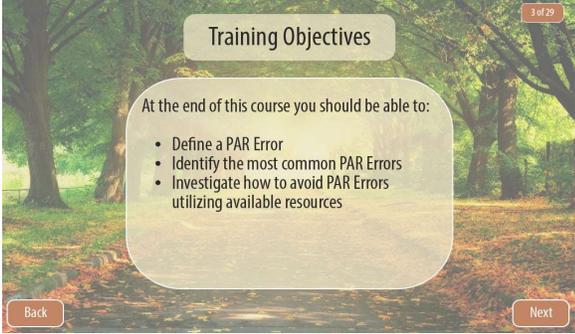
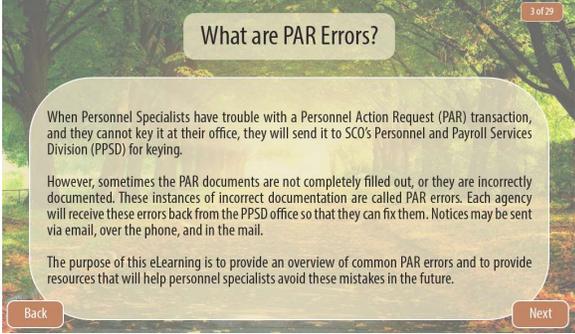
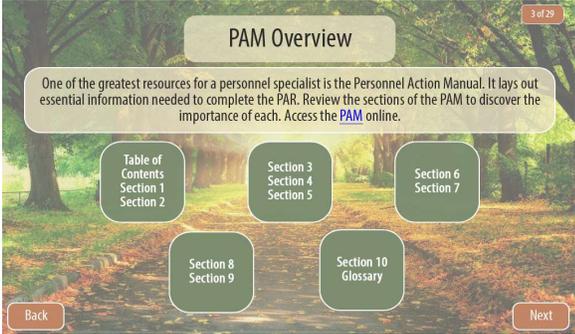
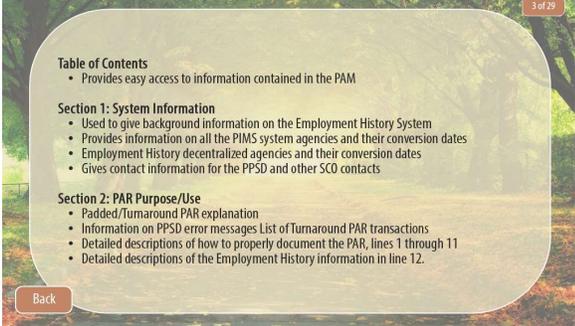
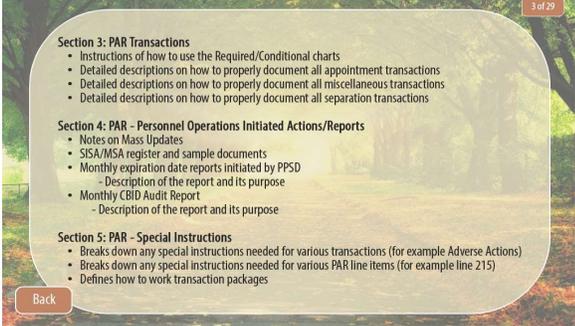
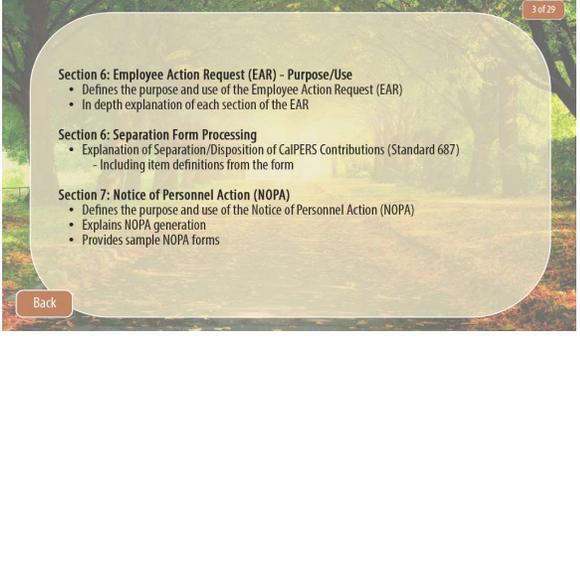
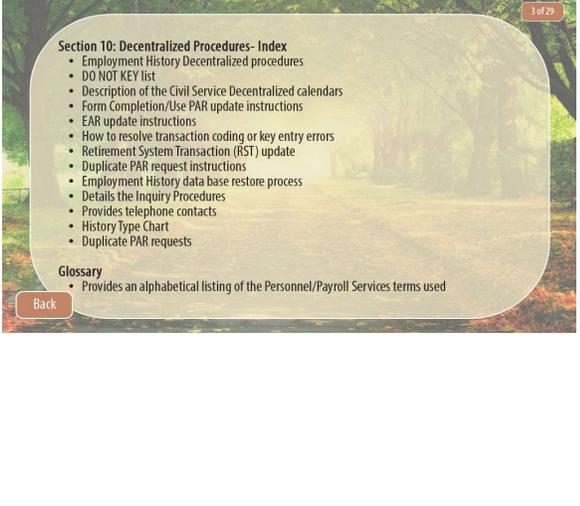
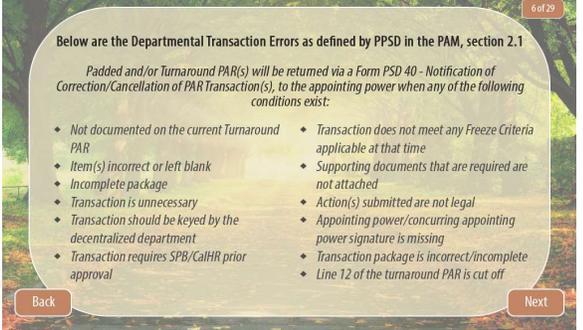
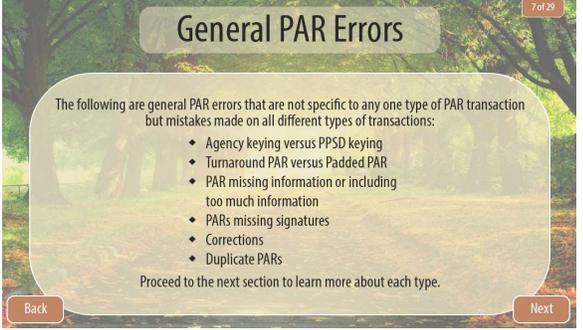


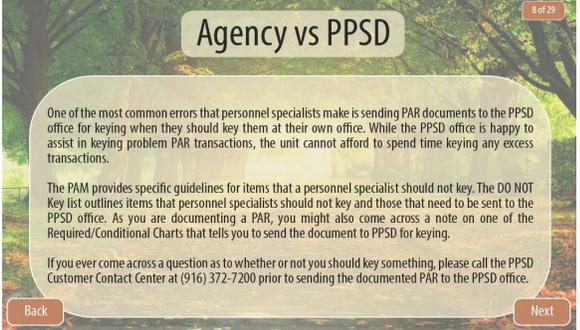
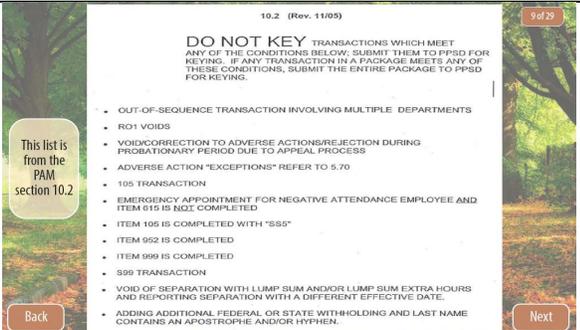
Pg	Slide	Content
1.		<p><i>Welcome to the State Controller's Office</i></p> <p>PAR Errors: How to Identify Them and How to Avoid Them</p>
2.		<p>To advance through the course, click the Next button on each slide. If you are listening to this with a screen reader, use Shift to move forward a slide and Control to go back.</p> <p>Should you have problems viewing or playing this course, please contact the Personnel/Payroll Training Services Unit to request assistance.</p> <p>Note that this training contains no audio.</p> <p>Training course materials are the exclusive property of the State Controller's Office (SCO).</p> <p>Unauthorized copying and use of SCO's training materials, without the expressed written permission of the Personnel/Payroll Services Division's Statewide Training Unit, is prohibited.</p> <p>Please do not use training course materials in lieu of the appropriate legal and regulatory references. MOU's SHALL supersede the government codes and laws/rules covered in eLearning and classroom training.</p> <p>All examples and scenarios are fictional. Any similarities between characters and agencies are purely coincidental.</p> <p>The purpose of this training is to provide an additional resource for personnel employees to accurately determine and avoid the common PAR errors sent to PPSD for keying. You will need to verify your resources in all transactions.</p> <p>Please do not use this eLearning as a replacement for departmental or classroom training.</p>

