



8.0 (Rev. 07/93)

PROCESSING OF TRANSACTIONS

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PROCESSING TRANSACTIONS

Civil Service Appointment – Employee New to State Service or Returning to State Service – No History on Data Base

1. EMPLOYEE:

- Completes EAR.
- Routes original and copies to Departmental Personnel Office.

2. APPOINTING POWER (Departmental Personnel Office):

- Verifies and signs EAR.
- Returns pink copy of EAR to employee.
- Completes Padded PAR.
- Retains pending copies of PAR and EAR.

3. APPOINTING POWER:

- Verifies updated PAR and NOPA.
- Files updated PAR.
- Routes two copies of the NOPA to employee when signature is required.
- Files one copy of the NOPA and routes additional copy to employee when signature is not required.

4. EMPLOYEE:

- Verifies and signs NOPA (if required).
- Returns NOPA with original signature (if signature required) to Departmental Personnel Office.
- Retains a copy of NOPA.

5. APPOINTING POWER:

- Files signed NOPA in employee's Official Personnel folder.

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PROCESSING TRANSACTIONS

Civil Service Appointment – Employee Returning to State Service After Permanent Separation– History on Data Base

1. EMPLOYEE:

- Completes EAR.
- Routes original and copies to Departmental Personnel Office.

2. APPOINTING POWER (Departmental Personnel Office):

- Verifies and signs EAR.
- Returns pink copy of EAR to employee.
- Contacts appointing power (**PRIOR**) where employee last worked to request Turnaround PAR, Form 612 – Transfer Data Sheet and Official Personnel folder.
- Receives, document and key enters the PAR.
- Retains pending copies of PAR and EAR.
- Verifies updated PAR and NOPA.
- Files updated PAR.
- Routes two copies of the NOPA to employee when signature is required.
- Files one copy of the NOPA and routes additional copy to employee when signature is **not** required.

3. EMPLOYEE:

- Verifies and signs NOPA (if required).
- Returns NOPA with original signature (if signature required) to Departmental Personnel Office.
- Retains a copy of NOPA.

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PROCESSING TRANSACTIONS (CONT.)

4. APPOINTING POWER:

- Files signed NOPA in employee's Official Personnel folder.

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PROCESSING TRANSACTIONS

Civil Service Appointment – Current Employee – Movement From One Appointing Power to Another

1. **GAINING** appointing power requests Turnaround PAR, Form 612 – Transfer Data Sheet and Official Personnel folder from the LOSING appointing power.
2. **LOSING** appointing power:
 - Completes Turnaround PAR with:
 - Line 8/9 Item 892 – Last Day on Pay Status
 - Item 607 – Time to be Paid (Old) (if applicable)
 - Item 710 – Intermittent Dates and Hours (if applicable)
 - Line 11 – Concurring Appointing Power Signature
 - Routes original and department copy of PAR, Form 612 – Transfer Data Sheet and Official Personnel folder to GAINING appointing power.
 - Retains copy of PAR and Form 612.
3. **GAINING APPOINTING POWER:**
 - Receives, document and key enter the PAR.
 - Retains pending copies of PAR.
 - Verifies updated PAR and NOPA.
 - Files updated PAR.
 - Routes two copies of the NOPA to employee when signature is required.
 - Files one copy of the NOPA and routes additional copy to employee when signature is **not** required.

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PROCESSING TRANSACTIONS (CONT.)

4. EMPLOYEE:

- Verifies and signs NOPA (if required).
- Returns NOPA with original signature (if signature required) to Departmental Personnel Office.
- Retains a copy of NOPA.

5. APPOINTING POWER:

- Files signed NOPA in employee's Official Personnel folder.

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PROCESSING TRANSACTIONS

Civil Service Appointment – Current Employee – Promotion and
Other Intra-Departmental Appointments

1. APPOINTING POWER:

- Completes Turnaround PAR and Padded PAR(s) (if any).
- Retains pending copy of PAR(s).

2. APPOINTING POWER:

- Verifies updated PAR and NOPA.
- Files updated PAR.
- Routes two copies of the NOPA to employee when signature **is** required.
- Files one copy of the NOPA and routes additional copy to employee when signature **is not** required.

3. EMPLOYEE:

- Verifies and signs NOPA (if required).
- Returns NOPA with original signature (if signature required) to Departmental Personnel Office.
- Retains a copy of NOPA.

4. APPOINTING POWER:

- Files signed NOPA in employee's Official Personnel folder.

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PROCESSING TRANSACTIONS

Civil Service Miscellaneous Changes

1. APPOINTING POWER:

- Completes Turnaround PAR and Padded PAR(s) (if any).
- Retains pending copy of PAR(s).

