Personnel Action Manual

Section 2
PAR Items, Lines 8 - 9

Rev. 06/2024

State Controller's Office

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Section 2.101: INFORMATION (Revised 08/95)

General Information: Lines 8 and 9 items are reserved for information required for specific transactions or to clarify other items on the PAR. Section 3 of the PAM on Required/Conditional charts gives the 8/9 items that may be needed for the transaction being documented. The actual entry required on line 8/9 is outlined in the item definition section.

Documentation: For entries on line 8/9, the three digit item number is written to the left side of the broken vertical line. The codes, dates, etc., are placed to the right of the broken vertical line.

When multiple codes, dates, etc. are required for one item, use dashes to separate them. Always enter six digits for dates with appropriate slashes.

The total length of characters to be entered is stated in each item. This count includes alpha or numeric only and does not include dashes, slashes, colon, semicolon, decimals, commas, etc.

Entries on line 8 or 9 need not be in numeric order. They can be entered in any order within one line. Pre-coded boxes (e.g. 805, 810, 905, 910, etc.) hold no value and should be disregarded. Items in the 900 number series must be entered on Line 9 *only*.

Additional Information: The shaded area of Line 8/9 is used for turnaround purposes. The following 8/9 items will turnaround·in the shaded area:

857 – Emergency Qualifying Time

871 – Right of Return Designation

876 – Anniversary Date - Second Accelerated

884 – License - Additional (maximum of 3 entries)

886 – Class Title Variation Code

955 – Multiple Hourly Rate (maximum of 4 entries)

Additional Information (continued):

Lines 8/9 items are applied in the same manner for additions, deletions or changes as explained on PAM Sections 3.0 and 3.2. For additional information on corrections to Line 8/9 items see Section 9 of the PAM.

Some Required/Conditional charts have "delete only" printed after certain 8/9 titles. This means an 8/9 item showing in the shaded area of the turnaround PAR may be deleted while initiating a transaction if it no longer applies to the employee's present status. To delete an 8/9 item, enter the item number and *EOF.

Example:

	FROM				
8		857	05		
		857	*EOF		
	TO	805		810	

To delete a code from an item when more than one entry is allowable, enter the item number and code(s) which still apply, and enter the item number and *EOF for code(s) which no longer apply.

	FROM						
8		884	1-04/10/95	884	4-03/01/95		
		884	1-04/10/95	884	*EOF		
	TO	805		810		815	

Description: A code certifying appropriate attendance for necessary coordination of employee benefits when employee holds an additional position.

Required: Upon initial appointment to an additional position.

Length: 10 characters

Enter: 850: Code (1 digit) - Date (if indicated below)

Codes Defined: 1 – Employee's additional work assignments and schedule will not conflict with regular assignments and that total sick leave and vacation credits, State service credits, retirement contributions are being coordinated to insure that employee does not exceed full time credit.

                   2 – Plus date (mm/dd/yy) – (This code used for employees in Work Week Groups 4B and 4D only). The date approved by SPB analyst and that the total sick leave and vacation credits, State service credits, and retirement contributions are being coordinated to insure that employee does not exceed full time credit.

Example:

9	850	2 - 03/30/83		
TO	905		910	

Description: Indicates the alphabetic or numeric code of the specific alternate range criteria for which employee is qualified. Ranges are based on educational, professional or experience qualifications and also on conditions or location of employment.

Required:

1. If the employee is:
    a. Changing from one alternate range to another – other than to A; or
    b. Appointed to a different class at an alternate range other than A; or
    c. Appointed to the same class at the same alternate range (other than A) and work experience is not the not the basis for the alternate range; or
    d. Appointed new to data base at an alternate range other than A

2. When an alternate range criteria is added to the employee's classification

Length: 6 characters

Enter: 851: 3 digit Alternate Range criteria code as shown in the Civil Service Pay Scales

Example:

FROM				
8				
	851		065	
TO	805			810

Description: This item is used in order to verify the following situations:

1. For employees who qualify under a "hire above minimum" rate but who do not fall under HAM delegation to the departments, a letter of authorization must be obtained from SPB or Finance. If a commitment is made before the expiration date of the letter but effective date of appointment is after the expiration date, this item must indicate the date commitment was made.

2. The commitment date must be indicated when effective date of appointment is after the expiration date of the certification from which eligible was appointed.

3. The commitment date must be indicated when commitment was made prior to receipt of supplemental names on an updated certification.

Required: For A01 or A02 Transactions where above situations apply.

Length: 9 characters

Enter: 853: Date (mm/dd/yy)

Example:

Description: Explanation of employee's preference in voluntarily demoting or choosing a demotion other than that which was directed (e.g., layoff, reassignment, etc.).

Required: For A02 Transaction (Civil Service eligibility – permissive when employee is voluntarily demoting).

Length: 5 characters

Enter: 856: Code

Codes Defined: 01 – Employee's illness or poor health.

02 – Change of career. Such as (1) employee development, (2) greater chance for promotion, (3) better utilization of education or training, (4) different field of work.

03 – Relocation of residence. Such as (1) spouse being transferred, (2) desire to work nearer family, (3) climate change for family health reasons.

04 – Transportation difficulty. Such as (1) desire to work nearer residence, (2) commuting to another office is easier.

05 – Conditions of employment. Such as (1) desire for a different shift, (2) less than a full-time work, (3) want a field assignment, (4) want an office assignment, (5) want less or no supervisory responsibility, (6) desire a job with less pressure, (7) lost license required to perform in the class.

06 – To further education or personal development.

07 – Layoff situation.

08 – Stipulation after appeal.

09 – Misallocation of position or change in allocation standards.

10 – In lieu of involuntary transfer.

11 – Other – reason on file with the appointing power.

Example:

Description: Indicates the total working days accumulated for emergency appointments. This total time must be reported at the end of each emergency appointment. Refer to SPB Rules 300-304 for explanation.

Required:

- For S31 Transaction for separation of emergency employee.
- For an appointment effective immediately after expiration of an emergency appointment and no separation was documented.
- When information no longer applies to employee's current status.

Length: Up to 5 characters

Enter: 857: ## - Number of Days from 00 to 60** (2 digits); or *EOF – Information no longer applies.

Additional Information: This item will turnaround on the PAR in the Line 8/9 area for future reference. Refer to PAM Section 2.101 for additional information.