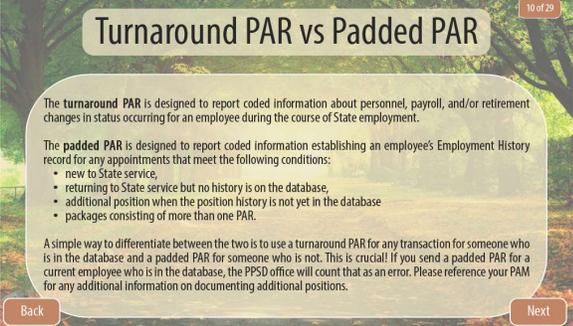
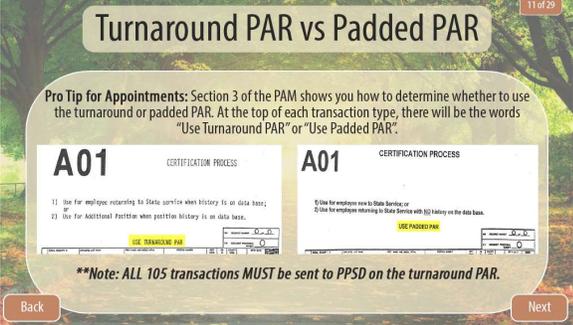
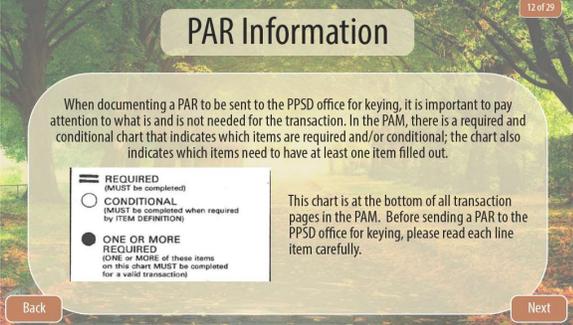
Pg	Slide	Content
3.		<h3 style="text-align: center;">Training Objectives</h3> <p>At the end of this course you should be able to:</p> <ul style="list-style-type: none"> • Define a PAR Error • Identify the most common PAR Errors • Investigate how to avoid PAR Errors utilizing available resources
4.		<h3 style="text-align: center;">What are PAR Errors?</h3> <p>When Personnel Specialists have trouble with a Personnel Action Request (PAR) transaction, and they cannot key it at their office, they will send it to SCO's Personnel and Payroll Services Division (PPSD) for keying.</p> <p>However, sometimes the PAR documents are not completely filled out, or they are incorrectly documented. These instances of incorrect documentation are called PAR errors. Each agency will receive these errors back from the PPSD office so that they can fix them. Notices may be sent via email, over the phone, and in the mail.</p> <p>The purpose of this eLearning is to provide an overview of common PAR errors and to provide resources that will help personnel specialists avoid these mistakes in the future.</p>
5.		<h3 style="text-align: center;">PAM Overview</h3> <p>One of the greatest resources for a personnel specialist is the Personnel Action Manual. It lays out essential information needed to complete the PAR. Review the sections of the PAM to discover the importance of each. Access the PAM online.</p> <p>Table of Contents</p> <ul style="list-style-type: none"> Section 1 Section 2 Section 3 Section 4 Section 5 Section 6 Section 7 Section 8 Section 9 Section 10 Glossary

