

# Welcome to PAR DOCUMENTATION BASICS MODULE ~ 3

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 completion of PAR items Lines 1-9 PAM (Personnel Action Manual) Section 2.

Thru the use of this training module and PAM Section 2, Specialist(s) should be able to complete the appropriate line items on the PAR to ensure all of the appropriate items are completed on their PAR transaction.



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### PAM Section 2 PAR – PURPOSE/USE PAM PAGE 2.1

**PERSONNEL ACTION REQUEST - PURPOSE/USE** 2.1  
(Rev. 05/08) **PADDED PAR (Form 686A) / TURNAROUND PAR (Form 686)**

**PURPOSE/USE**  
The Turnaround 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 set on the database.  
 • Other transactions not yet qualifying upon State PAR (via a transaction association). Refer to PAM Section 2.1 for additional information about the transaction association.  
 The Turnaround PAR is designed to report coded information about personnel, payroll and/or retirement changes to state accounting for an employee during the course of State employment.  
 When a PAR(s) is processed at Personnel Operations, a confirming Turnaround PAR with the coded 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**  
Forms are made by printing with a dark color ink (dot, black or blue pen):  
 • in the appropriate block(s) of the Padded PAR; or  
 • in the unshaded areas of the appropriate block(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 2.1 and to the appropriate Personnel/Operational Chart.

**DEPARTMENTAL TRANSACTION ERRORS**  
Padded and/or Turnaround PAR(s) will be returned via a Form PRD 40 - Notification of Corrective Completion of PAR Transaction(s), to the appointing power when any of the following conditions exist:  
 • not documented on the current Turnaround PAR  
 • serially processed or left blank  
 • incomplete printing  
 • transaction is unnecessary  
 • transaction should be handled by the decentralized department  
 • transaction requires CRO/CA prior approval  
 • transaction does not meet any Finance Criteria applicable at that time  
 • supporting documents that are required are not attached  
 • (action(s) submitted are not legal  
 • supporting power/signature/ appointing power signature is missing  
 • transaction package is not complete  
 • line 12 of Turnaround PAR is cut off

**REVISIONS**  
For information or questions about completing the Padded/Turnaround PAR(s) the appointing power, call the HelpLine, 800-338-3333. (See PAM page 3.1.3.) 4

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**PAM Section 2.1a – Submission / Resulting Turnaround PAR**

The original Padded/Turnaround PAR(s) that cannot be de-centrally 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.

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**PAM Section 2.1a – Submission / Resulting Turnaround PAR**

▶ 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.

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**PAM Section 2.1a – Submission / Resulting Turnaround PAR**

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

❖ 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.

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TURNAROUND PAR TRANSACTIONS LIST <i>PAM page 2.6</i>		
Appointment Transaction Code(s)	Turnaround PAR	A NOPA*1
A01 THRU A12	X	X
A13	X	
A14 THRU A33	X	X
Miscellaneous Change Transaction Code(s)		
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	X

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TURNAROUND PAR TRANSACTIONS LIST <i>PAM page 2.6</i>		
Miscellaneous Change Transaction Code(s)	Turnaround PAR	A NOPA*1
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	
Separation Transaction Code(s)		
S01 – S41	X	X
S49 – S50	X	X
S70 – S80	X	X
S85 – S90	X	X
S95 – S99	X	

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TURNAROUND PAR TRANSACTIONS LIST <i>PAM page 2.6</i>		
When you submit an EAR with the following block checked in Section B.	Turnaround PAR	A NOPA*1
05 – Name change	X	X
07 – Birthdate change	X	X*3

\*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.

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**SPB RULE 322 HIGHLIGHT (PROBATIONARY PERIOD)**

**REQUIRED PROBATIONARY PERIODS**

- Transfer to same class in another department and probationary period has been completed in the losing department.
- Transfer or permissive reinstatement without a break in service to a different class that is substantially the same and the probationary period has been completed in the old class.
- Appointment from a general reemployment list to the same class in which the employee completed the probationary period, but under a different appointing power.

