBER                       FTE        FTE      DATE     TIMEBASE
      -----------------------------------------------------------------------

      001-010-1441-001 OFF ASST/GEN        1.00       1.00               FT
                       CLARK, DAWN M
                                         PRIOR:  001-010-1728-001

      001-010-1728-001 EXEC A               .00        .00   10/30/01
                       RECLASSED
                                         PRIOR:

      001-010-4610-001 NOT FOUND          1.00       1.00               FT
                       DAVIS, TIMOTHY M
                                         PRIOR:

      001-010-5393-701 ASO GOVRL PROG ANL   .00        .00   07/31/01
                       RECLASSED
                                         PRIOR:

      001-010-5393-702 ASO GOVRL PROG ANL  1.00       1.00               FT
                       VIRGA, MARK A
                                         PRIOR:

       TOTAL FOR UNIT: 010
                                         3.00       3.00


      001-120-5142-703 ASO PERSONNEL ANLT  1.00        .00
                       VACANT
                                         PRIOR:

       TOTAL FOR UNIT: 120
                                         1.00        .00


      TOTAL
                                         4.00       3.00
```

POS002

Report that lists all established or re-classed positions displaying Full Time Equivalency (FTE) sorted by Class Title. It includes the name and time base of the employee occupying the position.

```
06/01/02
                    STATE OF CALIFORNIA-STATE CONTROLLER'S OFFICE-PPSD
                        MANAGEMENT INFORMATION RETRIEVAL SYSTEM
                    ESTABLISHED POSITIONS BY CLASS TITLE AND POSITION
                             DATA AS OF: MAY 31, 2002


PDV1102


001
FACILITY: STATE CONTROLLER'S OFFICE-PPSD


                      EMPLOYEE            PSN TERM      EE        PSN     NO.
                                           DATE        FTE       FTE    PSNS
            --------------------------------------------------------------------
ASO GOVRL PROG ANL
   001-010-5393-701 RECLASSED           07/31/01       .00       .00      0
   001-010-5393-702 VIRGA, MARK A                     1.00      1.00      1
   001-160-5393-704 FOSTER, DONNA G                   1.00      1.00      1
   001-160-5393-705 CLARK, BRENDA A                   1.00      1.00      1
   001-255-5393-700 WILLIAMS, GREGG M                 1.00      1.00      1

TOTAL FOR: ASO GOVRL PROG ANL

                                                      4.00      4.00      4


ASO PERSONNEL ANLT
   001-120-5142-703 VACANT                             .00      1.00      1

TOTAL FOR: ASO PERSONNEL ANLT
                                                       .00      1.00      1


EXEC A
   001-010-1728-001 RECLASSED           10/30/01       .00       .00      0

TOTAL FOR: EXEC A
                                                       .00       .00      0


NOT FOUND
   001-010-4610-001 DAVIS, TIMOTHY M                  1.00      1.00      1

TOTAL FOR: NOT FOUND
                                                      1.00      1.00      1


TOTAL                                                 5.00      6.00      6
```

POS003
Report that provides a summary of established filled/vacant positions sorted by Class Title.

```
06/01/02
        STATE OF CALIFORNIA-STATE CONTROLLER'S OFFICE-PPSD
            MANAGEMENT INFORMATION RETRIEVAL SYSTEM
     FILLED/VACANT POSITION SUMMARY BY FACILITY AND CLASS TITLE
                DATA AS OF: MAY 31, 2002


