

Civil Service

Assembly

Document Type	Processing Need
Assembly Documents	All Assembly personnel and payroll transaction requests for SCO processing

Benefits

Document Type	Processing Need
Benefits - CalFIRE Only MISC BU08	BU 08 ONLY: -Process benefits-related A/Rs, which may include payment type K, request for leave credit offset, or request for change of method collection -Continuation of benefits while on FMLA/CFRA and/or SDI/PFL -Leave credit offset: Use leave credits to satisfy an A/R -Notice (ding notice) sent back to the agency asking for correction on form
Benefits - New CalFIRE Only BU08	Establish STD. 692, STD. 701C, STD. 702, and STD. 701R
Benefits - Change CalFIRE Only BU08	Change STD. 692, STD. 701C, STD. 702, and STD. 701R
Benefits - Cancel CalFIRE Only BU08	Cancel for STD. 692, STD. 701C, STD. 702, and STD. 701R
Benefits - CalHR Benefits Division Only	CALHR BENEFITS DIVISION ONLY: Secure transfer of forms from CalHR Benefits Division
Benefits - CD88	Add, change, or delete benefits-related miscellaneous deduction
Benefits - Form PR250 (Ding Notice)	Notice (ding notice) sent back to the agency asking for correction on form
Benefits – STD. 674 A/R Continuation of Benefits for Disability/FMLA/CFRA Leave	Establish A/Rs for the continuation of Benefits while on any type of Disability leave and/or FMLA/CFRA
Benefits - STD. 674 A/R Benefits Accounts Receivable (General Benefit AR Changes, Reversals, Etc.)	Process miscellaneous benefits-related A/Rs which may not fall into other dropdown categories. Could include A/R change or reversal, request for leave credit offset, or request for change of method collection;

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Benefits - STD. 674 A/R Benefits Accounts Receivable Change Method of Collection	Process request for change of method collection for benefits-related A/Rs.
Benefits - STD. 674 A/R Leave Credit Offset	Use leave credits to satisfy an A/R
Benefits - STD. 692 Benefits (DRV)	Dental form - Dependent Re-Verification
Benefits - STD. 692 Dental Cancel	Cancel dental enrollment
Benefits - STD. 692 Dental Change	Change dental enrollment
Benefits - STD. 692 Dental CODE 40	New, Change, Cancel - CODE 40 permitting event
Benefits - STD. 692 Dental New	Establish dental enrollment
Benefits - STD. 692 Dental R06	New, Change, Cancel-R06 Bargaining Unit
Benefits - STD. 700 Basic Vision PI ONLY (See Exceptions in ConnectHR Directory)	Enroll or Cancel Basic Vision plan for Permanent Intermittent (PIE) employees May also upload form for the following non-PIE scenarios: • Non-CoBen employee cancelling Basic Vision coverage • Non-CoBen employee re-enrolling after previous voluntary cancelation of Basic Vision plan
Benefits - CHP Dental BU05	BU05 Dental New, Change, Cancel
Benefits - STD. 692 Domestic Partner Dental	New, Change, Cancel for employees with domestic partner dependent(s)
Benefits - STD. 692 Dental PI	Establish, Change, or Cancel dental enrollment for Permanent Intermittent (PI) employees
Benefits - STD. 701C Flex Cancel	Cancel the FlexElect benefit attached to health and/or dental benefits
Benefits - STD. 701C Flex Change	Change the FlexElect benefit attached to health and/or dental benefits
Benefits - STD. 701C Flex New	Establish the FlexElect benefit attached to health and/or dental benefits