**PROBATIONARY PERIODS WHICH MUST BE COMPLETED**

- Transfer to same class to another department and probationary period was not yet completed in the losing department. (Note: Departmental policy may require serving a new probationary period.)
- Transfer or permissive reinstatement without breaks in service to a different class that is substantially the same and probationary period in old class not yet completed.

(Note: Departmental policy may require serving a new probationary period.)

- Mandatory reinstatement and probationary period not yet completed.
- Transfer under same appointing power to same class and probationary period not yet completed.
- Appointment from any reemployment list under the same appointing power and employee has not yet completed the probationary period for the class of layoff.

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**SPB RULE 322 HIGHLIGHT (PROBATIONARY PERIOD) cont**

**PROBATIONARY PERIOD WHICH MAY BE WAIVED DEPENDING ON DEPARTMENTAL POLICY**

- Transfer to same class in another department and probationary period has been completed in the losing department.
- Transfer or permissive reinstatement without a break in service to a different class that is substantially the same and the probationary period has been completed in the old class.
- Appointment from a general reemployment list to the same class in which the employee completed the probationary period, but under a different appointing power.

**PROBATIONARY PERIOD WHICH CANNOT BE REQUIRED**

- Mandatory reinstatement and probationary period has been completed.
- Transfer under same appointing power to another position, same class and probationary period has been completed.
- Appointment from a reemployment list of an employee who completed the probationary period in the class of layoff under the same appointing power.

**NOTE:** A probationer is considered to have permanent status, if he/she has completed a probationary period in another class or in the same class without a break in service.

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**PAM Section 2.101**  
*Lines 8/9 Item Information*

**PAM Pg.**  
**2.101-2.101.1**

**GENERAL INFORMATION:**

Lines 8 and 9 items are reserved for information required for specific transactions or to clarify other items on the PAR. Section 3 of the PAM on Required/Conditional charts gives the 8/9 items that may be needed for the transaction being documented. The actual entry required on line 8/9 is outlined in the item definition section.

**DOCUMENTATION:**

For entries on line 8/9, the three digit item number is written to the left side of the broken vertical line. The codes, dates, etc., are placed to the right of the broken vertical line.

When multiple codes, dates, etc. are required for one item, use dashes to separate them. Always enter six digits for dates with appropriate slashes.

The total length of characters to be entered is stated in each item. This count includes alpha or numeric only and does not include dashes, slashes, colon, semicolon, decimals, commas, etc.

Entries on line 8 or 9 need not be in numeric order. They can be entered in any order within one line. Pre-coded boxes (e.g. 805, 810, 905, 910, etc.) hold no value and should be disregarded. Items in the 900 number series must be entered on Line 9 only.

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**PAM Section 2.101**  
*Lines 8/9 Item Information*

**ADDITIONAL INFORMATION**

The shaded area of Line 8/9 is used for turnaround purposes. The following 8/9 items will turnaround- in the shaded area:

- 857 - Emergency Qualifying Time
- 871 - Right of Return Designation
- 876 - Anniversary Date - Second Accelerated
- 884 - License - Additional (maximum of 3 entries)
- 886 - Class Title Variation Code
- 955 - Multiple Hourly Rate (maximum of 4 entries)

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**PAM Section 2.101**  
*Lines 8/9 Item Information*

**ADDITIONAL INFORMATION**

Lines 8/9 items are applied in the same manner for additions, deletions or changes as explained on PAM pages 3.0 and 3 .2. For additional information on corrections to Line 8/ 9 items see Section 9 of the PAM.

Some Required/Conditional charts have "delete only" printed after certain 8/9 titles. This means an 8/ 9 item showing in the shaded area of the turnaround PAR may be deleted while initiating a transaction if it no longer applies to the employee's present status. To delete an 8/9 item, enter the item number and "EOF."

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**ITEM 430/ITEM 871 QUIZ DIRECTIONS**

Read the following conditions to determine the Probationary Period Codes and the Right of Return.

Consider the transaction is being processed on a current basis or within the legal time limitations if no date is indicated.

Use the PAM Required/Conditional Indexes, R/C charts, and Item Definitions, if necessary.



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1. William is being promoted to Auditor I with Department of Assets. No break in service, Cert List is cleared.