PDV1103


001
FACILITY: STATE CONTROLLER'S OFFICE-PPSD

                       TYPE                     EST    EST    EST
CLASS                   OF   CLASS    TOTAL     PSNS   PSNS   PSNS
TITLE                  POS   CODE   AUTHORIZED  AUTH  FILLED  VACANT
-----                  ----  -----  ----------  ----  ------  ------
A DIR EXT AFF          4     0375       1.00      1      1       0
ACCOUNTANT TRAINEE           4179       1.00      1      1       0
ACCOUNTING TECH              1741       2.00      2      2       0
ACCT I/SP                    4177       2.00      2      1       1
ACCT OF/SPL                  4546       2.00      2      1       1
ASO ADM ANLY AC SY           5304       1.00      1      1       0
ASO GOVRL PROG ANL           5393       2.00      2      2       0
ASO PERSONNEL ANLT           5142       3.00      3      2       1
BUS SVS O I/SUP              4722       1.00      1      1       0
BUSNS SVS A SP               4707       2.00      2      2       0
C.E.A.                       7500       1.00      1      1       0
CH DEP DIR             4     0630       1.00      1      1       0
NOT FOUND              4     4610       1.00      1      1       0
OF SER SUP I (TYP)           1148       1.00      1      1       0
OFF ASST/GEN                 1441       1.00      1      1       0
PERSNL SP                    1303       1.00      1      0       1
SP A                   4     0628       1.00      1      1       0
SR ACCT OF/SUP               4569       1.00      1      1       0
STAFF SVS MANGER I           4800       3.00      3      3       0
STF SVS MGR II/SUP           4801       1.00      1      1       0
STRATEGC PLN&C ADV     4     4623       1.00      1      1       0

TOTAL                                  30.00     30     26       4
```

POS004

Report that provides a department summary of established filled/vacant positions sorted by Class Code.

```
06/01/02
              STATE OF CALIFORNIA-STATE CONTROLLER'S OFFICE-PPSD
                   MANAGEMENT INFORMATION RETRIEVAL SYSTEM
              DEPARTMENT SUMMARY FILLED/VACANT POSITIONS BY CLASS CODE
                         DATA AS OF: MAY 31, 2002

     PDV1104


     001
     DEPARTMENT: STATE CONTROLLER'S OFFICE-PPSD

                                 TYPE              EST     EST     EST
     CLASS                        OF     TOTAL    PSNS    PSNS    PSNS
     CODE    CLASS TITLE          POS  AUTHORIZED AUTH   FILLED  VACANT
     -----   -----------          ----  ---------- ----   ------  ------
     0375    A DIR EXT AFF         4       1.00     1       1       0
     0628    SP A                  4       1.00     1       1       0
     0630    CH DEP DIR            4       1.00     1       1       0
     1138    OFF TECHNICN (GEN)            1.00     1       1       0
     1148    OF SER SUP I (TYP)            1.00     1       1       0
     1317    SR PERSNL SP                  1.00     1       1       0
     1441    OFF ASST/GEN                  1.00     1       1       0
     1741    ACCOUNTING TECH               2.00     2       2       0
     4177    ACCT I/SP                     2.00     2       1       1
     4179    ACCOUNTANT TRAINEE            1.00     1       1       0
     4546    ACCT OF/SPL                   2.00     2       1       1
     4569    SR ACCT OF/SUP                1.00     1       1       0
     4610    NOT FOUND             4       1.00     1       1       0
     4623    STRATEGC PLN&C ADV    4       1.00     1       1       0
     4707    BUSNS SVS A SP                2.00     2       2       0
     4722    BUS SVS O I/SUP               1.00     1       1       0
     4800    STAFF SVS MANGER I            3.00     3       2       1
     4801    STF SVS MGR II/SUP            1.00     1       1       0
     5142    ASO PERSONNEL ANLT            3.00     3       2       1
     5304    ASO ADM ANLY AC SY            1.00     1       1       0
     5393    ASO GOVRL PROG ANL            1.00     1       1       0
     7500    C.E.A.                        1.00     1       1       0

     TOTAL                               30.00     30      26       4
```

POS005

Report that displays positions where expenditures have not been charged to the listed positions for 6 consecutive months or more in a fiscal year.

```
06/01/02
             STATE OF CALIFORNIA-STATE CONTROLLER'S OFFICE-PPSD
                 MANAGEMENT INFORMATION RETRIEVAL SYSTEM
             POTENTIAL ABOLISH - POSITIONS WITH NO EXPENDITURES
                     FOR 6 OR MORE CONSECUTIVE MONTHS
                      EXCLUDING EXEMPT 4 AND STATUTORY 7
                       BY FACILITY AND POSITION NUMBER
                         DATA AS OF: MAY 31, 2002


    PDV1105


    001
    FACILITY: STATE CONTROLLER'S OFFICE-PPSD


    POSITION NUMBER  CLASS TITLE          AUTHORIZED  PSN TERM  1ST MONTH WITH
    AGY-UNT-CLAS-SER                         FTE        DATE    NO EXPENDITURE
    ----------------------------------------------------------------------
    
