Welcome to the State Controller’s Office Personnel / Payroll Specialist Fundamentals Course - Module 2, Introduction to Forms. This class is a prerequisite for all instructor-led classes offered by the State Controller’s Office.

We hope that you find this elearning beneficial and relevant. Should you have problems viewing or playing this eLearning program, please contact the Personnel/Payroll Services Statewide Training Unit at ppsdtraining@sco.ca.gov to request assistance.

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Thank you.

The purpose of this training is to introduce you to the basic forms associated with personnel and payroll processing.
### Slide 4

**At the completion of this course, you will:**
- Become familiar with the forms used in basic payroll and personnel processing.

### Slide 5

**Now let’s get started!**

In this section, we will identify the most common forms used by Personnel and Payroll Specialist.

### Slide 6

The first form we will review is the Standard Form 686, Employee Action Request, or EAR.

The EAR is used to document an employee’s birthdate, name, address, tax withholding allowance, and prior State/Public employment information.

An EAR MUST be processed for:
- New employees,
- Employees returning after a permanent separation,
- Current employees reporting changes,
- Employees receiving IRS/State notification of mandatory tax withholding change,
- And deceased employees.

An EAR is not processed when an employee has no changes to report. As in the case of an employee returning from a temporary separation with no changes to report, transferring between departments with no changes to report, or appointed to an additional position with no changes to report.

For more complete information about the EAR, go to the Personnel Action Manual, or PAM, Section 6, EAR Processing.
<table>
<thead>
<tr>
<th>Pg</th>
<th>Slide</th>
<th>Content</th>
</tr>
</thead>
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| 7. |       | Please note that the EAR does not provide for the employee’s home address to be withheld.  
To withhold an employee’s address, a Standard Form 677, Request for Nondisclosure of Employee Home Address, must be completed by the employee and submitted to their Human Resources office. |
| 8. |       | The next form we will review is the Standard Form 680-A, Personnel Action Request, or PAR.  
The PAR is used by departmental personnel offices to update Employment History for Civil Service and Civil Service exempt employees.  
A PAR must be processed for all employee appointments to State service (new and returning), employee appointments to an additional position not in the USPS, and other transactions.  
For more complete information about the PAR, go to the Personnel Action Manual, or PAM, Section 2 – Personnel Action Request (PAR). |
| 9. |       | The next forms we will discuss are most commonly used for documenting and verifying attendance for Payroll processing. |
When documenting attendance there are two types of attendance that a Personnel or Payroll Specialist should be aware of:

- The first type is referred to as Negative Attendance. “NEGATIVE” attendance is the reference term for employees whose warrants are written PRIOR to the close of the pay period. Payment is based on ANTICIPATED time worked after Master Payroll cutoff through the end of the pay period. Those employees make up Roll Codes 1 (monthly) and 2 (semi-monthly).

- The second type is referred to as Positive Attendance. “POSITIVE” attendance is the reference term for employees whose regular payroll warrants are written after the close of the pay period. Payments are made based on actual time worked that is reported on a time sheet and keyed by the department. If the department fails to key time worked, no pay will issue. There is no “automatic” issuing of payments for positive paid employees. Positive Attendance employees are in Roll Codes 3 – 8, which are hourly, daily, semi-monthly, and bi-weekly positive paid pay frequencies.

Now let’s discuss Standard Form 672, or Time and Attendance form.

Standard Form 672 is sent to each department by the Controller’s Office prior to the beginning of each pay period. The Standard Form 672 is used to certify employee time to be paid for each pay period for Roll Codes 1 (monthly) and 2 (semimonthly). The form is preprinted based on Employment History information as of Master Payroll cutoff in the previous month. Master Payroll cutoff refers to the final day of each pay period for submitting and processing documents affecting payroll.

Standard Form 672 is used in three ways:

- To certify attendance only for Negative Attendance accounting,
- To prepare Positive Attendance payroll,
- To process Overtime, Shift Differential, and other types of positive pay.

