

State Controller's Office

Personnel Action Manual

Section 2

PAR Items, Lines 10 - 12

Rev. 06/2022



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PAR ITEMS – LINES 10, 11, AND 12

Section 2.200 LINE 10 – BACKUP, REMARKS AND KEYED BY INFORMATION (Revised 11/98)

- I. Purpose
 - A. Line Backup, Remarks and Keyed By Information, is used to identify the operator who keyed the PAR and the date it was keyed; and is used when the transaction being initiated requires backup information (substantiation); or anytime an appointing power desires to add information to clarify the transaction.
- II. Completion
 - A. When Line 10 is required to be completed according to the appropriate required/conditional chart, complete by:
 - 1. Entering an “X” in the appropriate box
 - and
 - 2. If backup information must be submitted, enter in Line 10 or attach to the PAR
 - B. The Line 10 Completion Chart on the pages that follow, indicates (according to condition/transaction) the backup information required, the legal reference and which line 10 box should be completed.
 - C. Refer to the Line 10 Completion Chart on the page that follow for more information.
 - D. After the PAR has been successfully updated, write your initials and the date keyed in Line 10 Key By Information.

Condition(s)/Transaction(s)	Backup Information (Substantiation)	Reference	"On File for Audit"	"Substan. Attached"
Alternate salary range other than "A"	Substantiation must be on file with the appointing power. This may include SPB Form 300-903 (Deep Class Alternate Range Substantiation), if employee is appointed to a deep class and is using experience other than service in the class to meet the alternate range criteria.		X	
Adverse Actions	Substantiation must be on file with the appointing power	PMPPM 400	X	
Bilingual Payment Authorization (Item 351, Codes 8B, 8B2, 8B3, 8H2 or 8X1)	Approved Form 300-897 must be on file with the appointing power		X	
Casual Employment	Signed statement concerning employee's Health and Welfare Benefits must be on file with the appointing power		X	
CEA Appointment	The functional working title must be on file with the appointing power		X	
CEA Appointment	DPA approval is required to establish an employee's anniversary date as "MAX: when the employee's salary is not the maximum salary rate due to the supervisor-subordinate salary relationship (i.e., employee's salary equals or exceeds employee's supervisor at same CEA level). A copy of the DPA approval memo must be attached to the PAR.			X

Condition(s)/Transaction(s)	Backup Information (Substantiation)	Reference	"On File for Audit"	"Substan. Attached"
Certain deductions or payments to be made from employee's final pay (see PAM Section 2.151)	Enter in Line 10: "(Deduction Name) – (Payment Document Type) sent to Payroll Operations – (Date)." Refer to Section 2.151 for Deferred Compensation, Tax Shelter Annuity or PST deduction information			X
Correction to MSA/SIS shown in Line 12 when approval or denial was reported in error	A copy of the signed F609 must be on file with the appointing power	PTM 435.933	X	
Decrease in time base	Substantiation of reason for decrease in time base must be on file with the appointing power. Not required for TAU employee in Non-Testing class. Time base change for Special Consultant requires prior approval from SPB-PMSD analyst		X	
Employee demoting and Item 856 is Code 11	Substantiation of reason for demotion must be on file with the appointing power		X	
Hiring above minimum and Item 873 is Code 1 or 6	Approved DPA Memorandum must be on file with the appointing power		X	
Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent	Substantiation for "NONE" entry must be on file with the appointing power		X	
Item 710 computations for daily rate employee	Substantiation for computation of daily rate employee must be on file with the appointing power		X	
Item 867 when entry is Code 7 or 9	Substantiation of reason must be on file with appointing power		X	