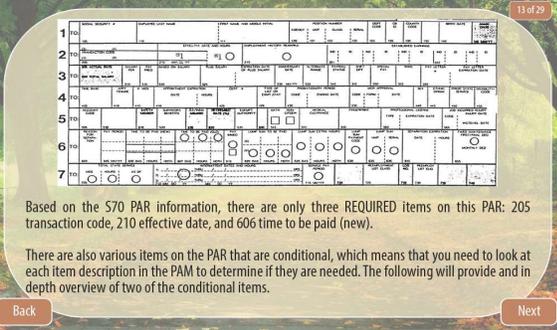
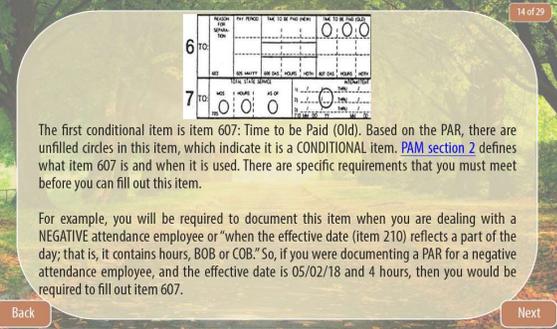
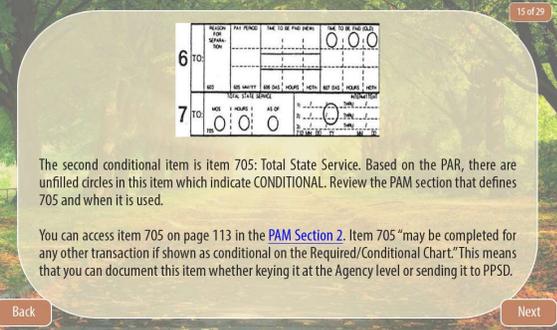
Pg	Slide	Content
6.	 <p>Table of Contents</p> <ul style="list-style-type: none"> Provides easy access to information contained in the PAM <p>Section 1: System Information</p> <ul style="list-style-type: none"> Used to give background information on the Employment History System Provides information on all the PIMS system agencies and their conversion dates Employment History decentralized agencies and their conversion dates Gives contact information for the PPSD and other SCO contacts <p>Section 2: PAR Purpose/Use</p> <ul style="list-style-type: none"> Padded/Turnaround PAR explanation Information on PPSD error messages List of Turnaround PAR transactions Detailed descriptions of how to properly document the PAR, lines 1 through 11 Detailed descriptions of the Employment History information in line 12. 	<p>Table of Contents</p> <ul style="list-style-type: none"> Provides easy access to information contained in the PAM <p>Section 1: System Information</p> <ul style="list-style-type: none"> Used to give background information on the Employment History System Provides information on all the PIMS system agencies and their conversion dates Employment History decentralized agencies and their conversion dates Gives contact information for the PPSD and other SCO contacts <p>Section 2: PAR Purpose/Use</p> <ul style="list-style-type: none"> Padded/Turnaround PAR explanation Information on PPSD error messages List of Turnaround PAR transactions Detailed descriptions of how to properly document the PAR, lines 1 through 11 Detailed descriptions of the Employment History information in line 12.
