

State Controller's Office

PAR Documentation

Personnel & Payroll Services
Statewide Training

Virtual Training Workbook 09/2023



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 - (916) 372-7200

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- CalHR Personnel Services Branch
 - (916) 323-3343
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PLEASE remember to use your manuals/reference materials before calling the Personnel and/or Payroll Liaison.

INTRODUCTION

This course is designed to give personnel staff in California Civil Service an introduction to the Personnel Action Manual (PAM) and experience documenting Personnel Action Requests (PAR). This workbook provides related exercises and sample applications that are typical of the situations personnel staff will encounter.

OVERVIEW

Prerequisites to attending the virtual class:

- Watch the PAR Documentation Modules 1, 2, & 3 found on the SCO website.
- Complete the exercises in this manual.

The virtual PAR Documentation class was developed as an alternative to the 2-day in person class. The virtual class is based on a self-study model. To get the most out of the on-line modules, exercise manual, and virtual class, you'll need to extend your own independent research with each activity. Look things up! Make notes! The objective is to increase your familiarity with the PAM.

INSTRUCTIONS

Please complete the exercises in this workbook before attending the virtual class, following the examples found in the online modules. We will go over the answers in the virtual class, and discuss the modules and the exercises at that time. You'll need access to the exercises, and your answers, during the virtual class so you may need to print this workbook.

DISCLAIMER

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APPOINTMENT TRANSACTION REVIEW

Determine the appropriate transaction code and page number for each situation by referring to Appointment Transaction Codes and Required/Conditional Chart indexes on PAM pages 3.3 through 3.8. Depending upon employment status, there may be more than one answer for which Required/Conditional Chart to use.

1. Andrew is reachable on the certification list and has been offered a permanent full-time appointment.
Transaction Code: _____ Pg.: _____
2. For personal reasons, Chloe is voluntarily demoting to a different class.
Transaction Code: _____ Pg.: _____
3. Fred was always in hot water, so it was no surprise to him when he found himself working in another class with a lower salary due to an adverse action.
Transaction Code: _____ Pg.: _____
4. Linda's 6-month limited term appointment is expiring. She has a mandatory right of return to her former position.
Transaction Code: _____ Pg.: _____
5. Rocky returns from a Leave of Absence to his former position at the expiration of his leave.
Transaction Code: _____ Pg.: _____
6. Kevin is moving from a permanent full-time appointment to a six-month, limited term appointment in a higher class. There is no break in service and he is reachable on the Limited Term certification list.
Transaction Code: _____ Pg.: _____
7. The appointing power is closing the San Diego office and Erin objects to being transferred to Fresno.
Transaction Code: _____ Pg.: _____
8. Johnny is accepting an emergency appointment as a Firefighter.
Transaction Code: _____ Pg.: _____
9. Rather than being laid off, Clark decides it is in his best interest to accept a position in the same class, in a different location for the same appointing power.
Transaction Code: _____ Pg.: _____
10. Taryn recently retired from state service. Her former department is in real need of her expertise, so she has decided to return to work for 90 days.
Transaction Code: _____ Pg.: _____

MISCELLANEOUS CHANGE TRANSACTION REVIEW

Determine the appropriate transaction code by referring to Miscellaneous Change Transaction Codes on PAM pages 3.100 through 3.103

1. Effective the first of the pay period, at least 10% of Jennifer's time will be spent using her bilingual skills. This will mean more pay for Jennifer.

2. Kevin is a permanent intermittent employee. During the month of May, he exceeded 1,000 hours in the fiscal year. He will now become a retirement member.

3. Due to an adverse action, Justin received a salary decrease for two months effective June 01, 2021.

4. Sharon's present bargaining status is R04 (Rank and File). Her collective bargaining status will change due to new duties making her a confidential employee.

5. Sarah's time base is changing from full-time to half time.

6. Jessica days on dock during July resulted in a non-qualifying pay period.

7. Jake, an intermittent employee, had his MSA denied.

8. Reese is working in the mail room, but next week she will start in the reproduction section. This will mean a unit and serial number change.