Condition(s)/Transaction(s)	Backup Information (Substantiation)	Reference	"On File for Audit"	"Substan. Attached"
Returning employee (no history on data base) when previous service was <i>exempt</i> only	Verification of previous service must be on file with the appointing power.		X	
Returning employee (no history on data base) when previous service was <i>non-posted emergency</i> only	Verification of non-posted emergency service must be on file with the appointing power		X	
SPB Exempt employee returning after leave of absence	Substantiation to indicate employee will have continuity of State Service under the provisions of G.C. 19143 must be on file with the appointing power	PTM 250	X	
Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency	The "Concurring Appointing Power Signature" must be completed on the PAR for audit purposes	PTM 201, 403	X	
Documentation for the basis of each date of entitlement request or Court Decision. See Glossary	Documentation for the basis of each date of entitlement request or Court Decision must be on file with the appointing power. If "ON FILE FOR AUDIT" is not an allowable item on the transaction being corrected, it is understood that the department will be responsible for providing back up if audited	PML 2007-026	X	
Appointment OR correction to an appointment or 505 transaction due to information received from CalPERS	Copy of information received from CalPERS or RST		X	
A01 – Special Consultants and New Program Consultants Appointments	A copy of the approved Form 625 (Request for Certification) must be on file with the appointing power		X	

Condition(s)/Transaction(s)	Backup Information (Substantiation)	Reference	"On File for Audit"	"Substan. Attached"
A01 or A02 appointment to extend duration of Limited Term assignment	Substantiation for construction work still in progress must be kept on file with the appointing power for post audit by SPB	SPB memo dated 06/15/95	X	
A01 or A02 after an S41	Employee must have SPB executive officer's consent permitting appointment into State Service. A copy of SPB executive officer's consent must be on file with the appointing power	SPB 211	X	
A01, A02 or A03 after exempt appointment (when there is no break in service)	Verification of prior exempt/civil service must be on file with the appointing power		X	
A01, A02 or A03 (to a permanent appointment) after a S70 or S71	Copy of employee's retirement release letter from PERS must be on file with the appointing power	PMPPM 311.5, 360.3	X	
A02 effective within 30 days of S01	Substantiation for reason of resignation and that there was no transfer denial (from previous appointing power) must be on file with the current appointing power		X	
A03 after A12 or S32	Appropriate medical clearance must be on file with the appointing power	PTM 320	X	
A03 after S51	Military separation document must be verified to determine that employee has right of return and must be on file with the appointing power	PTM 265	X	
A03 after S52	Written evidence has been verified to determine that employee has right of return and must be on file with the appointing power	PTM 270	X	

Condition(s)/Transaction(s)	Backup Information (Substantiation)	Reference	"On File for Audit"	"Substan. Attached"
A03 after S53	Original orders have been verified to determine that employee has right of return and must be on file with the appointing power	PTM 275	X	
A03 after S55 (per G.C. 19340)	Written evidence has been verified to determine that employee complied with provisions of leave of absence and must be on file with the appointing power	PTM 263	X	
A21	Duty statement requested by SPB-PMSD analyst must be on file with the appointing power	PTM 360	X	
A22 from LEAP Candidate Class	SPB Letter of Approval must be on file with the appointing power	SPB Pinkie 04/25/85	X	
A31	For appointment of a Judge, the name of the last incumbent must be on file with the initiating agency		X	
A31	When a bond is required, the date the bond was provided must be on file with the appointing power		X	
105 Transaction	A copy of the employee's signed Social Security card must be attached to the PAR			X
S01 resignation while on a leave of absence	Substantiation of effective date for resignation from Veteran's Educational Leave (S55) must be on file with appointing power	PTM 525	X	

Condition(s)/Transaction(s)	Backup Information (Substantiation)	Reference	"On File for Audit"	"Substan. Attached"
S01 resignation while on a leave of absence	Substantiation for resignation from leave of Technical Cooperation Program (S55), and that employee's service in program was terminated or employee continued in program beyond legal time limit of the leave must be on file with the appointing power	PTM 525	X	
S01 resignation while on a leave of absence	Substantiation for resignation from Short-Term (S51) or Emergency Military Leave (S53), the military separation document must be on file with the appointing power. In addition, the date active duty terminated <i>or</i> a statement that employee continued in military service beyond legal time for the leave must be on file	PTM 525	X	
S01 resignation while on a leave of absence	For resignation from Long Term Military Leave (S52), the military separation document must be on file with the appointing power	PTM 525	X	
S03	Substantiation justifying this type of separation in lieu of military leave must be on file with the appointing power	PTM 525	X	
S04	The legal reference for the separation and a statement explaining the circumstances must be on file with the appointing power	PTM 545	X	

