

# State Controller's Office

Personnel Action Manual

## Section 9

PAR Corrections

Out of Sequence Voids

Rev. 09/2022



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## CORRECTIVE ACTION PROCEDURES

### Section 9.1: (Revised 05/06)

When procedures in Section 9 conflict with other sections or items in the PAM, Section 9 instructions take precedence.

Personnel Operations Errors: Call the Liaison Unit at (916) 322-6500 to report errors by Personnel Operations.

### Reading Line 12 – Employment History

The first line of history in Line 12 always reflects the employee's "Current Status" record on the data base. Refer to footnote #1.

Footnote #2 indicates the most recent transaction in Employment History.

Transactions that post below the most recent transaction printed in Employment History are considered out-of-sequence. Refer to footnote #3.

The effective date of the converted record is found in Employment History, under the "Effective Date/Hours" column. Refer to footnote #4.

The date in the "Employment History Remarks" column is the date the agency was converted. Refer to footnote #5.

The effective date of the converted record may not appear in Line 12, when Employment History has been filled with transactions.

### Employment History (INFORMATION ONLY)

| SOCIAL SECURITY #                        |                | EMPLOYEE LAST NAME |            | PRIOR LAST NAME |          |                  |                 |       |                      |       |             |            |       |           |        | O.P       |                                  |
|--|----------------|--------------------|------------|-----------------|----------|------------------|-----------------|-------|----------------------|-------|-------------|------------|-------|-----------|--------|-----------|----------------------------------|
| 999-99-9999                              |                | SMITH              |            |                 |          |                  |                 |       |                      |       |             |            |       |           |        |           |                                  |
| EFFECTIVE DATE                           |                | HOURS              | TRANS CODE | TENURE          | # OF MOS | POSITION NUMBER  | CLASS TITLE     | RANGE | BASED ON SALARY RATE | ADD'L | PLUS SALARY | ADD'L DATA | CB ID | TIME BASE | COUNTY | ACCT CODE | EMPLOYMENT HISTORY REMARKS       |
| 1  | CURRENT STATUS |                    |            |                 |          | 999-859-1257-009 | SR STENOGRAPHER |       |                      |       |             |            |       |           |        |           |                                  |
| 2  | 04/01/85       |                    | 120        |                 |          | 999-859-1257-009 | SR STENOGRAPHER |       |                      |       |             |            |       |           |        |           |                                  |
| {  | 08/01/84       |                    | A01        | P               |          | 999-129-1257-003 | SR STENOGRAPHER | A     |                      |       |             |            |       | FT        |        |           | PROMOTED                         |
|  | 10/01/82       |                    | 34SV       |                 |          | 999-999-1262-001 |                 |       |                      |       |             |            |       |           |        |           |                                  |
|  | 09/01/80       |                    | SIS        |                 |          | 999-999-1262-001 |                 | A     |                      |       |             |            |       | FT        |        |           |                                  |
|  | 07/01/80       |                    | GEN        |                 |          | 999-999-1262-001 |                 | A     |                      |       |             |            |       | FT        |        |           |                                  |
| {  | 03/01/80       |                    | A01        | P               |          | 999-999-1262-001 |                 | A     |                      |       |             |            |       | FT        |        |           |                                  |
|  | 07/04/75       |                    | A01        | T               | P        | 999-999-1262-001 | STENOGRAPHER    | A     |                      |       |             |            |       | FT        |        |           | DISTRICT 6<br>CONVERTED 09/01/75 |
| 4  |                |                    |            |                 |          |                  |                 |       |                      |       |             |            |       |           |        |           |                                  |
| 5  |                |                    |            |                 |          |                  |                 |       |                      |       |             |            |       |           |        |           |                                  |
| PROMOTIONAL EMPLOYMENT HISTORY AVAILABLE |                |                    |            |                 |          |                  |                 |       |                      |       |             |            |       |           |        |           |                                  |

An out-of-sequence transaction is effective prior to the most recent transaction posted on the employee's employment history record, or a transaction effective the same date as the most recent transaction that, when posted, will post prior to most recent transaction.

1. Always work with the current Turnaround (TAD) PAR

To prevent entry of out-of-sequence transactions on the employment history data base always use the current TAD PAR. If the TAD PAR has not been received for a transaction recently posted by PPSD or the department, do not document the transaction until receipt of the new TAD PAR, unless otherwise instructed by PPSD.

2. Verify Item 210 – Effective Date and Hours

In the transaction being documented is effective *prior to shaded area effective date*, that transaction *is out-of-sequence*.