9. Blake, an intermittent employee, finally received enough hours to complete his probationary period.

10. Heidi is employed as a Staff Services Analyst and is now eligible for Range B of the class.

SEPARATION TRANSACTION REVIEW

Determine the appropriate transaction code by referring to Separation Transaction Codes on PAM pages 3.200 through 3.202.

1. Employees terminated with fault from TAU, LT, Emergency, CEA, Exempt, or Retired Annuitant appointments.

2. Alice resigned one week after her appointment.

3. Employees terminated without fault from TAU, LT, Emergency, CEA Exempt, or Retired Annuitant appointments (no layoff situation).

4. Angelina, a permanent intermittent employee, was separated after being on non-pay status for a year.

5. Kylie did not accept the involuntary transfer. She resigned.

6. Jack's medical condition prevented him from working and his regular leave of absence was expiring. He was not eligible for any other type of leave or retirement. His supervisor had to terminate his employment.

7. Tracey left for New York permanently without notifying her supervisor and did not return.

8. Keith was unable to fulfill the conditions of his employment.

9. Elliott was on a leave of absence numerous times for a number of reasons:
Regular leave of absence _____
Military leave (5 months) _____
Non-Industrial Injury _____
Job incurred illness _____
Rejection during probationary period _____
Adverse suspension _____
and finally, Voluntary Service Retirement _____

EXERCISE: PROBATIONARY PERIOD - PAR ITEM 430 / ITEM 871

Directions

- Read the following conditions to determine the Probationary Period Codes and the Right of Return.
- Use the PAM Required/Conditional Indexes, R/C charts, and Item Definitions as necessary. **READ ITEM 430 AND ITEM 871 IN SECTION 2 YOUR PAM COMPLETELY!**
- Consider the transaction is being processed on a current basis or within legal time limitations if no date is indicated.
- Only complete Item 430 and Item 871 on the PAR.

HINT: NOT ALL OF THE TRANSACTIONS ARE APPOINTMENT TRANSACTIONS.

EXAMPLE FROM PAR DOCUMENTATION MODULE 2

William, a permanent full-time employee, has permanent status with the State. He is being promoted to Auditor I with the Department of Assets, with no break in service. The Certification List is cleared.

From Section 3: Transaction Code A01

Status Current (is he a new, current, or returning employee)

Required/Conditional Chart Page # 3.26

Completion date will be

From Section 2: Item 430 code 1 Ending Date computer generated

Item 871 code 06

4	FROM	FT	P		318			1	10/03/15	
	TO	TIME BASE	APPT. TENURE	#/MOS	APPOINTMENT EXPIRATION DATE	CERT #	TYPE OF LIST	PROBATIONARY PERIOD CODE	ENDING DATE	0
		433	413	413	418 MM/DD/YY	433	433	433		

A new date will populate based on class code

8	FROM	871	06						
	TO	805			810		815		820

HINT: YOU CAN USE YOUR JOB AID FROM PAR DOC MODULE 2 TO HELP YOU IDENTIFY CODES TO USE.

The Right of Return Designation (871) in conjunction with the Probationary Period (430) indicates the circumstances of an employee's mandatory right of return. That is, whether the employee has or does not have a mandatory right of return following another appointment or temporary separation and the length of such right.

<p align="center">PROBATIONARY PERIOD CODE (ITEM 430)</p>	<p align="center">RIGHT OF RETURN DESIGNATION CODE (ITEM 871)</p>
<p align="center">CODE 1* serve new probation ~ w/permanent status has right of return</p>	<p align="center">CODE 06 mandatory right of return to prior position</p>
<p align="center">CODE 2 probation waived</p>	<p align="center">CODE 04 no right of return needed</p>
<p align="center">CODE 3** return after temp separation or CODE 4 return from other employment <i>Both have right to complete original probationary period</i></p>	<p align="center">CODE 06 still has mandatory right of return to prior position while completing probation</p>
<p align="center">CODE 6 use to post PI & fractional probation completed <i>Enter date of completion</i></p>	<p align="center">BLANK or *EOF no longer applies to employees current status</p>
<p align="center">CODE N**</p>	<p align="center">BLANK or *EOF no longer applies to employees current status</p>