Document Type	Processing Need
Benefits - STD. 701C Flex PI	Establish, change, or cancel the FlexElect benefit for Permanent Intermittent (PI) employees
Benefits - STD. 701R Flex Cancel	Cancel dependent care reimbursement or medical reimbursement
Benefits - STD. 701R Flex New	Establish dependent care reimbursement or medical reimbursement
Benefits – STD. 701R Flex Change	Change amount for dependent care reimbursement or medical reimbursement
Benefits – STD. 701R RTO Flex DCRA	To enroll or increase Dependent Care Reimbursement Account (DCRA) contribution due to Return to Office (RTO) – Permitting Event Codes: 03A New – 28B Increase
Benefits - STD. 702 CoBen Cash Option	Establish, change, or cancel CoBen Cash
Benefits - Open Enrollment (OE) Flex Cash STD.701C New Note: Available only during Benefits Open Enrollment	Open Enrollment Only: Establish the FlexElect benefit attached to health and/or dental benefits. Include associated STD. 692 as needed. NOTE: If STD. 692 uploaded with STD.701C, the STD. 692 does NOT need to be uploaded separately
Benefits - Open Enrollment (OE) Flex Cash STD.701C Change Note: Available only during Benefits Open Enrollment	Open Enrollment Only: Change the FlexElect benefit attached to health and/or dental benefits. Include associated STD. 692 as needed. NOTE: If STD. 692 uploaded with STD.701C, the STD. 692 does NOT need to be uploaded separately
Benefits - Open Enrollment (OE) Flex Cash STD.701C Cancel Note: Available only during Benefits Open Enrollment	Open Enrollment Only: Cancel the FlexElect benefit attached to health and/or dental benefits. Include associated STD. 692 as needed. NOTE: If STD. 692 was uploaded with STD.701C, the STD. 692 does NOT need to be uploaded separately
Benefits - Open Enrollment (OE) CoBen Cash STD.702 Note: Available only during Benefits Open Enrollment	Open Enrollment Only: Establish, change, or cancel CoBen Cash. Include associated STD. 692 as needed. NOTE: If STD. 692 was uploaded with STD.702, the STD. 692 does NOT need to be uploaded separately

Document Type	Processing Need
Benefits - Open Enrollment (OE) Flex Reimbursement STD.701R Note: Available only during Benefits Open Enrollment	Open Enrollment Only: Establish, change, or cancel dependent care reimbursement or medical reimbursement
Benefits - Open Enrollment (OE) Dental STD.692 New Note: Available only during Benefits Open Enrollment	Open Enrollment Only: Establish dental enrollment NOTE: If STD. 692 was already uploaded with STD.701C or STD.702, the STD. 692 does NOT need to be uploaded separately
Benefits - Open Enrollment (OE) Dental STD.692 Change Note: Available only during Benefits Open Enrollment	Open Enrollment Only: Change dental enrollment NOTE: If STD. 692 was already uploaded with STD.701C or STD.702, the STD. 692 does NOT need to be uploaded separately
Benefits - Open Enrollment (OE) Dental STD.692 Cancel Note: Available only during Benefits Open Enrollment	Open Enrollment Only: Cancel dental enrollment NOTE: If STD. 692 was already uploaded with STD.701C or STD.702, the STD. 692 does NOT need to be uploaded separately

CS Audits

Document Type	Processing Need
CS Audits - Emergency Appointment PAR Package	Emergency appointment PAR package
CS Audits - PAR Package	PAR transaction requiring SCO processing
CS Audits - NOPA Reprint Request	NOPA reprint request
CS Audits - Separation PAR Package (Lump Sum)	Separation requiring SCO processing
CS Audits - 105/Dual SSN PAR	Correct a single or dual Social Security number (SSN)
CS Audits - Unlawful Appointment Letter	Correct Employment History to reflect good/bad faith unlawful appointments
CS Audits - Receiver PAR Package	Receiver PAR Package

CS Payroll Unit

Document Type	Processing Need
CS Payroll - STD. 674 Adjustments	For payment types 0, 3, 4, and 5 ONLY: adjust pay (adjust time, salary, or time and salary).
CS Payroll - STD. 674 Transfer of Funds	For payment types 0, 3, 4, and 5 ONLY: Transfer of funds.
CS Payroll - STD. 674 A/R	Establish accounts receivable for payment types 0, 3, 4, and 5 ONLY.
CS Payroll - STD. 674 Military Only	For payment type 7 ONLY: Issue pay, adjust pay (adjust the time, salary, or time and salary), transfer funds, or return warrant.
CS Payroll - STD. 674 A/R Military Only	Establish accounts receivable, change method of collection for payment type 7.
CS Payroll - STD. 674 A/R Change Method Collection	For payment types 0, 3, 4, and 5 ONLY: change method of collection.
CS Payroll - STD. 674 A/R Leave Credit Offset	For payment type 0 ONLY: change method of collection, leave credit offset.
CS Payroll - STD. 674 - PR250 (Ding Notice)	Payment types 0, 3, and 4 only. Returning corrected documents. Please submit the attach the PR250 (Ding notice) your received with a document.
CS Payroll - STD. 674 A/R - Separated Employee (within the last 30 days)	The HR office may upload a 674 A/R for expediting if PIMS Employment History reflects a permanent separation code with an effective date within the last 30 day. Payment type 0,3,4 and 5 ONLY
CS Payroll – STD. 674 Perm Separation No Final Pay	The HR office may upload a 674 after a permanent separation has been keyed and the lump sum payments 3, 4, or 5 did not issue. As a reminder, if the HR keyed the permanent separation on a no cycle date you must wait until a cycle date runs before requesting pay.