Example:

|          |       |                  |                          |
|----------|-------|------------------|--------------------------|
| <b>2</b> | FROM: | TRANSACTION CODE | 01/31/98                 |
|          | TO:   | A01              | EFFECTIVE DATE AND HOURS |
|          |       | 205              | 01/16/98                 |
|          |       |                  | 210 MM/DD/YY             |

3. Verify Line 12 – Employment History

If the transaction being documented is effective the *same date* as shaded area of Item 210, review the most recent transaction posted in Line 12.

A. *If correcting or voiding other than most recent transaction printed in Line 12, the correct/void is out-of-sequence.*

Example:

|          |       |                  |                          |
|----------|-------|------------------|--------------------------|
| <b>2</b> | FROM: | TRANSACTION CODE | 01/01/97                 |
|          | TO:   | 120C             | EFFECTIVE DATE AND HOURS |
|          |       | 205              | 01/01/95                 |
|          |       |                  | 210 MM/DD/YY             |

12 EMPLOYMENT HISTORY

|                   |                    |
|-------------------|--------------------|
| SOCIAL SECURITY # | EMPLOYEE LAST NAME |
| 123-45-6789       | SMITH              |

| EFFECTIVE DATE | HOURS | TRANS CODE | TENURE | # OF MOS |
|----------------|-------|------------|--------|----------|
| CURRENT STATUS |       |            | P      |          |
| 01/01/97       |       | 565        |        |          |
| 01/01/95       |       | 120        |        |          |
| 01/01/95       |       | GEN        |        |          |
| 12/16/94       |       | A01        | P      |          |



In this example, the 120C is out-of-sequence because the 120 is posted below the 565.

- B. If *adding* a transaction that is effective *earlier time of day* than the most recent transaction printed in Line 12, transaction being added *is out-of-sequence*.

Example:

|          |       |                  |                          |
|----------|-------|------------------|--------------------------|
| <b>2</b> | FROM: | TRANSACTION CODE | 01/31/95                 |
|          | TO:   | 120              | EFFECTIVE DATE AND HOURS |
|          |       | 205              | 01/31/95                 |
|          |       |                  | 210 MM/DD/YY             |

## 12 EMPLOYMENT HISTORY

|                   |                    |
|-------------------|--------------------|
| SOCIAL SECURITY # | EMPLOYEE LAST NAME |
| 987-65-4321       | JONES              |

| EFFECTIVE DATE | HOURS | TRANS CODE | TENURE | # OF MOS |
|----------------|-------|------------|--------|----------|
| CURRENT STATUS |       |            | P      |          |
| 01/31/95       |       | S01        |        |          |
| 01/01/95       |       | GEN        |        |          |

In this example, the 120 *is* out-of-sequence because it is effective earlier time of day (BOB) than the S01 (COB).

Reminders:

- Once an out-of-sequence condition is identified, refer to appropriate Corrective Action chart(s) in Sections 9.3-9.6 for instructions on documenting the transaction and reconstructing Employment History.
- Call Personnel Operations Liaison if you have any questions about identifying/documenting out-of-sequence transactions or reconstructing Employment History.

## CORRECTIONS, VOIDS, OUT-OF-SEQUENCE

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### Section 9.3: CORRECTIONS OF PAR ITEMS (DEFINED) (Revised 09/22)

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A correction is an adjustment to a transaction or to a PAR item(s). The adjustment may be a correction, void or addition to a transaction already processed.

| To Correct PAR Items As Follows:                                    | Take These Actions:  |
|---|--|
| *105 - Social Security Number<br>440 – Sex<br>455 – Disability Code | Process a *105, 440, or 455 Miscellaneous Change Transaction on the Turnaround PAR. Use the current effective date and the appropriate Required/Conditional chart.<br>Note: Personnel Operations <i>does not</i> keep a record of previous entries to these items on the data base. Therefore, only the shaded area information on the Turnaround PAR can be corrected.<br>Note: *105 transaction must be submitted to PPSD. |
| 110, 111 – Employee’s Name<br>140 - Birth date                      | Process an EAR (Form 686).<br>See instructions in Section 6. <i>Do not</i> submit a PAR  |
| 205 - Transaction Code<br>210 - Effective Date                      | The incorrect transaction must be voided and the transaction re-entered as a new transaction. Refer to Section 9.5 & 9.6. To correct “Hours” only, follow the instructions on Section 9.4.<br>Note: To cancel an employee’s <i>only</i> appointment or additional position to the data base because employee was erroneously appointed or never reported to work, refer to PAM Section 3.260 (S99).                          |
| 705 - Total State Service   | Process a 705 Miscellaneous Change Transaction on the Turnaround PAR, using the current effective date, <i>or</i> this item can be updated when submitting a transaction that allows an entry to be made.<br>Note: Personnel Operations <i>does not</i> keep a record of previous entries to this item on the data base. Therefore, only the shaded area information on the Turnaround PAR can be corrected.                 |
| 877 - Lump Sum Payment Deferral                                     | Refer to PAM Section 5.76. <i>Do not</i> submit a PAR.   |
| 999 - Deduction Information   | Submit form STD 674 to Payroll Operations. <i>Do not</i> submit a PAR.   |
| Correcting Other PAR Items  | Refer to Section 9.4.  |

#### Section 9.4: CORRECTION OF PAR ITEMS (NOT DEFINED) (Revised 11/07)

---

A correction is an adjustment to a transaction or to a PAR item(s). The adjustment may be a correction, void or addition to a transaction already processed.