*** Permanent or Probationary employees new to state services have no Right of Return**

**** When documenting an A03 transaction (mandatory reinstatement), returning from a temporary separation (i.e., S49, S50, S85), the probationary period code (Item 430) must be a 3 or N only.**

EXERCISE: PAR ITEM 430 / ITEM 871

1. Aimee has accepted a temporary (TAU) appointment to the class of Student Assistant. She has no prior state service.

Transaction Code _____
 Status _____
 R/C Chart Page _____

4

TIME BASE	APPT. TENURE	# MOS	APPOINTMENT EXPIRATION		CERT. #	TYPE OF LIST OR EXMT STAT	PROBATIONARY PERIOD		
			DATE	HOURS			CODE	ENDING PERIOD	
405	410	415	416 MMDDYY		425	426	430	MMDDYY	431

8

805		810		815		820			825

2. Patty, a permanent intermittent Toll Collector, gained permanent status by completing the required hours for the probationary period effective 07/21/15.

Transaction Code _____
 Status _____
 R/C Chart Page _____

4

FROM	INT	P		215			1		
	TIME	APPT.	#	APPOINTMENT EXPIRATION	CERT #	TYPE	PROBATIONARY PERIOD		
TO	BASE	TENURE	MOS	DATE		OF LIST	CODE	ENDING DATE	
	405	410	415	416 MMDDYY	425	426	430	MMDDYY	431

8

FROM	871	06							
TO	805			810		815			820

3. Val, a Training Officer I at the Department of Training, is transferring to the Department of Polling in the same classification. He has previously passed probation as an AGPA, and he has had no break in service since passing probation. The Department of Polling will require Val to serve a new probationary period.

Transaction Code _____

Status _____

R/C Chart Page _____

4	FROM	FT	P		016			1	05/08/15	
	TO	TIME BASE	APPT. TENURE	#MOS	APPOINTMENT EXPIRATION DATE	CERT #	TYPE OF LIST	PROBATIONARY PERIOD CODE	ENDING DATE	CC
		002	010	012	016 MM/DD/YY	022	020	030	MM/DD/YY	032

8	FROM	871	06						
	TO	005			010		015		020

EXERCISE: PAR ITEMS LINES 8 & 9

Using Section 2 in the PAM pages 2.101 – 2.151, PAR line 8 & 9 items, select the appropriate line 8 or 9 item from the list below and complete with the correct information for the individual situation. You will find the correct codes to complete when reading the line 8 & 9 items.

850 - Additional Position Substantiation	872 - Salary Increase Certification
851 - Alternate Salary Range Criteria	873 - Salary Rate Substantiation, Above Minimum
858 - List Clearance Date	878 - TAU Clearance
863 - Intermittent Hours Work Expected	892 - Last Day on Pay Status
867 - Limited Term/Anniversary Date Justification	957 - Other Eligibility Substantiation
871 - Right of Return Designation	960 - Corrected Transaction Identifier

1. Candee's promotion is effective April 01, 2021. The certification list was cleared on March 27, 2021.

ITEM _____ CODE _____

2. Due to the poor quality and quantity of Bradley's work, his supervisor has denied his MSA.

ITEM _____ CODE _____

3. The Department of Now and Then is hiring four permanent intermittent employees. They will work approximately 108 hours per pay period.

ITEM _____ CODE _____

4. Calvin will be serving a probationary period with his new agency even though he is not changing classes and has been an Office Assistant for 6 years.

ITEM _____ CODE _____



**We will complete the last four
exercises in the virtual class.**

EXERCISES: PAR DOCUMENTATION

ATTENTION: THERE MAY BE PAR ITEMS YOU WILL NEED TO COMPLETE THAT ARE LISTED ON THE REQUIRED/CONDITIONAL CHARTS, BUT ARE NOT LISTED SPECIFICALLY IN THE EXERCISE ITEMS. THIS MEANS YOU NEED TO READ EACH ALLOWABLE PAR ITEM (FOUND ON THE REQUIRED/CONDITIONAL CHART) IN THE PAM TO DETERMINE IF IT IS NEEDS TO BE INCLUDED ON YOUR PAR.