When reporting emergency qualifying time for an employee who was appointed to and worked more than 60 days during a true emergency appointment (rule 302.1), complete Items 857 and 215 as indicated in following example.

Example: Employee on true emergency appointment (rule 302.1) worked a total of 73 days.

Item 857 – Enter "60" ("60" is the most you can enter in this item)
Item 215 – Enter "Emergency/73 days" (Type of emergency must be indicated [PAM Section 2.36] as well as total number of emergency days worked.)

Additional Examples:

FROM		
8	857	05
TO	805	

FROM		
8	857	60
TO	805	

857	05	
857	*EOF	
820		825

Description: This item indicates the *date* the certification list was cleared when:

- The list clearance was sent to SPB for SPB centralized certification lists; or
- The job referral was received from the SPB job referral system; or
- The delegated certification list was cleared.

Required: Appointment Transaction Code A01 (certification process) involving SPB centralized certification lists, SPB job referral system and delegated certification lists when tenure is P, L, or T (if name(s) certified on list).

Length: 9 characters

Enter: 858: Date (mm/dd/yy)

Additional Information: This entry is not required for a TAU Appointment when no names are certified.

Example:

Description: This signifies that the eligible meets the flag requirements on list
                    clearance and substantiation rests with the departments subject to audit
                    by Personnel Operations and SPB.

Required: Whenever the flag requirement must be met in order to hire an eligible
                    from a certification.

Length: 3 characters

Enter: 859: (no other entry necessary)

Example:

8 | TO | 859 805 | | 810

Description: Designates Health & Welfare Benefits for an employee in a casual employment class. Refer to DPA Rule 599.691 for more information.

Required: For A01 or A02 Transaction when employee is in a casual employment class.

Length: 4 characters

Enter: 861: Code (1 digit)

Codes defined: 1 – If qualified for State Benefits and elects to receive State Benefits must waive payment by State into Health & Welfare Fund and Vacation Fund (Item 505 must be code "08" or "04").

2 – If qualified for State Benefits and elects not to receive State Benefits must elect instead payment by State into Health & Welfare Fund and Vacation Fund or for non-union members – direct payment to employee (Item 505 must be code "NH" or "NA").

3 – If not qualified for State Benefits and if there is payment by State into Health & Welfare Fund and Vacation Fund must accept payment by State into these funds, or for non-union members – direct payment to employee (Item 505 must be code "NH" or "NA").

4 – If qualified for State Benefits and if there is not yet approved payment by State into Health & Welfare Fund and Vacation Fund and elects to receive State Benefits (Item 505 must be code "08" or "04").

5 – If qualified for State Benefits and if there is not yet approved payment by State into Health & Welfare Fund and Vacation Fund and elects not to receive State Benefits (Item 505 must be code "N" or "NM").

6 – If not qualified for State Benefits and if there is not yet approved payment by State into Health & Welfare Fund and Vacation Fund and does not receive any benefits (Item 505 must be code "N" or "NM").

Additional Information   The appointing power is responsible for obtaining a signed statement from the employee to indicate the Health & Welfare Benefits employee will receive. Refer to the PTM Section 238 for more information.

Example:

This item is not to be used at this time.

Description: This is a code indicating the number of hours an intermittent is expected to work.

Required:

- For appointment or change to intermittent time base when tenure (Item 410) is P, T, or L; or

  Exception: Not required for mandatory reinstatements when time base or hours are *not* changing.

- For 335 Transaction when time base is intermittent and the number of hours expected to work is changing.

Length: 5 characters

Enter: 863: Code (2 digits)

Codes Defined: 01 – under 25 hours per pay period

02 – 25-50 hours per pay period

03 – 51-86 hours per pay period

04 – 87-100 hours per pay period

05 – 101-125 hours per pay period

06 – 126-150 hours per pay period

07 – average of less than 87 hours per pay period over 6 months

08 – average of 87 or more hours per pay period over 6 months

09 – full time for periods averaging less than half time over a year

10 – full time for periods averaging half and three-fourths time over a year

11 – full time certain periods during the year

12 – in excess of full time for certain periods during the year

Example:

FROM		
8	863	04
TO	805	

Description: The Government Code or Education Code which denotes a specific reference to the law under which a retired annuitant is legally appointed.

Required: For A01 - A04, A30 - A33 Transactions to appoint a Retired Annuitant.

Please refer to the CalHR HR Manual, Section 1206 – Retired Annuitants, for the policies, procedures, and appropriate Government Codes to legally appoint a Retired Annuitant.

Length: 10 characters

Enter: 864:   Code

Please note that the only allowable prefix is 'GC' or EC', which must be followed by five (5) numbers related to the appropriate law/code.

Codes Defined: Please see the CalHR HR Manual, Section 1206.

Example:

FROM			
8	864	GC21225	
TO	805		810

Description: The total length of active duty when an employee is given a military leave of absence and when mandatorily reinstating an employee after a resignation to join military service (G.C. 19783). This information is required for verification of reinstatement eligibility at the time of return to State service. Length of active duty is obtained from the military orders. See PTM Section 471 for computation.

Required: For the following transactions:

                S51 – Military – Short Term
                S52 – Military – Long Term
                S53 – Military – Emergency
                A03 – Mandatory Reinstatement (when employee has mandatory rights
                        after resigning to join military service per G.C. 19783)

Length: 7 characters

Enter: 865: # years (1 digit) - ## months (2 digits) – tenths of months (1 digit)

Entries Defined: Tenths of months – formula for partial months is 3 calendar days equals $^1/_{10}$ of a month. Divide 3 into number of days to find tenths of months.

                Example A: 23 days: 23÷3=7.67 = $^8/_{10}$

                Example B: 22 days: 22÷3=7.33 = $^7/_{10}$

Example:

** This is an example of 3 years 6 months.

Description:

Denotes substantiation to the Special Leave authorized for a Veteran's Education or Job Incurred Illness or Injury.

Required:

1. For S55 Transaction – Veteran's Education Leave of Absence. This leave requires the following:

   - Date Form 718 was given to employee.
   - Number of years, months and/or days of school (total entitlement) up to a maximum of 4 years, 3 months as specified in G.C. Section 19341.
   - Date of enrollment in school and the length of school year.