To correct, delete or add a PAR item(s) to a transaction that is printed in Line 12 (Employment History) on a "CURRENT" OR "OUT-OF-SEQUENCE" basis, use the chart below. Use the Turnaround PAR for the transaction with the earliest effective date and use a Padded PAR for any subsequent transaction in this package.

Note: Corrections to the R01 transactions must be documented as part of the out-of-sequence carry forward process *only* (refer to PAM Section 9.4).

If the retirement account code information needs changing, contact the PPSD Civil Service Liaison Unit. *Do not key an R01C.*

If Using a Padded PAR

| Item | Take These Actions:  |
|------|--|
| 010  | Enter 9999 as the Document Processing Number for <i>all Padded</i> PARs in an Out-of-Sequence package. |
| 105  | Enter employee's social security number.   |
| 110  | Enter employee's last name.  |
| 205  | Enter the original transaction code followed by a "C."   |

If Using a Padded PAR or Turnaround PAR

| Item | Take These Actions:   |
|------|---|
| 210  | Enter the original effective date of the transaction being corrected. Enter the correct number of hours, if any. If "hours" are to be deleted, enter 0EOF   |
| 215  | <p>Complete as required for the specific transaction and item.</p> <p>Departments are delegated the authority to backdate transactions to their <i>date of entitlement</i> without prior review/approval by SPB. Departments must document the basis for each date of entitlement request, and retain the documentation for review. See PAM Section 2.36.</p> <p>If Item 215 is required Item on the PAR being corrected – department should post a 215 Transaction (3.108) with the same effective date – entering required information in Item 215.</p> <p>A Court Decision is regarded as a Date of Entitlement and does not require SPB/DPA approval. (Exception: Adverse Action – 5.70-5.71)</p> |

| Item      | Take These Actions:   |
|-----------|---|
| Lines 1-7 | Refer to the appropriate Required/Conditional Chart:<br>a) Complete <i>only</i> those items which need correcting. Complete each item in its entirety.<br>b) To delete information that is invalid, enter the symbol as shown for the item(s) on the PAR Item Deletion Chart (Section 9.13).  |
| Lines 8/9 | Complete <i>only</i> those items which need correcting.<br><br>To delete information that is invalid, enter the item number and the symbol *EOF. Refer to Section 2.101 for additional information.   |
| 952       | Enter only when instructed to by Section 5 – Documenting Decision of SPB After Appeal.  |
| 960       | Enter Corrected Transaction Identifier. Use the position number as it appears in Line 12 for the transaction you are correcting.  |
| Line 10   | <p>When processing a corrective action transaction package refer to the appropriate Required/Conditional Charts. Enter the reason for the correction(s) in Line 10 – Remarks. If any of the items listed below are being corrected, complete Line 10 “ON FILE FOR AUDIT” box (when entry allowable). The department is required to keep substantiation on file when these items are corrected.</p> <p>Complete as required for the specific transaction and item.</p> <p>SPB/DPA approval or a Court Decision is required for processing certain transactions to the data base.</p> <p>A court decision is regarded as a Date of Entitlement and does <i>not</i> require SPB or DPA approval (Exception: Adverse action – 5.70-5.71).</p> <p>Always complete Line 10 “ON FILE FOR AUDIT” box on the first PAR of the corrective action transaction package when required. 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. See PML 2007-026, PAM Item 215 and Glossary.</p> <p>Items: 122 (Class), 320 (Based on Salary), 325 (Plus Salary), 330 (Anniversary Date), 335 (Alternate Range), 345 (Shift Differential), 350 (Special Pay), 351 (Established Earnings), 405 (Time Base), 410 (Appointment Tenure) or any other item requiring an adjustment to employee’s pay.</p> |

If Transaction is Out-of-Sequence: Refer to “Reconstructing Employment History in Section 9.7 to complete the process.



If Last Transaction In Package:

| Item | Take These Actions:  |
|------|--|
| 005  | When submitting two or more PARs for the employee, number all PARs sequentially with the <i>earliest</i> effective date first. |
| 205  | In addition to the Transaction Code enter the letters “CLF” on the last Padded PAR in the Out-of-Sequence package.             |

A void is a cancelation of an invalid transaction.