7.	 <p>Section 3: PAR Transactions</p> <ul style="list-style-type: none"> Instructions of how to use the Required/Conditional charts Detailed descriptions on how to properly document all appointment transactions Detailed descriptions on how to properly document all miscellaneous transactions Detailed descriptions on how to properly document all separation transactions <p>Section 4: PAR - Personnel Operations Initiated Actions/Reports</p> <ul style="list-style-type: none"> Notes on Mass Updates SISA/MSA register and sample documents Monthly expiration date reports initiated by PPSD <ul style="list-style-type: none"> Description of the report and its purpose Monthly CBID Audit Report <ul style="list-style-type: none"> Description of the report and its purpose <p>Section 5: PAR - Special Instructions</p> <ul style="list-style-type: none"> Breaks down any special instructions needed for various transactions (for example Adverse Actions) Breaks down any special instructions needed for various PAR line items (for example line 215) Defines how to work transaction packages 	<p>Section 3: PAR Transactions</p> <ul style="list-style-type: none"> Instructions of how to use the Required/Conditional charts Detailed descriptions on how to properly document all appointment transactions Detailed descriptions on how to properly document all miscellaneous transactions Detailed descriptions on how to properly document all separation transactions <p>Section 4: PAR - Personnel Operations Initiated Actions/Reports</p> <ul style="list-style-type: none"> Notes on Mass Updates SISA/MSA register and sample documents Monthly expiration date reports initiated by PPSD <ul style="list-style-type: none"> Description of the report and its purpose Monthly CBID Audit Report <ul style="list-style-type: none"> Description of the report and its purpose <p>Section 5: PAR - Special Instructions</p> <ul style="list-style-type: none"> Breaks down any special instructions needed for various transactions (for example Adverse Actions) Breaks down any special instructions needed for various PAR line items (for example line 215) Defines how to work transaction packages

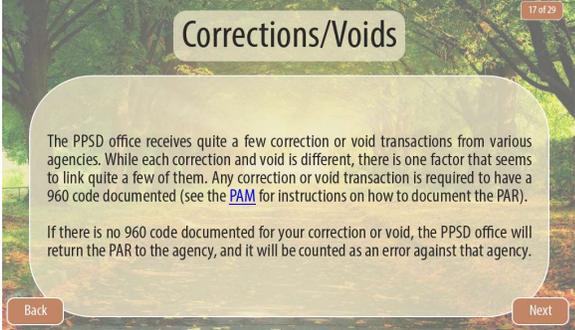
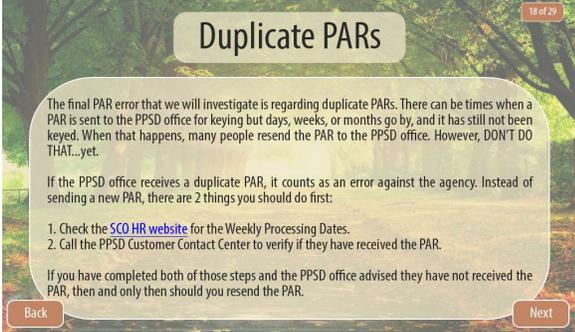
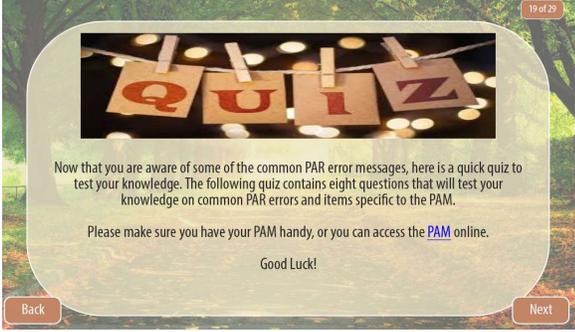
Pg	Slide	Content
8.	 <p>3 of 29</p> <p>Section 6: Employee Action Request (EAR) - Purpose/Use</p> <ul style="list-style-type: none"> • Defines the purpose and use of the Employee Action Request (EAR) • In depth explanation of each section of the EAR <p>Section 6: Separation Form Processing</p> <ul style="list-style-type: none"> • Explanation of Separation/Disposition of CalPERS Contributions (Standard 687) <ul style="list-style-type: none"> - Including item definitions from the form <p>Section 7: Notice of Personnel Action (NOPA)</p> <ul style="list-style-type: none"> • Defines the purpose and use of the Notice of Personnel Action (NOPA) • Explains NOPA generation • Provides sample NOPA forms <p>Back</p>	<p>Section 6: Employee Action Request (EAR) - Purpose/Use</p> <ul style="list-style-type: none"> • Defines the purpose and use of the Employee Action Request (EAR) • In depth explanation of each section of the EAR <p>Section 6: Separation Form Processing</p> <ul style="list-style-type: none"> • Explanation of Separation/Disposition of CalPERS Contributions (Standard 687) <ul style="list-style-type: none"> - Including item definitions from the form <p>Section 7: Notice of Personnel Action (NOPA)</p> <ul style="list-style-type: none"> • Defines the purpose and use of the Notice of Personnel Action (NOPA) • Explains NOPA generation • Provides sample NOPA forms