Direct Deposit Unit

Document Type	Processing Need
Direct Deposit – Strip/Reversal List-PDF Only	Approval Required from Direct Deposit Program- List of Direct Deposit Strips and/or Reversals

Disability Unit

Document Type	Processing Need
Disability - STD. 674 (LC4800)	Issue disability pay; transfer of funds to TD or LC4800
Disability - STD. 674 (LC4811) Cal Fire	Issue disability pay; transfer of funds LC4811- Cal Fire
Disability - STD. 674 (TD)	Issue disability pay for TD supplemental or TDA allowance; transfer of funds for TD; set up A/R for overpayment
Disability - STD. 674 A/R- Change Method Collection	Process disability-related A/Rs (IDL/NDI/SDI/TD), that may include a request for leave credit offset or request for change method of collection
Disability - STD. 674 (EID not locked on PAR)	Issue pay, transfer of funds and set up A/R for Earnings ID's not locked into PAR for an employee on disability leave.
Disability - STD. 674D (IDL)	Issue disability pay; transfer of funds for IDL; set up A/R for overpayment
Disability - STD. 674D (NDI)	Issue disability pay for NDI; transfer of funds for NDI; set up A/R for overpayment
Disability - STD. 674D (SDI)	Issue disability pay for SDI; transfer of funds for SDI; set up A/R for overpayment
Disability - STD. 674 - GreenCycle (TD)	Issue disability pay for TD Current month pay Payment type: 0, U
Disability - STD. 674D- GreenCycle (NDI)	Issue disability pay for NDI Current month pay Payment Type: 0, T
Disability - STD. 674D- GreenCycle (SDI)	Issue disability pay for SDI Current month pay Payment type: 0
Disability - STD. 674D- GreenCycle (IDL)	Issue disability pay for IDL Current month pay Payment type: 0, 6, N, U
Disability - STD. 674 and 674D - Separations	Issue disability pay for Separating Employees Payment type: 6,N,T,U
Disability - STD. 674 and 674D - PR250 (Ding Notice)	Issue disability pay from PR250 w/corrected 674 or 674D Payment type: None

Garnishment Unit

Document Type	Processing Need
Garnishments - STD. 639 Salary Garnishment	Establish, modify, or cancel garnishment/levy
Garnishments - STD. 639 Salary Garnishment (CFS)	Establish, modify, or cancel child support garnishment
Garnishments - STD. 674	Reissue Master warrant with garnishment deduction

Misc. Deductions

Document Type	Processing Need
Misc Deductions - 650 011	Add, change, or delete maintenance deduction
Misc Deductions - 650 012	One-time maintenance deduction
Misc Deductions - CD88	Add, change, or delete miscellaneous deduction
Misc Deductions - 650 Admin Cancel	Delete voluntary miscellaneous deductions
Misc Deductions - PPSD360	Parking refund
Misc Deductions - STD. 682 CALHR	Third-party parking
Misc Deductions - STD. 674 Misc. Deductions Adjustments	Employer state share 401K from CDCR

Position Control

Document Type	Processing Need
Position Control - Form PR421	Annual update of existing payroll headers; add, delete, or change any existing headers for the following fiscal year
Position Control - STD. 407	Establishing or deleting headers
Position Control - STD. 607	Establishing or deleting a position

Premium Pay Unit

Document Type	Processing Need
Premium Pay - STD. 674/671	Issue original overtime, shift, (payment type 1, 2,) (No out of class payments)

