

Personnel Action Manual Section 2 PAR Purpose

Rev. 05/2008



State Controller's Office

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PERSONNEL ACTION REQUEST (PAR) – PURPOSE/USE

Section 2.1 – Padded PAR (Form 680A) / Turnaround PAR (Form 680) (rev. 05/08)

Purpose/Use

The Padded PAR is designed to report coded information establishing an employee's Employment History record in the following cases:

- Appointment when new to State service.
- Appointment when returning to State service and history is not yet on the database.
- Appointment to an additional position when position history is not yet on the database.
- Other transactions when completing more than one PAR (i.e., transaction packages). Refer to PAM Sections 5.1 00, 8. 7 and Section 9 for information about transaction packages.

The Turnaround PAR is designed to report coded information about personnel, payroll and/or retirement changes in status occurring for an employee during the course of State employment.

When a PAR(s) is processed at Personnel Operations, a confirming Turnaround PAR with the updated information is issued. The new Turnaround. PAR provides notice to the appointing power that a change has been processed, and provides an on-going record of the employee's Employment History.

Completion

Entries are made by printing with a dark color ink (red, black or blue) pen:

- in the appropriate item(s) on the Padded PAR; or
- in the un-shaded area(s) of the appropriate item(s) on the Turnaround PAR.

If an ERROR IS MADE, line out the incorrect information and print the correction legibly above the original entry. DO NOT USE CORRECTION TAPE OR FLUID.

To determine specific PAR Items to be considered for completion of the transaction, refer to PAM page 3.1 and to the appropriate Required/Conditional Chart.

Departmental Transaction Errors

Padded and/or Turnaround PAR(s) will be returned via a Form PSD 40 – Notification of Correction/Cancellation of PAR Transaction(s), to the appointing power when any of the following conditions exist:

- Not documented on the current Turnaround PAR
- Item(s) incorrect or left blank
- Incomplete package
- Transaction is unnecessary
- Transaction should be keyed by the decentralized department
- Transaction requires SPB/DPA prior approval

- Transaction does not meet any Freeze Criteria applicable at that time
- Supporting documents that are required are not attached
- Action(s) submitted are not legal
- Appointing power/concurring appointing power signature is missing
- Transaction package is incorrect/incomplete
- Line 12 of Turnaround PAR is cutoff

Questions

For information or questions about completing the Padded/Turnaround PAR(s) the appointing power may call the Liaison Unit (see PAM page 1.13).

Submission

The original Padded/Turnaround PAR(s) that cannot be decentrally keyed must be submitted to:

State Controller's Office
Personnel/Payroll Services Division
Personnel Operations
P.O. Box 942850
Sacramento, CA 94250-5878

When submitting a stack of documents, leave the stack flat and use Personnel Operations' envelopes, or batch the stack of documents and then fold in half to fit into a mailing envelope. Documents for one employee can be kept together with clips or fasteners. **DO NOT STAPLE INDIVIDUAL DOCUMENTS TOGETHER.**

Miscellaneous Change and Separation Transactions cannot be entered on the database earlier than the pay period in which effective.

Appointment Transactions cannot be entered on the database earlier than the effective date.

- Exceptions: the following can be entered on the data base any time during the pay period of the effective date:
 - Appointments effective after an expiring appointment; or
 - Mandatory Reinstatements effective after Adverse Suspensions.

RESULTING TURNAROUND PAR (TAD) (Rev. 09/03)

Most transactions entered on the data base will result in a turnaround PAR being issued. See Section 2.6 for a list of transactions that result in a turnaround PAR.

When a turnaround PAR is received, it should be verified with the coded padded/turnaround PAR(s) used for key entry. The appointing power must retain the coded padded/turnaround PAR(s) for six months following the close of the fiscal year in which the transaction was processed for audit purposes. It is not a requirement to keep an additional copy of the coded PAR with the Keyed Transactions Control Sheet (PSD Reference Number Key log).

The appointing power shall use the most recently issued turnaround PAR for future transaction documentation.

The date printed above Item 105 on each Turnaround PAR represents the issue date when the most recent transaction was entered on the database.

The Turnaround PAR shows an asterisk printed in each item that contains new, updated, or deleted information unless a Turnaround PAR is a result of a GEN or A13 mass update. For other exceptions see Section 9.

The Turnaround PAR received as a result of entering a separation is retained by the appointing power.

If the employee subsequently returns to State service, the Turnaround PAR generated at the time of separation must be used to report the new appointment, even when the employee returns to a different agency.

Duplicate

To request a duplicate PAR, agencies should refer to Section 10, Decentralized Procedures, page 10.23.

NOTE: A record must be on the ACTIVE EHDB. If the record is on the INACTIVE file, refer to page 10.25 to request that the record be restored to the ACTIVE EHDB.

Exception

The non-decentralized agencies, (Lieutenant Governor's Office, Colorado River Board, Assembly Rules Committee, various Regions of Forestry, and various Field Offices of Water Resources) should call the Liaison Unit to request a duplicate PAR (see PAM page 1.6).

DESTRUCTION (New 09/03)

PARs shall be destroyed using accepted methods for the destruction of confidential documents.

Section 2.6 – Turnaround PAR List of Transactions (rev. 03/00)

When a PAR is entered on the database with the following Transaction Codes:	These documents will be issued to the department:	
	Turnaround PAR	A NOPA *1
Appointments		
A01 thru A12	X	X
A13	X	
A14 thru A 33	X	X
Miscellaneous Changes		
105	X	
120	X	
126	X	X
130, 215, 315, 325	X	
330, 335	X	X
345, 350	X	
355	X	
405	X	X
430, 440, 455	X	
445	X	X
505, 545	X	X *3
550, 555, 560	X	
565	X	X
705, 710	X	
715	X	X
*2 GEN, MHR, MSA, PUN, SAL SIS, SPC, R01	X	
Separations (rev. 11/88)		
S01 – S41	X	X
S49 – S57	X	X
S70 – S80	X	X
S85 – S90	X	X
S95 – S99	X	
When you submit an EAR with the following block checked in Section B:		
05 – Name Change	X	
07 – Birthdate Change	X	

*1 When a correct or void transaction is entered on the data base, a corrected NOPA will be issued if one had been issued originally. New NOPA's will be issued for out-of-sequence transactions.

*2 See Section 4.1 for mass :update information.

*3 For employees becoming eligible for or changing to Second Tier retirement benefits.