To delete an invalid transaction printed in Line 12 – Employment History, on “CURRENT” or “OUT-OF-SEQUENCE” basis, use the chart below.

To correct Items 205 (Transaction Code) and/or 210 (Effective Date and Hours), the original transaction must be voided and re-entered as a new transaction. To correct Item 210 “Hours” *only*, refer to PAM Section 9.4. Use the Turnaround PAR for the transaction with the earliest effective date and use a Padded PAR for any subsequent transaction in this package.

If a permanent separation is voided or eliminated, a form STD. 674 must be submitted to PPSD to reinstate the miscellaneous deductions. See Payroll Procedures Manual (PPM) Section H 011.

To prevent an overpayment, the following transactions must be sent to PPSD for special handling: Voids of any separation and reposting with a different effective date and Lump Sum Hours (Item 620) and/or Lump Sum Extra Hours (Item 625) was entered on the original separation.

If Using a Padded PAR

| Item | Take These Actions:  |
|------|--|
| 010  | Enter 9999 as the Document Processing Number for <i>all Padded PARs</i> in an Out-of-Sequence package. |
| 105  | Enter the employee’s social security number.   |
| 110  | Enter employee’s last name.  |

If Using a Padded PAR or Turnaround PAR

| Item    | Take These Actions:  |
|---------|--|
| 205     | Enter original transaction code followed by a “V”  |
| 210     | Enter original effective date and hours of the transaction being “VOIDED.”   |
| 952     | Enter only when instructed to by Section 5 – Documenting Decision of SPB After Appeal.   |
| 960     | Enter Corrected Transaction Identifier. Use the position number as it appears in Line 12 for the transaction you are voiding.  |
| Line 10 | Enter the specific reason for the VOID.<br><i>Do not</i> check boxes “ON FILE FOR AUDIT” or “SUB-10 STANTIATION IN REMARKS OR SEE ATTACHED.”                         |
| Line 11 | Complete Appointing Power Signature, Date, Phone Number, and Contact Person.<br>For exempts, refer to Sections 5.40 and 5.41 for routing and signature requirements. |

If Transaction is Out-of-Sequence: Refer to “Reconstructing Employment History” in Section 9.7 to complete the process.

If Last Transaction In Package

| Item | Take These Actions:  |
|------|--|
| 005  | When submitting two or more PARs for the employee, number all PARs sequentially with the <i>earliest</i> effective date first. |
| 205  | In addition to the Transaction Code enter the letters “CLF” on the last Padded PAR in the Out-of-Sequence package.             |

## Section 9.6: ADDING A NEW TRANSACTION OUT-OF-SEQUENCE/RE-ENTERING A NEW TRANSACTION AS A RESULT OF A VOID (Revised 05/98)

---

1. To add a new transaction out-of-sequence with an effective date *prior* to the most recent transaction printed in Line 12 – Employment History, use the chart below.
2. To re-enter a new transaction as a result of a void when correcting Items 205 (Transaction Code) and/or 210 (Effective Date and Hours) on a “CURRENT” OR “OUT-OF-SEQUENCE” basis, use the chart below.

### Additional Information

Do not document any Miscellaneous Change Transaction with an effective date the *same as* an existing transaction in Line 12, which allows this information to be changed. Instead, document a correction to the existing transaction in Line 12 (see PAM Section 9.4). Exception: A separate 335 transaction may be *required* with an effective date the same as an existing transaction in Line 12 when specified in the alternate range criteria.

When a transaction must be entered with an effective date the same as an existing transaction in Line 12 (and information being added is not allowed or not appropriate on existing transaction in Line 12) the new transaction will sit on top of the existing transaction. If the new transaction is to sit below the existing transaction (both the same effective date) the existing transaction must be voided. Post the new transaction then repost the transaction that was voided.

Use the Turnaround PAR for the transaction with the earliest effective date and use a Padded PAR for any subsequent transaction in this package.

### If Using A Padded PAR:

| Item | Take These Actions   |
|------|--|
| 010  | Enter 9999 as the document Processing Number for <i>all</i> Padded PARs in an Out-of-Sequence package. |
| 105  | Enter employee’s social security number.   |
| 110  | Enter employee’s last name.  |