Document Type	Processing Need
Premium Pay - STD. 674 (OC, OOC, OS)	On-call, Out of Class, Out of State. Issue pay; transfer funds; adjustments; A/R, only for payment type (OC, OOC, OS)
Premium Pay - STD. 674 Payments	Issue original pay for payment type 1, 2, 8, A, D, F, G, H, S, Y
Premium Pay - STD. 674 Payment 9's	Issue pay; transfer funds; adjustments; A/R, only for payment type 9's
Premium Pay - STD. 674 (Grievance Award)	Issue pay; adjustments; A/R
Premium Pay - STD. 674 A/R	For payment type 1, 2, 8, A, D, F, G, H, S, and Y ONLY: To establish AIR, reverse AIR, If the payment type code is 0, select CS Payroll from the Document Type dropdown menu.
Premium Pay - STD. 674 A/R Change Method Collection	Change method of collection For payment type 1, 2, 8, 9, A, D, F, G, H, S, and Y ONLY. If the payment type code is 0, select CS Payroll from the Document Type dropdown menu.
Premium Pay - Leave Credit Offset	For payment types 1, 2, 8, 9, A, D, F, G, H, S, and Y ONLY. If the payment type code is 0, select CS Payroll from the Document Type dropdown menu.
Premium Pay - STD. 674 A/R Refunds	For payment types 1, 2, 8, A, D, F, G, H, S, and Y ONLY. For all out of class, A/R's, Payment type 9, academic, and salary type 6 If the payment type code is 0, select CS Payroll from the Document Type dropdown menu.
Premium Pay - STD. 674 Adjustment	For payment types 1, 2, 8, A, D, F, G, H, S, and Y ONLY: To adjust pay (adjust time, salary, or time and salary), or return warrant. If the payment type code is 0, select CS Payroll from the Document Type dropdown menu
Premium Pay - STD. 674 Transfer of Funds	For payment type 1, 2, 8, A, D, F, G, H, S, Y ONLY: Transfer of funds
Premium Pay - STD. 674 Academic	Issue pay for academic employees
Premium Pay - STD. 674 Bi-Weekly Salary type 6	Issue pay for salary type 6

Document Type	Processing Need
Premium Pay - STD. 674 GHCP	Issue pay, A/R, Adjust, and transfer of funds for GHCP payment for an employee NOT on disability leave

Reporting Operations

Document Type	Processing Need
Reporting Operations - Payment History Request	Request for employee payment history records

Retirement

Document Type	Processing Need
Retirement - STD. 674 A/R - Collection Method Change or TDL 091/098 or Leave Credits	Process retirement-related A/Rs, that may include a request for leave credit offset, request for change method of collection, or TDL request

Senate

Document Type	Processing Need
Senate Documents	All Senate personnel and payroll transaction requests for SCO processing

Stipulations

Document Type	Processing Need
CS Stipulation PAR Package	Stipulation PAR Package
CS Stipulation - STD. 674	Requested Stipulation STD. 674's

Tax Support Unit

Document Type	Processing Need
Tax Support Unit - NRA Add or Delete	Nonresident Alien reporting compliance for tax withholding

W2 Unit

Document Type	Processing Need
W2 Unit - PPSD 21	Report beneficiary information for a deceased employee

Document Type	Processing Need
W2 Unit - STD. 422 (Salary Advance/Offset)	Report salary advances and offsets
W2 Unit - STD. 436 Duplicate W2	Request a duplicate W-2
W2 Unit - STD. 674 (Survivor)	Report survivor benefits from CDCR
W2 Unit - STD. 674 NRA	Adjust taxable gross for Nonresident Alien per tax treaty
W2 Unit - STD. 675, Supplemental Wage Deductions - Cancel/Correct ONLY	Supplemental wage deductions
W2 Unit - STD. 676P	Report fringe benefit payment
W2 Unit - STD. 676V	Report fringe benefit values
W2 Unit - STD. 686 (IRS Lock in Place)	Cannot process changes to EAR due to an IRS lock in place
W2 Unit - STD. 995A	W2-related agency collection accounts receivable
W2 Unit - STD. 995R	Refund of over collection
W2 Unit - STD. 674 A/R	Fringe Benefit or Domestic Partner - Reverse A/R, refund over collection of payroll deduction, and change method of collection