Use the following steps to determine the appropriate transaction and Required/Conditional chart for completion of each exercise.

1. Determine the appropriate transaction code by referring to the Appointment, Miscellaneous Change, or Separation definitions.
2. Determine the appropriate Required/Conditional chart.
 - For APPOINTMENTS ONLY consider the employee's:
 - (a) Eligibility (A01 - certification; A02 - transfer, permissive reinstatement, etc.)
 - (b) State service status (new, current, returning, additional position)
 - (c) Data base status
3. Complete the exercises using the appropriate Required/Conditional chart(s).
 - Refer to PAM Sections 2 and 6 for specific PAR and EAR items when making the appropriate entry and/or determining whether an entry should be made.
4. State pay period calendars are found at the end of this workbook.
5. Be sure to double check your answers!

NOTE: All exercises are completed as though the employees work schedule were Monday through Friday, 8:00 am to 5:00 pm with a one-hour lunch. All other information, if it applies, will be on the information sheet for the exercise.

EXERCISE 1: NEW HIRE – NO PRIOR STATE SERVICE

This information is provided by your Personnel Analyst to assist you in completing the appointment.

PAR – Lines 1-7

Social Security Number:	111-22-0505
Name:	Kimber Martin
Position Number:	051-000-1120-000 (Seasonal Clerk)
Department Code:	Computer generated
CBID:	E97
County:	Sacramento
Birth Date:	March 6, 1971
Effective Date:	July 10, 2020
E/H Remarks:	New Hire
Salary Per:	Hour
Pay Frequency:	Monthly
Salary Rate:	2600.00
Anniversary Date:	None
WWG:	2
Time Base:	Intermittent
Appointment Tenure:	TAU (Non-Testing)
Appointment Expiration:	9 mo. Appt. – compute exp. Date
Certification Number:	1120NT
Probation Code:	blank
MCR Code:	1
Sex:	Female
Prior State Service:	New
Account Code:	TM (Retirement Code)
Oath:	Completed
Medical Approval:	07/06/20
Fingerprint:	Not Required

PAR – Lines 8/9 Information

Intermittent Hours Expected to Work:	90 hours per month
TAU Clearance:	MQ approved by SPB
Other Substantiation:	957: 25-C

Transaction Code _____

History Status (*new, current, returning*) _____

R/C Chart Page _____

STATE OF CALIFORNIA - STATE CONTROLLER'S OFFICE
PERSONNEL ACTION REQUEST
 STD. 680A (REV. 4/2013)