Condition(s)/Transaction(s)	Backup Information (Substantiation)	Reference	"On File for Audit"	"Substan. Attached"
S20 for Civil Service employee	Substantiation justifying this type of separation must be on file with the appointing power	PTM 525	X	
S21	If Form 921-ID (Notice of Separation for Absence without Leave) is served, it must be on file with the appointing power. In addition, an explanation of why employee would not be considered and/or is unacceptable for reinstatement must be on file with the appointing power	PTM 530	X	
S32	A copy of written notice informing employee of the termination must be on file with the appointing power	PMPPM 420	X	
S40	Copy of written terminating the LT employee must be on file with the appointing power	PTM 570	X	
S40	Copy of written notice (if one is served) terminating the TAU or exempt appointment <i>or</i> an explanation of termination must be on file with the appointing power	PTM 570	X	
S50	Substantiation required by the appointing power to support reason for requesting a leave must be on file with the appointing power	PTM 495	X	
S51 granted for Civil Service employee	A copy of military orders has been verified and employee is eligible according to the PTM. Orders must be on file with the appointing power	PTM 480	X	

Condition(s)/Transaction(s)	Backup Information (Substantiation)	Reference	"On File for Audit"	"Substan. Attached"
S51 granted for Civil Service employee	Substantiation for payment of first 30 calendar days that ¹⁾ Employee not entitled to payment; ²⁾ Employee does not have qualifying service; <i>or</i> ³⁾ Employee has already been paid for 30 calendar days; <i>or</i> ⁴⁾ Portion of (number) calendar days paid must be on file with the appointing power	PTM 471	X	
S52 granted for Civil Service employee	A copy of military orders has been verified and employee is eligible according to the PTM. Orders must be on file with the appointing power	PTM 485	X	
S53 granted for Civil Service employee	A copy of military orders has been verified and employee is eligible according to the PTM. Orders must be on file with the appointing power	PTM 270, 490	X	
S55	Substantiation to support reason for requesting leave must be on file with the appointing power	PTM 504	X	
S56	Substantiation to support reason for requesting leave must be on file with the appointing power	PTM 503	X	
S90	Substantiation must be on file with the appointing power	PMPPM 400	X	
S99	Enter in Line 10: "Employee did not report to work"; or "Employee was erroneously appointed"			X

Line 11 must be completed by the person authorized to sign for the appointing power. In completing Line 11, the Authorized Signature verifies that all additions, deletions or changes to the employee's Employment History Record is correct, complete and in accordance with all laws and regulations.

The Concurring Authorized Signature must be completed by the primary and/or present agency, when in agreement with employee changing appointing power or accepting an appointment to an additional position.

Completion Requirements

- Signature – An authorized signature is required on all PAR documents.
(EMPLOYEES AUTHORIZED TO SIGN MUST NOT SIGN DOCUMENTS FOR THEMSELVES)*
- Date – The date should reflect the day the PAR document is being sent for processing.
- Phone – The telephone or ATSS number must be for the individual listed as Contact Person. To insure direct contact include extension when applicable.
- Contact Person – Print the name of the person to be contacted who would clarify any inquiries regarding the PAR.

* Departments are advised to have more than one authorized signer as employees cannot sign their own documents.

Completion Requirements (continued)

- Concurring Appointing Power Signature – An authorized signature from the primary and/or present agency. Required when the employee:
 1. Changes appointing power without a break in service (e.g. to a different department or different division having authority as an appointing power, such as an institution or special school); or
 2. Reinstates within 30 days of resignation^{**}; or
 3. Accepts an appointment to an additional position; or
 4. Changes appointing power while occupying more than one position; or
 5. Does not exercise their right of return and accepts an appointment with a new appointing power; or
 6. Changed appointing powers and a corrective action to Employment History must be processed by the *prior* appointing power.

Exception: When an employee transfers to a new appointing power without approval from his former appointing power, a copy of the transfer request letter from the hiring department must be attached to the PAR in lieu of concurring signature.

Additional Information

Refer to PTM Section 201, Item 69 for additional information.

^{**} When employee reinstates within 30 days of resignation, the new appointing power must have on file the reason for resignation and indicate that there was no transfer denial.

Purpose

Line 12 – Employment History is the chronological record of PAR transaction history occurring for an employee.

