MISCELLANEOUS CHANGE TRANSACTION CODES - REQUIRED/CONDITIONAL INDEX *

(See PAM page 2.209 for inactive/redefined transaction codes)

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 when specified in the alternate range criteria.

<table>
<thead>
<tr>
<th>CODE</th>
<th>TITLE/DESCRIPTION</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>105</td>
<td>SOCIAL SECURITY NUMBER (correction or change)</td>
<td>3.104</td>
</tr>
<tr>
<td>120</td>
<td>POSITION NUMBER (change)</td>
<td>3.105</td>
</tr>
<tr>
<td></td>
<td>Use for unit/serial number change for MCR I.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Use for unit number (no change in duties for MRC II).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Use for serial number change for MRC II.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Use for serial number change only for a NO MCR class (PTM 350.7)</td>
<td></td>
</tr>
<tr>
<td>126</td>
<td>COLLECTIVE BARGAINING IDENTIFIER</td>
<td>3.106</td>
</tr>
<tr>
<td></td>
<td>Use when employee's collective bargaining status changes and: is an exception to the CB Identifier shown for the class in the Pay Scales; or is no longer an exception to the CB Identifier shown for the class in the Pay Scales; or employee is in a &quot;split class&quot; (shown in the Pay Scales as U01-U20).</td>
<td></td>
</tr>
<tr>
<td>130</td>
<td>COUNTY CODE (change)</td>
<td>3.107</td>
</tr>
<tr>
<td>215</td>
<td>EMPLOYMENT HISTORY REMARKS</td>
<td>3.108</td>
</tr>
<tr>
<td>315</td>
<td>PAY FREQUENCY (change)</td>
<td>3.109</td>
</tr>
<tr>
<td>325</td>
<td>PLUS SALARY AND EXPIRATION DATE</td>
<td>3.110</td>
</tr>
<tr>
<td></td>
<td>Use to report initial plus salary and expiration date, changes or deletions.</td>
<td></td>
</tr>
<tr>
<td>330</td>
<td>ANNIVERSARY DATE (change)</td>
<td>3.111</td>
</tr>
<tr>
<td>335</td>
<td>ALTERNATE RANGE AND BASED ON SALARY (change)</td>
<td>3.112</td>
</tr>
<tr>
<td>340</td>
<td>OFF PAYROLL (10/12 Leave - Rule 369)</td>
<td>3.114</td>
</tr>
</tbody>
</table>

(continued on next page)
### MISCELLANEOUS CHANGE TRANSACTION CODES - REQUIRED/CONDITIONAL INDEX *

<table>
<thead>
<tr>
<th>CODE</th>
<th>TITLE/DESCRIPTION</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>341</td>
<td><strong>ON PAYROLL</strong> (10/12 Leave - Rule 369)</td>
<td>3.115</td>
</tr>
<tr>
<td>345</td>
<td><strong>SHIFT DIFFERENTIAL</strong></td>
<td>3.116</td>
</tr>
<tr>
<td>350</td>
<td><strong>SPECIAL PAY</strong></td>
<td>3.117</td>
</tr>
<tr>
<td>355</td>
<td><strong>WORK WEEK GROUP</strong> (change)</td>
<td>3.118</td>
</tr>
<tr>
<td>405</td>
<td><strong>TIME BASE</strong> (change)</td>
<td>3.120</td>
</tr>
<tr>
<td></td>
<td>Do not use for certification process or layoff situation.</td>
<td></td>
</tr>
<tr>
<td>430</td>
<td><strong>PROBATIONARY PERIOD</strong></td>
<td>3.122</td>
</tr>
<tr>
<td></td>
<td>Use for civil service employees only. Use to extend probationary period or when intermittent, indeterminate or fractional time base employee completes probationary period.</td>
<td></td>
</tr>
<tr>
<td>440</td>
<td><strong>SEX</strong> (correction or change)</td>
<td>3.123</td>
</tr>
<tr>
<td>445</td>
<td><strong>ETHNIC ORIGIN</strong> (correction)</td>
<td>3.124</td>
</tr>
<tr>
<td>455</td>
<td><strong>DISABILITY CODE</strong> (correction or change)</td>
<td>3.125</td>
</tr>
<tr>
<td>505</td>
<td><strong>RETIREMENT SYSTEM INFORMATION</strong> (change)</td>
<td>3.126</td>
</tr>
<tr>
<td></td>
<td>Use to report changes of retirement membership.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>* For Civil Service employee only.</td>
<td></td>
</tr>
</tbody>
</table>

(continued on next page)
### 3.102 (Revised 02/10)