   For an extension of this type of leave, a memo stating the reason must be attached to the PAR.

   For computing the expiration date or length of the leave see PTM 500.

2. For S56 Transaction – Special Leave of Absence due to Job Incurred Illness or Injury. This leave requires either:

   - Date of last paid temporary disability day (to be used when the employee exhausts the maximum temporary disability benefit but has not been declared permanent and statuary nor returned to work).
   - Date Permanent Disability Award; or
   - Date employee started rehabilitation training.

   The effective date of the leave cannot be earlier than the date mentioned above.

Length:

Up to 23 characters

Enter:

866: Code – mm/dd/yy - y/mm/dd - mm/dd/yy - ##; or Code – mm/dd/yy

If entry will exceed 18 characters, including item number, make entry in Line 9.

Codes Defined:

Entries for Veteran's Education Leave of Absence

➢ Code A – plus the following:

  mm/dd/yy – date Form 718 was given to employee

  y/mm/dd – number of years, months and/or days of school enrollment

  mm/dd/yy – date of enrollment

  ## - length of school year in terms of months

Codes Defined (continued):

➢ Code D – Extension of Leave of Absence.

Attach a memo to the PAR stating the reason for extension of leave. Line 10 – Remarks, should have appropriate box checked "Substantiation Attached."

Entries for Special Leave of Absence due to Job Incurred Illness or Injury

➢ Code E – (mm/dd/yy) – Date of permanent disability award.
➢ Code F – (mm/dd/yy) – Date employee begins rehabilitation training, or last paid date of temporary disability.

Example:

Veteran's Educational Leave of Absence

Extension of Veteran's Leave of Absence

Description:	Indicates the:

- Reason for an LT (or TAU in lieu of LT) appointment, except for classes in which only LT appointments are made.
- SISA/MSA justification for a temporary employee.

Refer to DPA Regulation 599-682 and PTM Section 711.

Required:

1. *For Appointment Justification* when appointment is LT (or TAU in lieu of LT), or consecutive LT (or TAU in lieu of LT).

   Does not include: Non-testing LT only classes or LT/TAU appointment due to SPB decision or court order.

2. *For Anniversary Date Justification* of service under the following appointment conditions:
   - Seasonal non-testing class
   - Non-testing entry level training class in lieu of permanent appointment
   - LT (or TAU in lieu of LT) when filling a permanent position

3. *For SISA/MSA Justification* when time base is intermittent or when an anniversary date was not established on the appointment transaction to justify counting service towards a SISA/MSA in a seasonal non-testing; or non-testing entry level class I lieu of permanent appointment; or LT (or TAU in lieu of LT) when filling a permanent position.

Length: Up to 10 characters

Enter: 867: Code (1 digit) – Date (mm/dd/yy) (use date for 5 and 8 only)

Codes Defined: 1 – Filling permanent position while employee is on sick leave, vacation, Leave of Absence, Limited-Term TAU Appointment, or Training and Development Assignment (service *does* count towards SISA/MSA).

2 – Filling seasonal workload job, or non-testing entry level training class in lieu of permanent appointment (service *does* count towards SISA/MSA).

3 – Filling a short-term budgeted position (services *does not* count towards SISA/MSA).

4 – Filling a job for a short-term pending reorganization or reduction in force (service *does not* count towards SISA/MSA).

Codes Defined (continued):

> 5 – Plus date (mm/dd/yy) department extends LT appointment *or* approves consecutive LT appointment *and* service does count towards SISA/MSA.
>
> 6 – Filling a project status job (service *does not* count towards SISA/MSA).
>
> 7 – Other reason (must be on file) *and* service *does not* count towards SISA/MSA.
>
> 8 – Plus date (mm/dd/yy) department extends LT appointment *or* approves consecutive LT appointment *and* service *does not* count towards SISA/MSA.
>
> 9 – Other reason (must be on file) *and* service *does* count towards SISA/MSA.

Example:

FROM			
8			
	867	8-07/06/90	
TO	805		810

Description:

This item identifies the effective date of reemployment list eligibility for the class in Item 725.

Also included in this item is the salary range number for the level at which seniority would have provided a job (if not applicable – use date only).

If effective date of the transaction is:

- 03/01/89 or later – *Enter Date* only
- Prior to 03/01/89 – *Enter Salary Range Number* and *Date*

Required:

1. When reemployment list eligibility is granted and reporting one of:

   a. Transfer, demotion, or separation of civil service employee; or

   b. A30-A35 Transactions for a current employee

   or

2. When the above action was documented prior to the effective date of layoff (in this case, submit a corrected transaction when the layoff goes into effect).

Length:

13 characters

Enter:

869: Salary Range (##.#) – Date (mm/dd/yy)

   Use the salary range number *and* a date if the transaction prior to 03/01/89.

   or

869: Date (mm/dd/yy)

   Use Date only if the transaction is effective 03/01/89 or later.

Additional Information:

The Reemployment List Eligibility Date will print in Line 12 – Employment History, along with the class code and type of reemployment list eligibility.

Example: Prior to 03/01/89 – conversion to Universal Salary Structure

8	FROM			
		869	30.5-01/20/93	
	TO	805		810

03/01/89 or later – after conversion to Universal Salary Structure

8	FROM			
		869	01/20/93	
	TO	805		810

Description: Indicates the circumstances of an employee's mandatory right of return. That is, if he/she meets/does not meet the definition of a "permanent employee" (G.C. 18528) and therefore has/does not have a mandatory right of return following another appointment or temporary separation and the length of such right. This item, which must agree with employment history and the entry made in the Item 430, must be considered for employees being reinstated or separated under certain conditions and also for employees with consecutive exempt appointments. For additional information, see G.C. 19141, PAM Section 2.56 and PMPPM Sections 312, 313 and 314.

Required:

1. For employee who has either permanent or probationary civil service status when:

    a. Accepting another civil service appointment without a break in service for:

        - Tenure L, T, C, E; or

        - Tenure P and accepting a Training & Development Assignment; or

        - Tenure P and shaded area or entry made by the department is other than Code "N" in Item 430.