Print Form

Reset Form

005 SEQUENCE NUMBER _____ OF _____
 010 DOCUMENT PROCESSING NUMBER _____

MAKE NO ENTRIES IN SHADED AREAS

106	SOCIAL SECURITY NUMBER	110	EMPLOYEE LAST NAME	111	FIRST NAME AND MIDDLE INITIAL	120	AGENCY	121	UNIT	122	POSITION NUMBER CLASS	123	SERIAL	128	DEPT CODE	130	CMD	135	COUNTY CODE	140	OTHER POSITION	146	ANNU. DATE												
205	TRANSACTION CODE	210	EFFECTIVE DATE AND HOURS	215	EMPLOYMENT HISTORY REMARKS	250	BASED ON SALARY	255	PLUS SALARY	260	EXPIRATION DATE	351	PAYROLL STATUS	355	SHIFT DIFF.	360	MCI APPROVAL FORM DATE	365	ETHNIC ORIGIN	440	SEX	445	PRIOR STATE SERVICE	455	DISABILITY CODE										
305	ACTUAL RATE	310	SALARY PER	315	PAY FREQ.	415	SURETY MEMBER	419	SURVIVORS BENEFITS	425	RETIRED MEMBER	430	RETIRED RATE (%)	435	APPOINTMENT EXPIRATION DATE	440	APPT. TENURE # MOS	445	DATE	450	EXEMPT AUTHORITY	455	OATH NON-CITIZEN	460	MEDICAL CLEARANCE	465	TYPE OF LIST OR EXAM STAT	470	CERT. #	475	EXPIRATION DATE				
505	ACCOUNT CODE	510	REASON FOR SEPARATION	515	TIME TO BE PAID (NEW)	520	TIME TO BE PAID (OLD)	525	TIME TO BE PAID (IMMED.)	530	TIME TO BE PAID (S)	535	TIME TO BE PAID (N)	540	TIME TO BE PAID (M)	545	TIME TO BE PAID (F)	550	TIME TO BE PAID (S)	555	TIME TO BE PAID (M)	560	TIME TO BE PAID (F)	565	TIME TO BE PAID (S)	570	TIME TO BE PAID (M)	575	TIME TO BE PAID (F)	580	TIME TO BE PAID (S)	585	TIME TO BE PAID (M)	590	TIME TO BE PAID (F)
605	REASON FOR SEPARATION	606	REASON FOR SEPARATION	607	REASON FOR SEPARATION	608	REASON FOR SEPARATION	609	REASON FOR SEPARATION	610	REASON FOR SEPARATION	611	REASON FOR SEPARATION	612	REASON FOR SEPARATION	613	REASON FOR SEPARATION	614	REASON FOR SEPARATION	615	REASON FOR SEPARATION	616	REASON FOR SEPARATION	617	REASON FOR SEPARATION	618	REASON FOR SEPARATION	619	REASON FOR SEPARATION	620	REASON FOR SEPARATION	621	REASON FOR SEPARATION	622	REASON FOR SEPARATION
705	MONTHS	710	HOURS	715	AS OF	720	REEMPLOYMENT LIST CLASS	725	REEMPLOYMENT LIST CLASS	730	REEMPLOYMENT LIST CLASS	735	REEMPLOYMENT LIST CLASS	740	REEMPLOYMENT LIST CLASS	745	REEMPLOYMENT LIST CLASS	750	REEMPLOYMENT LIST CLASS	755	REEMPLOYMENT LIST CLASS	760	REEMPLOYMENT LIST CLASS	765	REEMPLOYMENT LIST CLASS	770	REEMPLOYMENT LIST CLASS	775	REEMPLOYMENT LIST CLASS	780	REEMPLOYMENT LIST CLASS	785	REEMPLOYMENT LIST CLASS	790	REEMPLOYMENT LIST CLASS
805	REMARKS	810	REMARKS	815	REMARKS	820	REMARKS	825	REMARKS	830	REMARKS	835	REMARKS	840	REMARKS	845	REMARKS	850	REMARKS	855	REMARKS	860	REMARKS	865	REMARKS	870	REMARKS	875	REMARKS	880	REMARKS	885	REMARKS		

10 BACKUP INFORMATION
 ON FILE FOR AUDIT SUBSTANTIATION IN REMARKS OR SEE ATTACHED

11 FOR THE APPOINTING POWER. For Agencies in State Payroll System: The foregoing additions to, deletions from, or changes in the original payroll roster of the herein named state agency are true, correct, and in accordance with law. As modified to date by payroll roster changes filed with the State Controller, to and including the within, said original payroll roster is true, correct, and in accordance with law. All persons added to the payroll roster, of whose status is modified by this payroll roster change were employed in approved established positions. Any oath required by Sections 18150 through 18158 of the Government Code has been taken and is on file in the employee's official file. Payment by the State when required under Sections 12470 through 12481, inclusive, of the Government Code is hereby approved. Attendance data stated herein is correct, complete and in accordance with all laws and regulations.

SIGNATURE _____ DATE _____ PHONE _____ CONTACT PERSON _____

Intentionally Blat

EXERCISE 2: TRANSFER FROM ANOTHER DEPARTMENT/CHANGE IN TIME BASE

This information is provided by your Personnel Analyst to assist you in completing the transaction documentation.

PAR - Lines 1-7

Position Number: 900-021-1379-002
Department Code: 000
County Code: Sacramento
Effective Date: 02/04/08
Employment Remarks: Transfer
Time Base: ½ time (4 hours a day)
Probation Period: New Probation (06 months)
MCR Approval: 1

PAR - Lines 8/9 Information

Right of Return Designation
Other Eligibility Appointment Substantiation - Transfer without Exam

PAR - Line 10, Remarks

Reason for Time Base Change on file with department.