**MISCELLANEOUS CHANGE TRANSACTION CODES - REQUIRED/CONDITIONAL INDEX** *

<table>
<thead>
<tr>
<th>CODE</th>
<th>TITLE/DESCRIPTION</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>545</td>
<td>OATH (change)</td>
<td>3.128</td>
</tr>
<tr>
<td>550</td>
<td>MEDICAL CLEARANCE (change)</td>
<td>3.129</td>
</tr>
<tr>
<td>555</td>
<td>* FINGERPRINTS (change)</td>
<td>3.130</td>
</tr>
<tr>
<td>560</td>
<td>PROFESSIONAL LICENSE (change)</td>
<td>3.131</td>
</tr>
<tr>
<td>565</td>
<td>JOB INCURRED INJURY</td>
<td>3.132</td>
</tr>
</tbody>
</table>

Use to document a job incurred injury. Also use to document any subsequent return to work.

<table>
<thead>
<tr>
<th>CODE</th>
<th>TITLE/DESCRIPTION</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>705</td>
<td>TOTAL STATE SERVICE (change)</td>
<td>3.134</td>
</tr>
<tr>
<td>710</td>
<td>INTERMITTENT DATES AND HOURS</td>
<td>3.135</td>
</tr>
</tbody>
</table>

Use for layoff purposes only.

<table>
<thead>
<tr>
<th>CODE</th>
<th>TITLE/DESCRIPTION</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>715</td>
<td>SERVICE PAY PERIOD</td>
<td>3.136</td>
</tr>
</tbody>
</table>

1) Use for temporary leaves of 30 calendar days or less (per SPB Rule 361) resulting in a non-qualifying pay period; or

2) Use for qualifying a pay period while on NDI; or

3) Use for California Conservation Corps (CCC) employees on Federally funded WCTD, or pending approval of Federally funded WCTD and pay period is non-qualifying; or

4) Use for qualifying a pay period while employee is on dock and furlough.

* For Civil Service employee only.

(continued on next page)
### MISCELLANEOUS CHANGE TRANSACTION CODES - REQUIRED/CONDITIONAL INDEX

<table>
<thead>
<tr>
<th>CODE</th>
<th>TITLE/DESCRIPTION</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN</td>
<td>GENERAL SALARY CHANGE (salary range change)</td>
<td>3.139</td>
</tr>
<tr>
<td>MHR</td>
<td>MULTIPLE HOURLY RATE/TRADE RATE CHANGE</td>
<td>3.140</td>
</tr>
<tr>
<td></td>
<td>Use for civil service employee only. Use for multiple hourly rate or for trade rate change with or without a multiple hourly rate.</td>
<td></td>
</tr>
<tr>
<td>MSA</td>
<td>MERIT SALARY ADJUSTMENT</td>
<td>3.142</td>
</tr>
<tr>
<td></td>
<td>Use for granting MSA, denying MSA, or when denying MSA for lump sum only.</td>
<td></td>
</tr>
<tr>
<td>ORP</td>
<td>OFFICIAL REPRIMAND</td>
<td>3.144</td>
</tr>
<tr>
<td></td>
<td>(This transaction is no longer in use.)</td>
<td></td>
</tr>
<tr>
<td>PUN</td>
<td>ADVERSE SALARY DECREASE</td>
<td>3.146</td>
</tr>
<tr>
<td></td>
<td>Use for Civil Service employee only.</td>
<td></td>
</tr>
<tr>
<td>R01</td>
<td>RETIREMENT SYSTEM TRANSACTION (RST)</td>
<td>3.147</td>
</tr>
<tr>
<td></td>
<td>(Initiated by PERS/PPSD only.)</td>
<td></td>
</tr>
<tr>
<td>SAL</td>
<td>OTHER SALARY CHANGES</td>
<td>3.148</td>
</tr>
<tr>
<td></td>
<td>► Special adjustments for salary inequities.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>► CPA/CPS increase.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>► Restoration of salary following a PUN.</td>
<td></td>
</tr>
<tr>
<td>SIS</td>
<td>SPECIAL INGRADE SALARY ADJUSTMENT</td>
<td>3.150</td>
</tr>
<tr>
<td></td>
<td>Use for granting or denying a SISA.</td>
<td></td>
</tr>
<tr>
<td>SPC</td>
<td>SPECIAL CHANGE</td>
<td>3.152</td>
</tr>
<tr>
<td></td>
<td>Use for reporting NDI benefit status other than when employee is on NDI leave.</td>
<td></td>
</tr>
</tbody>
</table>
The current date must be used for Item 210 when reporting this transaction.

