

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 employee’s 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)
LEGEND	The explanatory list of these symbols (=, 0, ●) 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	A unit in Personnel Operations whose primary function is to receive and respond to telephone inquiries from agencies concerning PAR/EAR documentation, interpretation of the PAM or document request.
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 2.208.
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.
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.
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.