Transaction Code \_\_\_\_\_ Status \_\_\_\_\_ R/C Chart Page \_\_\_\_\_

FROM	FT	P		EX													
TO	TIME	APPT.	SIOS	APPOINTMENT	EXPIRATION	CERT#	TYPE	1	10/03/15								
	BASE	TENURE		DATE	DATE		OF LIST	PROBATIONARY PERIOD	ENDING DATE								
4																	

FROM									
TO									
8	871	06							

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2. Phoebe, a Correctional Officer, is reinstating effective 01/12/16 from her leave of absence which began 09/08/15.

Transaction Code \_\_\_\_\_ Status \_\_\_\_\_ R/C Chart pg. \_\_\_\_\_

FROM	FT TIME BASE	P APPT. TENURE	# MOS	APPOINTMENT EXPIRATION DATE	CERT #	TYPE OF LIST	1 PROBATIONARY PERIOD CODE	01/07/15 ENDING DATE	C
4	02	02	02	02 01/12/16	02	02	02	01/07/15	02

FROM	871	06							
8									

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3. 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 \_\_\_\_\_

TIME BASE	APPT. TENURE	# MOS	DATE	APPOINTMENT EXPIRATION HOURS	CERT #	TYPE OF LIST OR EMPT STAT	PROBATIONARY PERIOD CODE	ENDING PERIOD	C
4	410	415	415	415	425	425	430	440000Y	42

FROM									
8									

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4. 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 pg. \_\_\_\_\_

FROM	INT TIME BASE	P APPT. TENURE	# MOS	APPOINTMENT EXPIRATION DATE	CERT #	TYPE OF LIST	1 PROBATIONARY PERIOD CODE	ENDING DATE	C
4	02	02	02	02 07/21/15	02	02	02	07/21/15	02

FROM	871	06							
8									

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**PAR Line 8 & 9 items Review**

1. Effective March 06, 2015, William is being appointed TAU in lieu of permanent. The State Personnel Board has approved Form 215 and minimum qualifications.  
ITEM \_\_\_\_\_ CODE \_\_\_\_\_.
2. Candee's promotion is effective April 01, 2015. The certification list was cleared on March 27, 2015.  
ITEM \_\_\_\_\_ CODE \_\_\_\_\_.
3. Due to the poor quality and quantity of Bradley's work, his supervisor has denied his MSA.  
ITEM \_\_\_\_\_ CODE \_\_\_\_\_.
4. Rocky is moving from one state agency to another. His last workday at the old agency was May 28, 2015.  
ITEM \_\_\_\_\_ CODE \_\_\_\_\_.
5. The Department of Now and Then is hiring four permanent intermittent employees. They will work approximately 108 hours per pay period.  
ITEM \_\_\_\_\_ CODE \_\_\_\_\_.

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**PAR Line 8 & 9 items REVIEW (Cont.)**

6. According to alternate range criteria 068 for Stenographers, Sara is eligible for movement to Range B. The Personnel Specialist will process a 335 transaction.  
ITEM \_\_\_\_\_ CODE \_\_\_\_\_.
7. 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 \_\_\_\_\_.
8. Effective August 10, 2015, Wendy transferred to the Department of Schedules, no change in class.  
ITEM \_\_\_\_\_ CODE \_\_\_\_\_.
9. To fill in for employees on vacation, James accepted a 6-month limited term position as a Correctional Officer.  
ITEM \_\_\_\_\_ CODE \_\_\_\_\_.