DATE: To change a Social Security number or delete an erroneous Social Security number when employee has more than one on the database, refer to PAM page 10.9.

| REQUIRED | (MUST be completed) |
| CONDITIONAL | (MUST be completed when required by ITEM DEFINITION) |
| ONE OR MORE REQUIRED | (ONE or MORE of these items on this chart MUST be completed for a valid transaction) |

LINE 10

Refer to PAM pages 2.204 for specific substantiation required on:

1 -105 Transaction (A copy of the signed Social Security card must be attached.)
120

POSITION NUMBER (CHANGE)

<table>
<thead>
<tr>
<th>SOCIAL SECURITY #</th>
<th>EMPLOYEE NAME</th>
<th>FIRST NAME AND MIDDLE INITIAL</th>
<th>POSITION NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**REQUIRED**
(MUST be completed)

**CONDITIONAL**
(MUST be completed when required
by ITEM DEFINITION)

**ONE OR MORE**
REQUIRED
(ONE or MORE of these items
on this chart MUST be completed
for a valid transaction)
LINES 8 - 9 ITEMS:

886 - Class Title Variation Code
960 - Corrected Transaction Identifier

LINE 10 REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

1 - Bilingual Payment Authorization (Item 351).
<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Social Security #</td>
</tr>
<tr>
<td>2</td>
<td>Transaction Code</td>
</tr>
<tr>
<td>3</td>
<td>Person Name and Middle Initial</td>
</tr>
<tr>
<td>4</td>
<td>AGENCY</td>
</tr>
<tr>
<td>5</td>
<td>UNIT</td>
</tr>
<tr>
<td>6</td>
<td>CLASS</td>
</tr>
<tr>
<td>7</td>
<td>POSITION NUMBER</td>
</tr>
<tr>
<td>8</td>
<td>EMPLOYEE ID</td>
</tr>
<tr>
<td>9</td>
<td>PAY CODE</td>
</tr>
<tr>
<td>10</td>
<td>PAY LETTER #</td>
</tr>
<tr>
<td>11</td>
<td>PAY LETTER</td>
</tr>
<tr>
<td>12</td>
<td>PAY LETTER</td>
</tr>
</tbody>
</table>

**Use when employee's collective bargaining status changes and:**

- is an exception to the CB ID shown for the class in the Pay Scales; or
- is no longer an exception to the CB ID shown for the class in the Pay Scales (shaded area information must be deleted from Item 126); or
- employee is in a "split class" (shown in the Pay Scales as U01-U21).

**1)** A 126 Transaction should only be effective at the beginning of a pay period and

**2)** A 126 Transaction must not be used effective PRIOR TO 12/02/81.

**REQUIRED**
(MUST be completed)

**CONDITIONAL**
(MUST be completed when required by ITEM DEFINITION)

**ONE OR MORE REQUIRED**
(ONE or MORE of these items on this chart MUST be completed)

**LINES 8 - 9 ITEMS:**

60 - Corrected Transaction Identifier
COUNTY CODE
(CHANGE)

REQUIRED
(MUST be completed)

CONDITIONAL
(MUST be completed when required by ITEM DEFINITION)

ONE OR MORE
REQUIRED
(ONE or MORE of these items on this chart MUST be completed for a valid transaction)

LINES 8 - 9 ITEMS:

960 - Corrected Transaction Identifier
1. Refer to PAM Section 5 when documenting an overpayment on a separated employee.
2. Refer to PAM Page 5.99 when documenting a transaction that requires the entry of PML 2007-026 and Item #215 is not available for entry on the transaction being entered as a new transaction or correction.

### Required (MUST be completed)

### Conditional (MUST be completed when required by ITEM DEFINITION)

### One or More Required (ONE or MORE of these items on this chart MUST be completed for a valid transaction)
### PAY FREQUENCY (CHANGE)

<table>
<thead>
<tr>
<th>SOCIAL SECURITY #</th>
<th>EMPLOYEE LAST NAME</th>
<th>FIRST NAME AND MIDDLE INITIAL</th>
<th>AGENCY</th>
<th>POSITION NUMBER</th>
<th>UNIT CODE</th>
<th>CLASS</th>
<th>SERIAL</th>
<th>DEPT CODE</th>
<th>OR ID</th>
<th>COUNTY CODE</th>
<th>OTHER POSITION</th>
<th>BIRTH DATE</th>
<th>HIRE DATE</th>
</tr>
</thead>
</table>

**PAY FREQUENCY CHANGE**

**LINES 8 - 9 ITEMS:**

960 - Corrected Transaction Identifier

**REQUIRED**
(MUST be completed)

**CONDITIONAL**
(MUST be completed when required by ITEM DEFINITION)

**ONE OR MORE REQUIRED**
(ONE or MORE of these items on this chart MUST be completed for a valid transaction)
**325**

PLUS SALARY AND EXPIRATION DATE "1"

---

**1** For reporting initial plus salary and expiration date, changes or deletion.

**2** For one-time adjustment of the annual salary for elected officials. This transaction is initiated by Personnel Operations. Personnel Operations will process an additional 325 transaction to remove the plus salary and expiration date. See page 2.43 for more information.