            Exception: Not required when Change in Time Base is the *only* change documented by Certification Process and employee has not completed probationary period.

    b. Appointment is not based on the employee's mandatory reinstatement rights which were gained previously.

    c. Mandatorily reinstating after a temporary separation and employee retains right of return to a prior class, or to another state agency.

    d. Temporarily separating (S51 or S53 Transactions only).

    e. Separating and employee does not wish to exercise his/her right of return.

    f. Accepting an exempt appointment without a break in service (A30 - A35 Transactions).

    g. Separating to accept CSU exempt appointment; or appointment or employment by the Legislature (House or Legislative Committees) (S05 Transaction).

2. When information in shaded area no longer applies.

Length: Up to 7 characters

Enter: 871: Code (2 digits)

Codes Defined: 01 – has indefinite right of return from appointment effective date when accepting exempt appointment.

02 – has four year right of return from appointment effective date when accepting exempt appointment.

03 – has six month right of return from appointment effective date when accepting exempt appointment.

04 – does *not* have a right of return – this may include but is not limited to (refer to PMPPM Sections 312, 313 and 314):
1. Employee accepting an exempt or civil service appointment and does *not* have permanent status; or
2. Employee's probationary period is waived.

05 – has right of return upon expiration date of temporary separation providing conditions of temporary separation are met.

06 – has right of return upon rejection during probationary period only.

07 – has right of return but does not wish to exercise it.

08 – did not request right of return within legal time limit.

09 – has right of return upon termination/expiration of appointment.

*EOF – information no longer applies to employee's current status (i.e. when 430 transaction is posted for intermittent, indeterminate or fractional time base employee who completes probationary period (Item 430 = 6).

Additional Information: This item will turnaround on the PAR in the Line 8/9 area for future reference. Refer to PAM Section 2.101 for additional information.

An appropriate statement will print on the NOPA issued as a result of reporting this Line 8/9 item on the PAR, except for exempt appointments.

Example:

8		871	06		
	TO	805		810	

871	06	
871	*EOF	
815		820

Description:

This item is used to indicate:

- Approval or denial of SISA
- Approval or denial of MSA, or
- Denial of SISA/MSA for lump sum only

Required:

1. For Appointment Transaction when granting a SIS/MSA effective with that transaction; or

2. For SIS/MSA Transaction; or

3. For Separation Transaction requesting or denying lump sum payment at SIS/MSA rate (see Item 962)

Length:

Up to 10 characters

Enter:

872: Code – Date (mm/dd/yy) (Use date with Code 2 only)

Code Defined:

1 – Supervisor Certification of Salary Adjustment (PSD or STD – 609) completed and approved. On file in the Department.

2 – Plus a date – when SIS/MSA has been approved through the grievance procedure, enter date the grievance was filed.

3 – SIS/MSA denied

4 – SIS/MSA denied for lump sum only

Additional Information:

If correcting a MSA or SIS Transaction when approval or denial was reported in error, a copy of the signed F609 must be on file with the appointing power (see PAM Line 10 – Completion Charts).

See PTM Sections 133.8 – 133.81 for Lump Sum payment at SISA rate.

Example:

Description:

This item designates the basis for hiring an eligible above the minimum salary rate for the class.

Required:

1. For A01, A02, A03, A11, A20, A21, or A32 Transaction when hiring above the minimum in the base salary; *or*

2. For any transaction that adds or changes a plus salary for a civil service or Maritime Academy employee

Length:

4 characters

Enter:

873: Code

Codes Defined:

1 – HAM approved for individual employee by DPA memorandum (on file with department).

2 – HAM approved for specific class by DPA memorandum *and* is included in the base salary (Item 320).

3 – Exempt roster card on file with department; or counting exempt time shown in Employment History.

4 – HAM approved by Department under authority delegated by SPB/DPA memorandum (on file with Department).

5 – HAM approved for specific class by DPA memorandum *and* is shown as a plus salary (Item 325).

6 – Red Circle Rate:

a. Approved by DPA memorandum (on file with department).
b. Approved for 90 days upon termination of CEA assignment.

Codes Defined (continued):

7 – Appointment rate based on employee's combined salary of based on salary rate *plus* pay differential rate of prior class per the pay differential criteria authorized by DPA.

Example:

FROM				
8				
	873		4	
TO	805			810

Description:	Indicates by means of a code that:
	1. A Notice of Rejection During Probationary Period and a Declaration of Service; or
	2. A Notice of Adverse Action and Declaration of Service have been sent to the State Personnel Board when such action is taken against an employee according to instructions in the Personnel Management Policy and Procedures Manual (PMPPM) Section 400.
Required:	For the following transactions:
	A14 – Adverse Demotion (class/alternate range change of deep class)
	PUN – Adverse Salary Decrease
	S41 – Dismissal
	S85 – Adverse Suspension
	S90 – Rejection During Probationary Period
	ORP – Official Reprimand*
Length:	10 characters
Enter:	874: Code (1 digit) – Date (mm/dd/yy)
Codes Defined:	1 – plus a date – indicates date a Notice of Rejection During Probationary Period and Declaration of Service were sent to SPB.
	2 – plus a date – indicates date of Notice of Adverse Action and Declaration of Service were sent to SPB.
Additional Information:	See PAM Section 5 for Decision of State Personnel Board After Appeal.
Example:	

Description:	Identifies either:

- The second accelerated anniversary due a civil service employee when movement to the minimum step in a SISA class resulted in a salary increase of less than one step; or

- The third step anniversary date for an exempt employee in the class Corpsmember, CCC (Class Code 8888).

Required: For the following transactions when information is blank or changing, or no longer applies:

1. For A01, A11 and A20 - A22 Transactions when civil service employee is due a second accelerated anniversary date; or

2. For A35 Transaction for Corpsmember, CCC (Class Code 8888) when appointed at minimum salary; or

3. When information is changing or no longer applies.

Length: Up to 7 characters

Enter: 876: Pay Period – (mm/yy) of second accelerated anniversary date for civil service employee; or

(mm/yy) of the third step anniversary date for Corpsmember, CCC; or

*EOF – information no longer applies to employee's current status.

Additional Information: This item will turnaround on the PAR in the Line 8/9 area for future reference. Refer to PAM Section 2.101 for additional information.

Example:

Description:

This item indicates deferral of payment of lump sum vacation, personal leave, holiday leave, overtime and/or sick leave (subject to G.C. 19991.4) until the following calendar year. Only the portion of lump sum separation pay that extends past the November pay period can be deferred. The deferred earnings would then be reported on Form W-2 issued for the next tax year.

