


**Welcome to
PAR DOCUMENTATION
BASICS MODULE 1**

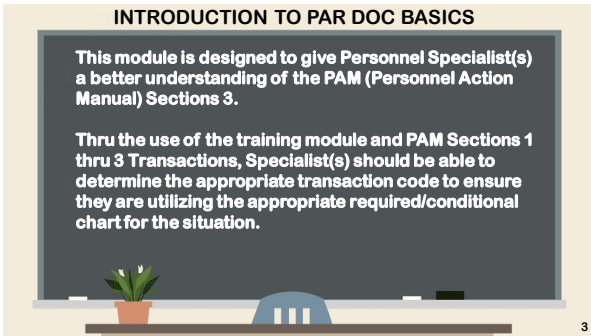
Personnel & Payroll Services Division
Statewide Training Unit
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INTRODUCTION TO PAR DOC BASICS

This module is designed to give Personnel Specialist(s) a better understanding of the PAM (Personnel Action Manual) Sections 3.

Thru the use of the training module and PAM Sections 1 thru 3 Transactions, Specialist(s) should be able to determine the appropriate transaction code to ensure they are utilizing the appropriate required/conditional chart for the situation.



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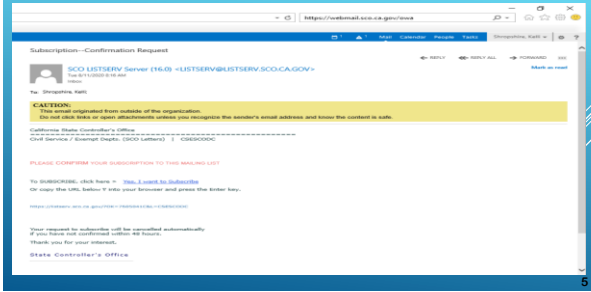
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PAM Page 1.0

PAM Pg. 1.0

SYSTEM INFORMATION ~ FOREWARD

Paragraph #1:
 The intent of the Personnel Action Manual (PAM) is to explain the procedures and forms used in the Employment History System. The PAM defines purpose, use and processing of the forms. It also provides descriptions, references, and instructions for completing forms and form items.

Paragraph #2:
 PAM numbering system is in sequential order by section. The first digit indicates the section of the PAM (example of section: Section 1.0). The numbers following the decimal(s) indicate the sequential order within a section (example of sequential order: Section 2.48; Section 2.48.1; 2.48.2).

Paragraph #3:
 PAM Revisions are issued according to need. Revised pages are noted by the revision date on the Table of Contents within the PAM section, and within the subtitle of each section.

NOTE: The PAM Revisions are now **Online**. Revisions are sent out via email and identified as: **PERSONNEL ACTION MANUAL (PAM) REVISIONS**.

Paragraph #6:
 The PAR is a personnel form designed on the turnaround concept. It is used by appointing powers to report employee appointment, miscellaneous change and separation actions

PERSONNEL ACTION REQUEST

PAM Pg. 2.1

Form 680A (Padded PAR)

The Padded PAR is designed to report coded information establishing an employee's Employment History record. Such as:

- ❖ Appointments new to State service;
- ❖ Appointments when returning to State service;
- ❖ Appointments to an additional position not yet on the database; and
- ❖ Other transactions when completing more than one PAR (i.e., Transaction packages.) Refer to PAM Section 5.100

PAM Pg. 3.0

LEGENDS

- ▬ REQUIRED ITEMS ~** The items marked with this legend **MUST** be completed for a valid transaction.
- CONDITIONAL ITEMS ~** The items marked with this legend **MUST** be completed under certain conditions which are explained in the item's definition (pages 2.20 ~ 2.96)
- ONE OR MORE REQUIRED ITEMS ~** One or a combination of the items marked with this legend on any one chart **MUST** be changing and **MUST** be completed for a valid transaction.

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3.06 (Rev. 05/88)
A01
CERTIFICATION PROCESS
PAR ITEMS
Use for current employee.
LINE 1 THROUGH 7

USE TURNAROUND PAR

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PAM Pg. 3.0

PAM Section 3

PAR Items Lines 8, 9, & 10

Line 8/9 Items and Codes ~
May need to be completed. When **REQUIRED** is indicated after a line 8/9 item; this item **MUST** be completed. Conditions which are explained in the item definitions (pages 2.100 ~ 2.150)

Delete Only ~
Indicates that the information printed in the shaded area may be deleted. To delete a line 8/9 item, enter the item # and *EOF. (i.e. Item 957 *EOF)

Line 10 Backup and Remarks ~
Transactions and/or conditions listed in this section require backup information. Refer to Line 10 ~ Completion Charts on pages 2.201 ~ 2.205 for an explanation of the type of backup necessary.