9.	 <p>3 of 29</p> <p>Section 8: Processing of Transactions – Index</p> <ul style="list-style-type: none"> • Defines the role of the employee and appointing power for the following civil service transactions: <ul style="list-style-type: none"> - Appointments: current, returning, new employees, promotion, and inter-departmental - Miscellaneous - Separations - Out-of-Sequence - Deceased Employees <p>Section 9: PAR - Corrections, Out-of-Sequence, Voids – Index</p> <ul style="list-style-type: none"> • Defines the Corrective Action Procedures <ul style="list-style-type: none"> - including out-of-sequence transactions • Provides examples on how to reconstruct Employment History • PAR item deletion chart • Defines how to identify out-of-sequence transactions • Provides instructions on how to void a transaction <p>Back</p>	<p>Section 8: Processing of Transactions – Index</p> <ul style="list-style-type: none"> • Defines the role of the employee and appointing power for the following civil service transactions: <ul style="list-style-type: none"> - Appointments: current, returning, new employees, promotion, and inter-departmental - Miscellaneous - Separations - Out-of-Sequence - Deceased Employees <p>Section 9: PAR - Corrections, Out-of-Sequence, Voids – Index</p> <ul style="list-style-type: none"> • Defines the Corrective Action Procedures <ul style="list-style-type: none"> - including out-of-sequence transactions • Provides examples on how to reconstruct Employment History • PAR item deletion chart • Defines how to identify out-of-sequence transactions • Provides instructions on how to void a transaction
10.	 <p>3 of 29</p> <p>Section 10: Decentralized Procedures- Index</p> <ul style="list-style-type: none"> • Employment History Decentralized procedures • DO NOT KEY list • Description of the Civil Service Decentralized calendars • Form Completion/Use PAR update instructions • EAR update instructions • How to resolve transaction coding or key entry errors • Retirement System Transaction (RST) update • Duplicate PAR request instructions • Employment History data base restore process • Details the Inquiry Procedures • Provides telephone contacts • History Type Chart • Duplicate PAR requests <p>Glossary</p> <ul style="list-style-type: none"> • Provides an alphabetical listing of the Personnel/Payroll Services terms used <p>Back</p>	<p>Section 10: Decentralized Procedures- Index</p> <ul style="list-style-type: none"> • Employment History Decentralized procedures • DO NOT KEY list • Description of the Civil Service Decentralized calendars • Form Completion/Use PAR update instructions • EAR update instructions • How to resolve transaction coding or key entry errors • Retirement System Transaction (RST) update • Duplicate PAR request instructions • Employment History data base restore process • Details the Inquiry Procedures • Provides telephone contacts • History Type Chart

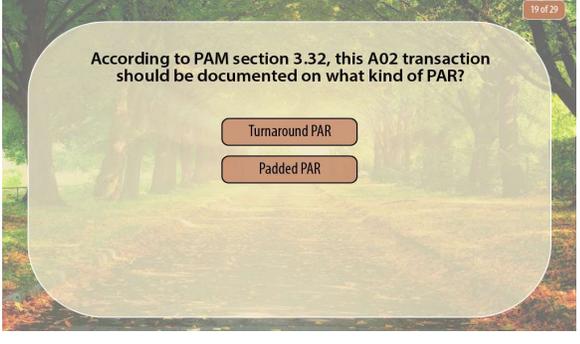
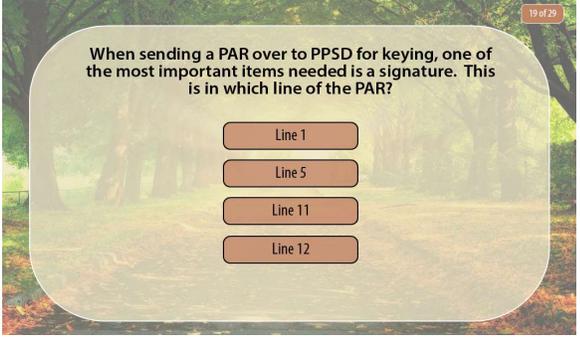
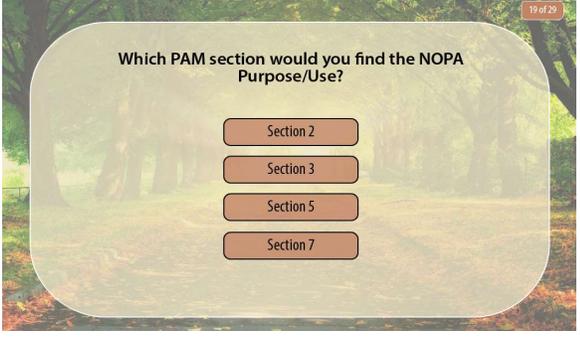
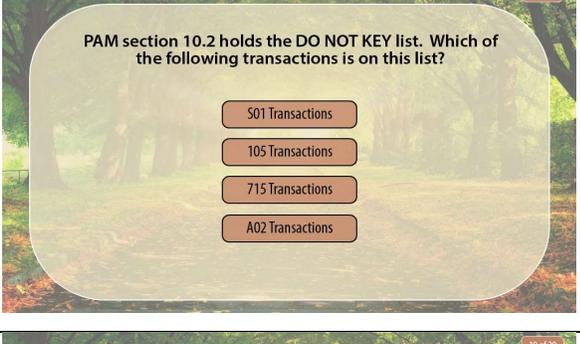
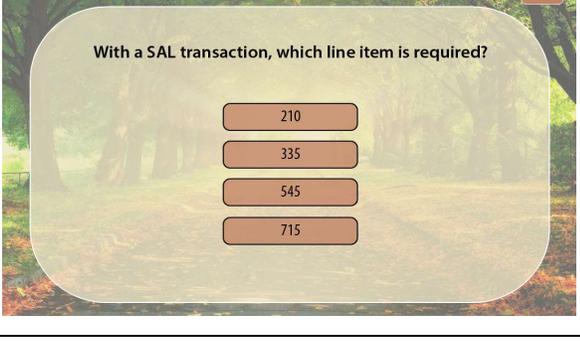
Pg	Slide	Content
		<ul style="list-style-type: none"> • Duplicate PAR requests <p>Glossary</p> <ul style="list-style-type: none"> • Provides an alphabetical listing of the Personnel/Payroll Services terms used
