Personnel Action Manual

Section 4

PAR Personnel Services Initiated Action Reports

Rev. 08/2023

State Controller's Office

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Section 4.1 – MASS UPDATES (Revised 05/94)

Mass updates to the Employment History result from actions which affect many or all records on the data base. The following types of transactions are processed by Personnel Operations automatically and do not usually require processing of PAR's by the Departments:

- MSA
- SIS
- GEN
- CLASS TITLE CHANGES

Departments must contact Personnel/Payroll Services Division, Program Management and Analysis Section Manager at 322-8071 or CALNET 8-492-8071 regarding proposed mass updates for reallocations or reorganizations.

A reallocation which does not affect all employees in "a given" class within an appointing power, must be documented by the Department on individual PAR's using Transaction A20.

Section 4.2 – SISA/MSA MASS UPDATE (Revised 08/23)

The SISA/MSA Registers, Forms 609 - Supervisor Certification of Salary Adjustment, and Prior Pay Period Anniversary Date Reports are issued by Personnel Operations the first week of each month.

SISA/MSA Registers

- The register is issued to appointing powers having employees who are due a SISA/MSA. It only reflects anniversary dates on the database effective the following pay period.

- The register is issued in position number and SSA# order with a page break after each reporting unit. The employee's CBID is also identified on the register.
See example of the form on page 4.6.

- The appointing power verifies that the register information is in agreement with any late actions submitted that affected SISA/MSAs to be effective in the following pay period.

- The "Comment" area is for comment codes added by the appointing power per chart on page 4.5.
    - Employees *listed*, whose SISA/MSA are effective after movement to another appointing power, are not to be deleted *unless* there is an applicable comment code for the situation. (For a salary denial effective after a move, the gaining appointing power is responsible for appropriate documentation.)
    - If an employee is listed on the register and should not receive a SISA/MSA, choose the applicable code that describes the situation for not granting employee the SISAIMSA and circle the register number for the employee.

- For all employees identified on the register, a SISA/MSA will be posted unless a PAR transaction making employee ineligible is processed prior to the mass update.
    - If an employee is not listed on the register and is due a SISA/MSA for the following pay period, process a SIS/MSA PAR transaction no earlier than the effective pay period.

- After the mass update, for each employee not entitled to a SISA/MSA, process PAR's per chart on page 4.5. The PAR transactions should be processed by the semi-monthly/monthly payroll cut-off dates. Otherwise, the Monthly Payroll warrant will be issued at the higher salary rate and will represent an overpayment.

- Appointing Power signature block must be completed.

Form 609 – Supervisor Certification of Salary Adjustment

- Preprinted Forms 609 (see page 4.7) are issued in position number and SSA# order for each employee listed on the SISA/MSA Register.

- Appointing power routes Forms 609 to supervisors for signature. After completion by the supervisor, the forms are kept on file by the appointing power.

- Blank Forms 609 are used for SIS or MSA transactions when the preprinted Form 609 is not provided by Personnel Operations. A sample of this form (see page 4.8) is provided for your use to reproduce as needed; Form 609 is no longer stocked by General Services.

Prior Pay Period Anniversary Date Report

- This report is issued as a reminder to appointing powers:
  - ➢ having employees who were previously deleted from the SISA/MSA Register (not eligible for salary adjustment); *OR*
  - ➢ who previously reported action indicating employee was due a salary adjustment for a prior pay period *AND* (for either a or b) no PAR has been received to complete the action.

- An original and one copy are issued in position number and SSA# order with a page break after each reporting unit. The employee's CBID is also identified on the report. For an example of this form refer to page 4.9.

- Upon receipt, the appointing power reviews and processes PAR's to complete the actions required and destroys the report after all required actions have been processed.

Completion of SISA/MSA Process

- For all employees granted a SISA/MSA, PAR's are generated with a SIS/MSA Transaction. Turnaround PAR's are issued to appointing powers during the first week of the SISA/MSA pay period.

- Turnaround PAR's received due to SISNMSA update should be reviewed and pending copies of the SISA/MSA Registers destroyed.

Section 4.5 – COMMENT CODES – SISA/MSA REGISTER (Revised 11/96)

For employees not subject to the PFP rules.

Code	Situation	Action
1	SISA/MSA denied due to unsatisfactory job performance.	Process a SISC/MSAC transaction reporting SISA/MSA denial.
2	SISA invalid; permanent* separation effective prior to effective date of SISA.	Process a PAR for separation and a SISV transaction.
3	MSA denied for lump sum only. (Separation effective prior to effective date of MSA.)	Process a PAR for separation and an MSAC transaction for lump sum denial.
4	Permanent* or temporary* separation is effective the pay period prior to the MSA <u>and</u> time to be paid is less than 11 days.	Process a PAR for separation and an MSAV/SISV transaction.
5	Anniversary Date is not valid due to an action causing a change in salary.	Process a PAR for salary change action and an MSAV transaction
6	Anniversary Date is not valid due to a time base change to intermittent or indeterminate.	Process a PAR for time base change and an MSAV.
7	Anniversary Date is not valid due to a non-qualifying pay period.	Process PAR for non-qualifying pay period and an MSAV transaction.
8	Anniversary Date is not valid; established in error.	Process a PAR to correct anniversary date and an MSAV transaction.