    001-150-1728-001 EXEC A                  1.00                07/2001
                                         PRIOR:

    001-232-9927-001 PROG TECH               1.00                07/2001
                                         PRIOR:

    001-252-9927-004 PROG TECH               1.00                11/2001
                                         PRIOR:   001-252-9928-006

    001-260-9928-001 PROG TECH II            1.00                11/2001
                                         PRIOR:   001-231-9928-002

    001-270-9247-010 VICTIM COMP SP           .00  12/02/01      07/2001
                                         PRIOR:   001-271-9247-003

    001-270-9247-015 VICTIM COMP SP          1.00                07/2001
                                         PRIOR:   001-271-9247-009

    001-270-9247-023 VICTIM COMP SP           .00  12/02/01      07/2001
                                         PRIOR:   001-272-9247-008

    001-272-9247-001 VICTIM COMP SP          1.00                07/2001
                                         PRIOR:

    001-320-4160-001 STAFF MGMT AUDITOR       .00  02/28/02      07/2001
                                         PRIOR:

    001-411-1582-002 ST PROG ANLYST/SUP       .00  02/10/02      09/2001
                                         PRIOR:

    TOTAL
                                             6.00
```

POS006

Report that displays a summary of the number of positions where expenditures have not been charged to a position for 6 months or more in a fiscal year.

```
06/01/02
              STATE OF CALIFORNIA-STATE CONTROLLER'S OFFICE-PPSD
                   MANAGEMENT INFORMATION RETRIEVAL SYSTEM
              POTENTIAL ABOLISH - POSITIONS WITH NO EXPENDITURES
                     FOR 6 OR MORE CONSECUTIVE MONTHS
                     EXCLUDING EXEMPT 4 AND STATUTORY 7
                       DEPARTMENT SUMMARY BY FACILITY
                         DATA AS OF: MAY 31, 2002

PDV1106

                                                         NUMBER OF
DEPARTMENT                      FACILITY                 POSITIONS
----------                      --------                 ---------
STATE CONTROLLER'S OFFICE-PPSD                                  10

TOTAL                                                          10
```

POS007

Report that displays positions where expenditures have not been charged to that position for 3, 4, or 5 months prior to the date the file was updated.

```
06/01/02
                STATE OF CALIFORNIA-STATE CONTROLLER'S OFFICE-PPSD
                    MANAGEMENT INFORMATION RETRIEVAL SYSTEM
                  POSITIONS WITH NO EXPENDITURES FOR 3, 4 OR 5 MONTHS
                        EXCLUDING EXEMPT 4 AND STATUTORY 7
                        BY FACILITY AND POSITION NUMBER
                           DATA AS OF: MAY 31, 2002


PDV1107


001
FACILITY: STATE CONTROLLER'S OFFICE-PPSD

POSITION NUMBER    CLASS TITLE          AUTHORIZED  PSN TERM NBR MTHS WITH
AGY-UNT-CLAS-SER                            FTE        DATE   NO EXPENDITURE
------------------------------------------------------------------------------

001-034-8094-024  REGISTERED NURS/SF        1.00  05/05/02  04
                                              PRIOR:

001-034-8094-032  REGISTERED NURS/SF        1.00            05
                                              PRIOR:  001-074-8094-025

001-052-8236-032  PSYCH TECH A /S           1.00            05
                                              PRIOR:  001-052-8253-121

001-054-8094-047  REGISTERED NURS/SF        1.00  05/05/02  04
                                              PRIOR:

TOTAL
                                              4.00
```

POS008

Report that displays a summary of the number of positions where expenditures have not been charged to a position for 3, 4, or 5 months prior to the date the file was updated.