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**PAM Lines
8, 9 & 10 Items**

PAM	
3.23 (Rev. 11/00)	
LINES 8 - 9 ITEMS:	
820 - Additional Position Substantiation (REQUIRED)	875 - Salary Rate Substantiation, Above Minimum
821 - Alternate Salary Range Criteria	876 - TAU Clearance
823 - Commitment Date	884 - License - Additional
828 - List Clearance Date	886 - Class Title Variation Code
839 - Flag Clearance, Employment List Substantiation	890 - Employment During Leave Or Absence Clearance Accumulation
841 - Health and Welfare Benefits	891 - Indefinite Service Accumulation
863 - Intermittent Hours Work Reported	895 - Academic Days Not Worked
864 - Legal Reference for Assistant, Limited-Term/Anniversary Date Justification	931 - Appointment Restriction - Specific Set
872 - Salary Increase Certification	932 - Case No. and Date of Action
	935 - Multiple Hourly Rate
	937 - Other Eligibility Substantiation
	960 - Corrected Transaction Identifier
LINE 10 REMARKS AND BACKUP INFORMATION:	
Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:	
1 - Alternate salary range other than "A"	
2 - Biannual Payment Authorization (Form 3513)	
3 - Casual Employment	
4 - Certain deductions or payments to be made from employee's final pay. (See PAM page 2.151)	
5 - Hiring above minimum and Item 875 is Code 1 or 6.	
6 - Item 820 when entry is "PERM" and discretionary for TAU in lieu of permanent.	
7 - Item 867 when entry is Code 9 or 9.	
8 - Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency.	
9 - AD1 - Special Consultants and New Program Consultants Appointment.	
10 - AD1, AD2 or AD3 to permanent appointment when employee is remaining from 17 retirement status.	

PAM Pg. 3.1

PAM Section 3

Steps to the Required/Conditional Charts

USE OF THE CHARTS ~ Follow these steps to determine which chart to use for a transaction.

- Decide which transaction code is appropriate.
EXAMPLE: A01 for certification process
A02 for transfer, reinstatement - permissive
S01 for voluntary resignation without fault
- For Appointments, determine employment status.
EXAMPLE: New, Returning, Current. Determine whether or not the employee's employment history is on the data base.
- See the Required/Conditional chart indexes for further information.
Appointments Index - page 3.6
Miscellaneous Changes Index - page 3.100
Separations Index - page 3.200

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PAM Pg. 3.1 - 3.2

PAM Section 3

Reminders for use of the Required/Conditional Charts

- Entries can only be made when an item on the R/C chart shows a **LEGEND**. All other items on that chart are considered **NON-ALLOWABLE** and cannot have entries. Follow the R/C chart item by item to determine which item must be considered for the transaction being documented. In doing so, all of the information which the system requires for a valid transaction will be recorded.
- Do not reenter information already printed in the shaded area unless:
 - The chart indicates that the item is **REQUIRED**; or
 - The item definition indicates an entry is required; or
 - Section 9 / Corrective Action Procedures - indicates otherwise.
- To delete information shown in the shaded area of an item, one of the following symbols must be used:
 - * ~ asterisk
 - *EOF** - asterisk and EOF
 - 0E0F** - numeric zero and EOF
 - 0000** - numeric zeros

*To determine which symbol to use when correcting a transaction, refer to: **PAM Item deletion chart PAM Section 8, page 8.13***

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PAM Section 3

PAM Pg. 3.3

Reminders for use of the Required/Conditional Charts (cont)

4. **DO NOT RELY ON YOUR MEMORY** when deciding if a conditional item must be entered. Conditional items are required under certain conditions and these conditions change frequently. Reread the item definitions to determine when a conditional item is required.

5. The purpose of the **ONE OR MORE REQUIRED** legend is to verify that information is changing for any or all of the items marked with the legend on that chart. When none of these items are changing, the chart being considered is incorrect.

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PAM Pg. 3.3 - 3.5

Lets take a look at the Appointment Transaction Codes...