42

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**HISTORY TYPE CHART (FRONT)**

PERSONNEL ACTION REQUEST		HISTORY TYPE CHART		EMPLOYEE NUMBER	
PLEASE PRINT CLEARLY IN TYPE - MAKE NO ENTRIES IN SHADED AREAS					
1 TO:	1	2	3	4	5
2 TO:	6	7	8	9	10
3 TO:	11	12	13	14	15
4 TO:	16	17	18	19	20
5 TO:	21	22	23	24	25
6 TO:	26	27	28	29	30
7 TO:	31	32	33	34	35
8 TO:	36	37	38	39	40
9 TO:	41	42	43	44	45
10 TO:	46	47	48	49	50
11 TO:	51	52	53	54	55

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HISTORY TYPE CHART (BACK)

PAR	TYPE	HISTORY TYPE SCREEN	ITEM	TYPE	FIELD DISPLAY	PAR	TYPE	HISTORY TYPE SCREEN	ITEM	TYPE	FIELD DISPLAY
122	A	CLASS TITLE	305	II	ACCT CODE	850	A	ADD-BOS SUBSTN	000000		
128	AM	ECN ID	312	II	EMP	851	B	ADJ. RATE			
140	C	ESI REMARKS	320	II	PLA	852	A	DANNIN REAS			
213	C	ESI REMARKS	320	II	PLA	852	A	DANNIN REAS			
305	B	ACSAI	345	APP	CAVTH	858	I	LOT CLEAR	000000		
310	B	ACTIVITY	350	C	INDCL	859	I	LOT CLEAR	000000		
315	BT	FRSQ	360	C	LC-TMP 000000	861	AT	LEAVE PLAN			
320	B	PLN	368	C	CONTINUIT 000000	862	F	LOA REAS			
330	B	PLN EXP 000000	368	C	CONTINUIT 000000	862	F	LOA REAS			
340	AM	AS	405	F	REASON	867	AG	LOA REAS			
345	AM	AS	405	F	REASON	867	AG	LOA REAS			
348	B	AS	405	F	REASON	867	AG	LOA REAS			
350	B	AS	405	F	REASON	867	AG	LOA REAS			
351	BT	ESTABLISHED EARNINGS	430	J	LIMIT LTA - EL	871	AF	REMP FLD 000000			
352	A	WTRNG	430	J	LUMP SUM - VAC	872	B	REASON CODE - CAL-UNDESIRB			
356	A	PLN - PLN EXP 000000	430	J	LUMP SUM - EXTRA	874	P	DATE SUBSTN 000000			
405	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
410	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
415	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
420	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
425	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
430	A	TRNG LND 000000	455	J	TRNG LND 000000	880	A	TRNG LND 0000			
435	A	TRNG LND 000000	455	J	TRNG LND 000000	880	A	TRNG LND 0000			
440	D	TRNG	700	DI	TRNG	886	F	SCH LV RET			
445	D	TRNG	700	DI	TRNG	886	F	SCH LV RET			
450	D	TRNG	700	DI	TRNG	886	F	SCH LV RET			
455	D	TRNG	700	DI	TRNG	886	F	SCH LV RET			
460	D	TRNG	700	DI	TRNG	886	F	SCH LV RET			
465	D	TRNG	700	DI	TRNG	886	F	SCH LV RET			
470	D	TRNG	700	DI	TRNG	886	F	SCH LV RET			
475	D	TRNG	700	DI	TRNG	886	F	SCH LV RET			
480	D	TRNG	700	DI	TRNG	886	F	SCH LV RET			
485	D	TRNG	700	DI	TRNG	886	F	SCH LV RET			
490	D	TRNG	700	DI	TRNG	886	F	SCH LV RET			
495	D	TRNG	700	DI	TRNG	886	F	SCH LV RET			
500	D	TRNG	700	DI	TRNG	886	F	SCH LV RET			