11.		<p>Below are the Departmental Transaction Errors as defined by PPSD in the PAM, section 2.1</p> <p><i>Padded and/or Turnaround PARs will be returned via a Form PSD40 - Notification of Correction/Cancellation of PAR Transaction(s), to the appointing power when any of the following conditions exist:</i></p> <ul style="list-style-type: none"> • Not documented on the current Turnaround PAR • Item(s) incorrect or left blank • Incomplete package • Transaction is unnecessary • Transaction should be keyed by the decentralized department • Transaction requires SPB/CalHR prior approval • Transaction does not meet any Freeze Criteria applicable at that time • Supporting documents that are required are not attached • Action(s) submitted are not legal • Appointing power/concurring appointing power signature is missing • Transaction package is incorrect/incomplete • Line 12 of the turnaround PAR is cutoff
12.		<p>General PAR Errors</p> <p>The following are general PAR errors that are not specific to any one type of PAR transaction but mistakes made on all different types of transactions:</p> <ul style="list-style-type: none"> • Agency keying versus PPSD keying • Turnaround PAR versus Padded PAR • PAR missing information or including too much information • PARs missing signatures • Corrections • Duplicate PARs <p>Proceed to the next section to learn more about each type.</p>

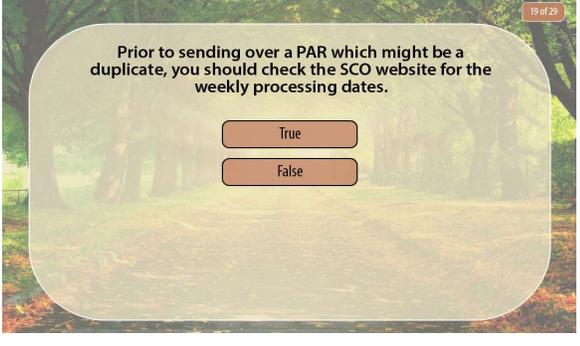
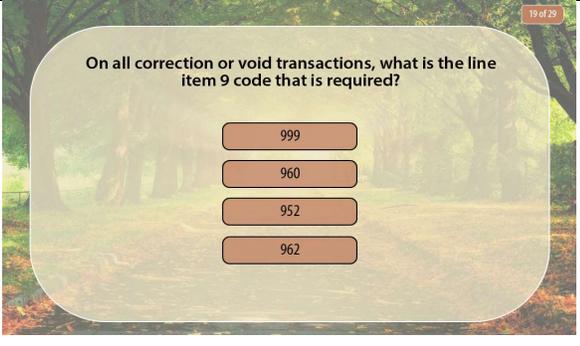
Pg	Slide	Content
13.		<h2 style="text-align: center;">Agency vs PPSD</h2> <p>One of the most common errors that personnel specialists make is sending PAR documents to the PPSD office for keying when they should key them at their own office. While the PPSD office is happy to assist in keying problem PAR transactions, the unit cannot afford to spend time keying any excess transactions.</p> <p>The PAM provides specific guidelines for items that a personnel specialist should not key. The DO NOT Key list outlines items that personnel specialists should not key and those that need to be sent to the PPSD office. As you are documenting a PAR, you might also come across a note on one of the Required/Conditional Charts that tells you to send the document to PPSD for keying.</p> <p>If you ever come across a question as to whether or not you should key something, please call the PPSD Customer Contact Center at (916) 372-7200 prior to sending the documented PAR to the PPSD office.</p>
14.		<h2 style="text-align: center;">DO NOT KEY</h2> <p>Transactions which meet any of the conditions below; submit them to the PPSD office for keying. If any transactions in a package meet any of these conditions, submit the entire package to the PPSD office for keying.</p> <ul style="list-style-type: none"> • Out-of-sequence transaction involving multiple departments • RO1 Voids • Void/Correction to adverse actions/rejections during probationary period due to appeal process • Adverse Action “exceptions” refer to 5.70 • 105 transaction • Emergency appointment for negative attendance employee and item 615 is NOT completed • Item 105 is completed with “SS5” • Item 952 is completed • Item 999 is completed • S99 transaction • Void of separation with lump sum and/or lump sum extra hours and reporting separation with a different effective date • Adding additional federal or state withholding and last name contains an apostrophe and/or hyphen.