The Attendance Reporting Method, Negative or Positive, is determined by the employee pay rate (hourly, daily, or monthly), pay frequency (monthly, semi-monthly, or biweekly) and categorized by a Roll Code.
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<th>Pg</th>
<th>Slide</th>
<th>Content</th>
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| 12. | ![STD 603 Report of Absence Without Pay or Dock Report](image1.png) | The next form we will discuss is the Standard Form 603, Report of Absence Without Pay or “Dock” Report. There are two types of absences that may be reported on the Standard Form 603.  
- The first type is an approved absence known as Informal Leave, or Leave Without Pay. Informal Leave is also referred to as “Dock”.  
- The second type is Absence Without Leave, or AWOL. Absence Without Leave is NOT an approved absence. Standard Form 603 is used only for NEGATIVE Attendance Roll Codes 1 (monthly) and 2 (semi-monthly) employees to change the amount of regular time to be paid. Standard Form 603 is used to reduce pay due to dock for Negative Attendance employees for whom regular (monthly and semi-monthly) payrolls are prepared prior to the close of the pay period. |
| 13. | ![STD 666 Payroll Exceptions Report (Notice of Exceptions Report)](image2.png) | The next form we will discuss is the Standard Form 666, the Payroll Exceptions or Notice of Exceptions Report. The Notice of Exceptions Report is used along with Standard Form 672 for Negative Attendance employees in Roll Code 1 (monthly) and 2 (semi-monthly) for whom payrolls are prepared in advance of the close of the pay period. The Notice of Exceptions Report is required to be completed and submitted to the Controller’s Office for the following reasons:  
- When there is a difference between time worked and time paid;  
- When totals on Standard Form 672 and the Payroll Warrant Register do not match;  
- Or when there are green cycle warrants to be certified. |
| 14. | ![STD 674 Payroll Adjustment Notice](image3.png) | The Standard Form 674, Payroll Adjustment Notice, is a multi-use document used to report multiple types of attendance and warrant processes. The Standard Form 674 is used to correctly certify an employee’s attendance after the Standard Form 666, Notice of Exceptions Report, has been submitted to the Controller’s Office. Uses of the Standard Form 674, Payroll Adjustment Notice include:  
- Corrections to time worked after Standard Form 666, or Payroll Exceptions Report has been submitted;  
- To return a warrant for garnishment or notification of garnishment to be rescheduled;  
- To return a warrant for an overpayment condition;  
- To request a reschedule of returned warrant that cannot be rekeyed via PIP (please see the PPM for specific instructions for PIP keying exceptions); |
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| 6  |       | - To adjust salary for mid-month salary with dock and mid-month increase for a positive pay hourly employee;  
|    |       | - For transfer of funds for mid-month position change with dock in the pay period;  
|    |       | - Alternative funding position corrections or changes;  
|    |       | - Corrections to pay period payment type;  
|    |       | - And for inquiries. |
| 15 |       | The next form we will discuss is the Standard Form 674 A/R, or Payroll Adjustment Notice – Accounts Receivables.  
|    |       | Standard Form 674 A/R is used to:  
|    |       | - Establish and reverse accounts receivables;  
|    |       | - Return a warrant and establish or reverse an A/R for related payment types;  
|    |       | - Request a transfer of funds and establish or reverse an A/R for related payment types;  
|    |       | - Change the method of collection of an established A/R;  
|    |       | - And report over-collection of a Payroll Deduction A/R. |
| 16 |       | The “Miscellaneous Payroll/Leave Actions” form, or Standard Form 671, is used to:  
|    |       | - Request cash compensation for overtime worked;  
|    |       | - Account for Shift Differential Pay that is not locked in on the PAR;  
|    |       | - Or account for miscellaneous, premium, and special pays for both negative and positive attendance employees. |
| 17 |       | Standard Form 683, or Pay Adjustment Request, is used in conjunction with PIP. The Pay Adjustment Request calls for the following adjustments in PIP:  
|    |       | - Intermittent regular pay time (Roll Codes 3 through 8) or salary increases when ALL hours are to be adjusted at the higher rate;  
|    |       | - Overtime pay and/or salary increases when ALL hours are to be adjusted at the higher rate;  
|    |       | - And Shift Differentials. |
18. The final form we will review is Standard Form 966, Employee Time Certification. This form is used to correctly certify an employee’s Negative Attendance for Roll Codes 1 (monthly) or 2 (semi-monthly).