Required:

When a separating employee requests/elects to have her/his lump sum payment that extends past the November pay period issued in the following calendar year (see below for additional information).

Enter:

877: (no other entry necessary)

Additional Information:

Employees separation under Labor Code Section 201 or 202 must submit a written election five days before her/his final day of employment authorizing the deferral.

Refer to PAM Section 5.76 for lump sum payment deferral documentation instructions.

Example:

Description: This item certifies that an application for TAU approval has been approved in advance of initiating the PAR for the TAU appointment. SPB form 100-215 should be used if SPB approval is required and it should be returned from SPB with approval prior to initiating an appointment transaction.

Required: For all TAU Appointment Transactions.

Length: 4 CHARACTERS

Enter: 878: Code (1 digit)

Codes Defined: 1 – SPB clearance for TAU, MQ approved by SPB,

                       2 – SPB clearance for TAU, MQ approved by department
                       (this includes delegated testing).

                       3 – SPB clearance for TAU, Application on file (for appointees who have an approved application on file with SPB but the examination has not yet been given or is not completed).

                       4 – SPB clearance for TAU, MQ approved by SPB for a "Rule 265" appointment (see Laws and Rules).

                       5 – SPB clearance for TAU, MQ approved by department for a "Rule 265" appointment.

                       6 – SPB clearance for TAU, Application on file for "Rule 265" appointment.

Example:

878	2	
810		815

Description: This item indicates the type of eligibility employee has (refer to SPB Rule 277) to be appointed on a full time basis.

Required: For Appointment and Miscellaneous Change Transactions when employee is increasing time base to full time.

                          This excludes:

                          1. Changes accomplished by the certification process

                          2. Employees with prior full time permanent or probationary status in this class or in a class with same or higher salary level

Length: 4 characters

Enter: 879: Code

Codes Defined: 1 – Appointing power can clearly demonstrate employee has previously been eligible for appointment from an employment list to this position at full-time.

                          2 – Employee has held any combination of permanent or probationary appointments in this class or in class(es) at same or higher salary level *and* has worked at least 1920 hours in such appointments for at least 2 years.

Example:

Description:	Time of death followed by a code to indicate whether employee is entitled to full, partial or no payment for day of death (payment for day of death is determined by the employee's status at the time of death. Refer to PTM Section 590).
Required:	S95 (Death) Transaction
Length:	8 characters
Enter:	880: Time of death (2 digits, colon, 2 digits) – Code (Y//N)

Time of death must be reported based on 24 hour clock as indicated on the chart below:

Clock Chart

Description	24 Hour Clock
Time of death unknown	00:00
Midnight + one minute	00:01
8 O'clock A.M.	08:00
12 O'clock Noon	12:00
4 O'clock P.M.	16:00
8 O'clock P.M.	20:00
12 O'clock Midnight	24:00

Codes Defined:

Code Y – designates:

- Day of death was a normal workday for employee who was on paid leave status at time of death *or* on paid leave status the day prior to the death and is entitled to pay for *full* day; or

- Day of death was a holiday for employee and is entitled to pay for *full* day.

Code N – designates:

- Day of death was a normal workday for employee who died while on the job and is entitled to payment *up to time of death* only; or

- Employee died on day off or before regular working hours and is not entitled to pay on day of death; or

- Employee on Leave of Absence at time of death.

Example:

This item is not to be used at this time.

Description: Identifies in addition to Item 560, the type of license, credential or certificate and the expiration date (if any) required to continue employment in the class.

Required: When this item is allowable, it may be completed on any transaction when information is blank or changing, or no longer applies.

Length: Up to 10 characters (per entry)

Enter: 884: Code (1 digit) – Date (mm/dd/y) (Leave date blank if no expiration date)

Codes Defined: 1 – Plus expiration date of Driver's License

                               2 – Plus expiration date of Consumer Affair License

                               3 – Plus expiration date of Credential for Teacher

                               4 – Plus expiration date of Other, etc.

                               *EOF – Information no longer applies to employee's current status

                               Note: One entry will delete information in all three fields.

Additional Information: This item will turnaround on the PAR in the Line 8/9 area for future reference. Refer to PAM Section 2.101 for additional information.

Example:

| 8 | TO | 884 805 | 2 - 03/01/95 | 810 |

| 8 | FROM | 884 | 2 - 03/01/95 | |
| | TO | 884 805 | *EOF | 810 |

Note: All fields must be completed whenever a change is made to any field. Otherwise existing information will be deleted.

Description:	Identifies any class title that contains the words "various studies," "various specialties" or "various projects." There must be a designation by means of a code to identify the actual study, specialty or project undertaken. Employees in these various studies and various projects acquire status only in the project to which appointed. This item also identifies employees appointed under the Welfare Reform Program (WRP) and appointments made with Title II funds. Positions funded by WRP include WIN/COD, COD/Rehab. or COD.
Required:	For the following transactions when information is blank or changing:

1 – For appointment or movement to a class with the above phrase included in the class title.

2 – For appointments of applicants to the Welfare Reform Program.

3 – For Title II Casual Employees

4 – When DPA has approved a Title II project as exempt from the 6/7/78 hiring freeze.

5 – When information no longer applies to employee's current status.

Length:	Up to 6 characters
Enter:	886: Code (3 digits)
Codes Defined:	996 – Schedule A, federally funded position in the Department of Forestry

997 – Title II fund appointee

999 – Welfare Reform Program appointee

TITLE CODE – Class title variation code

*EOF – Information no longer applies to employees current status

Additional Information: For 120 Transaction, this item is allowable *only* for Welfare Reform Program (Code 999).

This item will turnaround on the PAR in Line 8/9 area for future reference. Refer to PAM Section 2.101 for additional information.

Example:

This item is not to be used at this time.

Description: Provides employee retirement credit for any unused sick leave upon retiring from State service.

Required: For a S70 or S71 Transaction

Length: 7 characters

Enter: 888: Number of hours (4 digits*) or 0000 (if no hours)
                     Use leading zeros when hours are zero* or less than 4 digits.

Additional Information: Employees are allowed credit for fractional hours. However, these hours must be reported directly to PERS, Post Retirement Services (e.g. fractional time base employee having 45.8 hours sick leave, enter 0045 and report correct number of hours to PERS).