Description

- Identification: The employee's social security number, last name, and prior last name (if any) will be printed at the top of this section.
- PAR Transactions: The Employment History section prints up to 15 lines of par transactions.

The first line of history always reflects the employee's current status (see example in PAM Section 2.210). Lines 2 - 15 show transactions in chronological order, beginning with the most recent transaction.

- Additional History: When history has been accumulated beyond the 15 line entries, the statement "Additional History Available from PSD" will print below the Employment History block. This earlier history is stored on the data base and is available upon request (see PAM Section 1.12 for requesting this additional history).
- Additional Positions: For employees who hold more than one position, up to six additional positions will also print below the Employment History block. The positions are identified by agency code, class code, and time base. Any additional position which is currently inactive will be preceded by an "S" (see example in PAM Section 2.212).
- Items which Print In Line 12: PAM sections 2.210 – 2.212 show examples of items which print in the Employment History columns for each transaction processed.

Posting of Transactions

- Transactions Which Are Not Posted: The following transactions do not post on the PAR in Line 12 – Employment History:

EAR — Name change

EAR — Birthdate change

105 — Social Security Number

440 — Sex

455 — Disability Code

705 — Total State Service

- “Converted” And “Composite” Records: Employee records which have been “converted” to the Employment History System are a composite of:
 - The last appointment (or Leave of Absence)
 - and
 - The effective date of the last transaction (e.g., general salary increase, suspension, county change, appointment, etc.) posted at SPB

Example of a “converted” record (entire agency conversion) and a “composite” record (individual employee conversion) is shown in PAM Section 2.210.

Posting of Transactions (continued)

- SIS/MSA Transactions Effective After A Separation: MSA Transactions effective after a separation in Line 12 – Employment History, for an employee:

- Who has sufficient qualifying service
- and
- Whose MSA has been approved
- and
- Who is separating in the pay period prior to the MSA

SIS Transactions effective after a temporary separation will be posted in Line 12 – Employment History, under the same conditions as for a MSA Transaction.

- GEN Transactions: Gen Transactions will be posted for:
 - A current employee
 - An employee on a leave of absence (S49-S56)
 - An employee who has permanently separated and is due lump sum payment at the GEN rate
- Class Title Change: A new PAR will **not** be issued by PPSD when a class title change is approved by SPB and the class title change is the only information changing in Employment History (Line 12 of the PAR). Subsequent transactions posted to the employee's record will reflect the new class title in Employment History and on the PAR.

Posting of Transactions (continued)

➤ Inactive and Redefined Transaction Codes

Inactive Transaction Codes

A34 — CETA Exempt

A36 — UC Hastings Exempt (abolished 2/77)

A99 — Transfer to non-PSD Agency (abolished 6/80)

122 — Class Code Change by SPB Pay Letter (abolished 6/80)

135 — Multiple Funded Position (abolished 2/77)

535 — Exempt Authority Change (abolished 3/77)

720 — Seniority Service Loss (abolished 5/88)

S06 — Separation for denial of Maternity Leave

ORP — Official Reprimand

Redefined Transaction Codes

Code	From	To
A14	Punitive (class change)	Adverse Demotion (class/deep class range change) (per G.C. 19570)
A22	Other SPB or Court Action (abolished 02/77)	Appointment by SPB or Court Action in Lieu of Appointment Through the Certification Process (effective 12/81)
340	FLSA (abolished 04/74)	Payroll Status Change (effective 03/78)
505	Retirement System	Account Code (effective 01/83)
PUN	Punitive Salary Decrease	Adverse Salary Decrease (per G.C. 19570)
S20	Voluntary under Unfavorable Circumstances	Voluntary under Unfavorable Circumstances Pursuant to a stipulated agreement resulting from an appeals process
S21	AWOL	AWOL – Automatic resignation as a result of an absence without approved leave for five consecutive working days
S54	Special – Veteran's Education	Temporary – 30 days for less under DPA Regulation 599.781 (effective 5/80) only when effective immediately after an S49 Transaction
S55	Special – Technical Cooperation Program	Special – Technical Cooperation Program. Peace Corps, VISTA (per G.C. 19330.5); Veterans Education (per G.C. 19341); Civilian War Work, U.S. Merchant Marine; Full Time Duty with American Red Cross; Military Substitution Service (per G.C. 19340)