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Appointment transactions with definition
(Type of Transaction)

PAM Pg. 3.3 & 3.4

Civil Service Eligibility – Permissive or Mandatory

Transaction	Type of Transaction
A01	Certification Process
A02	Civil Service Eligibility – Permissive (at department discretion)
A03	Civil Service Eligibility – Mandatory (please write in your PAM: LT, NDI, LOA, military LOA, rejection on probation, and workers comp)
A04	Training Assignment (T&D)
A09	Token appointment by certification process while on Military Leave
A10	In Lieu of Layoff
A11	Involuntary reassignment
A12	Medical reasons
A13	Reorganization
A14	Adverse demotion

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PAM Pg. 3.4

SPB/DPA (CalHR) / Court Action

Transaction Code	Type of Transaction
Please write: Determined or Ordered by SPB or DPA (CalHR)	
A20	Reallocation
A21	Split-off
A22	Appointment by SPB, DPA, or Court Action in Lieu of Appointment through the Certification Process Please write: LEAP *PML 2016-028

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PAM Pg. 3.5

EXEMPT - Salary setting body is included in title

Transaction Code	Type of Transaction
A30	DPA - Exempt Appointed by Governor or LT Governor, Salary set by CalHR
A31	Statutory Exempt Elected official, salary set by California Citizens Compensation Commission (CCCC)
A32	SPB Exempt/DOM State Active Duty Employees (Salary Set by DPA & Federal Schedule)
A33	Judicial Council Exempt Federally funded
A34	California Department of Regenerative Medicine Citizens Redistricting Commission Stem cell research
A35	California Conservation Corp Federally funded

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PAM Pg. 3.6

APPOINTMENT REQUIRED/CONDITIONAL INDEX

TRANSACTION CODE	EMPLOYEE STATUS	DATA BASE HISTORY	PAR FORM	PAM PAGE
A01	New/Returning	No	Padded	3.20
	Add'l Position	For Position - No	Padded	3.22
	Returning	Yes	Turnaround	3.24
	Add'l Position	For Position - Yes	Turnaround	3.24
	Current	Yes	Turnaround	3.26
A01 or A02	Immediate Pay Appointment*	<i>Formerly "One Document Method" Appointment (appointed/paid/separated same day)</i>		
	New/Returning	No	Padded	3.28
	Add'l Position	No	Padded	3.28
	Returning	Yes	Turnaround	3.30
	Add'l Position	Yes	Turnaround	3.30

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APPOINTMENT
REQUIRED/CONDITIONAL INDEX (Cont.)

PAM Pg. 3.6

TRANSACTION CODE	EMPLOYEE STATUS	DATA BASE HISTORY	PAR FORM	PAM PAGE
A02	New/Returning	No	Padded	3.32
	Add'l Position	For Position - No	Padded	3.34
	Returning	Yes	Turnaround	3.36
	Add'l Position	For Position - Yes	Turnaround	3.36
	Current	Yes	Turnaround	3.38
A03	Blanketed into State Service	No	Padded	3.40
	Returning	No	Padded	3.40
	Returning	Yes	Turnaround	3.42
	Current	Yes	Turnaround	3.44

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1. Keith is new to state service. He accepts a TAU in lieu of a permanent appointment. There are no names on the certification list from which he is appointed.
Trans. Type _____ Pg.# _____.
 2. Marvin is transferring from one department to another in the same class.
Trans. Type _____ Pg.# _____.
 3. Lucy is a brilliant woman who is on her way up. She accepts a two-year assignment within her own department for training purposes.
Trans. Type _____ Pg.# _____.
 4. The Department of Statistics is unhappy with their agency code 332 and decides to change it to 711. This is not a budgetary, statutory or administrative reorganization. The appointing power remains the same.
Trans. Type _____ Pg.# _____.
 5. Susan continued to have one medical problem right after another regardless of the best medical attention. Although she was normally an excellent mail clerk, her appointing power decided a more sedentary job would be to her benefit until her medical problem was corrected.
Trans. Type _____ Pg.# _____.
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- 6. By adopting a DPA resolution and establishing a new class, seventy employees within the Department of Enthusiasm are classified as Motivators. Twenty five of the seventy have supervisory responsibilities. A DPA audit determined that the supervising Motivators should be Super-Motivators and the non-Supervising Motivators would stay in the old class.
Trans. Type _____ Pg.# _____.
- 7. As an elected official Patty accepts an exempt appointment as Special Assistant to the Assistant Specialist, Department of Perfection.
Trans. Type _____ Pg.# _____.
- 8. The Governor appointed an exempt director to the new Department of Environmental Change with high hopes for the future.
Trans. Type _____ Pg.# _____.
- 9. Andrew is reachable on the certification list and has been offered a permanent full-time appointment.
Trans. Type _____ Pg.# _____.
- 10. DPA was getting tired of hassling with Personnel Assistants who were unhappy with their names and salaries, so they passed a resolution changing their title to Personnel Experts with a 20% increase in salary.
Trans. Type _____ Pg.# _____.