Transaction Code _____
History Status (*new, current, returning*) _____
R/C Chart Page _____

PERSONNEL ACTION REQUEST

STATE OF CALIFORNIA

005 SEQUENCE NUMBER
 DOCUMENT PROCESSING NUMBER
 010 0007

011-11-1119 BUNDY AL 280 101 1379 102 003 R04 19 05/18/82 01/09

SOCIAL SECURITY # EMPLOYEE LAST NAME FIRST NAME AND MIDDLE INITIAL POSITION NUMBER DEPT CODE ID COUNTY CODE OTHER POSITION BIRTH DATE ANNUY DATE

105 110 111 120 121 122 123 124 126 130 135 140 145

FROM TRANSACTION CODE *01/01/08 EMPLOYMENT HISTORY REMARKS ESTABLISHED EARNINGS

TO: 205 210 215 351 352

FROM ACTUAL RATE M M 2037.00 01/09 B 2

SALARY PER REQ BASED ON SALARY SET PLUS SALARY EXPIRATION DATE ANNUY DATE ATRIBUTE RANGE STATUS

2037.00 315 320 321 325 330 335 340 345 350 355

TOTAL SALARY PER 2037.00 310 315 320 325 330 335 340 345 350 355

TO: 405 410 415 416 418 419 420 425 430 435 440 445 450 455

FROM FT P B079033 9 1 01/01/08 1 M 5

TIME BASE APPT #MOES APPOINTMENT EXPIRATION CERT # TYPE OF LIST OR PROBATIONARY PERIOD INC APPROVAL SEX ETHNIC PRIOR STATE DISABILITY

405 410 415 416 418 419 420 425 430 435 440 445 450 455

FROM 41 MIS NO YES 0.0000 X NON ON FILE

ACCOUNT CODE SAFETY SURVIVORS BENEFITS CARD RETIREMENT RATES MEDICAL CLEARANCE PROFESSIONAL LICENSE

505 515 520 525 530 545 550 555 560 565

TO: 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655

FROM REASON FOR SEPARATION PAY PERIOD TIME TO BE PAID (NEW) TIME TO BE PAID (OLD) PAY MINED LUMP SUM TO PAID LUMP SUM EXTRA HOURS LUMP SUM PAYMENT CODE LUMP SUM UNIT SERIAL SEPARATION EXPIRATION HOURS

603 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655

TO: 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000

FROM TOTAL STATE SERVICE INTERMITTENT DATE & HOURS SERVICE PAY PERIOD REEMPLOYMENT LIST REEMPLOYMENT LIST #

TO: 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000

8	FROM	871	06																	
	TO	882																		
9	FROM			810																
	TO			810																

10	BACKUP INFORMATION	REMARKS
	<input type="checkbox"/> ON FILE FOR AUDIT <input type="checkbox"/> SUBSTANTIATION ATTACHED	

11	FOR APPOINTING POWER	CONCURRING SIGNATURE
	For Agencies at State Payroll System. The foregoing additions to, deletions from, or change in the original payroll roster of the herein named state agency are true, correct, and in accordance with the law. As modified to date by payroll roster changes filed with the State Controller. To including the within, said original payroll roster is true, correct, and in accordance with the law. All persons added to the payroll roster, or whose status is modified by this payroll roster change were employed in approved established positions. Any oath 22826 through 22828 inclusive of the Government Code is herein approved Attendance data stated herein is correct complete and in accordance with the laws and regulations.	KEYED BY: _____ DATE: _____ INITIALS: _____ MM/DD/YY