---

<table>
<thead>
<tr>
<th><strong>REQUIRED</strong> (MUST be completed)</th>
<th><strong>LINES 8 - 9 ITEMS:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CONDITIONAL</strong> (MUST be completed when required by ITEM DEFINITION)</td>
<td>873 - Salary Rate Substantiation, Above Minimum</td>
</tr>
<tr>
<td><strong>ONE OR MORE REQUIRED</strong> (ONE or MORE of these items on this chart MUST be completed)</td>
<td>955 - Multiple Hourly Rate</td>
</tr>
</tbody>
</table>
**ANNIVERSARY DATE**

**CHANGE**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>330</td>
<td></td>
</tr>
</tbody>
</table>

**REQUIRED**
(MUST be completed)

**CONDITIONAL**
(MUST be completed when required by ITEM DEFINITION)

**ONE OR MORE REQUIRED**
(ONE or MORE of these items on this chart MUST be completed for a valid transaction)

**LINES 8 - 9**

- 955 - Multiple Hourly Rate
- 960 - Corrected Transaction Identifier
<table>
<thead>
<tr>
<th>REQUIRED</th>
<th>CONDITIONAL</th>
<th>ONE OR MORE</th>
<th>REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>(MUST be completed)</td>
<td>(MUST be completed when required by ITEM DEFINITION)</td>
<td>(ONE or MORE of these items on this chart MUST be completed)</td>
<td></td>
</tr>
</tbody>
</table>
### Lines 8-9

**ITEMS:**

<table>
<thead>
<tr>
<th>Line</th>
<th>Item Description</th>
<th>Line</th>
<th>Item Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>851</td>
<td>Alternate Salary Range Criteria (for Civil Service</td>
<td>873</td>
<td>Salary Rate Substantiation, Above Minimum</td>
</tr>
<tr>
<td></td>
<td>employee only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>863</td>
<td>Intermittent Hours Work Expected</td>
<td>876</td>
<td>Anniversary Date - Second Accelerated</td>
</tr>
<tr>
<td>864</td>
<td>Legal Reference for Annuitant</td>
<td>955</td>
<td>Multiple Hourly Rate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>960</td>
<td>Corrected Transaction Identifier</td>
</tr>
</tbody>
</table>

### 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".

**EXCEPTION:** If this transaction is moving the employee to range A, enter an 'X' in the "On File For Audit" box for system reasons.
3.114 (Rev. 05/88)

OFF PAYROLL*1

*1 This transaction is used to take employee off the payroll for 10/12 leave under Rule 369. (Time off pay status under this rule IS NOT considered a break in State service.

*2 Hours must be blank for academic employees. Payment for hours due employee must be documented on F674 to Payroll.

== REQUIRED (MUST be completed) ==

● CONDITIONAL (MUST be completed when required by ITEM DEFINITION)

● ONE OR MORE REQUIRED (ONE or MORE of these items on this chart MUST be completed for a valid transaction)

LINES 8 - 9 ITEMS:

895 - Academic Days Not Worked
960 - Corrected Transaction Identifier

1046c18
This transaction is used to return employee to pay status from a 10/12 Leave under Rule 369. (Time off pay status under this rule IS NOT considered a break in State service.)

*2 Hours must be blank for academic employees. Payment for hours due employee must be documented on F674 to Payroll.

<table>
<thead>
<tr>
<th>REQUIRED (MUST be completed)</th>
<th>LINES 8 - 9 ITEMS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONDITIONAL (MUST be completed when required by ITEM DEFINITION)</td>
<td>895 - Academic Days Not Worked</td>
</tr>
<tr>
<td>ONE OR MORE REQUIRED (ONE or MORE of these items on this chart MUST be completed for a valid transaction)</td>
<td>960 - Corrected Transaction Identifier</td>
</tr>
</tbody>
</table>
345 Transaction can only be effective at the beginning of the pay period. To report shift differential for other than beginning of the pay period or rotational shift refer to PPM Section G 050.