APPOINTMENT TRANSACTION ELIGIBILITY CODES

A01 TRANSACTION - CERTIFICATION PROCESS

For all appointments requiring authorization through the certification process. Includes TAU (Temporary Authorization), LT (Limited Term) and CEA (Career Executive Assignment) list appointments.

A02 TRANSACTION - PERMISSIVE ELIGIBILITY

- Transfer - 957 21
- Voluntary Demotions
- Reinstatements
- Emergency Appointments
- Retired Annuitant Appointment

A03 TRANSACTION - MANDATORY ELIGIBILITY

- Appointment to same or different class based on a Right of Return.
- Termination of a limited term, TAU and emergency appointment, when the employee has prior permanent status and since that status there has been no break in service.
- Termination of a Training and Development Assignment.
- Rejection during a probationary period, when the employee has prior permanent status and since that status there has been no break in service.
- Termination of Career Executive Assignment (CEA).
- Medical action under G.C. 19253.5.
- Termination of a leave of absence.
- Termination of an exempt appointment, when the employee has prior permanent status and since that status there has been no break in service.
- Return from Disability Retirement.

PAR DOCUMENTATION TERMINOLOGY

ADDITIONAL HISTORY	Those Transactions which do not appear summarized on the PAR in Line 12 – Employment History, because space in line 12 has already been filled.
ADDITIONAL POSITION	A position in addition to an employee's primary employment. This additional position may be with the same or different appointing power and may be appointed to the same or different tenure and time base.
ALLOWABLE ITEM	A PAR item containing one of the symbols on a Required/Conditional chart which may be completed.
APPOINTING POWER	A person or group (such as an agency or department) defined by statute that has the authority to make appointments to positions in the State Civil Service.
ASTERISK	This symbol (*) is entered on the PAR to delete information which has turned around in the shaded areas. An asterisk appears on the Turnaround PAR beside those items that changed as a result of the most recent transaction.
AUDIT SECTION	A section in Personnel Operations which reviews incoming PARs to determine whether or not the transaction complies with legal and Employment History System requirements.
BACKUP	Substantiating information which gives proof or evidence that certain conditions for certain transactions have been met. Substantiation is entered on the PAR in Line 10 – Remarks, or is attached to the PAR depending upon the condition.
CIVIL SERVICE	A system of employment used in state service by which appointments are usually determined through competitive examinations.
COMPUTER GENERATED	Information produced by the computer from the database without direct input or request from the users

CONDITIONAL	The symbol "O" in a PAR item on a Required/Conditional chart denotes items which must be completed under certain conditions. These conditions are identified in the item definition.
CONVERSION DATE	The date on which maintenance of employment history records were converted on the Employment History Data Base.
CORRECTION	An adjustment to a transaction or PAR item(s). The adjustment may be a change, a deletion or an addition to a transaction already processed.
CURRENT EMPLOYEE	A term used to determine which appointment Required/Conditional chart to use. A current (as opposed to new or returning) employee is one who is on the data base in an active status.
DATE OF CONVERTED RECORD	The date an agency or department changed its employees personnel records from a previous system to the Employment History System. See pages 1.4 – 1.7 for User's Conversion Dates.
DELETE ONLY	A method to cancel an incorrect item(s) on a transaction.
EAR	Employment Action Request (STD 686) form is used by employees to report employee information necessary for employment such as name, address and tax allowances to Personnel/Payroll Operations Branch.
EMPLOYMENT HISTORY	Personnel records of employees paid under the Uniform State Payroll System maintained on a centralized computer data base by PPSD, Personnel Operations
EXEMPT	Employees who are appointed or elected to state government positions without competing in competitive examinations.
INTERFACE	The transfer of data or information between computer systems such as between the Employment History System (Personnel Operations)