```
06/01/02
                STATE OF CALIFORNIA-STATE CONTROLLER'S OFFICE-PPSD
                    MANAGEMENT INFORMATION RETRIEVAL SYSTEM
                 POSTIONS WITH NO EXPENDITURES 3, 4 OR 5 MONTHS
                        EXCLUDING EXEMPT 4 AND STATUTORY 7
                          DEPARTMENT SUMMARY BY FACILITY
                           DATA AS OF: MAY 31, 2002


PDV1108



                                    3 MONTHS   4 MONTHS   5 MONTHS   TOTAL
DEPARTMENT
----------


-------------------------------------------------------------------------
STATE CONTROLLER'S OFFICE-PPSD
                                        3          0          5         8

TOTAL                                   3          0          5         8
```

POS009
Position report that shows if class is filled and how many vacant and how many months it was vacant.

```
PAGE     1


                                             EST              1ST
       CLASS  POSITION              AUTH    AUT   EST     EST  YEAR/MONTH  # MONTHS
 AGY   CODE   NUMBER                FTE     POS   FILLED   VAC  VACANT      VACANT
 ---   -----  --------              ----    ---   ------   ---  ----------  --------

 555   1103   555-028-1103-003      1.00     1      1       0               00
              555-126-1103-001      1.00     1      1       0               00
              555-126-1103-002      1.00     1      1       0               00

       1107   555-502-1107-003      1.00     1      1       0               00
              555-509-1107-002      1.00     1      0       1   2018/12      17
              555-691-1107-001      1.00     1      1       0               00

 TOTAL                            8207.69  8237   7171    1066
```

Affordable Care Act Reports

ACA001

Affordable Care Act report that shows employees without health benefits, with an ACA Status Code of 3A or 3B

```
PAGE 1
                              EMPLOYEES WITHOUT HEALTH AND WITH 3A OR 3B
                                     DATA AS OF: 10/18/2024


              POSITION                      TIME        POS    POS   ACA    ACA STATUS
SSN           NUMBER         NAME           BASE   TEN  STATUS  SEQ  STATUS EFF DATE   BENEFIT
----          ----------     -----------    ----   ---- ------  ---  ------ --------   ------
XXX-XX-XXXX   404-209-9662-022  FONG, ROBERT E    003/005 P    ACTIVE  02   3A     12/31/2014  FLEX CASH
XXX-XX-XXXX   404-213-1139-014  GARVEY, RONALD K  FT      P    ACTIVE  01   3B     43497       FLEX CASH
XXX-XX-XXXX   404-202-9662-143  HAMILTON, DENISE A INT    R    ACTIVE  01   3A     42004
XXX-XX-XXXX   404-213-8241-001  HILL, JAVIER A    FT      L    ACTIVE  03   3A     42248       FLEX CASH
XXX-XX-XXXX   404-209-9662-005  NGUYEN, DAVID J   FT      P    ACTIVE  01   3B     43009
```

ACA002

Affordable Care Act report of Permanent employees with a Time Base of Intermittent or Indeterminate, and without an ACA Status Code of 2A or 6A.

```
PAGE 1
                        PERMANENT EMPLOYEES WITH TIME BASE INTERMITTENT OR
                             INDETERMINATE AND WITHOUT 2A OR 6A
                                  DATA AS OF: 10/18/2024