**REQUIRED**
(MUST be completed)

**CONDITIONAL**
(MUST be completed when required by ITEM DEFINITION)

**ONE OR MORE**
REQUIRED
(ONE or MORE of these items on this page MUST be completed)

LINES 8 - 9 ITEMS:

960 - Corrected Transaction Identifier
# Special Pay

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Social Security #</td>
</tr>
<tr>
<td>2</td>
<td>Transaction Code</td>
</tr>
<tr>
<td>3</td>
<td>Payroll Period</td>
</tr>
<tr>
<td>4</td>
<td>Expiration Date</td>
</tr>
<tr>
<td>5</td>
<td>Pay Period</td>
</tr>
<tr>
<td>6</td>
<td>Total Hours</td>
</tr>
<tr>
<td>7</td>
<td>Date</td>
</tr>
</tbody>
</table>

**Required**
- (MUST be completed)
- (MUST be completed when required by ITEM DEFINITION)
- (ONE or MORE of these items on this sheet MUST be completed)

**Conditional**
- (MUST be completed when required by ITEM DEFINITION)

**One or More Required**
- (ONE or MORE of these items on this sheet MUST be completed)
LINES 8 - 9 ITEMS:

960 - Corrected Transaction Identifier

LINE 10 REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

1 - Bilingual Payment Authorization (Item 351).
<table>
<thead>
<tr>
<th>LINE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>960 - Corrected Transaction Identifier</td>
</tr>
</tbody>
</table>

**REQUIRED**
(MUST be completed)

**CONDITIONAL**
(MUST be completed when required by ITEM DEFINITION)

**ONE OR MORE**
REQUIRED
(ONE or MORE of these items as specified MUST be completed)
**405**

TIME BASE CHANGE (EXCLUDING CERTIFICATION PROCESS AND LAYOFF SITUATION)

---

**1** 405 Transaction can only be effective at the beginning of the pay period for EDD employee decreasing or increasing time base as a result of participation in the Voluntary Time Income Tradeoff (V-Time) program.

**2** Required for EDD employee decreasing time base as a result of participation in V-Time program refer to PAM page 2.37.
LINES 8 - 9 ITEMS:

863 - Intermittent Hours Work Expected
871 - Right of Return Designation
879 - Time Base Substantiation
891 - Indeterminate Service Accumulation
957 - 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 - Bilingual Payment Authorization (Item 351).
2 - Decrease in time base.
3 - Transactions requiring 'Concurring Appointing Power Signature' when keyed by a decentralized agency.
**PROBATIONARY PERIOD** *1*

1. Use to Report:
   1. Completion of probationary period for intermittent or indeterminate or fractional time base employee.
   2. Extension of probationary period.

*2. If reporting completion of probationary period for intermittent or indeterminate or fractional time base employee, the date must be the day after the completion date shown in Item 430.

   - If reporting extension of probationary period per SPB Rule 321, the date must be the same that is printed in the shaded area of Item 430.

---

**REQUIRED**
(MUST be completed)

**CONDITIONAL**
(MUST be completed when required by ITEM DEFINITION)

**ONE OR MORE**
REQUIRED
(ONE or MORE of these items on this chart MUST be completed for a valid transaction)
ITEMS:

871 - Right of Return Designation
952 - Case No. and Date of Action
960 - Corrected Transaction Identifier

LINE 10

REMARKS AND BACKUP INFORMATION:
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>210</td>
<td>The current date must be used for Item 210 when reporting this transaction.</td>
</tr>
</tbody>
</table>

**REQUIRED**
(MUST be completed)

**CONDITIONAL**
(MUST be completed when required by ITEM DEFINITION)

**ONE OR MORE REQUIRED**
(ONE or MORE of these items on this chart MUST be completed for a valid transaction)
3.124 (Rev. 02/03)

445

ETHNIC ORIGIN
(CORRECTION)

- The current date must be used for Item 210 when reporting this transaction

<table>
<thead>
<tr>
<th>LINE 10</th>
</tr>
</thead>
</table>

REQUIRED (MUST be completed)

CONDITIONAL (MUST be completed when required by ITEM DEFINITION)

ONE OR MORE REQUIRED (ONE or MORE or these items on this chart MUST be completed for a valid transaction)
**DISABILITY CODE**
*(CORRECTION OR CHANGE)*

---

### REQUIRED
(MUST be completed)

### CONDITIONAL
(MUST be completed when required by ITEM DEFINITION)

### ONE OR MORE REQUIRED
(ONE or MORE of these items on this chart MUST be completed for a valid transaction)

---

* 1 The current date must be used for Item 210 when reporting this transaction.
## RETIREMENT SYSTEM INFORMATION *