                     On the S71 transaction, if lump sum payment of sick leave is requested (Item 620 sick leave is completed), Item 888 must be 0000.

Example:

FROM			
8	888 0501		
TO	805		810

FROM			
8	888 0000		
TO	805		810

This item is not to be used at this time.

Description: A civil service or SPB Exempt employee who is appointed to an additional position while on a leave of absence, must still meet the criteria for which the leave of absence was granted. Use of this Line 8/9 item verifies that employee continues to meet this criteria and also that this appointment is not a reinstatement from such leave.

Required: For A01, A02 or A32 Appointment Transaction to an additional position while employee is on a leave of absence.

Length: 3 characters

Enter: 890: (no other entry necessary)

Additional Information: Refer to Section 5.10 in PAM for Additional Position Documentation.

Example:

Description: Indicates is State service for a civil service or exempt employee with indeterminate time base is accumulated on a part-time or indeterminate basis.

Required:

1. For A01-A04, A10-A33 or A35 Transactions, when an employee is appointed with indeterminate time base.

2. For 405 Transaction when an employee's time base is changing to indeterminate from another time base.

Length: 7 characters

Enter: 891: *plus actual part-time fraction* when service is accumulated on a part-time basis; or

Hour when service is accumulated on an hourly or daily basis; or

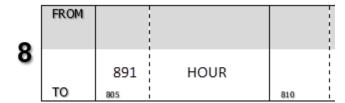*FT* for employee in the class of Professional Intern (Class Code 8320).

Additional Information: The time base information required to complete this item is obtained from the contract.

Example:

Description: Designates the last day on pay status for a civil service or exempt employee.

Required:

1. For any appointment transaction when there is a change in appointing power.

    Note: A "change in appointing power" includes different department or different division having authority as an appointing power, such as an institution or special school.

2. When a temporary appointment expires two or more days prior to the new appointment being initiated; or

3. For S49 Transaction

Length: 9 characters

Enter: 892: Date (mm/dd/yy)

- For an employee with a time base of *full time* or *part time*, enter the last day physically worked or on paid leave.

- For an employee with a time base of *intermittent* or *indeterminate*, enter the day immediately preceding the transaction effective date.

Exceptions:

1. When documenting an S49 Transaction for *Intermittent* or *Indeterminate* employee *and* employee receives regular pay for effective date of transaction, enter transaction effective date.

2. When temporary appointment for *Intermittent* or *Indeterminate* employee expires two or more days prior to new appointment effective date, enter expiration date of temporary appointment.

Example:

Description: Identifies the number of academic days not worked in the pay period when a ten month academic employee is appointed effective after the first work day of the pay period. For further clarification see DPA Regulation 599.667.

Required:

1. For A01-A30, A10-A22 Transactions when employee appointed under Alternate Salary Range #47 (Range F).

2. For A30 Transactions for exempt academic employees of special schools in the Department of Education when they are appointed after the first working day of the pay period.

Length: 5 characters

Enter: 895: ## of academic days not worked in the academic pay period of appointment (use numbers 01 thru 21).

Example

Description:

Gives the authority on which the reorganization and transfer of employees is based. Only statutorily approved actions can result in programs and functions being reorganized. An Administrative Order must have legislative concurrence on a post-approval basis. The official employee record and transaction must reflect this.

Required:

For Appointment Transaction A13

Length:

Up to 17 characters

Enter:

950: and the appropriate information below:

Code 1 – mm/dd/yy (date of Governor's Administrative Order)

Code 2 – 000 (3 numeric zeros) plus Budget Item Number as follows:

- Organization Code (4 digits)
- Reference Code (3 digits)
- Fund Code (3 digits)

Code 3 – mm/dd/yy (date agency reorganization authorization letter received from DPA)

For Legislative approval of Senate Bill or Assembly Bill:

Code 4 – "AB" or "SB" plus 4 digits[1]
– Chapter No. (4 digits[*])
– Year (2 digits)

For special emergency session called by Governor:

Code 4 – "AB" or "SB" plus 4 digits[1]
– 9999 (4 digits)
– Year (2 digits)

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[1] If bill number is less than 4 digits, use Xs after bill number
[*] If chapter number is less than 4 digits, use leading zeros.

Example:

9

FROM			
	950	1 - 12/01/00	
TO	905		910

9

FROM			
	950	2-000-9898-001-999	
TO	905		910

9

FROM			
	950	4-AB25XX-0525-00	
TO	905		910

9

FROM			
	950	4-AB79XX-9999-80	
TO	905		910

Description:	Designates reason for restriction of an appointment to one sex or the other depending upon duties of the position.
Required:	For Appointment Transaction Code A01 and when certification is male only or female only.
Length:	Up to 11 characters
Enter:	951: Code – Date (if indicated below)
Codes Defined:	01 – Work in which a male's right to privacy would be violated by the presence of a female.

02 – Case work in which the treatment needs of those being served require a male caseworker, or positions in an institution where employment of a female would result in antisocial or violent behavior by the patients, wards, or inmates.

03 – Law enforcement positions in which employment of males only is shown to be essential in order to maintain public confidence in the ability of the agency to carry out its mission.

*04 – Positions requiring employees to live together, where employees are presently males, and where despite the good-faith efforts of the employing department, it is not yet possible to provide separate quarters for females.

*05 – For other circumstances which, in the opinion of the appointing power, require appointment of a male only, appointment of a male only may be authorized by the Personnel Board Departmental Employment Service analyst upon approval of the Personnel Board Departmental Employment Services section supervisor, if sufficiently justified by concerns for equity and essential program objectives.

06 – Work in which female's right to privacy would be violated by the presence of a male.

07 – Casework in which the treatment needs of those served require a female caseworker, or positions in an institution where employment of a male would result in antisocial or violent behavior by the patients, wards, or inmates.

---

* Need SPB Approval Date (mm/dd/yy)

Codes Defined (continued):

08 – Law enforcement positions in which the employment of females only is shown to be essential in order to maintain public confidence in the ability of the agency to carry out its mission.

*09 – Positions requiring employees to live together, where all employees are presently female, and despite the good-faith efforts of the employing department, it is not yet possible to provide separate quarters for males.