		<p>This list is from the PAM section 10.2.</p>

Pg	Slide	Content
15.		<h3 style="text-align: center;">Turnaround PAR vs Padded PAR</h3> <p>The turnaround PAR is designed to report coded information about personnel, payroll, and/or retirement changes in status occurring for an employee during the course of State employment.</p> <p>The padded PAR is designed to report coded information establishing an employee's Employment History record for any appointments that meet the following conditions:</p> <ul style="list-style-type: none"> • new to State service, • returning to State service but no history is on the database, • additional position when the position history is not yet on the database • packages consisting of more than one PAR. <p>A simple way to differentiate between the two is to use a turnaround PAR for any transaction for someone who is in the database and a padded PAR for someone who is not. This is crucial! If you send a padded PAR for a current employee who is in the database, the PPSD office will count that as an error. Please reference your PAM for any additional information on documenting additional positions.</p>
16.		<h3 style="text-align: center;">Turnaround PAR vs Padded PAR</h3> <p>Pro Tip for Appointments: Section 3 of the PAM shows you how to determine whether to use the turnaround or padded PAR. At the top of each transaction type, there will be the words "Use Turnaround PAR" or "Use Padded PAR".</p> <p>**Note: ALL 105 transactions MUST be sent to PPSD on the turnaround PAR.</p>
17.		<h3 style="text-align: center;">PAR Information</h3> <p>When documenting a PAR sent to the PPSD office for keying, it is important to pay attention to what is and is not essential for the transaction. The PAM includes a required and conditional chart that indicates which items are required and/or conditional; the chart also indicates which items need to have at least one item filled out.</p> <p>This chart is at the bottom of all transaction pages in the PAM. Before sending a PAR to the PPSD office for keying, please read each line item carefully.</p>

Pg	Slide	Content
18.	 <p>Based on the S70 PAR information, there are only three REQUIRED items on this PAR: 205 transaction code, 210 effective date, and 606 time to be paid (new).</p> <p>There are also various items on the PAR that are conditional, which means that you need to look at each item description in the PAM to determine if they are needed. The following will provide and in depth overview of two of the conditional items.</p>	<p>Based on the S70 PAR information, there are only three REQUIRED items on this PAR: 205 transaction code, 210 effective date, and 606 time to be paid (new).</p> <p>There are also various items on the PAR that are conditional, which means that you need to look at each item description in the PAM to determine if they are needed. The following will provide and in depth overview of two of the conditional items.</p>
19.	 <p>The first conditional item is item 607: Time to be Paid (Old). Based on the PAR, there are unfilled circles in this item, which indicate it is a CONDITIONAL item. PAM section 2 defines what item 607 is and when it is used. There are specific requirements that you must meet before you can fill out this item.</p> <p>For example, you will be required to document this item when you are dealing with a NEGATIVE attendance employee or “when the effective date (item 210) reflects a part of the day; that is, it contains hours, BOB or COB.” So, if you were documenting a PAR for a negative attendance employee, and the effective date is 05/02/18 and 4 hours, then you would be required to fill out item 607.</p>	<p>The first conditional item is item 607: Time to be Paid (Old). Based on the PAR, there are unfilled circles in this item, which indicate it is a CONDITIONAL item. PAM section 2 defines what item 607 is and when it is used. There are specific requirements that you must meet before you can fill out this item.</p> <p>For example, you will be required to document this item when you are dealing with a NEGATIVE attendance employee or “when the effective date (item 210) reflects a part of the day; that is, it contains hours, BOB or COB.” So, if you were documenting a PAR for a negative attendance employee, and the effective date is 05/02/18 and 4 hours, then you would be required to fill out item 607.</p>
20.	 <p>The second conditional item is item 705: Total State Service. Based on the PAR, there are unfilled circles in this item which indicate CONDITIONAL. Review the PAM section that defines 705 and when it is used.</p> <p>You can access item 705 on page 113 in the PAM Section 2. Item 705 “may be completed for any other transaction if shown as conditional on the Required/Conditional Chart.” This means that you can document this item whether keying it at the Agency level or sending it to PPSD.</p>	<p>The second conditional item is item 705: Total State Service. Based on the PAR, there are unfilled circles in this item which indicate CONDITIONAL. Review the PAM section that defines 705 and when it is used.</p> <p>You can access item 705 on page 113 in the PAM Section 2. Item 705 “may be completed for any other transaction if shown as conditional on the Required/Conditional Chart.” This means that you <u>can</u> document this item whether keying it at the Agency level or sending it to PPSD.</p>
21.	<h3 style="text-align: center;">PAR Signature</h3> <p>A common mistake in PAR documentation is the failure to sign the document. The PPSD office will not key a transaction for an Agency unless there is a legible signature in line 11. At the bottom of the PAR, there are three boxes highlighted as required: signature, date, and phone number.</p> <p>The PPSD office uses the signature to verify the validity of the PAR transaction; also needed are phone numbers to determine whom to contact for any questions.</p>  <p style="text-align: center;">PLEASE ENSURE ALL PAR DOCUMENTS HAVE A SIGNATURE!</p>	<h3 style="text-align: center;">PAR Signature</h3> <p>A common mistake in PAR documentation is the failure to sign the document. The PPSD office will not key a transaction for an Agency unless there is a legible signature in line 11. At the bottom of the PAR, there are three boxes highlighted as required: signature, date, and phone number.</p> <p>The PPSD office uses the signature to verify the validity of the PAR transaction; also needed are phone numbers to determine whom to contact for any questions.</p> <p style="text-align: center;">PLEASE ENSURE ALL PAR DOCUMENTS HAVE A SIGNATURE!</p>