PAR ITEM DEFINITION CHART

PAR	TYPE	DESCRIPTION	ITEM	TYPE	FIELD DISPLAY	PAR	TYPE	DESCRIPTION	ITEM	TYPE	FIELD DISPLAY
1	AM	CLASS TITLE	305	II	ACCT CODE	850	A	ADD-BOS SUBSTN	000000		
2	AM	ECN ID	312	II	EMP	851	B	ADJ. RATE			
3	AM	ESI REMARKS	320	II	PLA	852	A	DANNIN REAS			
4	AM	ESI REMARKS	320	II	PLA	852	A	DANNIN REAS			
5	AM	ACSAI	345	APP	CAVTH	858	I	LOT CLEAR	000000		
6	AM	ACTIVITY	350	C	INDCL	859	I	LOT CLEAR	000000		
7	AM	FRSQ	360	C	LC-TMP 000000	861	AT	LEAVE PLAN			
8	AM	PLN	368	C	CONTINUIT 000000	862	F	LOA REAS			
9	AM	PLN EXP 000000	368	C	CONTINUIT 000000	862	F	LOA REAS			
10	AM	AS	405	F	REASON	867	AG	LOA REAS			
11	AM	AS	405	F	REASON	867	AG	LOA REAS			
12	AM	AS	405	F	REASON	867	AG	LOA REAS			
13	AM	AS	405	F	REASON	867	AG	LOA REAS			
14	AM	ESTABLISHED EARNINGS	430	J	LIMIT LTA - EL	871	AF	REMP FLD 000000			
15	AM	WTRNG	430	J	LUMP SUM - VAC	872	B	REASON CODE - CAL-UNDESIRB			
16	AM	PLN - PLN EXP 000000	430	J	LUMP SUM - EXTRA	874	P	DATE SUBSTN 000000			
17	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
18	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
19	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
20	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
21	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
22	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
23	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
24	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
25	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
26	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
27	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
28	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
29	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
30	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
31	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
32	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
33	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
34	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
35	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
36	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
37	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
38	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
39	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
40	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
41	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
42	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
43	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
44	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
45	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
46	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
47	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
48	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
49	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
50	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
51	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
52	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
53	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
54	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
55	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
56	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
57	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
58	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
59	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
60	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
61	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
62	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
63	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
64	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
65	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
66	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
67	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
68	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
69	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
70	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
71	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
72	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
73	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
74	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
75	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
76	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
77	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
78	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
79	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
80	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
81	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
82	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
83	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
84	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
85	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
86	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
87	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
88	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
89	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
90	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
91	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
92	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
93	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
94	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
95	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
96	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
97	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
98	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
99	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			
100	AM	TR	450	J	IN PAY	876	B	DATE SUBSTN 000000			

SPB RULE 322 HIGHLIGHT (PROBATIONARY PERIOD)

REQUIRED PROBATIONARY PERIODS

- Transfer to same class in another department and probationary period has been completed in the losing department.
- Transfer or permissive reinstatement without a break in service to a different class that is substantially the same and the probationary period has been completed in the old class.
- Appointment from a general reemployment list to the same class in which the employee completed the probationary period, but under a different appointing power.

PROBATIONARY PERIODS WHICH MUST BE COMPLETED

- Transfer to same class to another department and probationary period was not yet completed in the losing department. (Note: Departmental policy may

**SPB RULE 322 HIGHLIGHT (PROBATIONARY PERIOD) cont**

**PROBATIONARY PERIOD WHICH MAY BE WAIVED DEPENDING ON DEPARTMENTAL POLICY**

- Transfer to same class in another department and probationary period has been completed in the losing department.
- Transfer or permissive reinstatement without a break in service to a different class that is substantially the same and the probationary period has been completed in the old class.
- Appointment from a general reemployment list to the same class in which the employee completed the probationary period, but under a different appointing power.

**PROBATIONARY PERIOD WHICH CANNOT BE REQUIRED**

- Mandatory reinstatement and probationary period has been completed.
- Transfer under same appointing power to another position, same class and probationary period has been completed.
- Appointment from a reemployment list of an employee who completed the probationary period in the class of layoff under the same appointing power.

**NOTE:** A probationer is considered to have permanent status, if he/she has completed a probationary period in another class or in the same class without a break in service.