12	EMPLOYEE HISTORY (Information Only)	EMPLOYEE'S LAST NAME	PRIOR LAST NAME	D.P. #									
	SOCIAL SECURITY #	BUNDDY		0007									
	011-11-1119												
	EFFECTIVE DATE	TRANS CODE	POSITION NUMBER	CLASS TITLE	RANGE	BASED ON SALARY RATE	ADDITIONAL SALARY	ADD'L DATA	CB ID	TIME BASE	COUNTY	ACCOUNT CODE	EMPLOYMENT HISTORY REMARKS
	01/01/08	MSA P	280-101-1379-102	OFF/ASST	B	2037.00		01/09	R04	FT	19	41	
	01/01/07	MSA P	280-101-1379-102	OFF/ASST	B	2037.00		01/09	R04	FT	19	41	
	05/02/06	120 P	280-101-1379-102	OFF/ASST	B	1940.00		01/08	R04	FT	19	41	
	03/01/06	A02 P	280-101-1379-102	OFF/ASST	B	1848.00		01/07	R04	FT	19	41	
	01/01/06	SIS P	280-322-1379-002	OFF/ASST	B	1848.00		01/07	R04	FT	19	41	
	07/03/05	A01 P	280-101-1379-902	OFF/ASST	B	1848.00		01/07	R04	FT	19	41	
			280-101-1379-902	OFF/ASST	B	1760.00		01/06	R04	FT	19	41	NEW HIRE

ADDITIONAL EMPLOYMENT HISTORY AVAILABLE													
--	--	--	--	--	--	--	--	--	--	--	--	--	--

Intentionally Blank

EXERCISE 3: TEMPORARY SEPARATION/REGULAR LEAVE OF ABSENCE

This information is provided by your Personnel Analyst to assist you in completing the transaction documentation.

PAR - Lines 1-7

Effective Date:	04/03/08 – 12:00 Noon (worked 4 hours)
Reason for Separation:	Family Obligations
Time to be paid:	Using Pay Period calendar determine time – Pay Immediately
Separation Expiration Date:	Requested – 9 month leave

PAR - Lines 8/9 Information

Complete or delete any Line 8/9 Items appropriate for this transaction.

PAR - Line 10 Remarks

Approval for Leave of Absence filed with the Department.

Transaction Code _____

History Status (*new, current, returning*) _____

R/C Chart Page _____

Intentionally Blat

EXERCISE 4: MANDATORY REINSTATEMENT

PAR – Lines 1-7:

Position Number: 900-120-1379-200
Effective Date: 08/12/08
Anniversary Date: Compute date
Time Base: Full time
Probationary Period: Calculate Probation ending date, 840 hrs. required for probation, EE worked 152 hrs. from 2/04/08 thru 04/03/08, needs 688 hrs. = 86 days
Prior State Service: Determine appropriate entry per item definition

PAR – Lines 8/9 Information:

Right of Return: Determine appropriate entry per item definition

Transaction Code _____

History Status (*new, current, returning*) _____

R/C Chart Page _____

8	FROM:	871	06																	
	TO:																			
9	FROM:																			
	TO:																			

10	BACKUP INFORMATION		REMARKS															
	<input type="checkbox"/> ON FILE FOR AUDIT <input type="checkbox"/> SUBSTANTIATION ATTACHED																	

11 FOR APPOINTING POWER

For Agencies at State Payroll System. The foregoing additions to, deletions from, or change in the original payroll roster of the herein named state agency are true, correct, and in accordance with the law. As modified to date by payroll roster changes filed with the State Controller. To including the within, said original payroll roster is true, correct, and in accordance with the law. All persons added to the payroll roster, or whose status is modified by this payroll roster change were employed in approved established positions. Any oath 22826 through 22828 inclusive of the Government Code is herein approved Attendance data stated herein is correct complete and in accordance with the laws and regulations.