Code	From	To
S57	Leave of Absence (Special) – Civil War Work; U.S. Merchant Marine; Full Time Duty with American Red Cross	Temporarily Off Payroll – Pending Investigation of Injury/Illness (effective 05/80)
S80	Decision by SPB or Court Action	Termination – Illegal Good Faith Appointment (effective 02/77)
S85	Punitive Suspension	Adverse Suspension (per G.C. 19570)

- The tear-off strip is provided for the appointing power's use. It is separated from the PAR document and placed in a separate position roster file. Information printed on the tear-off strip includes:
- Actual Salary
 - Anniversary Date
 - Appointment Expiration Date
 - Based on Salary
 - Class Title (Abbreviation)
 - Last Name, First Name
 - Position Number
 - Social Security Number
 - Time Base
 - Total Salary

Section 2.210: LINE 12 – EMPLOYMENT HISTORY (Revised 05/87)

Transactions	Effective Date Hours	Trans Code	T	# of Mos	Position Number	Class Title	R	Based on Sal Rate	A	Plus Salary	Add'l Data	CB ID	Time Base	CO	Acc Co	Employment History Remarks		
Top line History	Current Status		X	XX	XXX-XXX-XXXX-XXX	XXXXXXXXXXXXXXXXXX	X	XXXX.XX	X	XXXX.XX	XXXXX	XXX	XX/XX	XX	XX	XXXXXXXXXXXXXXXXXXXX		
Transactions at Conversion	(Blocks completed are according to last transaction on employee's record before conversion)														Convert MM/DD/YY			
EE Conversion Upon Return to State Service	(Blocks completed are according to last transaction on employee's record before conversion)															Composite Record		
A01 – A35	XX/XX/XX	X.XX	XXXX	X	XX	XXX-XXX-XXXX-XXX	XXXXXXXXXXXXXXXXXX	X	XXXX.XX	X	XXXX.XX	XXXXX	XXX	XX/XX	XX	XX	XXXXXXXXXXXXXXXXXXXX	
120	XX/XX/XX	X.XX	XXXX			XXX-XXX-XXXX-XXX		X		X		XXXXX	XXX		XX	XX	XXXXXXXXXXXXXXXXXXXX	
122	XX/XX/XX	X.XX	XXXX			XXX-XXX-XXXX-XXX	XXXXXXXXXXXXXXXXXX					XXXXX	XXX		XX	XX	XXXXXXXXXXXXXXXXXXXX	
126, 315, 355	XX/XX/XX	X.XX	XXXX			XXX-XXX-XXXX-XXX			XXXX.XX			XXXXX	XXX	XX/XX		XX	XXXXXXXXXXXXXXXXXXXX	
130, 325, 335, MHR	XX/XX/XX	X.XX	XXXX					X	XXXX.XX	X	XXXX.XX	XXXXX	XXX		XX	XX	XXXXXXXXXXXXXXXXXXXX	
215, 545, 550, 555, 560	XX/XX/XX	X.XX	XXXX					X							XX	XX	XXXXXXXXXXXXXXXXXXXX	
330	XX/XX/XX	X.XX	XXXX									XXXXX					XXXXXXXXXXXXXXXXXXXX	
340	XX/XX/XX	X.XX	XXXX			Off Pay Status Pending Injury Investigation Off Pay Status for 10 Month Employee									XX	XXXXXXXXXXXXXXXXXXXX		
345, 350	XX/XX/XX	X.XX	XXXX							X						XX	XXXXXXXXXXXXXXXXXXXX	
430 (Code 5)	XX/XX/XX	X.XX	XXXX			Probationary Extended to XX/XX/XX		X								XX	XXXXXXXXXXXXXXXXXXXX	
(Code 6)	XX/XX/XX	X.XX	XXXX			Probationary Completed on XX/XX/XX		X								XX	XXXXXXXXXXXXXXXXXXXX	
505	XX/XX/XX	X.XX	XXXX			XXX-XXX-XXXX-XXX			XXXX.XX			XXXXX	XXX	XX/XX		XX	XXXXXXXXXXXXXXXXXXXX	
565																		
Code 1	XX/XX/XX	X.XX	X.XX			On Pay Status, Injured on XX/XX/XX. On SCIF XX/XX/XX										XX	XXXXXXXXXXXXXXXXXXXX	
Code 2	XX/XX/XX	X.XX	X.XX			Off Pay Status, Injured on XX/XX/XX, On SCIF XX/XX/XX										XX	XXXXXXXXXXXXXXXXXXXX	
Codes 3, 4, or 6	XX/XX/XX	X.XX	X.XX			Off SCIF										XX	XXXXXXXXXXXXXXXXXXXX	
Code 5																		
On IDL	XX/XX/XX	X.XX	X.XX			Off Pay Status, Injured on XX/XX/XX. On IDL XX/XX/XX										XX	XXXXXXXXXXXXXXXXXXXX	
Off IDL	XX/XX/XX	X.XX	X.XX			Off SCIF										XX	XXXXXXXXXXXXXXXXXXXX	
710 or 720	XX/XX/XX	X.XX	XXXX			XX/XX/XX - XX/XX/XX - XXX.X XX/XX/XX - XX/XX/XX - XXX.X XX/XX/XX - XX/XX/XX - XXX.X												
Any trans. When Item 710 is completed						XX/XX/XX - XX/XX/XX - XXX.X XX/XX/XX - XX/XX/XX - XXX.X XX/XX/XX - XX/XX/XX - XXX.X												
715																		
Qualifying Pay Period	XX/XX/XX	X.XX	XXXX			XX/XX/XX Pay Period Qualified											XX	XXXXXXXXXXXXXXXXXXXX
Non-Qualifying Pay Period	XX/XX/XX	X.XX	XXXX			XX/XX/XX Pay Period Disqualified											XX	XXXXXXXXXXXXXXXXXXXX
Any trans. When Item 715 is completed						XX/XX/XX Pay Period Qualified XX/XX/XX Pay Period Disqualified												