### If Using a Padded PAR or Turnaround PAR

| Item | Take These Actions  |
|------|---|
| 205  | Enter the transaction code being added or re-entered.                                     |
| 210  | Enter the effective date and hours (if any) of the transaction being added or re-entered. |

| Item      | Take These Actions   |
|-----------|--|
| 215       | <p>Complete as required for the specific transaction and item.</p> <p>Departments are delegated the authority to backdate transactions to their <i>date of entitlement</i> without prior review/approval by SPB. Departments must document the basis for each date of entitlement request, and retain the documentation for review. See PAM Section 2.36.</p> <p>If Item 215 is required Item on the PAR being added – department should post a 215 Transaction (3.108) with the same effective date – entering required information in Item 215.</p> <p>A Court Decision is regarded as a Date of Entitlement and does not require SPB/DPA approval (Exception: Adverse Action – 5.70-5.71).</p>  |
| Lines 1-7 | <p>Refer to the appropriate Required/Conditional Chart:</p> <ul style="list-style-type: none"> <li>a) Complete the following items <i>only</i> when they are allowable and applicable per the item definition: 215, 450, 605, 606, 607, 615, 655, 710, 715, 725, 730 and/or 735.</li> <li>b) Complete all other allowable items that are <i>different from</i> the “CURRENT STATUS” record (allowable items left blank will reflect information from the “CURRENT STATUS” record). Exception: Item 435 (MCR-approval) – When shaded area information still applies and agency code is changing, information must be re-entered when allowable due to system problems.</li> <li>c) Delete allowable items <i>which reflect</i> in “CURRENT STATUS” record but <i>should not reflect</i> in the new transaction. Enter the appropriate symbol from the PAR Item Deletion Chart (PAM Section 9.13).</li> </ul> <p>Note: The system will automatically update non-allowable items.</p> |
| Lines 8/9 | <p>Refer to Lines 8/9 item area for specific transaction:</p> <ul style="list-style-type: none"> <li>a) Complete those items required for the specific transaction. Enter the item number and the new information.</li> <li>b) Complete allowable 8/9 items that are different from the “CURRENT STATUS” record. Enter the item number and the new information.</li> <li>c) Delete those items which reflect in the “CURRENT STATUS” record that <i>should not reflect</i> in the new transaction. Enter the item number and the symbol *EOF.</li> </ul>   |
| 952       | <p>Enter only when instructed to by Section 5 – Documenting Decision of SPB After Appeal.</p>  |

| Item    | Take These Actions   |
|---------|--|
| Line 10 | <p>Complete as required for the specific transaction and item.</p> <p>SPB/DPA approval or a Court Decision is required for processing certain transactions to the data base.</p> <p>A court decision is regarded as a Date of Entitlement and does <i>not</i> require SPB or DPA approval (Exception: Adverse Action – 5.70-5.71).</p> <p>Always complete Line 10 “ON FILE FOR AUDIT” box on the first PAR of the corrective action transaction package when required. 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. See PML 2007-026, PAM Item 215 and Glossary.</p> <p>Items: 122 (Class), 320 (Based on Salary), 325 (Plus Salary), 330 (Anniversary Date), 335 (Alternate Range), 345 (Shift Differential), 350 (Special Pay), 351 (Established Earnings), 405 (Time Base), 410 (Appointment Tenure) or any other item requiring an adjustment to employee’s pay.</p> |
| Line 11 | <p>Complete Appointing Power Signature, Date, Phone Number and Contact Person.</p> <p>For exempts, refer to Sections 5.40 and 5.41</p>   |

If Transaction is Out-of-Sequence: Refer to “Reconstructing Employment History in Section 9.7 to complete the process.

If Last Transaction In Package:

| Item | Take These Actions:   |
|------|---|
| 005  | When submitting two or more PARs for the employee number all PARs sequentially with the <i>earliest</i> effective date first. |
| 205  | In addition to the Transaction Code enter the letters “CLF” on the last Padded PAR in the Out-of-Sequence package.            |

- The *effect* of an out-of-sequence transaction on all subsequent transactions must be considered (subsequent transactions are those transactions which are or will be posted above the transaction you are working on).
- The out-of-sequence transaction, whether it is a correction, void or addition may change a PAR item(s) and this information may need to be reflected in each subsequent transaction. This process is “reconstructing employment history.”

When reconstructing Employment History, be sure to consider all subsequent transactions including the ORP which does not post in Line 12, also consider those initially posted by mass update (e.g. MSA, SIS and GEN). The system does not automatically adjust these transactions.

Review of Line 12 of the Turnaround PAR and Employment History (HIST).

Review each subsequent transaction separately. Start with the transaction immediately following the out-of-sequence transaction.

1. Determine what each PAR item reflected at the time of the original transaction, including those items which do not print in Line 12.
2. Determine what each PAR item(s) *should* reflect as a result of information added, deleted or changed on the out-of-sequence transaction.
3. If any item on the transaction needs to reflect correct information, this transaction is considered incorrect. Refer to #5.
4. If all items on the transaction are correct as they are, this transaction is considered correct. Refer to #6.

### Review of Line 12 (continued)

#### Incorrect Transaction

1. For each subsequent transaction that is incorrect as a result of the out-of-sequence transaction, complete a Padded PAR using the appropriate Corrective Action Chart(s) in Sections 9.3 thru 9.6. The transaction must be completed even if the item(s) to be corrected is nonallowable or shown as “delete only” on the Required/Conditional Chart (e.g., to carry forward appointment type). This is to ensure the correct information will reflect in subsequent transaction(s) (see “appointment type” in the Glossary for additional information).