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**PAR ITEM DELETION CHART**

USE THIS CHART ONLY WHEN DOING CORRECTIVE ACTIONS IN SECTION 4

STATE OF CALIFORNIA		PAR ITEM DELETION CHART										NEW RELEASE NUMBER	
PAR ITEM NUMBER	PAR ITEM NAME	PAR ITEM TYPE	PAR ITEM STATUS	PAR ITEM CLASS	PAR ITEM GRADE	PAR ITEM PAY RANGE	PAR ITEM PAY POINT	PAR ITEM PAY BAND	PAR ITEM PAY STEP	PAR ITEM PAY RATE	PAR ITEM PAY ADJUSTMENT	PAR ITEM PAY ADJUSTMENT TYPE	PAR ITEM PAY ADJUSTMENT VALUE
1	...	...	...	...	...	...	...	...	...	...	...	...	...
2	...	...	...	...	...	...	...	...	...	...	...	...	...
3	...	...	...	...	...	...	...	...	...	...	...	...	...
4	...	...	...	...	...	...	...	...	...	...	...	...	...
5	...	...	...	...	...	...	...	...	...	...	...	...	...
6	...	...	...	...	...	...	...	...	...	...	...	...	...
7	...	...	...	...	...	...	...	...	...	...	...	...	...
8	...	...	...	...	...	...	...	...	...	...	...	...	...
9	...	...	...	...	...	...	...	...	...	...	...	...	...
10	...	...	...	...	...	...	...	...	...	...	...	...	...
11	...	...	...	...	...	...	...	...	...	...	...	...	...
12	...	...	...	...	...	...	...	...	...	...	...	...	...
13	...	...	...	...	...	...	...	...	...	...	...	...	...
14	...	...	...	...	...	...	...	...	...	...	...	...	...
15	...	...	...	...	...	...	...	...	...	...	...	...	...
16	...	...	...	...	...	...	...	...	...	...	...	...	...
17	...	...	...	...	...	...	...	...	...	...	...	...	...
18	...	...	...	...	...	...	...	...	...	...	...	...	...
19	...	...	...	...	...	...	...	...	...	...	...	...	...
20	...	...	...	...	...	...	...	...	...	...	...	...	...
21	...	...	...	...	...	...	...	...	...	...	...	...	...
22	...	...	...	...	...	...	...	...	...	...	...	...	...
23	...	...	...	...	...	...	...	...	...	...	...	...	...
24	...	...	...	...	...	...	...	...	...	...	...	...	...
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26	...	...	...	...	...	...	...	...	...	...	...	...	...
27	...	...	...	...	...	...	...	...	...	...	...	...	...
28	...	...	...	...	...	...	...	...	...	...	...	...	...
29	...	...	...	...	...	...	...	...	...	...	...	...	...
30	...	...	...	...	...	...	...	...	...	...	...	...	...
31	...	...	...	...	...	...	...	...	...	...	...	...	...
32	...	...	...	...	...	...	...	...	...	...	...	...	...
33	...	...	...	...	...	...	...	...	...	...	...	...	...
34	...	...	...	...	...	...	...	...	...	...	...	...	...
35	...	...	...	...	...	...	...	...	...	...	...	...	...
36	...	...	...	...	...	...	...	...	...	...	...	...	...
37	...	...	...	...	...	...	...	...	...	...	...	...	...
38	...	...	...	...	...	...	...	...	...	...	...	...	...
39	...	...	...	...	...	...	...	...	...	...	...	...	...
40	...	...	...	...	...	...	...	...	...	...	...	...	...
41	...	...	...	...	...	...	...	...	...	...	...	...	...
42	...	...	...	...	...	...	...	...	...	...	...	...	...
43	...	...	...	...	...	...	...	...	...	...	...	...	...
44	...	...	...	...	...	...	...	...	...	...	...	...	...
45	...	...	...	...	...	...	...	...	...	...	...	...	...
46	...	...	...	...	...	...	...	...	...	...	...	...	...
47	...	...	...	...	...	...	...	...	...	...	...	...	...
48	...	...	...	...	...	...	...	...	...	...	...	...	...
49	...	...	...	...	...	...	...	...	...	...	...	...	...
50	...	...	...	...	...	...	...	...	...	...	...	...	...

INFORMATION ONLY: The PAR Item Deletion Chart indicates how information should be deleted. Do not delete in areas of the Request/Conditional Classification or other sections in the form or else that information will automatically be added to the system.  
 POF indicates TRANS TO END OF FIELD  
 \* Indicates a number zero

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**Conclusion of Module**

In this training module we went over PAM Section 2, PAR Purpose/Use, Lines 1-7, Lines 8-9, and 10 to provide direction on how to complete your PAR.

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

**Thank you for your participation**

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