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LEGEND	The explanatory list of these symbols (=, O, ●) which are used are used on the Required/ Conditional Charts in the PAM. The legend appears in the bottom left-hand corner of each chart. For detailed explanation of the legends and its use see PAM pages 3.0-3.1.
LIAISON UNIT	The explanatory list of these symbols (=, O, ●) which are used are used on the Required/ Conditional Charts in the PAM. The legend appears in the bottom left-hand corner of each chart. For detailed explanation of the legends and its use see PAM pages 3.0-3.1.
LINE 12 – EMPLOYMENT HISTORY	The bottom portion of the Turnaround PAR which is a printed record of a summary of most transactions processed by the department or submitted to Personnel Operations. See PAM page 9.1 for an illustration. For information on transactions which do not print in line 12, see PAM page 2.209.
MASS UPDATES	Actions which affect many or all records to the data base such as GEN, MSA, and SIS and are automatically processed by Personnel Operations. See PAM Section 4.
NON-ALLOWABLE ITEM	A PAR item which does not contain any symbol from the legend on a Required/Conditional chart and cannot have information entered.
NOPA	Notice of Personnel Action, a form printed in duplicate which is computer generated for certain transactions. The NOPA provides employees with an informational copy of certain transactions which affect their status, and/or serves as a legal document for recording the employee's signature on appointments and some miscellaneous changes.
ONE OR MORE REQUIRED	This symbol ● in an item on a Required/Conditional chart means that at least one of the items marked with this symbol must be changing and completed for a valid transaction.
PADDED PAR	Personnel Actions Request (STD 680A), a form used by the appointing power to initially put an employee's record on the Employment History System Data Base, to document transaction packages, or for additional positions new to the data base.

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PAM	The Personnel Action Manual provides instructions on completion and processing the PAR, EAR, and NOPA. The PAM is maintained by the Training Services and Security Section of Personnel Operations.
PAM REVISIONS	Updates and changes to the Personnel Action Manual (PAM) are issued on an as needed basis to report changes in documentation procedure
PAR	Personnel Action Request (STD 680), a 17X11 inch form used by departmental personnel offices and personnel operations to update employment history records and furnish feedback from that update.
PAR ITEMS	Individual blocks on the PAR which have a title and an assigned number. The first digit of each item number corresponds to the PAR line number of the item.
PERSONNEL OPERATIONS	A part of Personnel/Payroll Services Division (PPSD) under the State Controller's Office, whose primary function is the operation and maintenance of the Employment History Data Base. Personnel Operations audits civil service and exempt transactions.
PERSONNEL TRANSACTIONS	Also called personnel actions, they are the recording or official documentation of appointments, miscellaneous changes and separation of State employees under the Uniform State Payroll System.
REQUIRED	This symbol = on a PAR item on the Required/Conditional charts denotes items which must be completed on the PAR in order for a transaction to be valid.
REQUIRED/ CONDITIONAL CHARTS	A GROUP OF CHARTS ORGANIZED BY TRANSACTION CODES. These charts indicate when PAR items must or may be completed for that transaction to be valid.

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RETURNING EMPLOYEE	A TERM USED ON Required/Conditional charts. It is a guide when choosing the proper chart to document an appointment for an employee who is returning to State service after a break in service as opposed to an employee who is new to State service or currently serving in State service.
SCO	State Controller's Office, the control agency responsible for civil service and exempt employee employment history, payrolls, and payment of State claims.
SEPARATION FORM	Separation/Disposition of PERS Contributions (STD 687) form is used when an employee is separating from State Service to record information such as resignation reason, address and disposition of retirement benefits
TAD	Turnaround Document – PARs generated as a result of certain transactions which are keyed into the Employment History Data Base. In most cases, the turnaround document contains the computer printout of the changes or new information in the shaded area of the document
TRANSACTION PACKAGES	A package contains more than one PAR for an individual employee when the transactions meet the criteria shown on page 5.100.
TURNAROUND CONCEPT	The updating of one form to provide input and feedback into a computer as opposed to the completion of a new form each time a transaction occurs.
TURAROUND PAR	PAR issued after the initial appointment or conversion to the Employment History Data Base and after each subsequent transaction has been processed.

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Conclusion of Module 1

In this training module we went over the following PAM sections:

- Section 1 ~ System information
- Section 3 ~ Charts - Purpose/Use 3.0 and PAR Appointment Transactions

Questions regarding this training module contact:
PPSDtraining@sco.ca.gov

Thank you for your participation!

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