*10 – For other circumstances which, in the opinion of the appointing power, require appointment of a female only, appointment of a female only may be authorized by the Personnel Board Departmental Employment Services analyst upon approval of the Personnel Board Departmental Employment Services section supervisor, if sufficiently justified by concerns for equity and essential program objectives.

Example:

FROM			
9	951	07	
TO	905		910

---

* Need SPB Approval Date (mm/dd/yy)

Description:	When a change or modification of a previous action occurs due to employee appeal to SPB or because of a court decision, the SPB Case No. and date *or* the Court Order No. and date must always accompany the new transaction.
Required:	When a transaction is being documented/voided as the result of SPB or court action. See PAM Section 5 – Documenting Decision of SPB After Appeal.
Length:	15 characters
Enter:	952: Case number* (6 digits) – Date (mm/dd/yy)

- Case No. of SPB Action or Court Order No. – Date of SPB Action or Court Order
- Court action but no Case No. enter: 000000 – Date (mm/dd/yy)

Additional Information:	This item may be entered more than once on the PAR.
Example:	


```
FROM
9
        952      005906 - 09/03/84
TO   905                              910
```

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* Use leading zeros when the Case/Court Order number is less than six digits.

Description:	Used to report multiple hourly rates for those employees who are paid more than one and up to five rates of pay. These rates have alpha characters preceding them to distinguish each rate. The rate in Item 320 is assumed to be Rate A. Rates entered on Line 8/9 should be accompanied by the alpha characters B, C, D and E

Required:

1. For appointment transactions when an employee is appointed to:
   - Trade Rate Classes with more than one rate of pay; or
   - Printing Rate Classes at the State Printing Plant; or

2. When information in the shaded area is blank, changing, or no longer applies.

Enter:

955: B - Rate (5 characters) – C - Rate (5 characters)
   D - Rate (5 characters) – E - Rate (5 characters)

*EOF – information no longer applies to employee's current status.

Additional Information:

This item will turnaround on the PAR in Line 8/9 area for future reference. Refer to PAM Section 2.100 for additional information.

To change one or more multiple hourly rates, submit an MHR Transaction, reenter *all* rates that are still valid (for turnaround purposes).

When hourly rate exceeds $99.99, document rate in Remarks, Item 215, using the format referenced above,
e.g., 955: B – 102.15.

When an employee separates, alpha characters must be used when completing Items 606 and 607 to identify the rate(s) at which time is to be paid. See Items 606 and 607 for further explanation of usage in these instances.

Example:

Description: Identifies:

1. Eligibility necessary for certain types of permissive and mandatory reinstatements.
2. Eligibility necessary for demotion or transfer with or without examination.
3. Qualification for payment of leave credits under certain conditions.
4. Reason for termination of C.E.A. Appointment upon reinstatement or transfer.
5. Eligibility for or termination of certain types of disability benefits.
6. An Illegal Appointment under G.C. 19257.5 (Personnel Operations Use Only).
7. Seasonal classification appointment justification.
8. Involuntary Leave.

Enter: 957: Code – Class Code – Agency Code – Name and/or Date(s), or Reason Code as indicated below.

Required	Codes Defined
For A02 Transaction when employee has no prior qualifying service in the new class (except for tenure E or R). Use one of the codes 1 thru 8 that apply.	01 – Employee Certification of ability type is available upon request of Personnel Operations
Code 2 applies for permissive reinstatements when using a class in which employee served but is not in the employee's employment history record on the Data Base.	02 – Class Code upon which appointment eligibility is based. Enter *class code*.
	03 – Use of prior service eligibility. Enter *class code* of service and *date* SPB analyst approved eligibility.
	04 – Employee possesses specific educational and/or experience qualifications. Enter *date* SPB approved qualifications.
	05 – Employee qualified in the written portion of the examination. Enter *class code* and *date* for which written exam was taken.
	06 – Use of abolished list. Enter *date* SPB analyst approved list to be abolished; *date* of list and *date* list was abolished.
	07 – List eligibility in the same or a related class. Enter *class code* and *date* of list.

Required	Codes Defined
	08 – Scheduled written examination. Enter exam *date*.
For permissive reinstatement following a S41 (Dismissal).	09 – Approval for reinstatement granted in SPB memo. Enter date of memo.
For any appointment of CEA employee to a CEA or non-CEA position. Use one of the codes 10 thru 12 that apply.	10 – Termination of this Care Executive Appointment at the request of appointing power; performance *was* satisfactory.
	11 – Termination of this Career Executive Appointment at the request of appointing power; performance was *not* satisfactory.
	12 – Termination of this Career Executive Appointment at the request of employee; or promotion, transfer, etc., where the intent is to accept another position rather than to terminate the Career Executive Appointment.
For a 565 transaction when an employee is eligible for Enhanced Industrial Disability Leave (Enhanced IDL). *Or* For a 565 transaction when an eligible employee has elected Industrial Disability Leave with Supplementation (IDL/S).	13 – Enter the appropriate code as follows: A – Employee is eligible for Enhanced IDL benefits B – Employee has elected IDL/S C – Not in use at this time D – Not in use at this time
For A03 Transaction (Mandatory Reinstatement); or S01 Transaction (Resignation W/O Fault – Voluntary). Following an S55 Transaction (Special Leave – Technical Cooperation Program).	14 – Employee's service in Technical Cooperation Program was terminated. Enter *date* terminated.
When a mandatory reinstatement requested within time limit, but reinstatement occurs at a later date.	15 – Employee's request for reinstatement was made. Enter *date* of request.
For S57 Transaction when taking employee off pay status due to involuntary leave. Has exhausted benefit programs or leave credits or elects not to use benefit programs or leave credits.	19 – Employee off pay status pending disability retirement.
For payment of leave credits while on statutory exempt appointment.	20 – Reinstatement for payment of lump sum credits.
For all *Transfers* without examination. This includes *transfers in the same class*.	21 – Transfer without exam.