SIGNATURE _____ DATE _____ PHONE _____ CONTACT PERSON _____

KEYED BY INITIALS _____ DATE MM/DD/YY _____

CONCURRING SIGNATURE _____

12 EMPLOYEE HISTORY (Information Only)												D.P. #	0008				
SOCIAL SECURITY #	EMPLOYEE'S LAST NAME										PRIOR LAST NAME			EMPLOYMENT HISTORY REMARKS			
011-11-1119	BUNDY																
EFFECTIVE DATE	TRANS CODE	HOURS	# OF POS	MOS	POSITION NUMBER	CLASS TITLE	RANGE	BASED ON SALARY RATE	PLUS SALARY	ADD'L DATA	CB ID	TIME BASE	COUNTY	ACCOUNT CODE			
04/03/08	S50				900-021-1378-002	OFF/ASST	B	2037.00		01/09	R04	01/02	34	41	LOA		
02/04/08	A02	P			S-E-R-E-R-A-T-E-D	OFF/ASST	B	2037.00		01/09	R04	01/02	34	41	TRANSFER		
01/01/08	MSA	P			900-021-1378-002	OFF/ASST	B	2037.00		01/09	R04	FT	19	41			
01/01/07	MSA	P			280-101-1378-102	OFF/ASST	B	1940.00		01/08	R04	FT	19	41			
05/02/06	120	P			280-101-1378-102	OFF/ASST	B	1848.00		01/07	R04	FT	19	41			
03/01/06	A02	P			280-322-1378-002	OFF/ASST	B	1848.00		01/07	R04	FT	19	41			
01/01/06	SIS	P			280-101-1378-902	OFF/ASST	B	1848.00		01/07	R04	FT	19	41			
07/03/05	A01	P			280-101-1378-902	OFF/ASST	B	1760.00		01/06	R04	FT	19	41	NEW HIRE		
ADDITIONAL EMPLOYMENT HISTORY AVAILABLE																	

STATE PAY PERIOD CALENDARS

**STATE PAY PERIOD CALENDAR FOR
2008**

S	M	T	W	T	F	S
JANUARY						21 DAYS 168 HRS
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

S	M	T	W	T	F	S
FEBRUARY						21 DAYS 168 HRS
					30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

S	M	T	W	T	F	S
MARCH						22 DAYS 176 HRS
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

S	M	T	W	T	F	S
APRIL						22 DAYS 176 HRS
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

S	M	T	W	T	F	S
MAY						21 DAYS 168 HRS
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

S	M	T	W	T	F	S
JUNE						22 DAYS 176 HRS
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

S	M	T	W	T	F	S
JULY						22 DAYS 176 HRS
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

S	M	T	W	T	F	S
AUGUST						22 DAYS 176 HRS
					31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

S	M	T	W	T	F	S
SEPTEMBER						22 DAYS 176 HRS
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

S	M	T	W	T	F	S
OCTOBER						22 DAYS 176 HRS
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

S	M	T	W	T	F	S
NOVEMBER						22 DAYS 176 HRS
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1				

S	M	T	W	T	F	S
DECEMBER						22 DAYS 176 HRS
			2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

STATE PAY PERIOD CALENDAR FOR 2009

S	M	T	W	T	F	S
JANUARY						21 DAYS 168 HRS
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

S	M	T	W	T	F	S
FEBRUARY						22 DAYS 176 HRS
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	1				

S	M	T	W	T	F	S
MARCH						22 DAYS 176 HRS
			2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

S	M	T	W	T	F	S
APRIL						21 DAYS 168 HRS
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

S	M	T	W	T	F	S
MAY						22 DAYS 176 HRS
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

S	M	T	W	T	F	S
JUNE						22 DAYS 176 HRS
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

S	M	T	W	T	F	S
JULY						22 DAYS 176 HRS
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1					

S	M	T	W	T	F	S
AUGUST						22 DAYS 176 HRS
			2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

S	M	T	W	T	F	S
SEPTEMBER						22 DAYS 176 HRS
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

S	M	T	W	T	F	S
OCTOBER						21 DAYS 168 HRS
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

S	M	T	W	T	F	S
NOVEMBER						22 DAYS 176 HRS
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

S	M	T	W	T	F	S
DECEMBER						22 DAYS 176 HRS
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

STATE PAY PERIOD CALENDAR FOR 2010

S M T W T F S

JANUARY 21 DAYS 168 HRS.

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

S M T W T F S

FEBRUARY 21 DAYS 168 HRS.

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	1				

S M T W T F S

MARCH 22 DAYS 176 HRS.

			2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 21 DAYS 168 HRS.

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 22 DAYS 176 HRS.

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 22 DAYS 176 HRS.

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY 22 DAYS 176 HRS.

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1					

AUGUST 22 DAYS 176 HRS.

		2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 22 DAYS 176 HRS.

					1	2	3
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

OCTOBER 21 DAYS 168 HRS.

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 22 DAYS 176 HRS.

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 22 DAYS 176 HRS.

					1	2	3
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	