            POSITION                              TIME        POS    POS   ACA    ACA STATUS
  SSN       NUMBER             NAME               BASE  TEN   STATUS SEQ   STATUS EFF DATE   BENEFIT
  ----      ----------         ----------         ----  ----  ------ ---   ------ --------   ------
  XXX-XX-XXXX 458-902-9662-022 JAMES, ELIZABETH R INT   P     TEMP SEP 01  4A     7/1/2016   HEALTH
  XXX-XX-XXXX 458-312-1139-014 BROWN, JASON A     INT   P     ACTIVE   01  2B     12/12/2022 HEALTH
  XXX-XX-XXXX 458-200-9662-143 PHILLIPS, SHERI    INT   P     TEMP SEP 02  5D     7/31/2015
  XXX-XX-XXXX 458-312-8241-001 LEE, SAMUEL B      INT   P     ACTIVE   03  4B     4/8/2023   HEALTH
  XXX-XX-XXXX 458-902-9662-005 WASHINGTON, MICHAEL A INT P    ACTIVE   01  5B     12/31/2023 FLEX CASH
```

5   Benefits and Transactions

The values for the leave benefit identifiers, names, and codes and values for the Personnel Action Request (PAR) transaction names and codes are commonly sought after when writing MIRs procedures. They are provided here for convenience, however, the names and codes provided on the CA Leave Accounting System webpage (https://www.sco.ca.gov/ppsd_clas_ref.html) and in SCO's Personnel Action Manual (https://www.sco.ca.gov/ppsd_pam.html) supersede the list provided in this handbook.

Leave Benefit Transaction Codes and Names

The following list includes values for the THTRANSCD and THTRANS_NAME fields from the THLAS FD.

Leave Transaction Code (THTRANSCD)	Leave Transaction Name (THTRANS_NAME)
01	Use
AR	Use - A/R
CH	Use - Continuous Hours Worked
BL	Use - Extended Bereavement Leave
02	Use - Family
72	Use - Family Sick (CY)
FA	Use - Family Activity
FC	Use - Family Crisis
FM	Use - FMLA
CF	Use - CFRA
FY	Use - Fiscal Year
04	Use - In Lieu of Sick Leave
IE	Use - In Lieu of Excess Hours
71	Use - In Lieu of Family Sick Leave
70	Use - Family School Partnership
05	Earn
06	Earn - Straight Rate
07	Earn - Premium Rate
08	Earn - FLSA Premium CTO
09	Earn - In Lieu of PH
12	Earn - Holiday on Saturday

Leave Transaction Code (THTRANSCD)	Leave Transaction Name (THTRANS_NAME)
RD	Earn - Holiday on RDO
SH	Earn - State Holiday
WK	Earn - Work on Holiday
10	Accrual
28	Bonus (Use only if EE serving waiting period)
24	Begin Balance - Accrued & Earned Benefits
25	Begin Balance - Regular CTO
26	Begin Balance - FLSA Premium CTO
27	Begin Total - Usage Only Benefits
34	Buy Back
36	Cash Out
37	Lump Sum
38	Buy Back - Savings Plus
44	Transfer To SSN (Key for EE who is giving time)
45	Transfer From SSN (Key for EE who is receiving time)
46	Transfer To LB (Key for benefit giving time)
47	Transfer From LB (Key for benefit receiving time)
48	Transfer to Union Release Time Bank
DW	Disability Waiting Period
PI	Use - Pending IDL
PT	Use - Pending Temp Disability
PL	Use - Pending LC4800
RI	Restore Hours - IDL
RL	Restore Hours - LC4800
RN	Restore Hours - NDI/SDI
RT	Restore Hours - Temp Disability
SI	Supplementation - IDL
SN	Supplementation - NDI/SDI
ST	Supplementation - Temp Disability
14	Adjust - Credit (DO NOT use unless instructed by SCO)
15	Adjust - Debit (DO NOT use unless instructed by SCO)

Leave Benefit Identifiers and Names

The following list includes values for the BENID/THBENID, BENNM/THBENNM, and THFULL_BENNM fields from the CSALAS and THLAS FD.

Benefit ID (BENID/THBENID)	Abbreviated Name (BENNM/THBENNM)	Full Name (THFULL_BENNM)
AC	ARC-960	ALT RANGE CHANGE - 960
AL	ANNUAL	ANNUAL LEAVE
AR	URTB	UNION RELEASE TIMEBANK
AT	ATO	ADMINISTRATIVE TIME OFF
AY	ARC-1920	ALT RANGE CHANGE - 1920
BL	BREAVMNT	BEREAVEMENT LEAVE
CF	CFRA	CALIF FAMILY RIGHTS ACT