#### Correct Transaction

2. For each transaction that is correct as is, print “OK” next to the transaction code, under the “Hours” column in Line 12.

Note: Personnel Operations may return any corrective action package that does not contain *all* the PAR transactions necessary to correct Employment History.

#### Additional Information

For processing a transaction when another appointing power has the Turnaround PAR refer to PAM Section 8.7.

For instructions on processing subsequent current transactions refer to PAM Section 5.100.

Usually the Turnaround PAR shows an asterisk (\*) in each item that contains new or updated information. However, the PAR issued as a result of a corrected, voided or out-of-sequence action may *not* have asterisks to identify changed items.



Additional Information (continued)

Certain transactions which were corrected or voided along with an out-of-sequence transaction will not show a “C” or “VOIDED” in Line 12 – Employment History, on the Turnaround PAR. This occurs when the transaction is no longer valid (SPB or Court action) or the correction is made due to a PPSD error.

When a transaction is being added out-of-sequence and a change in appointing power is occurring, any subsequent transactions already posted in history that need to be corrected or voided due to adding the out-of-sequence transaction will be documented by the gaining agency.

Example #1

Correction to an item on an “Out-of-Sequence” basis.

Line 12 – Employment History

|          |     |                  |
|----------|-----|------------------|
| 01/31/97 | SIS | 895-319-3722-001 |
| 12/01/96 | 120 | 895-319-3722-001 |
| 08/21/96 | A01 | 895-300-3722-965 |

Employee was appointed with the incorrect WWG (Item 355) and MCR (Item 435) on the A01 Transaction effective 08/21/96. The employee should have been appointed to WWG 4A and MCR I.

- a) Complete the Turnaround PAR with A01 correction effective 08/21/96 and follow the instructions in Section 9.4. Complete only those items which need correcting.
- b) Review Line 12 (PAM Section 9.7) for the subsequent 120 and SIS Transactions, review each transaction separately. Determine the action each PAR item(s) originally generated and what it should reflect as a result of the corrective action (A01C). Complete a Padded PAR with the 120 correction effective 12/01/96 and follow the instructions on PAM Section 9.4.

Note: On the 120 Required/Conditional chart Item 355 (WWG) is allowable and can be corrected, while Item 435 (MCR) is nonallowable. Correct only those items which need correcting. Leave the nonallowable items blank. This action will ensure the correct information in both items will reflect in subsequent transactions.

- c) Complete a Padded PAR with the SIS correction effective 02/01/96 and follow the same chart instructions in Section 9.4. Neither of these items are allowable on the SIS Required/Conditional chart, but in completing this PAR the correct information is assured to reflect in this transaction. Since this SISC Transaction is the most recent transaction in Line 12, this is the last transaction in the package to be completed. Complete Item 005, following instructions in PAM Section 9.4.

Example #2

Voiding a transaction on an “Out-of-Sequence” basis.

Line 12 – Employment History

|          |     |                  |
|----------|-----|------------------|
| 01/01/97 | A01 | 892-300-1310-005 |
| 10/13/96 | A02 | 892-342-1311-503 |
| 01/01/95 | GEN | 892-342-1301-051 |
| 02/01/94 | A01 | 892-342-1303-051 |

The A02 Transaction effective 10/13/96 was submitted in error. The employee did not transfer.

- a) Complete the Turnaround PAR for the A02V effective 10/13/96 and follow the instructions in PAM Section 9.5.
- b) Review Line 12 (PAM Section 9.7) for the subsequent A01 Transaction effective 01/01/97. Determine what each PAR item(s) originally reflected and what it should reflect as a result of the corrective action (A02V). This will ensure the corrected information will reflect in subsequent transactions. Since the A01 Transaction effective 01/01/97 was not affected by the corrective action, it is correct as is. Print “OK” next to this transaction code in the “HOURS” column in Line 12.

Section 9.11: EXAMPLES OF RECONSTRUCTING EMPLOYMENT HISTORY [CONTINUED]  
(Revised 05/98)

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Example #3

Adding a new transaction on an “Out-of-Sequence” basis.

Line 12 – Employment History

|          |     |                  |
|----------|-----|------------------|
| 03/10/97 | A02 | 872-503-7960-005 |
| 01/01/97 | MSA | 872-503-0682-031 |
| 01/01/95 | GEN | 872-503-0682-031 |
| 01/01/94 | A01 | 872-503-0682-031 |

While in class 0682 the employee was performing bilingual duties. Approval was received to establish retroactive Special (Bilingual Pay) Pay, effective 10/01/96 and employee is continuing to perform bilingual duties in current class (7960).