For employees not subject to the PFP rules.

Code	Situation	Action
9	MSA invalid due to separation with fault (S41).	Process a PAR for separation and an MSAV transaction.
10	Employee at first step *and* MSA (not SIS) is due in SISA class.	Process a SISV transaction and a PAR for MSA transaction. (This situation may occur for an employee whose SIS should be an MSA due to counting prior service.)
11	Employee at second step, but due SIS instead of MSA.	Process an MSAV transaction and a SIS transaction. (This situation may occur for an employee whose class had a step added below the first step.)
12	MSA denied. Employee has not met college unit requirement.	Process an MSAC transaction reporting MSA denial.

* As defined in SPB, Rule 446.

NOTE: Employees who transfer between agencies (no change in Anniversary Date) should not be deleted from the Register. It is up to the gaining agency complete Form 609 (Supervisor's Certification of Salary Adjustment) and/or to process a PAR for a SIS/MSA denial if one of the situations above occurs.

PROGRAM PSD300   STATE OF CALIFORNIA - STATE CONTROLLER'S OFFICE/PERSONNEL SERVICES   PAGE: 1

PRINTED   (Date)   REGISTER OF SISA/MSA'S TO BE EFFECTIVE   (Month)   (Year)   ROUTE TO: (Dept.)

REGISTER NUMBER	SOCIAL SECURITY NO	EMPLOYEE NAME	CBID	AGCY	UNIT	CLASS	SER	CURRENT BASED ON SALARY	COMMENTS

- -
APPOINTING POWER SIGNATURE

ROUTE TO: CONTROLLER

SUPERVISOR   CERTIFICATION   OF   SALARY   ADJUSTMENT

| | | POSITION NUMBER | ANNIVERSARY |
| SSN | EMPLOYEE NAME | CBID   AGY   UNT   CLAS   SER | DATE |

IN MY JUDGEMENT,   THE EMPLOYEES JOB PERFORMANCE

- - - - MEETS THE LEVEL OF QUALITY AND QUANTITY EXPECTED BY THE AGENCY AT THIS STAGE OF AN EMPLOYEES EXPERIENCE IN THE POSITION AND THEREFORE I RECOMMEND THAT THE EMPLOYEE BE GRANTED A MERIT SALARY ADJUSTMENT.

- - - - DOES NOT MEET THE LEVEL OF QUALITY AND QUANTITY EXPECTED BY THE AGENCY AT THIS STAGE OF AN EMPLOYEES EXPERIENCE IN THE POSITION AND THEREFORE I RECOMMEND THAT THE EMPLOYEE NOT BE GRANTED A MERIT SALARY ADJUSTMENT AT THIS TIME. I HAVE ALSO INFORMED THE EMPLOYEE ON THIS DATE _ _ _ _ _ _ _ _ _ SEE ATTACHED STATEMENT.

SIGNATURE OF SUPERVISOR

PSD - 609

TITLE   DATE

STATE OF CALIFORNIA

SUPERVISOR CERTIFICATION OF SALARY ADJUSTMENT

STD. 609 (8/77)

SOCIAL SECURITY NO.	EMPLOYEE NAME	CBID	AGENCY	UNIT	CLASS	SERIAL	ANNIVERSARY DATE

RECOMMENDED ACTION

In my judgement, the employee's job performance:

☐ meets the level of quality and quantity expected by the agency at this stage of an employee's experience in the position. Therefore, I recommend that the employee be granted a merit salary adjustment.

☐ does not meet the level of quality and quantity expected by the agency at this state of employee's experience in the position. Therefore, I recommend that the employee not be granted a merit salary adjustment at this time. I have also informed the employee on this date _____. See attached statement.

SIGNATURE OF SUPERVISOR	TITLE	DATE
▶		

PROGRAM PSD304   STATE OF CALIFORNIA - PERSONNEL AND PAYROLL SERVICES DIVISION   PAGE: (#)

PRINTED: (DATE)   PRIOR PAY PERIOD ANNIVERSARY DATES   ROUTE TO: (DEPT.)

(DOCUMENTATION SHOULD BE SUBMITTED AS SOON AS POSSIBLE)

SOCIAL SECURITY NO	EMPLOYEE NAME	CBID	AGCY	UNIT	CLASS	SCA	LAST ACTION AT PSD		ANNI DATE	CURRENT BASED ON SALARY	TIMEBASE
							EFFECTIVE DATE	TRANS CODE			

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                                                              PAGE XX
                         STATE OF CALIFORNIA
                  PERSONNEL/PAYROLL OPERATIONS BRANCH
           AUTOMATED SISA/MSA TRANSACTIONS FOR DPA EXEMPT EMPLOYEES
                  (POST AUDIT REPORT - REFER TO PAM SECTION 4)