*(CHANGE)*

### Item 505

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>Local Security #</td>
</tr>
<tr>
<td>2</td>
<td>Effective Date and Hour</td>
</tr>
<tr>
<td>3</td>
<td>Individual State Service #</td>
</tr>
<tr>
<td>4</td>
<td>Date of Service</td>
</tr>
<tr>
<td>5</td>
<td>Payable</td>
</tr>
<tr>
<td>6</td>
<td>Payable</td>
</tr>
<tr>
<td>7</td>
<td>Payable</td>
</tr>
</tbody>
</table>

---

**Required**

(MUST be completed)

- **Conditional**
  (MUST be completed when required by ITEM DEFINITION)

- **One or More Required**
  (ONE or MORE of these items on this chart MUST be completed for a valid transaction)

---

### Notes:

1. If any time after appointment, employee qualifies for PERS membership, report a 505 transaction effective not later than the first of the pay period after employee works the qualifying time.

2. Must be a current with effective date for exempt employees who elect PERS membership after their appointment. Employees should contact PERS directly regarding eligibility for retroactive service for retirement purposes.
LINE 10   REMARKS AND BACKUP INFORMATION:

861 - Health and Welfare Benefits
960 - Corrected Transaction Identifier
### Lines 8-9

**ITEMS:**

- **960 - Corrected Transaction Identifier**

**REQUIRED**

(MUST be completed)

**CONDITIONAL**

(MUST be completed when required by ITEM DEFINITION)

- **ONE OR MORE REQUIRED**

(ONE or MORE of these items on this chart MUST be completed for a valid transaction)
# Medical Clearance (Change)

**550**

<table>
<thead>
<tr>
<th>Line</th>
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<tbody>
<tr>
<td>1</td>
<td>Local Security #</td>
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<tr>
<td>2</td>
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<tr>
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<td>First Name and Middle Initial</td>
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<td>4</td>
<td>Position Number</td>
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<tr>
<td>5</td>
<td>Employment History Remarks</td>
</tr>
<tr>
<td>6</td>
<td>Date and Hours</td>
</tr>
<tr>
<td>7</td>
<td>Date and Hours</td>
</tr>
</tbody>
</table>

**Required**
(MUST be completed)

**Conditional**
(MUST be completed when required by ITEM DEFINITION)

**One or More Required**
(ONE or MORE of these items on this chart MUST be completed for a valid transaction)

**Lines 8-9 Items:**

960 - Corrected Transaction Identifier
REQUIRED
(MUST be completed)

○ CONDITIONAL
(MUST be completed when required
by ITEM DEFINITION)

○ ONE OR MORE
REQUIRED
(ONE or MORE of these items
on this chart MUST be completed
for a valid transaction)

LINES 8 - 9

ITEMS:

960 - Corrected Transaction Identifier
560

PROFESSIONAL LICENSE (CHANGE)

884 - License - Additional
960 - Corrected Transaction Identifier
**PAM**

3.132 (Rev. 05/88)

**565**

**JOB INCURRED INJURY**

---

| 1 | SOCIAL SECURITY # | EMPLOYEE LAST NAME | FIRST NAME AND MIDDLE INITIAL | POSITION NUMBER | DATE OF BIRTH | DATE OF HIRE | DEPT CODE | JOB CODE | EMPLOYEE # | LENGTH OF SERVICE | EMPLOYMENT HISTORY |
|---|------------------|---------------------|-------------------------------|----------------|--------------|-------------|-----------|----------|-----------|----------------|------------------|-------------------|
| 2 |                  |                     |                               |                |              |             |           |          |           |                |                  |                   |
| 3 |                  |                     |                               |                |              |             |           |          |           |                |                  |                   |
| 4 |                  |                     |                               |                |              |             |           |          |           |                |                  |                   |
| 5 |                  |                     |                               |                |              |             |           |          |           |                |                  |                   |
| 6 |                  |                     |                               |                |              |             |           |          |           |                |                  |                   |
| 7 |                  |                     |                               |                |              |             |           |          |           |                |                  |                   |

---

*1 See PAM Section 5 before documenting a job incurred injury or illness or subsequent return to work.

*2 When the probationary period must be extended, submit a 430 Transaction. See Rule 321 before documenting the 430 Transaction.

*3 Do not enter for positive attendance employees.

---

**REQUIRED**

(MUST be completed)

**CONDITIONAL**

(MUST be completed when required by ITEM DEFINITION)

**ONE OR MORE REQUIRED**

(ONE or MORE of these items on this chart MUST be completed for a valid transaction)
LINES 8 - 9 ITEMS:

957 - Other Eligibility Substantiation
960 - Corrected Transaction Identifier

LINE 10 REMARKS AND BACKUP INFORMATION:
TOTAL STATE SERVICE
(CHANGE)

*1 The current date may be used for Item 210 when reporting this transaction.
To be used for:

1) Layoff purposes; or

2) Personnel Operations Use.