CM	CM EDUC	CONTINUING MEDICAL EDUC
CT	CTO	COMPENSATING TIME OFF
DK	DOCK	DOCK
DL	DY LIMIT	DAYS LIMIT - ATW
EH	EX HRS	EXCESS HOURS (EH)
EL	EDUC LV	EDUCATIONAL LEAVE
EM	EMR DAYS	EMERGENCY MILITARY DAYS
EX	EX HRS	EXCESS HOURS (EX)
FH	FURLOUGH	FURLOUGH HOURS
FL	NDI-FCL	NDI - FAMILY CARE LEAVE
FM	FMLA	FAMILY MEDICAL LEAVE ACT
FP	CSUFURLO	CSU FURLOUGH PROGRAM
HC	HOL CR	HOLIDAY CREDIT
HD	H-D BEN	HEALTH - DENTAL BENEFITS
HE	EMR HRS	EMERGENCY MILITARY HOURS
HI	HOL ITO	HOLIDAY INFORMAL TIME OFF
HP	PROB HRS	HOURS-PROBATION
HT	HOL WORK	HOLIDAY CREDIT-WK ON HOL
JD	JURY DTY	JURY DUTY
LD	2003 PLP	PERSONAL LEAVE PROG 2003
LP	2010 PLP	PERSONAL LEAVE PROG 2010
LT	PLT	PERSONAL LEAVE TIME
LX	2020 PLP	PERSONAL LEAVE PROG 2020
LV	2012 PLP	PERSONAL LEAVE PROG 2012

Benefit ID (BENID/THBENID)	Abbreviated Name (BENNM/THBENNM)	Full Name (THFULL_BENNM)
MA	MSA	MERIT SALARY ADJUSTMENT
MC	MCL	MILITARY CAREGIVER
MH	MIL HRS	MILITARY HOURS
ML	MIL DAYS	MILITARY DAYS
MN	MENTOR	MENTOR
MO	MODTO	MEDICAL OFFICER OF DAY
MP	PARENTAL	PARENTAL LEAVE
MX	MAX HRS	MAXIMUM HOURS WORKED
OC	ON CALL	ON CALL
PA	PARR	PARR - LAWSUIT SETTLEMENT
PD	PSNL DAY	PERSONAL DAY
PE	PD EDUC	PAID EDUCATION LEAVE
PH	PH	PERSONAL HOLIDAY
PL	PLP	PERSONAL LEAVE PROGRAM
PN	PDL	PREGNANCY DISABILITY LV
PR	PROF LV	PROFESSIONAL LEAVE
PT	TRNG/DEV	PROFESSIONAL TRNG/DEVEL
PV	VPLP	VOLUNTARY PLP
RT	RETIRE	RETIREMENT
SA	SISA	SPECIAL IN-GRADE SAL ADJ
SB	SB DONOR	SURVIVOR BENEFIT DONATION
SL	SICK LV	SICK LEAVE
SP	S POINTS	SENIORITY POINTS
SV	SAV BANK	SAVINGS PLUS BANK
SW	SUBPOENA	SUBPOENAED WITNESS
UB	OFFCL UB	OFFICIAL UNION BUSINESS
UC	BU CONF	UNION CONFERENCE/TRAINING
UL	BU PD LV	UNION PAID LEAVE
UT	UNION TO	UNION TIME OFF
VA	VACATION	VACATION
VB	VA BANK	VACATION BANK
VT	V TIME	V-TIME
WP	PH-VA WP	PH-VA WAITING PERIOD

PAR Transaction Codes and Names

The following list includes values for the TRANSCD/HTRANSCD fields from the CSEMPL FD.

PAR Transaction Code (TRANSCD/ HTRANSCD)	Type	Description of Transaction	Additional Info
A01	Appointment	Certification Process	For all appointments requiring authorization through the certification process
A02	Appointment	Civil Service Eligibility - Permissive	For transfer, voluntary demotion, or permissive reinstatement. Emergency / retired annuitants / limited term
A03	Appointment	Civil Service Eligibility - Mandatory	For appointments to same or different class based on mandatory reinstatement. Appts. "blanketed" into State service
A04	Appointment	Training Assignment	Under G.C. Section 19050.8
A09	Appointment	Military Leave	Token appointment by certification process while on Military Leave
A10	Appointment	In Lieu of Layoff	For appts. To which an employee has a right in order to prevent his/her layoff
A11	Appointment	Involuntary Reassignment	Appointments ordered by the appointing authority
A12	Appointment	Medical Reasons	Appts. to same or different class or location for medical reasons
A13	Appointment	Reorganization	Appts.to same class; same or diff. location; due to budgetary, statutory or admin reorganizations
A14	Appointment	Adverse Demotion	For class or alternate range change of deep class due to adverse action
A20	Appointment	Reallocation	Appts to another class as specified by Resolution
A21	Appointment	Split-Off	Appts to another class using split-off eligibility established by Resolution
A22	Appointment	Appt by SPB, DPA, or Court Action	in Lieu of Appointment through the Certification Process
A30	Appointment	DPA Exempt	

PAR Transaction Code (TRANSCD/ HTRANSCD)	Type	Description of Transaction	Additional Info
A31	Appointment	Statutory Exempt	
