


Welcome to
**PAR DOCUMENTATION
 BASICS MODULE 2**

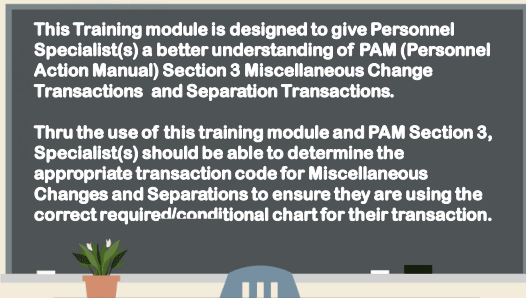
Personnel & Payroll Services Division
 Statewide Training Unit
 Instructor: Kelli Shropshire



INTRODUCTION TO PAR DOC BASICS

This Training module is designed to give Personnel Specialist(s) a better understanding of PAM (Personnel Action Manual) Section 3 Miscellaneous Change Transactions and Separation Transactions.

Thru the use of this training module and PAM Section 3, Specialist(s) should be able to determine the appropriate transaction code for Miscellaneous Changes and Separations to ensure they are using the correct required/conditional chart for their transaction.




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PAR MISCELLANEOUS CHANGE TRANSACTIONS
Please turn to PAM page 3.100

Do not document any miscellaneous change transaction with an effective date the same as an existing transaction in Line 12, which allows this information to be changed. Instead document a correction to the existing transaction in Line 12 (see PAM page 9.4).

EXCEPTION: a separate 335 transaction may be required with an effective date the same as an existing transaction in Line 12.



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TRANSACTION CODE	DESCRIPTION	PAM PAGE
GEN	GENERAL SALARY CHANGE (salary range change)	3.139
MHR	MULTIPLE HOURLY RATE/TRADE RATE CHANGE (casuals)	3.140
MSA	MERIT SALARY ADJUSTMENT (change)	3.142
ORP	OFFICIAL REPRIMAND (no longer in use)	3.144
PUN	ADVERSE SALARY DECREASE	3.146
R01	RETIREMENT SYSTEM TRANSACTION (keyed on the RST line)	3.147
SAL	OTHER SALARY CHANGES <ul style="list-style-type: none"> ➢ Special adjustment for salary in equities ➢ CPA/CPS increase ➢ Restoration of salary following a PUN 	3.148
SIS	SPECIAL IN GRADE SALARY ADJUSTMENT used for granting or denying a SISA.	3.150
SPC	SPECIAL CHANGE used for reporting NDI benefit status other than when employee is on NDI leave.	3.152



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

2. Brittney will start working on night shift effective May 01, 2015. Her nightshift duty will last for at least one full pay period.

3. Kevin works 115 hours per month as 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.

4. Due to very bad behavior, Justin received a salary decrease for two months, effective June 01, 2015.

5. Sharon's present bargaining status is R04 (Rank and File). However, next month, her collective bargaining status will change due to new duties making her a confidential employee.

6. Jodi's work location is changing from Sacramento to Santa Barbara. She will retain the same position number.

7. Heath's hiring above minimum plus salary is expiring at the end of this pay period.

8. Sarah is changing her time base from full-time to half time to spend more time with her husband.

9. Jan's sex on her initial appointment was shown as male.

10. Jessica was on dock so many times during July that it resulted in a non-qualifying pay period.

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SEPARATION TRANSACTIONS
Please turn to PAM page 3.200



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SEPARATION TRANSACTIONS
REQUIRED/CONDITIONAL CHARTS

TRANSACTION CODE	DESCRIPTION	PAM PAGE
RESIGNATIONS		
S01	Voluntary from any appointment. Also includes voluntary resignation while on Leave of Absence and separation of permanent intermittent who did not report to work after being requested to report three times or was on non-pay statuses for one-year.	3.204
S02	* Layoff situation or in lieu of involuntary transfer	3.206
S03	* In lieu of military leave	3.208
S04	* Failure to meet conditions of employment.	3.210
S05	1. For employee moving too, 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 by legislature (House or Legislative Committee.) 4. For employee accepting CSU exempt employment. 5. Do not use for employees accepting employment with California Conservation Corps.	3.12

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TRANSACTION CODE	DESCRIPTION	PAM PAGE
RETIREMENT		
S70	Service or Compulsory	3.248
S71	Disability	3.250
OTHER		
S80	* Termination – Illegal appointment (Per G. C. 19257 or G. C. 19257.5 - Initiated by Personnel Operations only.) Permanent separation no right of return without SPB approval	3.252
S85	* Adverse Suspension Temporary separation w/mandatory right of return (bob); return on A03	3.254
S90	* Rejection During Probationary Period (Permanent separation if no probation previously completed w/out break in service)	3.256
S95	Death	3.258
S99	Cancellation of Appointment	3.260



- Larry, Greg, Chris, Julie, Christina and Riley worked for the state at various times. They all shared one thing in common which was being terminated with fault from TAU, LT, Emergency, CEA, Exempt and Retired Annuitant appointments, respectively.

- Alice resigned one week after her appointment.

- Ava had run the whole gamut of TAU, LT, Emergency, CEA Exempt and Retired Annuitant appointments. She was always terminated without fault and no layoff situation.

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

- 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. Chloe resigned while on a leave of absence to stay home and take care of her baby.

8. The best Scott could do was to make lemonade out of lemons and head for nearest unemployment line when he was informed of the termination of his job due to a layoff situation.

9. Tracey didn't need the money anyway, so she took off for New York without notifying her supervisor.

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

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Conclusion of Module

In this training module we went over PAM Section 3 PAR Miscellaneous Change and Separation Transactions Required/Conditional Charts.

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

Thank you for your participation!

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