Required	Codes Defined
When reporting an A02, A03, A12, A30, A32, 405, 565 or SPC Transaction and employee's NDI benefits are beginning or continuing.	22 – Employee is eligible for NDI benefits but is not on NDI Leave.
When reporting 565 or SPC Transaction and employee's NDI benefits are terminated.	23 – Employee's NDI benefits terminate on date of this action.
For Personnel Operations use only – Used when correcting an illegal appointment.	24 – Illegal Appointment under G.C. 19257.5.
For A01 and A02 Appointments to seasonal or entry level non-testing classifications requiring priority hiring consideration to persons under the CalWORKs Program, per Government Code Sections 19063 - 19063.8	25 – Enter the appropriate reason code as follows: A – Employee was employed in *this* class during the prior 12 months and is *not* under the CalWORKs Program. B – Employee was employed in this class during the prior 12 months and is under the CalWORKs Program. C – Employee was *not* employed in this class during the prior 12 months and is under the CalWORKs Program. D – Employee was *not* employed in this class during the prior 12 months and is *not* under the CalWORKs Program. 1 – Affirmative Action hire 2 – Approved emergency appointment 3 – No CalWORKs Program referrals from EDD 4 – No qualified CalWORKs Program 5 – CalWORKs Program did not show 6 – CalWORKs Program refused job

Example:

Description: This item is used in coordination with Item 607 – Time to be Paid (Old), on the PAR and when Item 615 – Immediate Pay, is checked. Item 958 must show the position number employee was in previous to his current position number when he occupied two different positions during the pay period of effective date. Item 607 – Time to be Paid (Old), will indicate days and hours to be paid from his previous position.

Required: For any separation transaction where an employee occupied two positions in the same pay period and immediate pay is requested for both positions.

Length: 16 characters

Enter: 958: Agency code – R.U. Code – class Code – serial no. code

Example:

Description: For correcting or voiding a transaction, this item identifies the position number of the original transaction being corrected or voided. This information on the PAR enables the computer to locate the original transaction.

Required: When correcting or voiding a transaction.

Length: 16 characters

Enter: 960: position number

Example:

Description:	This item is used to request an alternate rate of payment for all or part of separation pay. It includes regular, lump sum vacation, overtime and sick leave (subject to G.C. 19991.4).

Required:	Separation transaction when rate of pay is different than shown in Salary Total (Item 306). Use only for one of the following conditions:

1.	Change in fire mission status.
2.	SISA (see PTM Sections 133.8-133.81) or MSA occurring during period of lump sum payment. This should only be used if employee would not be eligible for the SISA/MSA rate upon reinstatement (as defined in DPA Rule 599.687 and PTM Section 623). Also complete Item 872.
3.	10/12 pay plan employee due lump sum payment.
4.	Changes to premium pay rates as stipulated by Collective Bargaining contracts.
5.	Item 350 (Special Pay) and/or Item 351 (Established Earnings) reflects a premium pay that is not eligible for inclusion in separation lump sum payment.
6.	Reallocation or split-off occurring during the period of the lump sum payment and the reallocation/split-off involves a change in salary rate.

Length:	19 characters (includes decimals and dashes)

Enter:	962: Salary Total – Codes – Days – Hours – Tenths of Hours

Entries Defined:	Salary Total: (8 digits) Enter the new rate. When the salary total is less than 8 digits, leading zeros must be entered. Rate should include any special pay[*], plus salary, shift differential. Entry must be in the same format as Item 306 to reflect the appropriate time base.

Code:	(1 digit) Enter the code for the first type of salary payment due at the new rate (e.g., if code 2 is entered, all vacation, overtime and sick leave will be paid at the new rate – see example).

Code 1 –Regular Time
Code 2 – Vacation
Code 3 – Overtime/Extra Hours
Code 4 – Sick Leave (subject to G.C. 19991.4)

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[*] *Do not include* any special pay (reflecting in PAR Data Item 350) that is not eligible for inclusion in separation lump sum payment.

Entries Defined (continued):

Days, Hours, Tenths of Hours: Days (2 digits), Hours (3 digits), Tenths (1 digit). Enter time to be paid at the new rate for the *code selected only* (e.g., if employee is entitled to 3 days of vacation and 2 days of overtime at the new rate, enter 3 days – see example A.

If the total time to be paid for the code selected is greater than 99 days, enter 99 in the Item 962 days field. Convert the remaining days beyond 99 to hours, add to any other hours to be paid, and enter the resulting value in the item 962 hours field.

If employee is entitled to 124 days, 4 hours vacation and 4 days of overtime, enter 99 days and 204.0 hours – see example B.

Example A:

FROM		
9 962	02950.00-2-03-000.0	
TO 905		910

Example B:

FROM		
9 962	01950.00-2-99-204.0	
TO 905		910

Description: This item is used to report dates of all full-time active military duty served. The employee's state and military services are combined to qualify employee for 30 calendar days military leave pay. See PTM Sections 471 and 481.13

Required: For Transaction Code S51 (Military – Short Term) when employee does not have one year of continuous State service.
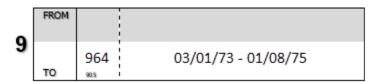
Length: 15 characters

Enter: 964: mm/dd/yy - mm/dd/yy

Additional Information: Item 964 may be entered more than once, if necessary.

Example:

(No Break in military service)

(Break in military service)

Description:	Indicates one time payroll deductions are to be made from a PAR transaction requesting payment.

Required:

1. For Appointment and Separation transactions requesting immediate payment and a Payroll document effective the same pay period is submitted for one of the following deductions:
   - Accounts Receivable
   - Tax Sheltered Annuity
   - Union Benefit Trust Fund
   - Deferred Compensation
   - Variable Maintenance

2. For Separation transactions when requesting Deferred Compensation, Tax Sheltered Annuity or PST retirement be deducted from lump sum pay.

Length:	13 characters
Enter:	999 See Remarks

Additional Information:

- Employees separating under Labor Code Section 201 or 202 must submit a written election five days before her/his final day of employment authorizing the deduction(s) from her/his lump sum pay.

- The applicable deduction information should be shown in Line 10, refer to page 2.201.

- Deferred Compensation, Tax Sheltered Annuity or PST retirement deduction information in Line 10 should include deduction codes, amounts and pay periods affected.

- Deduct Deferred Compensation 06/97, 07/97, and 08/97 Lump Sum Payment:
  029 - 001 $100.00
  029 - 002 $150.00
  028           $ 1.25

- Deductions requested per the PAR Item 999 process must be manually coded and processed through the payroll system prior to the PAR being keyed to the data base. This can take from three to eight working days.

Example:

Note:	These transactions must be submitted to PPSD for processing or arrangements made with payroll, to establish deductions prior to keying separation transactions.