A32	Appointment	SPB Exempt	DOM State Active Duty Employees
A33	Appointment	Judicial Council Exempt	
A35	Appointment	California Conservation Corps. Exempt	
S01	Perm Separation	Voluntary	From any appointment
S02	Perm Separation	Layoff Situation	Resignation - Also In Lieu of Involuntary transfer
S03	Perm Separation	In Lieu of Military Leave	
S04	Perm Separation	Failure to meet conditions of employment	
S05	Perm Separation	Employee moving to, from or between exempt positions	1- For employee moving to, from or between exempt positions when lump sum vacation is to be paid. 2 - For current PERS member moving to an exempt position covered under a different retirement system. · 3 - For employee being appointed or employed by the Legislature (House or Legislative Committee). 4 - For employee accepting CSU exempt appointment 5 - Do not use for employee accepting employment with California Conservation Corps.
S20	Perm Separation	Voluntary under Unfavorable Circumstances	Pursuant to a stipulated agreement resulting from an appeals process
S21	Perm Separation	AWOL	Automatic resignation as a result of an absence w/o approved leave for 5 consecutive working days

PAR Transaction Code (TRANSCD/ HTRANSCD)	Type	Description of Transaction	Additional Info
S30	Temp Separation	Layoff Situation	Termination w/o Fault - Reduction in Force
S31	Perm Separation	No Layoff Situation	Termination of TAU, LT, Emergency, Exempt and Retired Annuitant appts., or for CEA who does not exercise right of return
S32	Temp Separation	Medical Reasons	Termination w/o fault
S33	Temp Separation	Displacement	Separates due to another employee exercising his/her right of return
S40	Perm Separation	Termination w/ Fault	No Layoff situation - includes TAU, LT, Emergency, CEA, Exempt and Retired Annuitant appointments
S41	Perm Separation	Dismissal	Termination w/ Fault (No Layoff situation)
S49	Temp Separation	Non-industrial Disability Insurance Leave	Leave Of Absence (LOA)
S50	Temp Separation	Reg/State Disability Insurance Leave	Leave Of Absence (LOA)
S51	Temp Separation	Military - Short Term	Leave Of Absence (LOA)
S52	Temp Separation	Military - Long Term	Leave Of Absence (LOA)
S53	Temp Separation	Military - Emergency	Leave Of Absence (LOA)
S54	Temp Separation	Temporary	LOA - 30 days or less under DPA Regulation
S55	Temp Separation	Special	LOA - Technical Cooperation Program, Peace Corps, VISTA, Veterans Ed., Civilian War Work, U.S. Merch Marine, Red Cross
S56	Temp Separation	Special	Job incurred injury or illness
S57	Temp Separation	Temporarily Off Payroll	Pending investigation of injury or illness. Or involuntary leave pending disability retirement

PAR Transaction Code (TRANSCD/ HTRANSCD)	Type	Description of Transaction	Additional Info
S70	Perm Separation	Retirement	Service - Voluntary or Compulsory
S71	Temp Separation	Retirement	Disability
S80	Perm Separation	Termination	Illegal Appointment
S85	Temp Separation	Adverse Suspension	
S90	Perm Separation	Rejection During Probationary Period	
S95	Perm Separation	Death	
S99	Perm Separation	Cancellation of Appointment	
105	Misc	Social Security Number	
120	Misc	Position Number Change	
126	Misc	Collective Bargaining Identifier	
130	Misc	County Code	
215	Misc	Employment History Remarks	
315	Misc	Pay Frequency	
325	Misc	Plus Salary & Expiration Date	
330	Misc	Anniversary Date (change)	
335	Misc	Alt Range & Based On Salary (change)	
340	Misc	Off Payroll	
341	Misc	On Payroll	
345	Misc	Shift Differential	
350	Misc	Special Pay	
355	Misc	Work Week Group (change)	
405	Misc	Time Base (change)	
430	Misc	Probationary Period	