2. APPOINTING POWER:

- Verifies updated PAR and NOPA.
- Files updated PAR.
- Routes two copies of the NOPA to employee when signature is required.
- Files one copy of the NOPA and routes additional copy to employee when signature is not required.

3. EMPLOYEE:

- Verifies and signs NOPA (if required).
- Returns NOPA with original signature (if signature required) to Departmental Personnel Office.
- Retains a copy of NOPA.

4. APPOINTING POWER:

- Files signed NOPA in employee's Official Personnel folder.

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PROCESSING TRANSACTIONS

Civil Service Separations*

1. EMPLOYEE:

- When required, completes Separation Form 687, Separation/Disposition of CalPERS Contributions (see PAM Section 6) or form STD. 951, PST Retirement Plan Benefit Payment Application
- Routes original and copies (Forms 687 only) to Departmental Personnel Office (optional for form STD. 951 – see #3 below).

2. APPOINTING POWER:

- Verifies and signs Separation Form 687 or form STD. 951 if provided by the employee.
- Returns pink copy of Separation Form 687 or the original copy of form STD. 951 to employee.
- Completes Turnaround PAR.
- Verifies updated PAR and NOPA; then destroys pending copy of PAR.
- Files updated PAR.
- Files one copy of the NOPA and routes additional copy to employee (no signature required).

NOTE: The separation NOPA is an informational document only. However, the NOPA may be retained indefinitely in the Official Personnel folder.

3. EMPLOYEE:

- Sends completed form STD. 951 to the Department of Personnel Administration's Savings Plus Program office.
- Sends a copy of separation NOPA with the form STD. 951 to the Savings Plus Program office if the retirement/separation verification is not obtained from the Departmental Personnel Office.

* Separation Transaction Code S80 is an exception to this process, refer to page 3.252.

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PROCESSING TRANSACTIONS

Civil Service – Out-of-Sequence Transactions – When Another Appointing Power Has The Turnaround PAR

1. **PRIOR APPOINTING POWER** requests turnaround PAR from the CURRENT appointing power.
2. **CURRENT APPOINTING POWER:**
 - Signs as concurring appointing power on turnaround PAR.
 - Routes original and one copy of PAR to PRIOR appointing power.
 - Retains pending copy of PAR.
3. **PRIOR APPOINTING POWER:**
 - Completes PAR(s) according to instructions in Section 9.
 - Routes original PAR(s) and Ear (if any) to Personnel Operations

NOTE: If subsequent transactions are to be documented by the CURRENT appointing power, route original PAR (s) to CURRENT appointing power and ask them to route completed transaction package to Personnel Operations.

 - Retains pending copy of PAR(s).
4. **PERSONNEL OPERATIONS:**
 - Numbers and microfilms submitted PAR.
 - Audits PAR and EAR (if any).
 - Cancels and returns to appointing power, any PAR and/or EAR needing correction/completion.
 - Processes and routes updated PAR and NOPA (if any) to CURRENT appointing power.
 - After 30 days, destroys original submitted PAR(s) and EAR (if any).

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PROCESSING TRANSACTIONS (cont.)

Civil Service – Out-of-Sequence Transactions – When Another Appointing Power Has The Turnaround PAR

5. CURRENT APPOINTING POWER:

- Verifies update PAR* and NOPA (if any) with PRIOR appointing power; then destroys pending copy of PAR(s).
- Files updated PAR.
- Routes two copies of the NOPA to employee when signature is required.
- Files one copy of the NOPA and routes additional copy to employee when signature is not required.

6. EMPLOYEE:

- Verifies and signs (if required) NOPA.
- Returns NOPA with original signature (if signature is required) to Departmental Personnel Office.
- Retains copy of NOPA.

7. CURRENT APPOINTING POWER:

- Files signed NOPA in employee's Official Personnel folder.

* Errors made by Personnel Operations must be reported to Liaison within 30 days from the issue date on the Turnaround PAR. After this date, the appointing power must document the correction via the normal corrective action process.

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PROCESSING TRANSACTIONS CIVIL SERVICE – DECEASED EMPLOYEES

1. EMPLOYEE:

- No action required.

2. APPOINTING POWER:

- Completes form STD. 686, Employee Action Request (EAR). See PAM pages 6.1 and 6.9.
- Verifies and signs EAR.
- Completes Turnaround PAR. See PAM pages 3.258-3.259.
- Keys the documents. Key sequence 1. EAR, 2. PAR.
- Receives Turnaround PAR.