                                             INITIAL ROUTING:
                                             DEPT. OF PRSNL ADMIN
                                             PROGRAMS & POLICY BRANCH.
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SOCIAL SECURITY NUMBER	EMPLOYEE NAME	POSITION	ALT RNG	EFFECTIVE DATE	BASED ON SALARY	ANNI DATE
XXX-XX-XXXX XX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XXX-XXXX-XXX	X	MM-DD-YY	(OLD) XX,XXX.XX (NEW) XX,XXX.XX	(OLD) MM/YY (NEW) MM/YY

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PSD REF.
NUMBER:  XXXXXXXXX
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*                                          *                                                *
*                APPROVED                   *                DISAPPROVED                     *
*          DPA APPROVAL  STAMP              *    PERSONNEL OPERATIONS WILL VOID THE SIS/MSA  *
*                                           *    TRANSACTION, AGENCIES MUST SUBMIT PAR TO    *
*                                           *    CORRECTLY UPDATE THE EMPLOYEE'S             *
*                                           *    EMPLOYMENT HISTORY DATABASE.                *
*                                           *                                                *
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               SIGNATURE                                            SIGNATURE
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(PRINTED ON 2-PART 11" x 14" COMPUTER PAPER)

Section 4.10 – MONTHLY EXPIRATION DATE REPORTS INITIATED BY PPSD
(Revised 11/91)

Description of the Reports

- PPSD issues the following monthly reports:
    1. Appointment/Separation Expiration Report
    2. Salary Rate Expiration Report

- These reports are issued one month in advance of the expiration date.

- They are issued only to Departments who have employees with impending expiration dates.

- An original and one copy are issued with a page break after each reporting. Unit.

- Examples of these reports are on page 4.11 and 4.12.

- The issue date of all reports represents the date the report is printed.

- The entry printed for each employee represents the most recent information on record at Personnel Operations.

- The transaction code and effective date printed on the appointment/separation report (example 4.11) represents the most recent transaction on the database at the time the report was issued.

- The transaction code on the appointment/separation report may sometimes be an R01. (This would occur if the most recent transaction on the database was a retirement system transaction.)

Purpose

- The purpose of the reports is to alert Departments of the necessity to submit a transaction on the PAR for employees listed.

- Departments not submitting appropriate documentation will receive another report for the following. (The report will continue to print when the expiration date is past and if no documentation has been received by Personnel Operations.)

(DATE)	STATE OF CALIFORNIA - STATE CONTROLLER'S OFFICE - PERSONNEL SERVICES SECTION	PAGE: (#)
	APPOINTMENT/SEPARATION EXPIRATION REPORT	
	PSD078A	

DATA AS OF: (DATE)

ROUTE TO: (DEPT.)
AGENCY/DEPT: 000 000
UNIT: 000

POSITION NUMBER	EMPLOYEE NAME	SOCIAL SECURITY NUMBER	EFFECTIVE DATE	TRAN CODE	APT TNR	APPT LENG	APPOINTMENT EXPR DATE	SEPARATION EXPR DATE

POSITION NUMBER	EMPLOYEE NAME	SOCIAL SECURITY NUMBER	PLUS SALARY EXPIRE	BASE PAY RATE	PLUS SALARY	ACTUAL SALARY	SALARY TOTAL

PS0071   STATE OF CALIFORNIA -- PERSONNEL SERVICES DIVISION   0000 ROUTE TO: (DEPT. NAME)

(DATE)   SALARY RATE EXPIRATION FOR *00/00* PAY PERIOD   PAGE

SECTION 4.13 – MONTHLY CB ID AUDIT REPORT (New 11/91)

Description of the Report

- PPSD issues a Monthly CB ID Audit Report to each department that has employees with incorrect CB IDs.
- The issue date of each report represents the date the report is printed.
- The entry printed for each employee is the most recent information on record at PPSD.
- The report reflects the employee's Class Code, Class Title, Department, Name, SSN, Position Number, the Civil Service Pay scale CB ID for the employee's class and the employee's Employment History CB ID.
- A sample of this report is on page 4.14.

Purpose

- The purpose of the Monthly CB ID Audit Report is to alert departments to submit a PAR transaction for employees who's CB IDs are incorrect.
- Each entry on the report should be examined, the employee's appropriate CB ID determined, and a PAR submitted to correct the CB ID.
- Departments not submitting appropriate documentation will receive subsequent reports the following month, and each month thereafter until the employee's CB IDs are corrected.
- Any questions or discrepancies should be directed to Personnel Operations Liaison Unit.

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xx/xx/xx                STATE OF CALIFORNIA - STATE CONTROLLER'S OFFICE - COLLECTIVE BARGAINING SECTION          PAGE x

                                     LIST OF EMPLS WHOSE DSGN NOT MATCH PS-DSGN
                                            DATA AS OF JULY xx, 1984

                                                    PDB1417

     xxx xxxxxx xxxxxxxxxx
     xxxxxx xxx xxxxxxxxxx

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          EMPLOYEE NAME              SOCIAL       POSITION NUMBER     CB ID      C B       TOTAL
                                    SECURITY                           PS        ID
                                     NUMBER
  -------------------------------------------------------------------------------------------------------------
  xxxxxxxx         xxxxxxxx  x      xxx-xx-xxxx   xxx-xxx-xxxx-xxx      xxx       xxx
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