Standard Form 966, Employee Time Certification, is used:
- For suspended payments with condition type “A” (Need Attendance Certification);
- When retroactive dock is keyed;
- When a PAR with a retroactive effective date was keyed and generated suspended payments;
- Or when an incorrect certification was submitted on the Standard Form 666, Notice of Exceptions Report.

19. Standard Form 966, Employee Time Certification, is not a payment request on its own. You must have a substantiating document processed that confirms the time certified.

The following scenario demonstrates an example of when a 966 Employee Time Certification is used:

An employee’s time certified is incorrect on the Standard Form 666, Notice of Exceptions Report, after the Master Payroll attendance has been reconciled and submitted to the Controller’s Office. To expedite the process, the Standard form 966 Employee Time Certification can be keyed, via PIP, to correct the time certified and to release the payment.

20. Now let’s see what you have learned!

At any time during this quiz, you may click the PLAY or NEXT button, located on the Playbar, to advance to the next slide.
### Matching: Forms

Match the form number in Column A with the correct name in Column B.

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
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</thead>
<tbody>
<tr>
<td>1. STD 603</td>
<td>A. Report of Absence without Pay</td>
</tr>
<tr>
<td>2. STD 966</td>
<td>B. Employee Time Certification</td>
</tr>
<tr>
<td>3. STD 671</td>
<td>C. Time and Attendance</td>
</tr>
<tr>
<td>4. STD 672</td>
<td>D. Miscellaneous Payroll/Leave Actions</td>
</tr>
<tr>
<td>5. STD 683</td>
<td>E. Pay Adjustment Request</td>
</tr>
</tbody>
</table>

21. Multiple Choice

A Standard Form 674 A/R, Payroll Adjustment Notice – Accounts Receivables, is used when?

- A. To estimate and reverse accounts receivables.
- B. To report an over collection of a payroll deduction A/R.
- C. To request a transfer of funds and establish/reverse an A/R for related payment types.
- D. All of the Above.
- E. None of the Above.

22. Multiple Choice

What type(s) of absence(s), discussed in this training, may be reported on the Standard Form 603, Report of Absence Without Pay or DOCK Report?

- A. Informal Leave (LWOP)
- B. Absence without Leave (AWOL)
- C. Voluntary Personal Leave Program
- D. A & B
- E. None of the Above
24. **Matching: Forms**

Match the form number in Column A with the correct name in Column B.

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
</tr>
</thead>
<tbody>
<tr>
<td>STD 677</td>
<td>A. Payroll Adjustment Notice</td>
</tr>
<tr>
<td>STD 680-A</td>
<td>B. Notice of Separation Report</td>
</tr>
<tr>
<td>STD 666</td>
<td>C. Personnel Action Request</td>
</tr>
<tr>
<td>STD 674</td>
<td>D. Request for Nondisclosure of Employee Home Address</td>
</tr>
</tbody>
</table>

Congratulations, you are correct! Click anywhere to continue.

25. **Perservd and Payroll Forms Quiz**

Accuracy (percent)

Number of Quiz Attempts (total attempts)

26. **State Resource Weblinks**

As an additional job aid, we have provided a listing of the State Resource weblinks referenced in this training. This job aid, as well as additional job aids, are located on the State Controller’s Office Statewide Training eLearning webpage.
27. This completes the State Controller’s Office Personnel / Payroll Specialist Fundamentals course Module 2, Introduction to Forms.

We hope you have found this training beneficial and relevant.

We thank you for your participation.

Click link to complete and print your training certificate: [https://cacontrollers.adobeconnect.com/4011292083263/credit/](https://cacontrollers.adobeconnect.com/4011292083263/credit/)