Pg	Slide	Content
22.	 <p>Corrections/Voids</p> <p>The PPSD office receives quite a few correction or void transactions from various agencies. While each correction and void is different, there is one factor that seems to link quite a few of them. Any correction or void transaction is required to have a 960 code documented (see the PAM for instructions on how to document the PAR).</p> <p>If there is no 960 code documented for your correction or void, the PPSD office will return the PAR to the agency, and it will be counted as an error against that agency.</p>	<p>Corrections/Voids</p> <p>The PPSD office receives quite a few correction or void transactions from various agencies. While each correction and void is different, there is one factor that seems to link quite a few of them. Any correction or void transaction is required to have a 960 code documented (see the PAM for instructions on how to document the PAR).</p> <p>If there is no 960 code documented for your correction or void, the PPSD office will return the PAR to the agency, and it will be counted as an error against that agency.</p>
23.	 <p>Duplicate PARs</p> <p>The final PAR error that we will investigate is regarding duplicate PARs. There can be times when a PAR is sent to the PPSD office for keying but days, weeks, or months go by, and it has still not been keyed. When that happens, many people resend the PAR to the PPSD office. However, DON'T DO THAT...yet.</p> <p>If the PPSD office receives a duplicate PAR, it counts as an error against the agency. Instead of sending a new PAR, there are 2 things you should do first:</p> <ol style="list-style-type: none"> 1. Check the SCO HR website for the Weekly Processing Dates. 2. Call the PPSD Customer Contact Center to verify if they have received the PAR. <p>If you have completed both of those steps and the PPSD office advised they have not received the PAR, then and only then should you resend the PAR.</p>	<p>Duplicate PARs</p> <p>The final PAR error that we will investigate is regarding duplicate PARs. There can be times when a PAR is sent to the PPSD office for keying but days, weeks, or months go by, and it has still not been keyed. When that happens, many people resend the PAR to the PPSD office. However, DON'T DO THAT...yet.</p> <p>If the PPSD office receives a duplicate PAR, it counts as an error against the agency. Instead of sending a new PAR, there are 2 things you should do first:</p> <ol style="list-style-type: none"> 1. Check the SCO HR website for the Weekly Processing Dates. 2. Call the PPSD Customer Contact Center to verify if they have received the PAR. <p>If you have completed both of those steps and the PPSD office advised they have not received the PAR, then and only then should you resend the PAR.</p>
24.	 <p>QUIZ</p> <p>Now that you are aware of some of the common PAR error messages, here is a quick quiz to test your knowledge. The following quiz contains eight questions that will test your knowledge on common PAR errors and items specific to the PAM.</p> <p>Please make sure you have your PAM handy, or you can access the PAM online.</p> <p>Good Luck!</p>	<p>QUIZ</p> <p>Now that you are aware of some of the common PAR error messages, here is a quick quiz to test your knowledge. The following quiz contains eight questions that will test your knowledge on common PAR errors and items specific to the PAM.</p> <p>Please make sure you have your PAM handy, or you can access the PAM online.</p> <p>Good Luck!</p>

Pg	Slide	Content
25.	 <p>According to PAM section 3.32, this A02 transaction should be documented on what kind of PAR?</p> <p>Turnaround PAR</p> <p>Padded PAR</p>	<p>According to PAM section 3.32, you should document this A02 transaction on which kind of PAR?</p> <p>A) Turnaround PAR B) Padded PAR</p> <p>Answer; B – Padded PAR</p>
26.	 <p>When sending a PAR over to PPSD for keying, one of the most important items needed is a signature. This is in which line of the PAR?</p> <p>Line 1</p> <p>Line 5</p> <p>Line 11</p> <p>Line 12</p>	<p>When sending a PAR to PPSD for keying, one of the most important items needed is a signature. Which line of the PAR is this?</p> <p>A) Line 1 B) Line 5 C) Line 11 D) Line 12</p> <p>Answer; C – line 11</p>
27.	 <p>Which PAM section would you find the NOPA Purpose/Use?</p> <p>Section 2</p> <p>Section 3</p> <p>Section 5</p> <p>Section 7</p>	<p>Which PAM section would you find the NOPA Purpose/Use?</p> <p>A) Section 2 B) Section 3 C) Section 5 D) Section 7</p> <p>Answer; D – Section 7</p>
28.	 <p>PAM section 10.2 holds the DO NOT KEY list. Which of the following transactions is on this list?</p> <p>S01 Transactions</p> <p>105 Transactions</p> <p>715 Transactions</p> <p>A02 Transactions</p>	<p>PAM section 10.2 holds the DO NOT KEY list. Which of the following transactions is on this list?</p> <p>A) S01 Transactions B) 105 Transactions C) 715 Transactions D) A02 Transactions</p> <p>Answer; B – 105 Transactions</p>
29.	 <p>With a SAL transaction, which line item is required?</p> <p>210</p> <p>335</p> <p>545</p> <p>715</p>	<p>With a SAL transaction, which line item is required?</p> <p>A) 210 B) 335 C) 545 D) 715</p> <p>Answer; A - 210</p>

Pg	Slide	Content
30.		<p>Prior to sending a PAR, which might be a duplicate, you should check the SCO website for the weekly processing dates.</p> <p>A) True B) False</p> <p>Answer; A - True</p>
31.		<p>On all correction or void transactions, what is the line item 9 code that is required?</p> <p>A) 999 B) 960 C) 952 D) 962</p> <p>Answer; B - 960</p>
32.		<p>Which PAR transaction would you find in PAM section 3.58?</p> <p>A) 215 B) S70 C) A14 D) PUN</p> <p>Answer; C – A14</p>
33.		<p>THANK YOU!!</p> <p>Congratulations!</p> <p>You have successfully completed this eLearning on PAR Errors.</p> <p>We thank you for your participation. Please click to download your certificate.</p>