Section 2.211: LINE 12 – EMPLOYMENT HISTORY [CONTINUED]

Transactions	Effective Date Hours		Trans Code	T	# of Mos	Position Number	Class Title	R	Based on Sal Rate	A	Plus Salary	Add'l Data	CB ID	Time Base	CO	Acc Co	Employment History Remarks
Trans. When Items 720, 725, or 730 is completed						Reemployment Elig. XXX, Class XXX, Eff. XX/XX/XX											
126, 330, 341, 425, 505, GEN, PUN, SAL, SDI	XX/XX/XX	X.XX	XXXX			XXX-XXX-XXXX-XXX		X	XXXX.XX	X	XXX.XX	XXXXX	XXX	XX/XX		XX	XXXXXXXXXXXXXXXXXXXX
MSA or SIS (Denied)	XX/XX/XX	X.XX	XXXX			Denied		X								XX	XXXXXXXXXXXXXXXXXXXX
MSA (Granted) Perm. Sep.	XX/XX/XX	X.XX	XXXX			XXX-XXX-XXXX-XXX		X	XXXX.XX	X	XXX.XX	XXXXX		XX/XX		XX	MSA for Sep. EE
MSA/SISA (Granted) Perm. Sep.	XX/XX/XX	X.XX	XXXX			XXX-XXX-XXXX-XXX		X	XXXX.XX	X	XXX.XX	XXXXX		XX/XX		XX	
MSA Denied for Lump Sum Only	XX/XX/XX	X.XX	XXXX			Denied for Lump Sum Only			X							XX	XXXXXXXXXXXXXXXXXXXX
501 thru 599	XX/XX/XX	X.XX	XXXX					X								XX	XXXXXXXXXXXXXXXXXXXX
Correctional Transactions	XX/XX/XX	X.XX	XXXX			(Blocks completed are according to transaction being corrected.)											
Voided Transactions	XX/XX/XX	X.XX	XXXX			XXX-XXX-XXXX-XXX	----- Voided -----										
ADDITIONAL EMPLOYMENT HISTORY AVAILABLE 6999-9999-999/999 ADDITIONAL ROSTER HISTORY AVAILABLE FROM PSD																	