### Lines 8 - 9 Items:

- **960 - Corrected Transaction Identifier**
### REQUIRED
(MUST be completed)

### CONDITIONAL
(MUST be completed when required by ITEM DEFINITION)

### ONE OR MORE REQUIRED
(ONE or MORE of these items on this chart MUST be completed for a valid transaction)

*1 Use the last day of the non-qualifying or qualifying pay period.

*2 For:
1) Temporary Leaves of 30 calendar days or less (per DPA Rule 599.781)
   Resulting in a non-qualifying pay period. DO NOT USE TO PLACE EMPLOYEE ON TEMPORARY LEAVE IMMEDIATELY FOLLOWING A S49. See PAM Section 5 and 554 Transaction before Documenting this kind of transaction.
2) Qualifying a pay period while on NDI. See pages 5.30 for more information.
3) California Conservation Corps (CCC) employees pending WCTD and pay period is non-qualifying OR on WCTD covered by Federal funds.
4) Qualifying a pay period while on SDI.
5) Qualifying a pay period while employee is on dock and furlough.

*3 Required for CCC employees on approved Federally funded WCTD.
(See page 2.356 and Section 5).
LINES 8-9 ITEMS:

876 - Anniversary Date - Second Accelerated
960 - Corrected Transaction Identifier

LINE 10 REMARKS AND BACKUP INFORMATION:
**GENERAL SALARY CHANGE**  
(SALARY RANGE CHANGE)

**REQUIRED**  
(MUST be completed)

**CONDITIONAL**  
(MUST be completed when required by ITEM DEFINITION)

**ONE OR MORE**  
(ONE or MORE of these items on this chart MUST be completed for a valid transaction)

**LINES 8-9 ITEMS:**

- 851 - Alternate Range Criteria
- 955 - Multiple Hourly Rate
- 960 - Corrected Transaction Identifier
*1 Use for multiple hourly rate or trade rate change with or without a multiple hourly rate.

*2 When employee has multiple hourly rates in excess of $99.99. PAR must be sent to SCO/PPSD for processing. See Item 215.

- **REQUIRED**
  (MUST be completed)

- **CONDITIONAL**
  (MUST be completed when required by ITEM DEFINITION)

- **ONE OR MORE REQUIRED**
  (ONE or MORE of these items on this chart MUST be completed for a valid transaction)
LINES 8 - 9 ITEMS:

955 - Multiple Hourly Rate
960 - Corrected Transaction Identifier

LINE 10 REMARKS AND BACKUP INFORMATION:
### MSA - Merit Salary Adjustment *

* See PAM Section 4 before documenting an MSA Transaction.

#### REQUIRED
- (MUST be completed)

#### CONDITIONAL
- (MUST be completed when required by ITEM DEFINITION)

#### ONE OR MORE REQUIRED
- (ONE or MORE of these items on this chart MUST be completed for a valid transaction)
LINES 8 - 9 ITEMS:

867 - Limited-Term/Anniversary Date Justification 952 - Case No. and Date of Action
872 - Salary Increase Certification (REQUIRED) 955 - Multiple Hourly Rate
952 - Case No. and Date of Action 960 - Corrected Transaction Identifier

LINE 10 REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

1 - Correction to MSA/SIS shown in Line 12 when approval or denial was reported in error.
OFFICIAL REPRIMAND

THIS TRANSACTION
NO LONGER
IN USE
**PUN**  
ADVERSE SALARY DECREASE

---

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Required/Conditional</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>REQUIRED</td>
<td><strong>ADVERSE SALARY DECREASE</strong></td>
</tr>
<tr>
<td>2</td>
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<td><strong>ADVERSE SALARY DECREASE</strong></td>
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<tr>
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<td>REQUIRED</td>
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<td>5</td>
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<td>6</td>
<td>REQUIRED</td>
<td><strong>ADVERSE SALARY DECREASE</strong></td>
</tr>
<tr>
<td>7</td>
<td>REQUIRED</td>
<td><strong>ADVERSE SALARY DECREASE</strong></td>
</tr>
</tbody>
</table>

See PAM Section 5 for specific documentation instructions.
851 - Alternate Salary Range Criteria
874 - Adverse Action and Rejection Substantiation (REQUIRED)

952 - Case No. and Date of Action
955 - Multiple Hourly Rate
960 - Corrected Transaction Identifier

LINE

REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

1 - Adverse Actions
*1 This transaction is initiated by PERS/PPSD only.