- a) Complete the Turnaround PAR with the new 350 transaction effective 10/01/96 and follow the instructions in PAM Section 9.6.
- b) Review Line 12 (PAM Section 9.7) for the subsequent MSA Transaction. Determine what each PAR item(s) originally reflected and what should be reflected as a result of the corrective action (new 350). Complete a Padded PAR for the MSA correction effective 01/01/97, and follow the chart instruction in PAM Section 9.4. Completing this PAR will ensure that the new 350 Transaction information will reflect on this transaction.
- c) On the A02 Required/Conditional Chart Item 351 (Established Earnings) is allowable and should be corrected. Correct only those item(s) which need correcting. This action will ensure the correct information will reflect on the A02 transaction. Complete a Padded PAR with the A02C effective 03/10/97, and follow the instructions in PAM Section 9.6.

Section 9.12: EXAMPLES OF RECONSTRUCTING EMPLOYMENT HISTORY [CONTINUED]  
(Revised 05/98)

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Example #3 (continued)

Line 12 – Employment History

|            |      |                  |
|------------|------|------------------|
| 03/10/97   | A02C | 872-503-7960-005 |
| 01/01/97   | MSAC | 872-503-0682-031 |
| → 10/01/96 | 350  | 872-503-0682-031 |
| 01/01/95   | GEN  | 872-503-0682-031 |
| 01/01/94   | A01  | 872-503-0682-031 |

Example #4

Voiding an invalid transaction and re-entering a new transaction as a result of the void on an “Out-of-Sequence” basis.

Line 12 – Employment History

|          |     |                  |
|----------|-----|------------------|
| 08/19/96 | A01 | 808-343-4009-051 |
| 01/01/95 | GEN | 808-344-4012-035 |
| 05/08/94 | 120 | 808-344-4012-035 |
| 09/25/93 | A01 | 808-341-4012-001 |

The 120 Transaction effective 05/08/94 was submitted with the incorrect effective date. The employee should have been placed in unit number 344 effective 05/01/94.

- Complete the Turnaround Par to re-enter the 120 Transaction with the correct effective date 05/01/94 by following the instructions in PAM Section 9.6.
- Complete a Padded PAR with the 120 void effective 05/08/94 by following the instructions in PAM Section 9.5.
- The subsequent GEN and A01 Transaction were not affected by the corrective action (120V and new 120), they are correct the way they are. Print “OK” next to these transaction codes in the “Hours” column of Line 12. Complete Item 005, following the instructions in PAM Section 9.6.

Section 9.12.1: EXAMPLES OF RECONSTRUCTING EMPLOYMENT HISTORY [CONTINUED]  
(Revised 05/98)

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Example #4 (continued)

Line 12 – Employment History

|   |          |      |    |                  |
|---|----------|------|----|------------------|
|   | 08/19/96 | A01  | OK | 808-343-4009-051 |
|   | 01/01/95 | GEN  | OK | 808-344-4012-035 |
| ➡ | 05/08/94 | 120V |    |                  |
| ➡ | 05/01/94 | 120  |    | 808-344-4012-035 |
|   | 09/25/93 | A01  |    | 808-341-4012-001 |

## Use This Chart Only When Doing Corrective Actions In Section 9

|   |  |                    |  |   |  |                                    |      |                     |        |                                      |     |                                       |                |                          |             |                            |  |  |  |                               |  |                           |  |                                     |  |                     |  |                               |  |
|---|--|--------------------|--|---|--|------------------------------------|------|---------------------|--------|--------------------------------------|-----|---------------------------------------|----------------|--------------------------|-------------|----------------------------|--|--|--|-------------------------------|--|---------------------------|--|-------------------------------------|--|---------------------|--|-------------------------------|--|
|   |  |                    |  |   |  |                                    |      |                     |        | 005 SEQUENCE NUMBER _____ OF _____   |     |                                       |                |                          |             |                            |  |  |  |                               |  |                           |  |                                     |  |                     |  |                               |  |
|   |  |                    |  |   |  |                                    |      |                     |        | 010 DOCUMENT PROCESSING NUMBER _____ |     |                                       |                |                          |             |                            |  |  |  |                               |  |                           |  |                                     |  |                     |  |                               |  |
| SOCIAL SECURITY NUMBER  |  | EMPLOYEE LAST NAME |  | FIRST NAME AND MIDDLE INITIAL             |  | AGENCY                             | UNIT | CLASS               | SERIAL | DEPT CODE<br>000 *EOF                | CBD | COUNTY CODE                           | OTHER POSITION | BIRTH DATE<br>MM/DD/YYYY | OPEB<br>CBD |                            |  |  |  |                               |  |                           |  |                                     |  |                     |  |                               |  |
| TRANSACTION CODE  |  | DATE<br>MM/DD/YYYY |  | EFFECTIVE DATE AND HOURS<br>0EOF          |  | EMPLOYMENT HISTORY REMARKS<br>*EOF |      |                     |        | IND                                  | AD  | ESTABLISHED EARNINGS<br>IND ID IND ID |                |                          |             |                            |  |  |  |                               |  |                           |  |                                     |  |                     |  |                               |  |
| 305 ACTUAL RATE   |  | SALARY PER         |  | PAY FREQ.                                 |  | BASED ON SALARY                    |      | GSI CODE            |        | PLUS SALARY<br>0EOF                  |     | EXPIRATION DATE<br>MM/DD/YYYY         |                | ANNIV. DATE              |             | ALTERNATE RANGE            |  | PAYROLL STATUS                               |  | SHIFT OFF.                    |  | SPECIAL PAY               |  | WVG                                 |  | PAY LETTER #        |  | EXPIRATION DATE<br>MM/DD/YYYY |  |
| 306 TOTAL SALARY  |  | TIME BASE          |  | APPT. TENURE                              |  | # MOS                              |      | DATE                |        | APPOINTMENT EXPIRATION<br>MM/DD/YYYY |     | HOURS                                 |                | CERT. #                  |             | TYPE OF LIST OR EXMIT STAT |  | PROBATIONARY PERIOD<br>ENDING PERIOD         |  | CODE                          |  | MCR APPROVAL<br>FORM DATE |  | SEX                                 |  | PRIOR STATE SERVICE |  | DISABILITY CODE               |  |
| ACCOUNT CODE  |  | SAFETY MEMBER      |  | SURVIVOR'S BENEFITS                       |  | SS/MED MEMBER                      |      | RETIREMENT RATE (%) |        | EXEMPT AUTHORITY                     |     | OATH<br>NON-CITIZEN                   |                | MEDICAL CLEARANCE        |             | FINGERPRINT                |  | PROFESSIONAL LICENSE<br>TYPE EXPIRATION DATE |  | CODE                          |  | INJURY DATE               |  | JOB INCURRED INJURY<br>WCT/CDL DATE |  | *EOF                |  | *EOF                          |  |
| REASON FOR SEPARATION   |  | PAY PERIOD         |  | TIME TO BE PAID (NEW)                     |  | TIME TO BE PAID (OLD)              |      | PAY (IMMED)         |        | LUMP SUM TO BE PAID                  |     | LUMP SUM EXTRA HOURS                  |                | LUMP SUM PAYMENT CODE    |             | LUMP SUM UNIT              |  | SERIAL                                       |  | SEPARATION EXPIRATION<br>DATE |  | FIRST/ FINAL DED.         |  | MONTHLY DED.                        |  | *EOF                |  | *EOF                          |  |
| TOTAL STATE SERVICE   |  | MONTHS             |  | HOURS                                     |  | AS OF                              |      | *EOF                |        | INTERMITTENT DATES AND HOURS         |     | SERVICE PAY PERIOD                    |                | REEMPLOYMENT LIST CLASS  |             | REEMPLOY LIST CLASS        |  | REEMPLOY LIST CLASS                          |  | REEMPLOY LIST CLASS           |  | REEMPLOY LIST CLASS       |  | REEMPLOY LIST CLASS                 |  | REEMPLOY LIST CLASS |  | REEMPLOY LIST CLASS           |  |
| When deleting line 8 items, place an "EOF" after the appropriate number.<br>(EXAMPLE: 871 *EOF)       |  |                    |  |   |  |                                    |      |                     |        |                                      |     |                                       |                |                          |             |                            |  |  |  |                               |  |                           |  |                                     |  |                     |  |                               |  |
| When deleting line 8 and 9 items, place an "EOF" after the appropriate number.<br>(EXAMPLE: 955 *EOF) |  |                    |  |   |  |                                    |      |                     |        |                                      |     |                                       |                |                          |             |                            |  |  |  |                               |  |                           |  |                                     |  |                     |  |                               |  |
| BACKUP INFORMATION  |  | ON FILE FOR AUDIT  |  | SUBSTANTIATION IN REMARKS OR SEE ATTACHED |  | REMARKS                            |      | KEYED BY INITIALS   |        | DATE                                 |     |                                       |                |                          |             |                            |  |  |  |                               |  |                           |  |                                     |  |                     |  |                               |  |

→ An asterisk entered in either box will delete data in both boxes.

Information Only: The PAR Item Deletion Chart Indicates how information should be deleted. Do not delete an Item if the Required/Conditional Chart does not allow an entry in the Item or state that the information will automatically be deleted by the system.

EOF indicates Erase to End of Field.

\* indicates a number zero.