Note: Correction to RO1 transactions can only be documented and keyed as part of the out-of-sequence carry forward process. Departmental entries can only be in items 205, 210 and 960.

If the retirement account code needs changing, contact the PPSD, Civil Services Liaison Unit.

REQUIRED
(MUST be completed)

O CONDITIONAL
(MUST be completed when required by ITEM DEFINITION)

● ONE OR MORE
REQUIRED
(ONE or MORE of these items on this chart MUST be completed for a valid transaction)
OTHER SALARY CHANGE

| SOCIAL SECURITY # | EMPLOYEE LAST NAME | FIRST NAME AND MIDDLE INITIAL | POSITION NUMBER | AGENCY | CODE | CLAS | RPL | IN | E | RPL | RPL | E | RPL | RPL | RPL | RPL | RPL | RPL | RPL | RPL | RPL | RPL | RPL | RPL | RPL |
|-------------------|---------------------|--------------------------------|----------------|-------|-----|-----|-----|----|---|----|-----|----|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| TO:               |                     |                                |                |       |     |     |     |    |   |    |     |    |   |     |     |     |     |     |     |     |     |     |     |     |     |     |
| FROM:             |                     |                                |                |       |     |     |     |    |   |    |     |    |   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |

**REQUIRED**
(MUST be completed)

**CONDITIONAL**
(MUST be completed when required by ITEM DEFINITION)

**ONE OR MORE REQUIRED**
(ONE or MORE of these items on this chart MUST be completed for a valid transaction)

---

*1 See PAM Section 5 for documenting an increase due to CPA or CPS Certification.

See PAM Section 5 for reduction or restoration of salary.

*2 Enter if Alternate Range is being restored after a PUN Transaction.

*3 Enter Item 345 only:
   a) when the SAL is effective the first of a pay period; or
   b) to correct the SAL when Reconstructing Employment History regardless of the effective date.
LINES 8 - 9

ITEMS:

851 - Alternate Salary Range Criteria
873 - Salary Rate Substantiation, Above Minimum
876 - Anniversary Date - Second Accelerated

952 - Case No. and Date of Action
955 - Multiple Hourly Rate
960 - Corrected Transaction Identifier

LINE 10

REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

1 - Bilingual Payment Authorization (Item 351)
### SPECIAL INGRADE SALARY ADJUSTMENT*

#### SIS

1. **To:**
   - **Transaction Code:** 
   - **Effective Date and Hours:**
   - **Employment History:**
   - **Position Code:**
   - **Agency:**
   - **Unit:**
   - **Class:**
   - **Salary Code:**
   - **Other Code:**
   - **Total Hours SIS:**
   - **Total Hours EIS:**
   - **Total Hours FIS:**
   - **Total Hours EIS:**
   - **Total Hours FIS:**
   - **Total Hours SIS:**

#### See PAM Section 4 before documenting a SIS Transaction.

#### *1. Enter Dates, hours and tenths of hours of State service not previously reported up to the effective date of the transaction being reported. (Enter oldest dates and hours on first line. Partial beginning and/or ending pay periods must be reported as separate line entries. Report up to a maximum of 160 hours per pay period.)

---

#### REQUIRED
- (MUST be completed)

#### CONDITIONAL
- (MUST be completed when required by ITEM DEFINITION)

#### ONE OR MORE REQUIRED
- (ONE or MORE of these items on this chart MUST be completed)
### Lines 8-9 Items:

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>867</td>
<td>Limited-Term/Anniversary Date Justification</td>
</tr>
<tr>
<td>872</td>
<td>Salary Increase Certification (REQUIRED)</td>
</tr>
<tr>
<td>876</td>
<td>Anniversary Date - Second Accelerated (Delete Only)</td>
</tr>
<tr>
<td>955</td>
<td>Multiple Hourly Rate</td>
</tr>
<tr>
<td>960</td>
<td>Corrected Transaction Identifier</td>
</tr>
</tbody>
</table>

### Line 10 Remarks and Backup Information:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

1. Correction to MSA/SIS shown in Line 12 when approval or denial was reported in error.
### Use to Report:

1. Eligibility for NDI benefits when employee is not on NDI Leave (S49) status.
2. Termination of NDI benefits when employee is not on NDI Leave (S49) status.

See PAM Section 5 before documenting this transaction.

### Required

(MUST be completed)

### Conditional

(MUST be completed when required by ITEM DEFINITION)

### One or More

REQUIRES

(ONE or MORE of these items on this chart MUST be completed)
LINES 8 - 9 ITEMS:

957 - Other Eligibility Substantiation (REQUIRED)
960 - Corrected Transaction Identifier

LINE 10 REMARKS AND BACKUP INFORMATION: