

# PAM

3.0 (Rev. 08/84)

## REQUIRED/CONDITIONAL CHARTS

### DESCRIPTION/ PURPOSE

The Required/Conditional Charts are an aid for use in completing the PAR. Each Required/Conditional Chart indicates specific PAR items to be considered for completion of that transaction.

The Required/Conditional Charts are set up by

- Transaction Code
- Employment Status (new, current, or returning to State service)
- Employment History Status (whether or not the employee's employment history is on the data base)

### LEGENDS

Each chart contains the following legends:

- ▬ REQUIRED ITEMS - The items marked with this legend must be completed for a valid transaction.
- CONDITIONAL ITEMS - The items marked with this legend must be completed under certain conditions which are explained in the item's definition (pages 2.20 - 2.96).
- ONE OR MORE REQUIRED ITEMS - One or a combination of the items marked with this legend on any one chart must be changing and must be completed for a valid transaction.

LINE 8/9 ITEMS AND CODES may need to be completed. When (REQUIRED) is indicated after an 8/9 item, it must be completed. Line 8/9 items and codes are required under conditions which are explained in the item's definition (pages 2.100 - 2.151).

(DELETE ONLY) indicates that the information printed in the shaded area may be deleted. To delete a line 8/9 item, enter the item and \*EOF (see PAM page 2.100 and 3.2).

(continued on next page)



3.1 (Rev. 02/86)

REQUIRED/CONDITIONAL CHARTS (CONTINUED)

LEGENDS  
(Cont.)

LINE 10 - BACKUP AND REMARKS - Transactions and/or conditions listed in this section require backup information. Refer to Line 10 - Completion Charts on pages 2.201-2.205 for an explanation of the type of backup necessary.

USE OF THE  
CHARTS

Follow these steps to determine which chart to use for a transaction.

- 1) Decide which transaction code is appropriate (for example - A01 for certification process, A02 for transfer, S01 for voluntary resignation without fault).
- 2) For appointments, determine employment status (new, returning, current).

Determine whether or not the employee's employment history is on the data base.

- 3) See the Required/Conditional chart indexes for further information:

Appointments - page 3.6  
Miscellaneous Changes - 3.100  
Separations - page 3.200

REMINDERS FOR USE  
OF THE R/C CHARTS

- 1) Entries can only be made when an item on the Required/Conditional chart shows a LEGEND. All other items on that chart are considered NONALLOWABLE and cannot have entries.

Follow the Required/Conditional chart item by item to determine which item must be considered for the transaction being documented. In doing so, all of the information which the system requires for a valid transaction will be recorded.

(continued on next page)



REQUIRED/CONDITIONAL CHARTS (CONT.)

REMINDERS FOR USE  
OF THE R/C CHARTS  
(Cont.)

- 2) Do not reenter information already printed in the shaded area unless:
- . the chart indicates that the item is REQUIRED; or
  - . the item definition indicates an entry is required; or
  - . Section 9 - Corrective Action Procedures indicates otherwise.

- 3) To delete information shown in the shaded area of an item, one of the following symbols must be used:

- \* - asterisk
- \*EOF - asterisk and alpha letters EOF
- 0EOF - numeric zero and alpha letters EOF
- 0000 - numeric zeros

To determine which symbol to use for deletion of:

- Lines 1-7 Items, refer to the specific item definition (pages 2.20-2.96);
- Lines 8/9 Items, refer to page 2.101.

To determine which symbol to use when correcting a transaction, refer to Section 9.

Do not make an entry if the item is not allowable for the transaction being documented or if the item definition states that the information will automatically be deleted by the computer.

- 4) DO NOT RELY ON MEMORY when deciding if a conditional item must be entered. Conditional items are required under certain conditions and these conditions change frequently. Reread the item definition to determine when a conditional item is required.
- 5) The purpose of the ONE OR MORE REQUIRED legend is to verify that information is changing for any or all of the items marked with the ● legend on that chart. When none of these items are changing, the chart being considered is incorrect.

APPOINTMENT TRANSACTION CODES

(See PAM page 2.209 for inactive/redefined transaction codes)

Civil Service Eligibility - Permissive or Mandatory

A01 Certification Process

For all appointments requiring authorization through the certification process. Includes TAU, LT and CEA list appointments.

A02 Civil Service Eligibility - Permissive

- 1 - For permissive appointments (transfer, voluntary demotion or permissive reinstatement) to same or a different class based on employee eligibility other than employment list eligibility.
- 2 - For emergency and retired annuitant appointments.
- 3 - For agency code change within one appointing power. (Except budgetary, statutory or administrative reorganization.)
- 4 - For unit change for MCR II class (change in duties).
- 5 - For agency or unit change when there is no MCR for the class.
- 6 - For Actual Time Worked employees, to extend appointment expiration date.
- 7 - For Limited Term appointment - to extend expiration date up to two years (less one day) from the effective date of the original "LT" appointment.

A03 Civil Service Eligibility - Mandatory

- 1 - For appointments to same or different class based on mandatory reinstatement eligibility.
- 2 - For employees who are "blanketed" into State service.

A04 Training Assignment under G.C. Section 19050.8.

(continued on next page)



3.4 (Rev. 11/94)

APPOINTMENT TRANSACTION CODES (CONT.)

Civil Service Eligibility - Permissive or Mandatory (Cont.)

A09 Token appointment by certification process while on Military Leave.

Directed/Ordered Action

A10 In Lieu of Layoff

For appointments to which an employee has a right in order to prevent his/her layoff. Always under the same appointing power.

A11 Involuntary Reassignment

For appointments ordered by the appointing authority. May be same or substantially the same class or different location.

A12 Medical Reasons

For appointments to same or different class or location for medical reasons ordered by appointing power.

A13 Reorganization

For appointments to same class; same or different location; or same or different appointing power due to Budgetary, Statutory or Administrative reorganizations.

A14 Adverse Demotion

For class or alternate range change of deep class due to adverse action.

SPB/DPA/Court Actions

A20 Reallocation

For appointments to another class as specified by Resolution.

(continued on next page)

# PAM

## 3.5 (Revised 08/11)

### APPOINTMENT TRANSACTION CODES (CONT.)

#### SPB/DPA/Court Actions (Cont.)

A21 Split-Off

For appointments to another class using split-off eligibility established by Resolution.

A22 Appointment by SPB, DPA or Court Action in Lieu of Appointment through the Certification Process.

#### Exempt - (Salary Setting Body is included in title)

A30 DPA Exempt

A31 Statutory Exempt

A32 SPB Exempt/DOM State Active Duty Employees  
(Salary Set by DPA & Federal Schedule)

A33 Judicial Council Exempt

A34 California Department of Regenerative Medicine  
Citizens Redistricting Commission

A35 California Conservation Corps. Exempt

## APPOINTMENT REQUIRED/CONDITIONAL INDEX

(See PAM Page 2.209.1 for inactive/redefined transaction codes)

CODE	EMPLOYEE STATUS	DATA BASE HISTORY	PAR FORM	PAGE
A01	New/Returning	No	Padded	3.20
	Additional Position	For Position - No	Padded	3.22
	Returning	Yes	Turnaround	3.24
	Additional Position	For Position - Yes	Turnaround	3.24
	Current	Yes	Turnaround	3.26
A01 or A02	"Immediate Pay Appointment"* -			
	New/Returning	No	Padded	3.28
	Additional Position	No	Padded	3.28
	Returning	Yes	Turnaround	3.30
	Additional Position	Yes	Turnaround	3.30
A02	New/Returning	No	Padded	3.32
	Additional Position	For Position - No	Padded	3.34
	Returning	Yes	Turnaround	3.36
	Additional Position	For Position - Yes	Turnaround	3.36
	Current	Yes	Turnaround	3.38
A03	Blanketed into State Service	No	Padded	3.40
	Returning	No	Padded	3.40
	Returning	Yes	Turnaround	3.42
	Current	Yes	Turnaround	3.44
A04	Current	Yes	Turnaround	3.46
A09	Returning	Yes	Turnaround	3.48
A10	Current	Yes	Turnaround	3.50
A11	Current	Yes	Turnaround	3.52
A12	Current	Yes	Turnaround	3.54
A13	Current	Yes	Turnaround	3.56
A14	Current	Yes	Turnaround	3.58

\* Formerly "One Document Method" Appointment

(continued next page)



APPOINTMENT REQUIRED/CONDITIONAL INDEX (CONT.)

<u>CODE</u>	<u>EMPLOYEE STATUS</u>	<u>DATA BASE HISTORY</u>	<u>PAR FORM</u>	<u>PAGE</u>
A20	Current .....	Yes .....	Turnaround ....	3.60
A21	Current .....	Yes .....	Turnaround ....	3.62
A22	Returning .....	Yes .....	Turnaround.....	3.64
	Additional Position ... For Position-No .....		Padded .....	3.65
	Current .....	Yes .....	Turnaround ....	3.66
A30	New/Returning .....	No .....	Padded .....	3.68
	Additional Position ... For Position-No .....		Padded .....	3.68
	Returning .....	Yes .....	Turnaround ....	3.69
	Additional Position ... For Position-Yes ..		Turnaround ....	3.69
	Current .....	Yes .....	Turnaround ....	3.70
	"Immediate Pay Appointment" * -			
	New/Returning .....	No .....	Padded .....	3.71
	Additional Position .....	No .....	Padded .....	3.71
	Returning .....	Yes .....	Turnaround ....	3.72
	Additional Position .....	Yes .....	Turnaround ....	3.72
A31	New/Returning .....	No .....	Padded .....	3.73
	Additional Position ... For Position-No .....		Padded .....	3.73
	Returning .....	Yes .....	Turnaround ....	3.74
	Additional Position ... For Position-Yes ..		Turnaround ....	3.74
	Current .....	Yes .....	Turnaround ....	3.75
	"Immediate Pay Appointment" * -			
	New/Returning .....	No .....	Padded .....	3.76
	Additional Position .....	No .....	Padded .....	3.76
	Returning .....	Yes .....	Turnaround ....	3.77
	Additional Position .....	Yes .....	Turnaround ....	3.77

\* Formerly "One Document Method" Appointment.

(continued on next page)

APPOINTMENT REQUIRED/CONDITIONAL INDEX (CONT.)

<u>CODE</u>	<u>EMPLOYEE STATUS</u>	<u>DATA BASE HISTORY</u>	<u>PAR FORM</u>	<u>PAGE</u>	
A32	New/Returning	No	Padded	3.78	
	Additional Position	For Position-No	Padded	3.78	
	Returning	Yes	Turnaround	3.79	
	Addition Position	For Position-Yes	Turnaround	3.79	
	Current	Yes	Turnaround	3.80	
	"Immediate Pay Appointment" * -				
	New/Returning	No	Padded	3.81	
	Additional Position	No	Padded	3.81	
	Returning	Yes	Turnaround	3.82	
	Additional Position	Yes	Turnaround	3.82	
A33	New/Returning	No	Padded	3.83	
	Additional Position	For Position-No	Padded	3.83	
	Returning	Yes	Turnaround	3.84	
	Addition Position	For Position-Yes	Turnaround	3.84	
	Current	Yes	Turnaround	3.85	
	"Immediate Pay Appointment" * -				
	New/Returning	No	Padded	3.86	
	Additional Position	No	Padded	3.86	
	Returning	Yes	Turnaround	3.87	
	Additional Position	Yes	Turnaround	3.87	
A34	New/Returning	No	Padded	3.87.6	
	Additional Position	For Position-No	Padded	3.87.6	
	Returning	Yes	Turnaround	3.87.10	
	Addition Position	For Position-Yes	Turnaround	3.87.10	
	Current	Yes	Turnaround	3.87.8	
	"Immediate Pay Appointment" * -				
	New/Returning	No	Padded	3.87.4	
	Additional Position	No	Padded	3.87.4	
	Returning	Yes	Turnaround	3.87.2	
	Additional Position	Yes	Turnaround	3.87.2	
A35	New/Returning	No	Padded	3.88	
	Additional Position	No	Padded	3.88	
	Returning	Yes	Turnaround	3.89	
	Addition Position	For Position -Yes	Turnaround	3.89	
	Current	Yes	Turnaround	3.90	
	"Immediate Pay Appointment" * -				
	New/Returning	No	Padded	3.91	
	Additional Position	No	Padded	3.91	
	Returning	Yes	Turnaround	3.92	
	Additional Position	Yes	Turnaround	3.92	

\*Formerly "One Document Method" Appointment.

# PAM

3.20 (Revised 11/11)

# A01

## CERTIFICATION PROCESS

- 1) Use for employee new to State Service; or
- 2) Use for employee returning to State Service with NO history on the data base.

USE PADDED PAR

005 SEQUENCE NUMBER												010 DOCUMENT PROCESSING CLASSIFICATION		
1 TO:	SOCIAL SECURITY #	EMPLOYEE LAST NAME	FIRST NAME AND MIDDLE INITIAL	AGENCY UNIT	CLASS	SERIAL	DEPT CODE	CD ID	COUNTY CODE	BIRTH DATE	RESIDENCE STATE			
2 TO:	TRANSACTION CODE	EFFECTIVE DATE AND HOURS	EMPLOYMENT HISTORY REMARKS	ESTABLISHED EMPLOYER	NO	ID	NO	ID	NO	ID	NO	ID		
3 TO:	ACTUAL RATE	SALARY PER	PAY PERIOD	BASIS ON SALARY	PLUS SALARY	EXPIRATION DATE OF PLUS SALARY	ANNIVERSARY DATE	ALTERNATE RANGE	PAYROLL STATUS	SUPP DEF	SPECIAL PAY	WAGE	PAY LETTER #	PAY PERIOD EXPIRATION DATE
4 TO:	TOTAL SALARY	TIME BASE	APP. TENURE	# MGS	APPOINTMENT DATE	EXPIRATION HOURS	CERT #	TYPE OF LIST OF EXAM STA	PROBATIONARY PERIOD ENDING DATE	NON APPROVAL CODE	FORM DATE	ETHNIC ORIGIN	PROF STATE SERVICE	DISAB CODE
5 TO:	ACCOUNT CODE	SAFETY MEMBERSHIP	SURV. ORS BENEFITS	GRAD	RETIEMENT RATE (%)	EXEMPT AUTHORITY	DAT - NON-CITIZEN	MEDICAL CLEARANCE	PROFESSIONAL LICENSE TYPE	PROFESSIONAL LICENSE EXPIRATION DATE	JOB INCURRED INJURY DATE	WCTD ID DATE		
6 TO:	REASON FOR SEPARATION	PAY PERIOD	TIME TO BE PAID	NEW	TIME TO BE PAID (OLD)	PAY RATED	LUMP SUM TO BE PAID	LUMP SUM EXTRA HOURS	LUMP SUM PAYMENT CODE	LUMP SUM UNIT	SERIAL	SEPARATION DATE	EXPIRATION HOURS	FREQ MAINTENANCE FIRST FINAL DEC MONTHLY DEC
7 TO:	TOTAL STATE SERVICE	MOS	HOURS	AS OF	11	THRU	12	THRU	13	THRU	14	THRU	15	THRU

For Immediate Pay Appointment Required/Conditional chart, see page 3.28.

- REQUIRED (MUST be completed)
- CONDITIONAL (MUST be completed when required by ITEM DEFINITION)
- ONE OR MORE REQUIRED (ONE or MORE of these items on this chart MUST be completed for a valid transaction)

# PAM

3.21 (Rev. 11/98)

## LINES 8 - 9 ITEMS:

- |  |  |
|--|--|
| 851 - Alternate Salary Range Criteria                | 878 - TAU Clearance                          |
| 853 - Commitment Date                                | 884 - License - Additional                   |
| 858 - List Clearance Date                            | 886 - Class Title Variation Code             |
| 859 - Flag Clearance, Employment List Substantiation | 891 - Indeterminate Service Accumulation     |
| 861 - Health and Welfare Benefits                    | 895 - Academic Days Not Worked               |
| 863 - Intermittent Hours Work Expected               | 951 - Appointment Restriction - Specific Sex |
| 864 - Legal Reference for Annuitant                  | 952 - Case No. and Date of Action            |
| 867 - Limited-Term/Anniversary Date Justification    | 955 - Multiple Hourly Rate                   |
| 873 - Salary Rate Substantiation, Above Minimum      | 957 - Other Eligibility Substantiation       |
|  | 960 - Corrected Transaction Identifier       |

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## LINE 10 REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Alternate salary range other than "A".
- 2 - Bilingual Payment Authorization (Item 351).
- 3 - Casual Employment.
- 4 - CEA Appointment.
- 5 - Hiring above minimum and Item 873 is Code 1 or 6.
- 6 - Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent.
- 7 - Item 867 when entry is Code 7 or 9.
- 8 - Returning employee (no history on data base) when previous service was exempt only.
- 9 - Returning employee (no history on data base) when previous service was non-posted emergency only.
- 10 - A01 - Special Consultants and New Program Consultants Appointments.
- 11 - A01 or A02 after an S41.
- 12 - A01, A02 or A03 to permanent appointment when employee is reinstating from retirement status.

# PAM

3.22 (Rev. 05/99)

# A01

## ADDITIONAL POSITION CERTIFICATION PROCESS

Use for position new to the data base

USE PADDED PAR

005	SEQUENCE NUMBER	○	OF	○
010	DOCUMENT PROCESSING NUMBER	○		

1	TO:	SOCIAL SECURITY #	EMPLOYEE LAST NAME	FIRST NAME AND MIDDLE INITIAL	POSITION NUMBER	DEPT CODE	CB ID	COUNTY CODE	BIRTH DATE	ANNIVERSARY DATE					
2	TO:	(01) TRANSACTION CODE	EFFECTIVE DATE AND HOURS	EMPLOYMENT HISTORY REMARKS	AGENCY	UNIT	CLASS	SERIAL	ESTABLISHED EARNINGS						
3	TO:	305 ACTUAL RATE	SALARY PER	PAY PERIOD	BASED ON SALARY	PLUS SALARY	EXPIRATION DATE OF PLUS SALARY	ANNIVERSARY DATE	ALTERNATE RANGE	PAYROLL STATUS	SHIFT OFF.	SPECIAL PAY	WWDG	PAY LETTER #	PAY LETTER EXPIRATION DATE
4	TO:	TIME BASE	APPT TENURE	# MOS.	APPOINTMENT DATE	EXPIRATION DATE	CERT #	TYPE OF LIST OR EIGHT STAT	PROBATIONARY PERIOD ENDING DATE	MOR APPROVAL CODE	DATE	SEX	ETHNIC ORIGIN	PRIOR STATE SERVICE	DISABILITY CODE
5	TO:	ACCOUNT CODE	SAFETY MEMBER	SUPVISOR'S BENEFITS	SS/RED. MEMBER	RETIREMENT RATE (%)	EXEMPT AUTHORITY	DATH	NON-CITIZEN	MEDICAL CLEARANCE	FINGERPRINT	PROFESSIONAL LICENCE TYPE	EXPIRATION DATE	CODE	JOB INCURRED IN INJURY
6	TO:	REASON FOR SEPARATION	PAY PERIOD	TIME TO BE PAID (NEW)	TIME TO BE PAID (OLD)	PAY BARRED	LUMP SUM TO BE PAID	LUMP SUM EXTRA HOURS	LUMP SUM PAYMENT CODE	LUMP SUM UNIT	LUMP SUM SERIAL	SEPARATION DATE	EXPIRATION DATE	HOURS	FIXED MAINTENANCE PRST/PRIAL DED
7	TO:	TOTAL STATE SERVICE HOURS	AS OF	INTERMITTENT DATES AND HOURS	SERVICE PAY PERIOD	REEMPLOYMENT LIST CLASS	REEMPLOYMENT LIST ELIG	REEMPLOYMENT LIST ELIG	REEMPLOYMENT LIST ELIG	REEMPLOYMENT LIST ELIG	REEMPLOYMENT LIST ELIG	REEMPLOYMENT LIST ELIG	REEMPLOYMENT LIST ELIG	REEMPLOYMENT LIST ELIG	REEMPLOYMENT LIST ELIG

For Immediate Pay Appointment Required/Conditional chart, see page 3.28.

\*1 Key a 4 on prompter screen only; leave blank on update screen. (Refer to PAM Section 10, page 10.11.1, Item 450 (for special keying instructions.)

- REQUIRED (MUST be completed)
- CONDITIONAL (MUST be completed when required by ITEM DEFINITION)
- ONE OR MORE REQUIRED (ONE or MORE of these items on this chart MUST be completed for a valid transaction)

# PAM

3.23 (Rev. 11/00)

## LINES 8 - 9 ITEMS:

- |  |  |
|--|--|
| 850 - Additional Position Substantiation (REQUIRED)  | 873 - Salary Rate Substantiation, Above Minimum    |
| 851 - Alternate Salary Range Criteria                | 878 - TAU Clearance                                |
| 853 - Commitment Date                                | 884 - License - Additional                         |
| 858 - List Clearance Date                            | 886 - Class Title Variation Code                   |
| 859 - Flag Clearance, Employment List Substantiation | 890 - Employment During Leave Of Absence Clearance |
| 861 - Health and Welfare Benefits                    | 891 - Indeterminate Service Accumulation           |
| 863 - Intermittent Hours Work Expected               | 895 - Academic Days Not Worked                     |
| 864 - Legal Reference for Annuitant                  | 951 - Appointment Restriction - Specific Sex       |
| 867 - Limited-Term/Anniversary Date Justification    | 952 - Case No. and Date of Action                  |
| 872 - Salary Increase Certification                  | 955 - Multiple Hourly Rate                         |
|  | 957 - Other Eligibility Substantiation             |
|  | 960 - Corrected Transaction Identifier             |

## LINE 10 REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Alternate salary range other than "A".
- 2 - Bilingual Payment Authorization (Item 351).
- 3 - Casual Employment.
- 4 - Certain deductions or payments to be made from employee's final pay. (See PAM page 2.151.)
- 5 - Hiring above minimum and Item 873 is Code 1 or 6.
- 6 - Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent.
- 7 - Item 867 when entry is Code 7 or 9.
- 8 - Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency.
- 9 - A01 - Special Consultants and New Program Consultants Appointment.
- 10 - A01, A02 or A03 to permanent appointment when employee is reinstating from retirement status.

# A01

## CERTIFICATION PROCESS

- 1) Use for employee returning to State service when history is on data base;  
OR
- 2) Use for Additional Position when position history is on data base.

USE TURNAROUND PAR

															005 SEQUENCE NUMBER <input type="text"/> OF <input type="text"/>											
															010 DOCUMENT PROCESSING NUMBER <input type="text"/>											
USE TURNAROUND PAR																										
1 TO:	SOCIAL SECURITY #		EMPLOYEE LAST NAME			FIRST NAME AND MIDDLE INITIAL			POSITION NUMBER			DEPT CODE	CR ID	COUNTY CODE	BIRTH DATE											
	105		110			111			AGENCY	UNIT	CLASS	SERIAL	120	121	122	123	124									
2 TO:	TRANSACTION CODE		EFFECTIVE DATE AND HOURS			EMPLOYMENT HISTORY REMARKS			ESTABLISHED EMPHIS																	
	01 (01)		310 MM/DD/YY			315			NO	NO	NO	NO	NO	NO	NO	NO	NO									
3 TO:	SALARY PER		PAY PERIOD		BASED ON SALARY		PLUS SALARY		EXPIRATION DATE OF PLUS SALARY		ANNIVERSARY DATE		ALTERNATE RANGE		PAYROLL STATUS		SPECIAL PAY		WFO		PAY LETTER #		PAY LETTER EXPIRATION DATE			
	305		310		315		320		325		330 MM/YY		335		340		345		350		355		360			
4 TO:	TIME BASE		APPT. TENURE		# MOS.		APPOINTMENT EXPIRATION		CERT #		TYPE OF LIST OR EXAM STAT		PROBATIONARY PERIOD		MCA APPROVAL		SEX		ETHNIC ORIGIN		PRIOR STATE SERVICE		DISABILITY CODE			
	405		410		415		418		425		430		435		440		445		450		455		460			
5 TO:	ACCOUNT CODE		SALE #		SALE MEMBER		SURVIVORS BENEFITS		DAS# MEMBER		RETIREMENT RATE (%)		EXEMPT AUTHORITY		DATH		NON-CITIZEN		MEDICAL CLEARANCE		FINGERPRINT		PROFESSIONAL LICENSE		JOB INCURRED INJURY	
	505		510		515		520		525		530		535		540		545		550		555		560		565	
6 TO:	REASON FOR SEPARATION		PAY PERIOD		TIME TO BE PAD (NEW)		TIME TO BE PAD (OLD)		PAY BASED		LUMP SUM TO BE PAD		LUMP SUM EXTRA HOURS		LUMP SUM PAYMENT CODE		LUMP SUM		SEPARATION EXPIRATION		DATE		HOURS		FRED MAINTEN. PRST/FINAL DED	
	600		605 MM/YY		608 DAS HOURS		607 DAS HOURS		615		620 DAS HOURS		625 DAS HOURS		630		635		640		645		650		655	
7 TO:	TOTAL STATE SERVICE		AS OF		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		REEMPLOY LIST CLASS	
	705		710 MM DD YY		715 MM DD YY		720 MM DD YY		725		730		735		740		745		750		755		760		765	

For Immediate Pay Appointment Required/Conditional chart, see page 3.30.

\*] Optional for additional position

- REQUIRED (MUST be completed)
- CONDITIONAL (MUST be completed when required by ITEM DEFINITION)
- ONE OR MORE REQUIRED (ONE or MORE of these items on this chart MUST be completed for a valid transaction)

# PAM

3.25 (Rev. 11/98)

## LINES 8 - 9 ITEMS:

- |  |   |
|--|---|
| 850 - Additional Position Substantiation             | 873 - Salary Rate Substantiation, Above Minimum           |
| 851 - Alternate Salary Range Criteria                | 876 - Anniversary Date - Second Accelerated (DELETE ONLY) |
| 853 - Commitment Date                                | 878 - TAU Clearance                                       |
| 857 - Emergency Qualifying Time (DELETE ONLY)        | 884 - License - Additional                                |
| 858 - List Clearance Date                            | 886 - Class Title Variation Code                          |
| 859 - Flag Clearance, Employment List Substantiation | 890 - Employment During Leave of Absence Clearance        |
| 861 - Health and Welfare Benefits                    | 891 - Indeterminate Service Accumulation                  |
| 863 - Intermittent Hours Work Expected               | 895 - Academic Days Not Worked                            |
| 864 - Legal Reference for Annuitant                  | 951 - Appointment Restriction - Specific Sex              |
| 867 - Limited-Term/Anniversary Date Justification    | 952 - Case No. and Date of Action                         |
| 871 - Right of Return Designation                    | 955 - Multiple Hourly Rate                                |
| 872 - Salary Increase Certification                  | 957 - Other Eligibility Substantiation                    |
|  | 960 - Corrected Transaction Identifier                    |

## LINE 10 REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Alternate salary range other than "A".
- 2 - Bilingual Payment Authorization (Item 351).
- 3 - Casual Employment.
- 4 - CEA Appointment.
- 5 - Hiring above minimum and Item 873 is Code 1 or 6.
- 6 - Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent.
- 7 - Item 867 when entry is Code 7 or 9.
- 8 - Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency.
- 9 - A01 - Special Consultants and New Program Consultants Appointments.
- 10 - A01 or A02 after an S41.
- 11 - A01, A02 or A03 to permanent appointment when employee is reinstating from retirement status.

# A01

## CERTIFICATION PROCESS

Use for current employee.

USE TURNAROUND PAR

005	SEQUENCE NUMBER	○	OF	○
010	DOCUMENT PROCESSING NUMBER	○		

1	TO:	SOCIAL SECURITY #	EMPLOYEE LAST NAME	FIRST NAME AND MIDDLE INITIAL	POSITION NUMBER	DEPT CODE	CO ID	COUNTY CODE	BIRTH DATE	ANNV. DATE						
		105	110	111	120 121 122 123	124	126	130 135	140	145 146/YY						
2	TO:	(1) TRANSACTION CODE	EFFECTIVE DATE AND HOURS	EMPLOYMENT HISTORY REMARKS	ESTABLISHED EMPLOYER											
		(11) 205	(21) 210 MM/DD/YY	215	NO 1 TO NO 10	NO 11 TO NO 20	NO 21 TO NO 30	NO 31 TO NO 40	NO 41 TO NO 50	NO 51 TO NO 60						
3	TO:	305 ACTUAL RATE	SALARY PER	PAY FREQ	BASED ON SALARY	PLUS SALARY	EXPIRATION DATE OF PLUS SALARY	ANNIVERSARY DATE	ALTERNATE RANK	PAYROLL STATUS	SHIFT DIFF	SPECIAL PAY	WVG	PAY LETTER #	PAY LETTER EXPIRATION DATE	
		306	310	315	320	325	330 MM/YY	335	340	345	350	355	356			
4	TO:	TIME BASE	APPT TENURE	# MOS	APPOINTMENT EXPIRATION DATE	CERT #	TYPE OF LIST OR EXMT STAT	PROBATIONARY PERIOD CODE	ENDING DATE	MGR APPROVAL CODE	FORM	DATE	SEX	ETHNIC ORIGIN	PRIOR STATE SERVICE	DISABILITY CODE
		405	410	415	418	425	426	430		435			440	445	450	455
5	TO:	ACCOUNT CODE	SAFETY MEMBER	SURVIVORS BENEFITS	OSAS MEMBER	RETIREMENT RATE (%)	EXEMPT AUTHORITY	DATH	NON-CITIZEN	MEDICAL CLEARANCE	FINGERPRINT	PROFESSIONAL LICENSE TYPE	EXPIRATION DATE	JOB INCURRED INJURY DATE	WCTD/OL D.	
		505	510	515	520	525	530	535	540 545	550		560		565		
6	TO:	REASON FOR SEPARATION	PAY PERIOD	TIME TO BE PAID (NEW)	TIME TO BE PAID (OLD)	PAY PERIOD	LUMP SUM TO BE PAID	LUMP SUM EXTRA HOURS	LUMP SUM PAYMENT CODE	UNIT	SERIAL	SEPARATION EXPIRATION DATE	HOURS	FIRED MAINTENANCE FIRST/FINAL DED	MONTHLY DED	
		603	605 MM/YY	606 DAS HOURS	607 DAS HOURS	615	620 DAS HOURS	625 DAS HOURS	630	635	636	645		655		
7	TO:	TOTAL STATE SERVICE	INTERMITTENT DATES AND HOURS				SERVICE PAY PERIOD	REEMPLOYMENT LIST CLASS	LOA NO.	REEMPLOY LIST CLASS						
		705	710	715	720	725	730	735	740	745	750	755	760	765	770	

- REQUIRED (MUST be completed)
- CONDITIONAL (MUST be completed when required by ITEM DEFINITION)
- ONE OR MORE REQUIRED (ONE or MORE of these items on this chart MUST be completed for a valid transaction)

# PAM

3.27 (Rev. 11/98)

## LINES **8 - 9** ITEMS:

- |  |   |
|--|---|
| 851 - Alternate Salary Range Criteria                | 873 - Salary Rate Substantiation, Above Minimum |
| 853 - Commitment Date                                | 876 - Anniversary Date - Second Accelerated     |
| 857 - Emergency Qualifying Time                      | 878 - TAU Clearance                             |
| 858 - List Clearance Date                            | 884 - License - Additional                      |
| 859 - Flag Clearance, Employment List Substantiation | 886 - Class Title Variation Code                |
| 861 - Health and Welfare Benefits                    | 891 - Indeterminate Service Accumulation        |
| 863 - Intermittent Hours Work Expected               | 892 - Last Day on Pay Status                    |
| 864 - Legal Reference for Annuitant                  | 895 - Academic Days Not Worked                  |
| 867 - Limited Term/Anniversary Date Justification    | 951 - Appointment Restriction - Specific Sex    |
| 869 - Reemployment List Eligibility Date             | 952 - Case Number and Date of Action            |
| 871 - Right of Return Designation                    | 955 - Multiple Hourly Rate                      |
| 872 - Salary Increase Certification                  | 957 - Other Eligibility Substantiation          |
|  | 960 - Corrected Transaction Identifier          |

## LINE **10** REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Alternate salary range other than "A".
- 2 - Bilingual Payment Authorization (Item 351).
- 3 - Casual Employment.
- 4 - CEA Appointment.
- 5 - Hiring above minimum and Item 873 is Code 1 or 6.
- 6 - Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent.
- 7 - Item 710 computations for daily rate employee.
- 8 - Item 867 when entry is Code 7 or 9.
- 9 - Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency.
- 10 - A01 - Special Consultants and New Program Consultants Appointments.
- 11 - A01, A02 or A03 after exempt appointment (when there is no break in service).
- 12 - A01, A02 or A03 to permanent appointment when employee is reinstating from retirement status.

# PAM

3.28 (Revised 11/11)

## A01 or A02

## IMMEDIATE PAY APPOINTMENT \*1

RETIRED ANNUITANT\*2, EMERGENCY\*2, LT, TAU ONLY

- 1) Use for employee new to State Service; or
- 2) Use for employee returning to State Service with NO history on the data base; or
- 3) Use for additional position is new to data base. (See \*5 and \*7.)

USE PADDED PAR

808 SEQUENCE NUMBER 0 OF 0													
810 DOCUMENT PROCESSING NUMBER 0													
1 TO: SOCIAL SECURITY #		EMPLOYEE LAST NAME			FIRST NAME AND MIDDLE INITIAL			POSITION NUMBER			DEPT CODE		
105		110			111			120			121		
122		123			124			125			126		
127		128			129			130			131		
132		133			134			135			136		
137		138			139			140			141		
142		143			144			145			146		
147		148			149			150			151		
152		153			154			155			156		
157		158			159			160			161		
162		163			164			165			166		
167		168			169			170			171		
172		173			174			175			176		
177		178			179			180			181		
182		183			184			185			186		
187		188			189			190			191		
192		193			194			195			196		
197		198			199			200			201		
202		203			204			205			206		
207		208			209			210			211		
212		213			214			215			216		
217		218			219			220			221		
222		223			224			225			226		
227		228			229			230			231		
232		233			234			235			236		
237		238			239			240			241		
242		243			244			245			246		
247		248			249			250			251		
252		253			254			255			256		
257		258			259			260			261		
262		263			264			265			266		
267		268			269			270			271		
272		273			274			275			276		
277		278			279			280			281		
282		283			284			285			286		
287		288			289			290			291		
292		293			294			295			296		
297		298			299			300			301		
302		303			304			305			306		
307		308			309			310			311		
312		313			314			315			316		
317		318			319			320			321		
322		323			324			325			326		
327		328			329			330			331		
332		333			334			335			336		
337		338			339			340			341		
342		343			344			345			346		
347		348			349			350			351		
352		353			354			355			356		
357		358			359			360			361		
362		363			364			365			366		
367		368			369			370			371		
372		373			374			375			376		
377		378			379			380			381		
382		383			384			385			386		
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392		393			394			395			396		
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402		403			404			405			406		
407		408			409			410			411		
412		413			414			415			416		
417		418			419			420			421		
422		423			424			425			426		
427		428			429			430			431		
432		433			434			435			436		
437		438			439			440			441		
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447		448			449			450			451		
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462		463			464			465			466		
467		468			469			470			471		
472		473			474			475			476		
477		478			479			480			481		
482		483			484			485			486		
487		488			489			490			491		
492		493			494			495			496		
497		498			499			500			501		
502		503			504			505			506		
507		508			509			510			511		
512		513			514			515			516		
517		518			519			520			521		
522		523			524			525			526		
527		528			529			530			531		
532		533			534			535			536		
537		538			539			540			541		
542		543			544			545			546		
547		548			549			550			551		
552		553			554			555			556		
557		558			559			560			561		
562		563			564			565			566		
567		568			569			570			571		
572		573			574			575			576		
577		578			579			580			581		
582		583			584			585			586		
587		588			589			590			591		
592		593			594			595			596		
597		598			599			600			601		
602		603			604			605			606		
607		608			609			610			611		
612		613			614			615			616		
617		618			619			620			621		
622		623			624			625			626		
627		628			629			630			631		
632		633			634			635			636		
637		638			639			640			641		
642		643			644			645			646		
647		648			649			650			651		
652		653			654			655			656		
657		658			659			660			661		
662		663			664			665			666		
667		668			669			670			671		
672		673			674			675			676		
677		678			679			680			681		
682		683			684			685			686		
687		688			689			690			691		
692		693			694			695			696		
697		698			699			700			701		
702		703			704			705			706		
707		708			709			710			711		
712		713			714			715			716		
717		718			719			720			721		
722		723			724			725			726		
727		728			729			730			731		
732		733			734			735			736		
737		738			739			740			741		
742		743			744			745			746		
747		748			749			750			751		
752		753			754			755			756		
757		758			759			760			761		
762		763			764			765			766		
767		768			769			770			771		
772		773			774			775			776		
777		778			779			780			781		
782		783			784			785			786		
787		788			789			790			791		
792		793			794			795			796		
797		798			799			800			801		
802		803			804			805			806		
807		808			809			810			811		
812		813			814			815			816		
817		818			819			820			821		
822		823			824			825			826		
827		828			829			830			831		
832		833			834			835			836		
837		838			839			840			841		
842		843			844			845			846		
847		848			849			850			851		
852		853			854			855			856		
857		858			859			860			861		
862		863			864			865			866		
867		868			869			870			871		
872		873			874			875			876		
877		878			879			880			881		
882		883			884			885			886		
887		888			889			890			891		
892		893			894			895			896		
897		898			899			900			901		
902		903			904			905			906		
907		908			909			910			911		
912		913			914			915			916		
917		918			919			920			921		
922		923			924			925			926		
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942		943			944			945			946		
947		948			949			950			951		
952		953			954			955			956		
957		958			959			960			961		
962		963			964			965			966		
967		968			969			970			971		
972		973			974			975			976		
977		978			979			980			981		
982		983			984			985			986		
987		988			989			990			991		
992		993			994			995			996		
997		998											

## LINES **8 - 9** ITEMS:

- |  |   |
|--|---|
| 850 - Additional Position Substantiation   | 873 - Salary Rate Substantiation, Above Minimum |
| 851 - Alternate Salary Range Criteria  | 878 - TAU Clearance                             |
| 853 - Commitment Date  | 879 - Time Base Substantiation                  |
| 858 - List Clearance Date  | 884 - License - Additional                      |
| 859 - Flag Clearance, Employment List Substantiation                             | 886 - Class Title Variation Code                |
| 861 - Health and Welfare Benefits  | 891 - Indeterminate Service Accumulation        |
| 863 - Intermittent Hours Work Expected   | 895 - Academic Days Not Worked                  |
| 864 - Legal Reference for Annuitant (REQUIRED for Retired Annuitant Appointment) | 951 - Appointment Restriction - Specific Sex    |
| 867 - Limited Term/Anniversary Date Justification                                | 955 - Multiple Hourly Rate                      |
|  | 957 - Other Eligibility Substantiation          |
|  | 960 - Corrected Transaction Identifier          |
|  | 999 - Deduction Information                     |

## LINE **10** REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Alternate salary range other than "A".
- 2 - Bilingual Payment Authorization (Item 351).
- 3 - Casual Employment.
- 4 - Certain Deductions or payments to be made from employee's final pay. (See PAM page 2.151.)
- 5 - Hiring above minimum and Item 873 is Code 1 or 6.
- 6 - Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent.
- 7 - Item 867 when entry is Code 7 or 9.
- 8 - Returning employee (no history on data base) when previous service was exempt only.
- 9 - Returning employee (no history on data base) when previous service was non-posted emergency only.
- 10 - A01 or A02 after an S41.

# A01 or A02

RETIRED ANNUITANT\*2; EMERGENCY\*2; LT OR TAU ONLY

- 1) Use for employee returning to State service with history on data base; or
- 2) Use for additional position when position history is on data base.

## USE TURNAROUND PAR

005 SEQUENCE NUMBER  OF

010 DOCUMENT PROCESSING NUMBER

1 TO:	SOCIAL SECURITY #	EMPLOYEE LAST NAME	FIRST NAME AND MIDDLE INITIAL	POSITION NUMBER	DEPT CODE	CS ID	COUNTY CODE	BIRTH DATE	ANNUL DATE						
2 TO:	TRANSACTION CODE	EFFECTIVE DATE AND HOURS	EMPLOYMENT HISTORY REMARKS	AGENCY	UNIT	CLASS	SERIAL	ESTABLISHED EARNING							
3 TO:	308 ACTUAL RATE	SALARY PER	PAY FREQ	BASIS ON SALARY	PLUS SALARY	EXPIRATION DATE OF PLUS SALARY	ANNIVERSARY DATE	ALTERNATE RANGE	PAYROLL STATUS	SHIFT DIFF	SPECIAL PAY	WWG	PAY LETTER #	DAY LETTER EXPIRATION DATE	
4 TO:	309 TOTAL SALARY														
5 TO:	TIME BASE	APP TENURE	# MOS	APPOINTMENT EXPIRATION DATE	HOURS	CERT #	TYPE OF LIST OR EXMT STAT	PROBATIONARY PERIOD CODE	ENDING DATE	MOR APPROVAL CODE	FORM	DATE	ETHNIC ORIGIN	PRIOR STATE SERVICE	DISABILITY CODE
6 TO:	ACCIDENT CODE	SAFETY MEMBER	SURVIVORS BENEFITS	DEAD MEMBER	RETIREMENT RATE (%)	EXEMPT AUTHORITY	DATE	NON-CITIZEN	MEDICAL CLEARANCE	FINGERPRINT	PROFESSIONAL LICENSE TYPE	EXPIRATION DATE	CODE	JOB INCURRED INJURY DATE	WCTD/ID
7 TO:	REASON FOR SEPARATION	PAY PERIOD	TIME TO BE PAID (NEW)	TIME TO BE PAID (OLD)	PAY PAID	LUMP SUM TO BE PAID	LUMP SUM EXTRA HOURS	LUMP SUM PAYMENT CODE	UNIT	SERIAL	SEPARATION EXPIRATION DATE	HOURS	FREQ MAINTENANCE FIRST/FINAL DED	MONTHLY DED	
8 TO:	TOTAL STATE SERVICE	HOURS	AS OF	INTERMITTENT DATES AND HOURS	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU

\*1 Either the Immediate Pay Appointment or the normal appointment/separation method may be used. Refer to PAM Section 5 for Documentation of an Immediate Pay Appointment. Refer to the appropriate Required/Conditional chart for the normal appointment/separation document method.

\*2 Retired Annuitant or Emergency Appointment MUST be documented as an A02 Transaction.

Acting Assignment Appointment can not be processed as an Immediate Pay Appointment. It must be processed by the normal appointment/separation document.

\*3 Enter "M" regardless of the normal pay frequency for the position. Except if no salary enter "0".

\*4 Item 325 cannot have an entry for Emergency or Retired Annuitant Appointment.

\*5 Time to be paid can be requested for a maximum of three pay periods. Refer to Items 605 and 606 for instructions.

- ==** REQUIRED (MUST be completed)
- CONDITIONAL (MUST be completed when required by ITEM DEFINITION)
- ONE OR MORE REQUIRED (ONE or MORE of these items on this chart MUST be completed for a valid transaction)

## LINES **8 - 9** ITEMS:

- |  |  |
|--|--|
| 850 - Additional Position Substantiation   | 876 - Anniversary Date - Second Accelerated (DELETED ONLY) |
| 851 - Alternate Salary Range Criteria  | 878 - TAU Clearance (A01 Only)                             |
| 853 - Commitment Date  | 879 - Time Base Substantiation                             |
| 858 - List Clearance Date  | 884 - License - Additional                                 |
| 859 - Flag Clearance, Employment List Substantiation                             | 886 - Class Title Variation Code                           |
| 861 - Health and Welfare Benefits  | 891 - Indeterminate Service Accumulation                   |
| 863 - Intermittent Hours Work Expected   | 895 - Academic Days Not Worked                             |
| 864 - Legal Reference for Annuitant (REQUIRED for Retired Annuitant Appointment) | 951 - Appointment Restriction - Specific Sex               |
| 867 - Limited Term/Anniversary Date Justification                                | 955 - Multiple Hourly Rate                                 |
| 871 - Right of Return Designation  | 957 - Other Eligibility Substantiation                     |
| 872 - Salary Increase Certification  | 960 - Corrected Transaction Identifier                     |
| 873 - Salary Rate Substantiation, Above Minimum                                  | 999 - Deduction Information                                |

## LINE **10** REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Alternate salary range other than "A".
- 2 - Bilingual Payment Authorization (Item 351).
- 3 - Casual Employment.
- 4 - Certain deductions or payments to be made from employee's final pay. (See PAM page 2.151.)
- 5 - Hiring above minimum and Item 873 is Code 1 or 6.
- 6 - Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent.
- 7 - Item 867 when entry is Code 7 or 9.
- 8 - Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency.
- 9 - A01 - Special Consultants and New Program Consultants Appointments.
- 10 - A01 or A02 after an S41.

# PAM

3.32 (Revised 11/11)

# A02

## CIVIL SERVICE ELIGIBILITY – PERMISSIVE

- 1) Use for employee returning to State service with NO history on the data base;
- 2) Use for Retired Annuitant\*1 or Emergency employee who is new or returning to State service with NO history on data base.

USE PADDED PAR

										005 SEQUENCE NUMBER <input type="text"/> OF <input type="text"/>				
										010 DOCUMENT PROCESSING NUMBER <input type="text"/>				
1 TO:	SOCIAL SECURITY #	EMPLOYEE LAST NAME	FIRST NAME AND MIDDLE INITIAL	POSITION NUMBER	AGENCY	UNIT	CLASS	SERIAL	DEPT CODE	CB ID	COUNTY CODE	BIRTH DATE		
2 TO:	TRANSACTION CODE	EFFECTIVE DATE AND HOURS	EMPLOYMENT HISTORY REMARKS	ESTABLISHED EMPHOL	NO	NO	NO	NO	NO	NO	NO	NO		
3 TO:	ACTUAL RATE	SALARY PER	PAY FREQ	BASED ON SALARY	PLUS SALARY	EXPIRATION DATE OF PLUS SALARY	ANNIVERSARY DATE	ALTERNATE RANGE	PAYROLL STATUS	S-P1 DIFF	SPECIAL PAY	WVG	PAY LETTER #	PAY LETTER EXPIRATION DATE
4 TO:	TIME BASE	APPT TENURE	# MOS	APPOINTMENT EXPIRATION DATE	CERT #	TYPE OF LIST OR EXMT STAT	PROBATIONARY PERIOD	ENDING DATE	MCR APPROVAL	SEX	ETHNIC ORIGIN	PRIOR STATE SERVICE	DISABILITY CODE	
5 TO:	ACCOUNT CODE	SAFETY MEMBER	SURVIVORS BENEFITS	DATA MEMBER	RETIREMENT RATE (%)	EXEMP AUTHORITY	DATE	NON-CITIZEN	MEDICAL CLEARANCE	FINGERPRINT	PROFESSIONAL LICENSE	EXPIRATION DATE	JOB INCURRED INJURY DATE	
6 TO:	REASON FOR SEPARATION	PAY PERIOD	TIME TO BE PAD (NEW)	TIME TO BE PAD (OLD)	PAY MAILED	LUMP SUM TO BE PAD	LUMP SUM EXTRA HOURS	LUMP SUM PAYMENT CODE	LUMP SUM UNIT	LUMP SUM SERIAL	SEPARATION EXPIRATION DATE	HOURS	FIXED MAINTENANCE FIRST/FINAL DED	
7 TO:	TOTAL STATE SERVICE	MOS	HOURS	AS OF	INTERMITTENT DATES AND HOURS	SERVICE PAY PERIOD	REEMPLOYMENT LIST CLASS	REEMPLOY LIST ELIG	REEMPLOY LIST ELIG	REEMPLOY LIST ELIG	REEMPLOY LIST ELIG	REEMPLOY LIST ELIG	REEMPLOY LIST ELIG	

**REQUIRED**  
(MUST be completed)

**CONDITIONAL**  
(MUST be completed when required by ITEM DEFINITION)

**ONE OR MORE REQUIRED**  
(ONE or MORE of these items on this chart MUST be completed for a valid transaction)

- \*1 Retired Annuitant may be appointed by either the Immediate Pay Appointment or the normal appointment/separation method. Refer to the appropriate Required/Conditional chart for Immediate Pay Appointment.
- \*2 Item 325 cannot have an entry for Emergency or Retired Annuitant appointment.
- \*3 Item 435 is not required for Emergency or Retired Annuitant appointment.

# PAM

3.33 (Rev. 11/98)

## LINES 8 - 9 ITEMS:

- |  |  |
|--|--|
| 851 - Alternate Salary Range Criteria                | 879 - Time Base Substantiation           |
| 853 - Commitment Date                                | 884 - License - Additional               |
| 857 - Emergency Qualifying Time                      | 886 - Class Title Variation Code         |
| 861 - Health and Welfare Benefits                    | 891 - Indeterminate Service Accumulation |
| 863 - Intermittent Hours Work<br>Expected            | 895 - Academic Days Not Worked           |
| 864 - Legal Reference for Annuitant                  | 952 - Case No. and Date of Action        |
| 867 - Limited-Term/Anniversary Date<br>Justification | 955 - Multiple Hourly Rate               |
| 873 - Salary Rate Substantiation,<br>Above Minimum   | 957 - Other Eligibility Substantiation   |
|  | 960 - Corrected Transaction Identifier   |

---

## LINE 10 REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Alternate salary range other than "A".
- 2 - Bilingual Payment Authorization (Item 351).
- 3 - Casual Employment.
- 4 - CEA Appointment.
- 5 - Decrease in time base.
- 6 - Hiring above minimum and Item 873 is Code 1 or 6.
- 7 - Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent.
- 8 - Item 867 when entry is Code 7 or 9.
- 9 - Returning employee (no history on data base) when previous service was exempt only.
- 10 - Returning employee (no history on data base) when previous service was non-posted emergency only.
- 11 - Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency.
- 12 - A01 or A02 after an S41.
- 13 - A02 effective within 30 days of S01.
- 14 - A01, A02 or A03 to permanent appointment when employee is reinstating from retirement status.

# PAM

3.34 (Rev. 05/99)

# A02

## ADDITIONAL POSITION CIVIL SERVICE ELIGIBILITY - PERMISSIVE

Use for position new to the data base

USE PADDED PAR

										805 SEQUENCE NUMBER <input type="text"/> OF <input type="text"/>																				
										810 DOCUMENT PROCESSING NUMBER <input type="text"/>																				
1 TO:	SOCIAL SECURITY #		EMPLOYEE LAST NAME			FIRST NAME AND MIDDLE INITIAL			POSITION NUMBER			DEPT CODE	CB ID	COUNTY CODE	BIRTH DATE	ANNIVERSARY DATE														
									AGENCY	UNIT	CLASS	SERIAL																		
	105	110	111	120	121	122	123	124	125	130	135	140																		
2 TO:	(1) TRANSACTION CODE		EFFECTIVE DATE AND HOURS			EMPLOYMENT HISTORY REMARKS			ESTABLISHED EMPHIRE																					
	(11) (2)		210 MM/DD/YY			215			NO	NO	NO	NO	NO	NO	NO	NO	NO													
	305																													
3 TO:	305 ACTUAL RATE		SALARY PER		PAY FREQ.		BASED ON SALARY		PLUS SALARY		EXPIRATION DATE OF PLUS SALARY		ANNIVERSARY DATE		ALTERNATE RANK		PAYROLL STATUS		SHP. DIFF.		SPECIAL PAY		WWG		PAY LETTER #		PAY LETTER EXPIRATION DATE			
	310	315	320	325	330	MM/YY	335	340	345	350	355	357	357	357	357	357	357	357	357	357	357	357	357	357	357	357	357	357		
4 TO:	TIME BASE		APPT. TENURE		# MOS.		APPOINTMENT EXPIRATION DATE		CERT. #		TYPE OF LIST OR EXEMPT STAT		PROBATIONARY PERIOD CODE		ENDING DATE		MOR APPROVAL CODE		EDW		DATE		SEX		ETHNIC ORIGIN		PRIOR STATE SERVICE		DISABILITY CODE	
	405	410	415	415	415	415	415	415	415	415	415	415	415	415	415	415	415	415	415	415	415	415	415	415	415	415	415	415	415	
5 TO:	ACCOUNT CODE		SAFETY MEMBER		SURVIVORS BENEFITS		SS/NED MEMBER		ACTIVATION RATE (%)		EXEMPT AUTHORITY		DATH NON-CITIZEN		MEDICAL CLEARANCE		PROBATIONARY PERIOD		PROFESSIONAL LICENSE TYPE		EXPIRATION DATE		CODE		JOB INCURRED SALARY /		WCTD/ED			
	505	810	815	820	825	830	835	840	845	850	855	860	865	870	875	880	885	890	895	900	905	910	915	920	925	930	935	940	945	
6 TO:	REASON FOR SEPARATION		PAY PERIOD		TIME TO BE PAID (NEW)		TIME TO BE PAID (OLD)		PAY BANNED		LUMP SUM TO BE PAID		LUMP SUM EXTRA HOURS		LUMP SUM PAYMENT CODE		LUMP SUM UNIT		LUMP SUM SERIAL		SEPARATION EXPIRATION DATE		HOURS		FRIED MAINTENANCE FIRST/FINAL DED		MONTHLY DED			
	603	805	MM/YY	806	DAS	HOURS	MO/TH	807	DAS	HOURS	MO/TH	815	820	DAS	HOURS	MO/TH	825	DAS	HOURS	MO/TH	830	835	836	845	855	855	855	855	855	
7 TO:	TOTAL STATE SERVICE		INTERMITTENT DATES AND HOURS										SERVICE PAY PERIOD		REEMPLOYMENT LIST CLASS		LUMP SUM AND FRIED MAINTENANCE		REEMPLOY LIST ELIG		REEMPLOY LIST ELIG		REEMPLOY LIST ELIG		REEMPLOY LIST ELIG					
	MO/TH	HOURS	AS OF	11	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	
	MO/TH	HOURS	AS OF	11	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	

- \*1 Item 435 is not required for Emergency or Retired Annuitant appointments. See PAM Section 5 - Additional Position Documentation.
- \*2 Key a 4 on prompter screen only; leave blank on update screen. (Refer to PAM Section 10, page 10.11.1, Item 450 for special keying instructions.)

For Immediate Pay Appointment Required/Conditional chart, refer to page 3.28.

- REQUIRED (MUST be completed)
- CONDITIONAL (MUST be completed when required by ITEM DEFINITION)
- ONE OR MORE REQUIRED (ONE or MORE of these items on this chart MUST be completed for a valid transaction)

# PAM

3.35 (Rev. 11/98)

## LINES 8 - 9 ITEMS:

- |  |  |
|--|--|
| 850 - Additional Position Substantiation (REQUIRED)                              | 873 - Salary Rate Substantiation, Above Minimum    |
| 851 - Alternate Salary Range Criteria  | 884 - License - Additional                         |
| 857 - Emergency Qualifying Time  | 886 - Class Title Variation Code                   |
| 861 - Health and Welfare Benefits  | 890 - Employment During Leave of Absence Clearance |
| 863 - Intermittent Hours Work Expected   | 891 - Indeterminate Service Accumulation           |
| 864 - Legal Reference for Annuitant (REQUIRED for Retired Annuitant Appointment) | 895 - Academic Days Not Worked                     |
| 867 - Limited Term/Anniversary Date Justification                                | 952 - Case No. and Date of Action                  |
| 872 - Salary Increase Certification  | 955 - Multiple Hourly Rate                         |
|  | 957 - Other Eligibility Substantiation             |
|  | 960 - Corrected Transaction Identifier             |

---

## LINE 10 REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Alternate salary range other than "A".
- 2 - Bilingual Payment Authorization (Item 351).
- 3 - Casual Employment.
- 4 - Certain deductions or payments to be made from employee's final pay. (See PAM page 2:151.)
- 5 - Hiring above minimum and Item 873 is Code 1 or 6.
- 6 - Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent.
- 7 - Item 867 when entry is Code 7 or 9.
- 8 - Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency.
- 9 - A01 - Special Consultants and New Program Consultants Appointments
- 10 - A01, A02 or A03 to permanent appointment when employee is reinstating from retirement status.

# PAM

3.36 (Revised 11/11)

# A02

## CIVIL SERVICE ELIGIBILITY - PERMISSIVE

- 1) Use for employee returning to State service when history on the data base; or
- 2) Use for additional position when position history is on data base.

USE TURNAROUND PAR

															005 SEQUENCE NUMBER <input type="text"/> OF <input type="text"/>													
															010 DOCUMENT PROCESSING NUMBER <input type="text"/>													
1 TO:	SOCIAL SECURITY #			EMPLOYEE LAST NAME			FIRST NAME AND MIDDLE INITIAL			POSITION NUMBER		DEPT CODE	CR ID	COUNTY CODE	BIRTH DATE	ANNUL DATE												
	105	110			111			120	121	122	123	124	125	130	140	145												
2 TO:	TRANSACTION CODE		EFFECTIVE DATE AND HOURS			EMPLOYMENT HISTORY REMARKS			ESTABLISHED LAMP-HOL																			
	(3)	(4)	210 MM/DD/YY			*2			NO	ID	NO	ID	NO	ID	NO	ID												
3 TO:	305 ACTUAL RATE		SALARY PER		PAY FREQ.		BASED ON SALARY		PLUS SALARY		EXPIRATION DATE OF PLUS SALARY		ANNIVERSARY DATE		ALTERNATE RANGE		PAYROLL STATUS		SHPY DIFF.		SPECIAL PAY		WWG		PAY LETTER #		PAY LETTER EXPIRATION DATE	
	305	310		315		320		325		330 MM/YY		335		340		345		350		355		360		365		370		
4 TO:	TIME BASE		APPT. TENURE		# MOS		APPOINTMENT EXPIRATION		CERT #		TYPE OF LIST OR EXMT STAT		PROBATIONARY PERIOD		MCR APPROVAL		SEX		ETHNIC ORIGIN		PRIOR STATE SERVICE		DISABILITY CODE					
	405	410		415		415		425		425		430		435		440		445		450		455						
5 TO:	ACCOUNT CODE		SAFETY MEMBER		SURVIVORS BENEFITS		OASDI MEMBER		RETIREMENT RATE (%)		EXEMPT AUTHORITY		DATH NON-CITIZEN		MEDICAL CLEARANCE		FINGERPRINT		PROFESSIONAL LICENSE		JOB INCURRED INJURY DATE		WCTD/OL DATE					
	505	510		515		520		525		530		535		540		545		550		555		560		565				
6 TO:	REASON FOR SEPARATION		PAY PERIOD		TIME TO BE PAD (NEW)		TIME TO BE PAD (OLD)		PAY BILLED		LUMP SUM TO BE PAD		LUMP SUM EXTRA HOURS		LUMP SUM PAYMENT CODE		LUMP SUM UNIT		LUMP SUM SERIAL		SEPARATION EXPIRATION DATE		HOURS		FIXED MAINTENANCE PRST/FINAL BGD			
	603	605 MM/YY		606 DAS HOURS		607 DAS HOURS		615		620 DAS HOURS		625 DAS HOURS		630		635		636		645		655		MONTHLY BGD				
7 TO:	TOTAL STATE SERVICE			INTERMITTENT DATES AND HOURS										SERVICE PAY PERIOD		REEMPLOYMENT LIST CLASS		LOG NO.		REEMPLOY LIST ELIG								
	705	HOURS AS OF			1) THRU THRU 2) THRU THRU 3) THRU THRU										715 MM/YY		720		725		730		735					

- \*1 Conditional for Additional Position.
- \*2 Required when reinstating after termination of Career Executive Assignment.

**==** REQUIRED (MUST be completed)

**○** CONDITIONAL (MUST be completed when required by ITEM DEFINITION)

**●** ONE OR MORE REQUIRED (ONE or MORE of these items on this chart MUST be completed for a valid transaction)

# PAM

3.37 (Rev. 11/98)

## LINES 8 - 9 ITEMS:

- |   |   |
|---|---|
| 850 - Additional Position Substantiation          | 876 - Anniversary Date - Second Accelerated (DELETE ONLY) |
| 851 - Alternate Salary Range Criteria             | 879 - Time Base Substantiation                            |
| 853 - Commitment Date                             | 884 - License - Additional                                |
| 856 - Demotion Reason                             | 886 - Class Title Variation Code                          |
| 857 - Emergency Qualifying Time                   | 890 - Employment During Leave of Absence Clearance        |
| 861 - Health and Welfare Benefits                 | 891 - Indeterminate Service Accumulation                  |
| 863 - Intermittent Hours Work Expected            | 895 - Academic Days Not Worked                            |
| 864 - Legal Reference for Annuitant               | 952 - Case No. and Date of Action                         |
| 867 - Limited Term/Anniversary Date Justification | 955 - Multiple Hourly Rate                                |
| 872 - Salary Increase Certification               | 957 - Other Eligibility Substantiation                    |
| 873 - Salary Rate Substantiation, Above Minimum   | 960 - Corrected Transaction Identifier                    |

## LINE 10 REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Alternate salary range other than "A".
- 2 - Bilingual Payment Authorization (Item 351).
- 3 - Casual Employment.
- 4 - CEA Appointment.
- 5 - Decrease in time base.
- 6 - Employee demoting and Item 856 is Code 11.
- 7 - Hiring above minimum and Item 873 is Code 1 or 6.
- 8 - Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent.
- 9 - Item 867 when entry is Code 7 or 9.
- 10 - Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency.
- 11 - A01 or A02 after an S41.
- 12 - A01, A02, or A03 after exempt appointment (when there is no break in service).
- 13 - A02 effective within 30 days of S01.
- 14 - A01, A02 or A03 to permanent appointment when employee is reinstating from retirement status.

For Immediate Pay Appointment Required/Conditional Chart refer to PAM page 3.30.



3.38 (Rev. 05/88)

# A02

## CIVIL SERVICE ELIGIBILITY - PERMISSIVE

Use for current employee.

USE TURNAROUND PAR

005	SEQUENCE NUMBER	<input type="checkbox"/>	OF	<input type="checkbox"/>
010	DOCUMENT PROCESSING NUMBER	<input type="checkbox"/>		

1	TO:	SOCIAL SECURITY #	EMPLOYEE LAST NAME	FIRST NAME AND MIDDLE INITIAL	POSITION NUMBER	DEPT CODE	CS ID	COUNTY CODE	BIRTH DATE	APPROV. DATE						
		105	110	111	AGENCY UNIT CLASS SERIAL	120 121 122 123	124	125	130 135	140 145 MM/YY						
2	TO:	TRANSACTION CODE	EFFECTIVE DATE AND HOURS	EMPLOYMENT HISTORY REMARKS	ESTABLISHED EMPLOYERS											
		(1) (2) 205	MM/DD/YY	215	*1	NO TO NO NO NO NO NO NO										
3	TO:	305 ACTUAL RATE	SALARY PER	PAY FREQ	BASED ON SALARY	PLUS SALARY	EXPIRATION DATE OF PLUS SALARY	ANNIVERSARY DATE	ALTERNATE RANGE	PAYROLL STATUS	SHIFT OFF	SPECIAL PAY	WWG	PAY LETTER #	PAY LETTER EXPIRATION DATE	
		308 TOTAL SALARY	310	315	320	325	330 MM/YY	335	340	345	350	355	356			
4	TO:	TIME BASE	APPT. TENURE	# MOS.	APPOINTMENT EXPIRATION DATE	CERT #	TYPE OF LIST OR EXMT STAT	PROBATIONARY PERIOD CODE	ENDING DATE	MOR APPROVAL CODE	FORM	DATE	SEX	ETHNIC ORIGIN	PRIOR STATE SERVICE	DISABILITY CODE
		405	410	415	416	425	426	430	435	435	435	440	445	450	455	
5	TO:	ACCOUNT CODE	SAFETY MEMBER	SURVIVORS BENEFITS	QASD MEMBER	RETIREMENT RATE (%)	EXEMPT AUTHORITY	OATH NON-CITIZEN	MEDICAL CLEARANCE	FINGERPRINT	PROFESSIONAL LICENSE TYPE	EXPIRATION DATE	JOB INCURRED INJURY CODE	INJURY DATE		
		505	510	515	520	525	530	535	540 545	550	555	560	565	WCTD/DL DA* 565		
6	TO:	REASON FOR SEPARATION	PAY PERIOD	TIME TO BE PAID (NEW)	TIME TO BE PAID (OLD)	PAY MAILED	LUMP SUM TO BE PAID	LUMP SUM EXTRA HOURS	LUMP SUM PAYMENT CODE	LUMP SUM UNIT	LUMP SUM SERIAL	SEPARATION EXPIRATION DATE	HOURS	FIXED MAINTENANCE FIRST/FINAL DED.		
		603	605 MM/YY	606 DAS HOURS	607 DAS HOURS	615	(S) (M) 620 DAS HOURS	625 DAS HOURS	630	635	636	645	655	MONTHLY DED.		
7	TO:	TOTAL STATE SERVICE	INTERMITTENT DATES AND HOURS				SERVICE PAY PERIOD	REEMPLOYMENT LIST CLASS	LOS NO.	REEMPLOY LIST ELIG						
		MOS HOURS AS OF	11 THRU	21 THRU	31 THRU	715 MM/YY	720	725	730	735	740					

\*1 Required when reinstating after termination of Career Executive Assignment.

- REQUIRED (MUST be completed)
- CONDITIONAL (MUST be completed when required by ITEM DEFINITION)
- ONE OR MORE REQUIRED (ONE or MORE of these items on this chart MUST be completed for a valid transaction)

# PAM

3.39 (Rev. 11/98)

## LINES 8 - 9 ITEMS:

- |   |   |
|---|---|
| 851 - Alternate Salary Range Criteria             | 876 - Anniversary Date - Second Accelerated |
| 856 - Demotion Reason                             | 879 - Time Base Substantiation              |
| 857 - Emergency Qualifying Time                   | 884 - License - Additional                  |
| 863 - Intermittent Hours Work Expected            | 886 - Class Title Variation Code            |
| 864 - Legal Reference for Annuitant               | 891 - Indeterminate Service Accumulation    |
| 867 - Limited Term/Anniversary Date Justification | 892 - Last Day on Pay Status                |
| 869 - Reemployment List Eligibility Date          | 895 - Academic Days Not Worked              |
| 871 - Right of Return Designation                 | 952 - Case No. and Date of Action           |
| 872 - Salary Increase Certification               | 955 - Multiple Hourly Rate                  |
| 873 - Salary Rate Substantiation, Above Minimum   | 957 - Other Eligibility Substantiation      |
|   | 960 - Corrected Transaction Identifier      |

## LINE 10 REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Alternate salary range other than "A".
- 2 - Bilingual Payment Authorization (Item 351).
- 3 - Casual Employment.
- 4 - CEA Appointment.
- 5 - Decrease in time base.
- 6 - Employee demoting and Item 856 is Code 11.
- 7 - Hiring above minimum and Item 873 is Code 1 or 6.
- 8 - Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent.
- 9 - Item 710 computations for daily rate employee.
- 10 - Item 867 when entry is Code 7 or 9.
- 11 - Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency.
- 12 - A01, A02 or A03 after exempt appointment (when there is no break in service).
- 13 - A01, A02 or A03 to permanent appointment when employee is reinstating from retirement status.

# PAM

3.40 (Revised 11/11)

# A03

## CIVIL SERVICE ELIGIBILITY – MANDATORY

- 1) Use for new employee blanketed into State service; or
- 2) Use for employee returning to State service with NO history on data base.

USE PADDED PAR

										005 SEQUENCE NUMBER <input type="text"/> OF <input type="text"/>																		
										010 DOCUMENT PROCESSING NUMBER <input type="text"/>																		
1	SOCIAL SECURITY #		EMPLOYEE LAST NAME			FIRST NAME AND MIDDLE INITIAL			POSITION NUMBER		DEPT CODE	CB ID	COUNTY CODE	BIRTH DATE	ANNIVERSARY DATE													
TO:									AGENCY UNIT CLASS SERIAL																			
	105	110	111	120	121	122	123	124	126	130	135	140																
2	(3) TRANSACTION CODE		EFFECTIVE DATE AND HOURS			EMPLOYMENT HISTORY REMARKS			ESTABLISHED EARNINGS																			
TO:									NO	D	NO	D	NO	D	NO	D	NO	D										
	111	(2)	200	210	MM/DD/YY	215			351																			
3	300 ACTUAL RATE		SALARY PER		PAY FREQ		BASED ON SALARY		PLUS SALARY		EXPIRATION DATE OF PLUS SALARY		ANNIVERSARY DATE		ALTERNATE RANGE		PAYROLL STATUS		SHIFT DIFF		SPECIAL PAY		WAG		PAY LETTER #		PAY LETTER EXPIRATION DATE	
TO:																												
	310	315	320	325	330	MM/YY	335	340	345	350	355	360																
4	TIME BASE		APPT TENURE		# MOS		APPOINTMENT EXPIRATION DATE		HOURS		CERT #		TYPE OF LIST OR EXMT STAT		PROBATIONARY PERIOD		MCR APPROVAL		SEX		ETHNIC ORIGIN		PRIOR STATE SERVICE		DISABILITY/ CODE			
TO:																												
	405	410	415	418	425		426	430	435	440	445	450	455															
5	ACCOUNT CODE		SAFETY MEMBER		SURVIVORS BENEFITS		SS/RED		ALTERNATE RATE		EXEMPT AUTHORITY		DATH		NON-CITIZEN		MEDICAL CLEARANCE		FINGERPRINT		PROFESSIONAL LICENSE		JOB INCURRED INJURY DATE		WCTD/IDL DATE			
TO:																												
	505	510	520	530	540	545	550	555	560	565																		
6	REASON FOR SEPARATION		PAY PERIOD		TIME TO BE PAID (NEW)		TIME TO BE PAID (OLD)		PAY NAMED		LUMP SUM TO BE PAID		LUMP SUM EXTRA HOURS		LUMP SUM PAYMENT CODE		LUMP SUM UNIT SERIAL		SEPARATION EXPIRATION DATE		HOURS		FIXED MAINTENANCE FIRST/MONTHLY DED.					
TO:																												
	603	605	MM YY	606	DAS	HOURS	HOTH	607	DAS	HOURS	HOTH	615	620	DAS	HOURS	HOTH	625	DAS	HOURS	HOTH	630	635	638	645	655			
7	TOTAL STATE SERVICE		INTERMITTENT DATES AND HOURS		SERVICE PAY PERIOD		RECLASSIFICATION LIST CLASS		LISE		RECLASSIFICATION LIST ELIG																	
TO:																												
	705	710	715	720	725	730	735	740	745	750	755	760	765	770	775	780	785	790	795	800	805	810	815	820				

- REQUIRED (MUST be completed)
- CONDITIONAL (MUST be completed when required by ITEM DEFINITION)
- ONE OR MORE REQUIRED (ONE or MORE of these items on this chart MUST be completed for a valid transaction)

# PAM

3.41 (Rev.(11/98))

## LINES 8 - 9 ITEMS:

- |  |  |
|--|--|
| 851 - Alternate Range Criteria                     | 884 - License - Additional               |
| 863 - Intermittent Hours Work<br>Expected          | 886 - Class Title Variation Code         |
| 864 - Legal Reference For Annuitant                | 891 - Indeterminate Service Accumulation |
| 865 - Military Substantiation                      | 895 - Academic Days Not Worked           |
| 871 - Right of Return Designation                  | 952 - Case No. and Date of Action        |
| 872 - Salary Increase Certification                | 955 - Multiple Hourly Rate               |
| 873 - Salary Rate Substantiation,<br>Above Minimum | 957 - Other Eligibility Substantiation   |
|  | 960 - Corrected Transaction Identifier   |

---

## LINE 10 REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Alternate salary range other than "A".
- 2 - Bilingual Payment Authorization (Item 351).
- 3 - Hiring above minimum and Item 873 is Code 1 or 6.
- 4 - Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent.
- 5 - Item 710 computations for daily rate employee.
- 6 - Returning employee (no history on data base) when previous service was exempt only.
- 7 - Returning employee (no history on data base) when previous service was non-posted emergency only.
- 8 - Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency.
- 9 - A01, A02 or A03 after exempt appointment (when there is no break in service).
- 10 - A03 after A12 or S32.
- 11 - A03 after S52.
- 12 - A03 after S53.
- 13 - A03 after S55 (per G.C. 19340).
- 14 - A01, A02 or A03 to permanent appointment when employee is reinstating from retirement status.

# PAM

3.42 (Rev. 03/02)

# A03

## CIVIL SERVICE ELIGIBILITY - MANDATORY

Use for employee returning to State service when history is on the database.

USE TURNAROUND PAR

										006 SEQUENCE NUMBER <input type="text"/> OF <input type="text"/>																	
										010 DOCUMENT PROCESSING NUMBER <input type="text"/>																	
1 TO:	SOCIAL SECURITY #		EMPLOYEE LAST NAME		FIRST NAME AND MIDDLE INITIAL			POSITION NUMBER		DEPT CODE	OR ID	COUNTY CODE	BIRTH DATE	ADDRESS													
	105		110		111		120	121	122	123	124	125	140														
2 TO:	TRANSACTION CODE		EFFECTIVE DATE AND HOURS		EMPLOYMENT HISTORY REMARKS			ESTABLISHED EARNINGS																			
	121	121				*1																					
3 TO:	205 ACTUAL RATE		SALARY PER		PAY FREQ		BASED ON SALARY		PLUS SALARY		EXPIRATION DATE OF PLUS SALARY		ANNIVERSARY DATE		ALTERNATE RANGE		PAYROLL STATUS		SOP DEF		SPECIAL PAY		PAC LETTER #		PAY LETTER EXPIRATION DATE		
	305		310		315		320		325		330	335	340	345	350	355											
4 TO:	TIME BASE		APPT TENURE		# MOS		APPOINTMENT EXPIRATION		CERT #		TYPE OF LIST OR EXAM STAT		PROBATIONARY PERIOD		MOR APPROVAL		PAC		PAC CHRON		PAC STATE SERVICE		DISABILITY CODE				
	405		410		415		420		425		430		435		440		445		450		455						
5 TO:	ACCOUNT CODE		LAPSE MEMBER		SUPPORTS BENEFITS		SS/HELD MEMBER		RETIREMENT PATH (PN)		EXEMPT AUTHORITY		DATH-NON-CITIZEN		MEDICAL CLEARANCE		PROFESSIONAL LICENSE		JOB INCURRED INJURY		INJURY DATE		HC TO EL DATE				
	505		510		520		530		535		540		545		550		555		560		565						
6 TO:	REASON FOR SEPARATION		PAY PERIOD		TIME TO BE PAID (HR)		TIME TO BE PAID (DAS)		PAY AMOUNT		LUMP SUM TO BE PAID		LUMP SUM EXTRA HOURS		LUMP SUM PAYMENT CODE		SEPARATION FUNCTION		FREE MONTHS FINANCE		FIRST MONTH		MONTHS DED				
	605		605		606		607		615		620		625		630		635		640		645		650				
7 TO:	MILITARY SERVICE		INTERMEDIATE DATES AND HOURS		MILITARY SERVICE		MILITARY SERVICE		MILITARY SERVICE		MILITARY SERVICE		MILITARY SERVICE		MILITARY SERVICE		MILITARY SERVICE		MILITARY SERVICE		MILITARY SERVICE		MILITARY SERVICE				
	705		710		715		720		725		730		735		740		745		750		755		760				

\*1 Required when reinstating after termination of Career Executive Assignment.

- REQUIRED (MUST be completed)
- CONDITIONAL (MUST be completed when required by ITEM DEFINITION)
- ONE OR MORE REQUIRED (ONE or MORE of these items on this chart MUST be completed for a valid transaction)

# PAM

3.43 (Rev. 11/98)

## LINES 8 - 9 ITEMS:

- |  |  |
|--|--|
| 851 - Alternate Salary Range Criteria              | 884 - License - Additional               |
| 857 - Emergency Qualifying Time<br>(DELETE ONLY)   | 886 - Class Title Variation Code         |
| 863 - Intermittent Hours Work<br>Expected          | 891 - Indeterminate Service Accumulation |
| 864 - Legal Reference For Annuitant                | 895 - Academic Days Not Worked           |
| 865 - Military Substantiation                      | 952 - Case No. and Date of Action        |
| 871 - Right of Return Designation                  | 955 - Multiple Hourly Rate               |
| 872 - Salary Increase Certification                | 957 - Other Eligibility Substantiation   |
| 873 - Salary Rate Substantiation,<br>Above Minimum | 960 - Corrected Transaction Identifier   |

---

## LINE 10 REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Alternate salary range other than "A".
- 2 - Bilingual Payment Authorization (Item 351).
- 3 - CEA Appointment.
- 4 - Decrease in time base.
- 5 - Hiring above minimum and Item 873 is Code 1 or 6.
- 6 - Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent.
- 7 - Item 710 computations for daily rate employee.
- 8 - Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency.
- 9 - A01, A02 or A03 after exempt appointment (when there is no break in service).
- 10 - A03 after A12 or S32.
- 11 - A03 after S51.
- 12 - A03 after S52.
- 13 - A03 after S53.
- 14 - A03 after S55 (per G.C. 19340).
- 15 - A01, A02 or A03 to permanent appointment when employee is reinstating from retirement status.

# PAM

3.44 (Rev. 03/02)

## CIVIL SERVICE ELIGIBILITY - MANDATORY

# A03

Use for current employee.

USE TURNAROUND PAR

005	SEQUENCE NUMBER	<input type="text"/>	OF	<input type="text"/>
010	DOCUMENT PROCESSING NUMBER	<input type="text"/>		

1	TO:	SOCIAL SECURITY # 105	EMPLOYEE LAST NAME 110	FIRST NAME AND MIDDLE INITIAL 111	POSITION NUMBER AGENCY UNIT CLASS SERIAL 120 121 122 123	DEPT CODE 124	CB ID 126	COUNTY CODE 130 135	BIRTH DATE 140						
2	TO:	TRANSACTION CODE (1) (2) 200	EFFECTIVE DATE AND HOURS 210	EMPLOYMENT HISTORY REMARKS *1	ESTABLISHED EARNINGS NO ID NO ID NO ID 351 352 353										
3	TO:	DATE ACTUAL RATE 310	SALARY PER 315	PAY PERIOD 320	BASED ON SALARY 325	PLUS SALARY 330	EXPIRATION DATE OF PLUS SALARY 335	ANNIVERSARY DATE 340	ALTERNATE RANGE 345	PAYROLL STATUS 350	SHIFT OFF 355	SPECIAL PAY 358	WWG 359	PAY LETTER # 360	PAY LETTER EXPIRATION DATE 365
4	TO:	TIME BASE 405	AMPT TENURE 410	# MOS 415	APPOINTMENT EXPIRATION DATE 418	HOURS 425	CERT # 428	TYPE OF LIST OR ESAT STAT 430	PROBATIONARY PERIOD ENDING DATE 435	MCR APPROVAL CODE FORM DATE 440 445 450	SEX 440	ETHNIC ORIGIN 445	PRIOR STATE SERVICE 450	DISABILITY CODE 455	
5	TO:	ACCOUNT CODE 505	MEMBER 510	SURVIVORS BENEFITS 520	SS/MED MEMBER 525	RETIREMENT RATE (%) 530	EXEMPT AUTHORITY 535	DATH 540	NON-CITIZEN 545	MEDICAL CLEARANCE 550	FINGERPRINT 555	PROFESSIONAL LICENSE TYPE EXPIRATION DATE 560 565	JOB INCURRED INJURY CODE INJURY DATE 565 570	WCT/DEL DATE 575	
6	TO:	REASON FOR SEPARATION 605	PAY PERIOD 605	TIME TO BE PAID (NEW) 605	TIME TO BE PAID (OLD) 605	PAY NAMED 615	LUMP SUM TO BE PAID (SI) (PI) 620	LUMP SUM EXTRA HOURS 625	LUMP SUM PAYMENT CODE 630	LUMP SUM UNIT 635	LUMP SUM SERIAL 638	SEPARATION EXPIRATION DATE 645	HOURS 648	FRIED MAINTENANCE FIRST/FINAL DED MONTHLY DED 655	
7	TO:	MOS 705	HOURS 710	AS OF 715	INTERMITTENT DATES AND HOURS 720	THRU 725	THRU 730	THRU 735	THRU 740	THRU 745	THRU 750	REEMPLOYMENT LIST CLASS 755	LIST NO. 760	REEMPLOYMENT LIST ELIG 765	

\*1 Required when reinstating after termination of Career Executive Assignment.

- REQUIRED (MUST be completed)
- CONDITIONAL (MUST be completed when required by ITEM DEFINITION)
- ONE OR MORE REQUIRED (ONE or MORE of these items on this chart MUST be completed for a valid transaction)

# PAM

3.45 (Rev. 11/98)

## LINES 8 - 9 ITEMS:

- |  |  |
|--|--|
| 851 - Alternate Salary Range Criteria              | 884 - License - Additional               |
| 857 - Emergency Qualifying Time                    | 886 - Class Title Variation Code         |
| 863 - Intermittent Hours Work<br>Expected          | 891 - Indeterminate Service Accumulation |
| 864 - Legal Reference For Annuitant                | 892 - Last Day on Pay Status             |
| 871 - Right of Return Designation                  | 895 - Academic Days Not Worked           |
| 872 - Salary Increase Certification                | 952 - Case No. and Date of Action        |
| 873 - Salary Rate Substantiation,<br>Above Minimum | 955 - Multiple Hourly Rate               |
|  | 957 - Other Eligibility Substantiation   |
|  | 960 - Corrected Transaction Identifier   |

---

## LINE 10 REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Alternate salary range other than "A".
- 2 - Bilingual Payment Authorization (Item 351).
- 3 - CEA Appointment.
- 4 - Decrease in time base.
- 5 - Hiring above minimum and Item 873 is Code 1 or 6.
- 6 - Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent.
- 7 - Item 710 computations for daily rate employee.
- 8 - Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency.
- 9 - A01, A02 or A03 after exempt appointment (when there is no break in service).
- 10 - A03 after A12 or S32.
- 11 - A01, A02 or A03 to permanent appointment when employee is reinstating from retirement status.

# A04

\*TEMPORARY ASSIGNMENT  
UNDER G.C. 19050.8

Use for current employee.

005 SEQUENCE NUMBER  OF   
010 DOCUMENT PROCESSING NUMBER

### USE TURNAROUND PAR

1 TO:	SOCIAL SECURITY #	EMPLOYEE LAST NAME	FIRST NAME AND MIDDLE INITIAL	AGENCY	UNIT	CLASS	SERIAL	DEPT CODE	CD ID	COUNTY CODE	OTHER POSITION	BIRTH DATE	ADDDY DATE			
2 TO:	TRANSACTION CODE	EFFECTIVE DATE AND HOURS	EMPLOYMENT HISTORY REMARKS	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO			
3 TO:	ADDITIONAL RATE	SALARY PER	PAY FREQ	BASED ON SALARY	PLUS SALARY	EXPIRATION DATE OF PLUS SALARY	ANNIVERSARY DATE	ALTERNATE RANGE	PAYROLL STATUS	SHO/ OFF	SPECIAL PAY	WWD	PAY LETTER #	PAY LETTER EXPIRATION DATE		
4 TO:	TMC BASE	AMT TEMPER	# MOS	APPOINTMENT EXPIRATION DATE	HOURS	CERT #	TYPE OF LIST OR EXMT STAT	PROBATIONARY PERIOD CODE	ENDING DATE	WCH APPROVAL CODE	FORMA	DATE	SEX	ETHNIC ORIGN	PUNCH STATE SERVICE	DISABILITY CODE
5 TO:	ALLIANCE CODE	SAFETY MEMBER	ADVISOR'S BENEFITS	OVERSEAS REQUIRED	RETIREMENT DATE (Y4)	HEAVY AUTHORITY	BIRTH DATE	PAY CITIZEN	MEDICAL CLEARANCE	PROFESSIONAL LICENSE	TYPE	EXPIRATION DATE	CODE	JOB INCLUDED BIRTH DATE	WCTD/EL DATE	
6 TO:	SEPARATION TERM	PAY PERIOD	TIME TO BE PAID (HRS)	TIME TO BE PAID (DAS)	PAY NAMED	LUMP SUM TO BE PAID	LUMP SUM EXTRA HOURS	LUMP SUM PAYMENT CODE	UNIT	SERIAL	DATE	HOURS	SEPARATION EXPIRATION	FIELD MAINTENANCE	MONTHLY DED	
7 TO:	MOS	HOURS	AS OF	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	

\* Refer to PAM page 5.50 if returning employee after S49 or S50 transaction, or before promoting/transferring employee after completion/termination of A04.

- ==** REQUIRED (MUST be completed)
- CONDITIONAL (MUST be completed when required by ITEM DEFINITION)
- ONE OR MORE REQUIRED (ONE or MORE of these items on this chart MUST be completed for a valid transaction)

**LINES 8 - 9 ITEMS:**

851	-	Alternate Salary Range Criteria	891	-	Indeterminate Service Accumulation
864	-	Legal Reference For Annuitant	892	-	Last Day on Pay Status
871	-	Right of Return Designation (REQUIRED)	895	-	Academic Days Not Worked
879	-	Time Base Substantiation	952	-	Case No. and Date of Action
884	-	License - Additional	955	-	Multiple Hourly Rate
886	-	Class Title Variation Code	960	-	Corrected Transaction Identifier

**LINE 10 REMARKS AND BACKUP INFORMATION:**

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Alternate salary range other than "A".
- 2 - Bilingual Payment Authorization (Item 351).
- 3 - CEA Appointment.
- 4 - Decrease in time base.
- 5 - Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent.
- 6 - Item 710 computations for daily rate employee.
- 7 - Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency.





# PAM

3.50 (Rev. 03/02)

# A10

IN LIEU OF LAYOFF

USE TURNAROUND PAR

										006 SEQUENCE NUMBER <input type="text"/> OF <input type="text"/>				
										010 DOCUMENT PROCESSING NUMBER <input type="text"/>				
1 TO:	SOCIAL SECURITY # 105	EMPLOYEE LAST NAME 110	FIRST NAME AND MIDDLE INITIAL 111			POSITION NUMBER AGENCY UNIT CLASS SERIAL 120 121 127 123			DEPT CODE 124	CR ID 126	COUNTY CODE 130	BIRTH DATE 135	140	
2 TO:	EFFECTIVE DATE AND HOURS 310 MM/DD/YY		EMPLOYMENT HISTORY REMARKS 215				ESTABLISHED EARNINGS IND ID IND ID IND ID IND ID 361 362 363 364 365 366 367 368							
3 TO:	288 ACTUAL RATE	SALARY PER 310	PAY FREQ 315	BASED ON SALARY 320	PLUS SALARY 325	EXPIRATION DATE OF PLUS SALARY 330 MM/YY	ANNIVERSARY DATE 335	ALTERNATE RANGE 340	PAYROLL STATUS 345	SHIFT DIFF 350	SPECIAL PAY 355	WWSG 356	PAY LETTER # 357	PAY LETTER EXPIRATION DATE 358
4 TO:	TIME BASE 405	APPT TENURE 410	# MOS 415	APPOINTMENT EXPIRATION DATE HOURS 416		CERT # 425	TYPE OF LIST OR EXAMT STAT 426	PROBATIONARY PERIOD CODE ENDING DATE 430	MOR APPROVAL CODE FORM DATE 435	SEX 440	ETHNIC ORIGIN 445	PRIOR STATE SERVICE 450	DISABILITY CODE 455	
5 TO:	ACCOUNT CODE 505	SAFETY MEMBER 510	SURVIVORS BENEFITS 520	RS/NEED MEMBER 525	RETIREMENT PATH (N/A) 530	EXEMPT AUTHORITY 535	DATH 540	NON-CITIZEN 545	MEDICAL CLEARANCE 550	FINGERPRINT 555	PROFESSIONAL LICENSE TYPE EXPIRATION DATE 560	JOB INCURRED INJURY CODE INJURY DATE 565	WCTD/REL DATE 570	
6 TO:	REASON FOR SEPARATION 603	PAY PERIOD 605 MM/YY	TIME TO BE PAID (N/W) 808 DAS HOURS	TIME TO BE PAID (O/L) 807 DAS HOURS	PAY BANNED 815	LEAVE SUM TO BE PAID 820 DAS HOURS	LEAVE SUM EXTRA HOURS 825 DAS HOURS	LEAVE SUM PAYMENT CODE 830	LEAVE SUM UNIT SERIAL 835	SEPARATION EXPIRATION DATE HOURS 845	FIELD MAINTENANCE FIRST-PERMANENT DEED MONTHLY DEED 855			
7 TO:	SPECIAL PAY SERVICE 705		INTERMITTENT DATES AND HOURS 710		715	720	725	730	735	740	745	750	755	

\*1 Use for managerial tenure only.

- REQUIRED  
(MUST be completed)
- CONDITIONAL  
(MUST be completed when required by ITEM DEFINITION)
- ONE OR MORE REQUIRED  
(ONE or MORE of these items on this chart MUST be completed for a valid transaction)

LINES **8 - 9** ITEMS:

- |   |  |
|---|--|
| 851 - Alternate Salary Rate Criteria            | 886 - Class Title Variation Code         |
| 863 - Intermittent Hours Work Expected          | 891 - Indeterminate Service Accumulation |
| 869 - Reemployment List Eligibility Date        | 895 - Academic Days Not Worked           |
| 872 - Salary Increase Certification             | 952 - Case No. and Date of Action        |
| 873 - Salary Rate Substantiation, Above Minimum | 955 - Multiple Hourly Rate               |
| 884 - License - Additional                      | 960 - Corrected Transaction Identifier   |

LINE **10** REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Alternate salary range other than "A".
- 2 - Bilingual Payment Authorization (Item 351).
- 3 - CEA Appointment.
- 4 - Decrease in time base.
- 5 - Hiring above minimum and Item 873 is Code 1 or 6.
- 6 - Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent.
- 7 - Item 710 computations for daily rate employee.
- 8 - Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency.

# PAM

3.52 (Rev. 02/03)

# A11

## INVOLUNTARY REASSIGNMENT

USE TURNAROUND PAR

008	SEQUENCE NUMBER	<input type="text"/>	OF	<input type="text"/>
010	DOCUMENT PROCESSING NUMBER	<input type="text"/>		

1	TO:	SOCIAL SECURITY #	EMPLOYEE LAST NAME	FIRST NAME AND MIDDLE INITIAL	AGENCY	UNIT	CLASS	SERIAL	DEPT CODE	CB ID	COUNTY CODE	BIRTH DATE	
		105	110	111	120	121	122	123	124	126	130	135	140
2	TO:	(1) TRANSACTION CODE	EFFECTIVE DATE AND HOURS	EMPLOYMENT HISTORY REMARKS	ESTABLISHED EMPHIRE								
		(1) (2)	210 MM/DD/YY	215	NO	NO	NO	NO	NO	NO	NO	NO	NO
3	TO:	205	210	215	351	352	353	354	355	356	357	358	359
		205	210	215	351	352	353	354	355	356	357	358	359
4	TO:	405	410	415	416	423	428	430	435	440	445	450	455
		405	410	415	416	423	428	430	435	440	445	450	455
5	TO:	505	510	520	535	545	550	555	560	565	570	575	580
		505	510	520	535	545	550	555	560	565	570	575	580
6	TO:	603	605	608	610	615	620	625	630	635	640	645	655
		603	605	608	610	615	620	625	630	635	640	645	655
7	TO:	705	710	715	720	725	730	735	740	745	750	755	760
		705	710	715	720	725	730	735	740	745	750	755	760

\*1 Use for managerial tenure only.

- REQUIRED (MUST be completed)
- CONDITIONAL (MUST be completed when required by ITEM DEFINITION)
- ONE OR MORE REQUIRED (ONE or MORE of these items on this chart MUST be completed for a valid transaction)

## LINES **8 - 9** ITEMS:

- |   |  |
|---|--|
| 851 - Alternate Salary Range Criteria           | 884 - License - Additional               |
| 863 - Intermittent Hours Work Expected          | 886 - Class Title Variation Code         |
| 869 - Reemployment List Eligibility Date        | 891 - Indeterminate Service Accumulation |
| 872 - Salary Increase Certification             | 895 - Academic Days Not Worked           |
| 873 - Salary Rate Substantiation, Above Minimum | 952 - Case No. and Date of Action        |
| 876 - Anniversary Date - Second Accelerated     | 955 - Multiple Hourly Rate               |
|   | 957 - Other Eligibility Substantiation   |
|   | 960 - Corrected Transaction Identifier   |

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## LINE **10** REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Alternate salary range other than "A".
- 2 - Bilingual Payment Authorization (Item 351).
- 3 - Decrease in time base.
- 4 - Hiring above minimum and Item 873 is Code 1 or 6.
- 5 - Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent.
- 6 - Item 710 computations for daily rate employee.
- 7 - Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency.

# PAM

3.54 (Rev. 03/02)

# A12

## MEDICAL REASONS

USE TURNAROUND PAR

										005 SEQUENCE NUMBER <input type="text"/> OF <input type="text"/>				
										010 DOCUMENT PROCESSING NUMBER <input type="text"/>				
1 TO:	SOCIAL SECURITY # 105	EMPLOYEE LAST NAME 110	FIRST NAME AND MIDDLE INITIAL 111	POSITION NUMBER 120	AGENCY 121	UNIT 122	CLASS 123	SETH 124	DEPT CODE 125	CB ID 126	COUNTY CODE 130	BIRTH DATE 135	ANNIVERSARY 140	
2 TO:	TRANSACTION CODE 205	EFFECTIVE DATE AND HOURS 210 MM/DD/YY	EMPLOYMENT HISTORY REMARKS 215	ESTABLISHED EARNINGS NO ID NO ID NO ID NO ID NO ID										
3 TO:	BASE ACTUAL RATE 305	SALARY PER 310	PAY FREQ 315	BASED ON SALARY 320	PLUS SALARY 325	EXPIRATION DATE OF PLUS SALARY 330 MM/YY	ANNIVERSARY DATE 335	ALTERNATE RANGE 340	PAYROLL STATUS 345	SWR DFT 350	SP/CL PAY 355	WWS 360	PAY LETTER # 365	PAY LETTER EXPIRATION DATE 370
4 TO:	TIME BASE 405	APPT TEMPERE 410	# MOS 415	APPOINTMENT EXPIRATION DATE 420	CERT # 425	TYPE OF LIST OR EXMT STAT 430	PROBATIONARY PERIOD CODE 435	ENDING DATE 440	COOP FORM 445	WOP APPROVAL DATE 450	SEA 455	ETHNIC ORIGIN 460	PROG STATE SERVICE 465	DISABILITY CODE 470
5 TO:	ACCIDENT CODE 505	SAFETY MEMBER 510	SURVIVORS BENEFITS 520	SS/MED MEMBER 525	RETIREMENT RATE (%) 530	EMERGENCY AUTHORITY 535	CITIZENSHIP 540	MEDICAL CLEARANCE 545	PROFESSIONAL LICENSE 550	APPROVAL DATE 555	JOB INCURRED PLEP 560	PLEP PAYRY DATE 565	WTD-EL DATE 570	
6 TO:	REASON FOR SEPARATION 605	PAY PERIOD 605 MM/YY	TIME TO BE PAID 608 DAS HOURS	TIME TO BE PAID 610 DAS HOURS	TIME TO BE PAID 612 DAS HOURS	TIME TO BE PAID 614 DAS HOURS	PAY NAMED 615	LUMP SUM TO BE PAID 620 DAS HOURS	LUMP SUM EXTRA HOURS 625 DAS HOURS	LUMP SUM PAYMENT CODE 630	LUMP SUM 635	SEPARATION DATE 640	SEPARATION HOURS 645	FILED MONTH/FINANCE FIRST-PRINL DED 650
7 TO:	REASON FOR SEPARATION 705	TIME TO BE PAID 710 DAS HOURS	TIME TO BE PAID 715 DAS HOURS	TIME TO BE PAID 720 DAS HOURS	TIME TO BE PAID 725 DAS HOURS	TIME TO BE PAID 730 DAS HOURS	TIME TO BE PAID 735 DAS HOURS	TIME TO BE PAID 740 DAS HOURS	TIME TO BE PAID 745 DAS HOURS	TIME TO BE PAID 750 DAS HOURS	TIME TO BE PAID 755 DAS HOURS	TIME TO BE PAID 760 DAS HOURS	TIME TO BE PAID 765 DAS HOURS	TIME TO BE PAID 770 DAS HOURS

- REQUIRED  
(MUST be completed)
- CONDITIONAL  
(MUST be completed when required by ITEM DEFINITION)
- ONE OR MORE REQUIRED  
(ONE or MORE of these items on this chart MUST be completed for a valid transaction)

LINES **8 - 9** ITEMS:

- |   |  |
|---|--|
| 851 - Alternate Salary Range Criteria             | 884 - License - Additional               |
| 863 - Intermittent Hours Work Expected            | 886 - Class Title Variation Code         |
| 867 - Limited-Term/Anniversary Date Justification | 891 - Indeterminate Service Accumulation |
| 871 - Right of Return Designation (REQUIRED)      | 895 - Academic Days Not Worked           |
| 872 - Salary Increase Certification               | 952 - Case No. and Date of Action        |
| 873 - Salary Rate Substantiation, Above Minimum   | 955 - Multiple Hourly Rate               |
|   | 957 - Other Eligibility Substantiation   |
|   | 960 - Corrected Transaction Identifier   |

LINE **10** REMARKS AND BACKUP INFORMATION:

- Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:
- 1 - Alternate salary range other than "A".
  - 2 - Bilingual Payment Authorization (Item 351).
  - 3 - Decrease in time base.
  - 4 - Hiring above minimum and Item 873 is Code 1 or 6.
  - 5 - Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent.
  - 6 - Item 710 computations for daily rate employee.
  - 7 - Item 867 when entry is Code 7 or 9.
  - 8 - Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency.

# A13

## REORGANIZATION\*

USE TURNAROUND PAR

										006 SEQUENCE NUMBER <input type="text"/> OF <input type="text"/>					
										010 DOCUMENT PROCESSING NUMBER					
1 TO:	SOCIAL SECURITY #	EMPLOYEE LAST NAME	FIRST NAME AND MIDDLE INITIAL	AGENCY	UNIT	CLASS	SERIAL	DEPT CODE	CB ID	COUNTY CODE	BIRTH DATE	ASSIGNMENT DATE			
2 TO:	(1) TRANSACTION CODE	(2) TRANSACTION CODE	EFFECTIVE DATE AND HOURS	EMPLOYMENT HISTORY REMARKS				ESTABLISHED EARNINGS							
3 TO:	305 ACTUAL RATE	SALARY PER	PAY FREQ	BASED ON SALARY	PLUS SALARY	EXPIRATION DATE OF PLUS SALARY	ANNIVERSARY DATE	ALTERNATE RANGE	PAYROLL STATUS	SHIFT DIFF	SPECIAL PAY	WING	PAY LETTER #	PAY LETTER EXPIRATION DATE	
4 TO:	TIME BASE	APPT TENURE	2 MOS	APPOINTMENT EXPIRATION DATE	CERT #	TYPE OF LIST OR EXEMPT STAT	PROBATIONARY PERIOD CODE	ENDING DATE	MOR APPROVAL CODE	FORM #	DATE	SE #	ETHNIC ORIGIN	PRIOR STATE SERVICE	DISABILITY CODE
5 TO:	ACCOUNT CODE	SAFETY MEMBER	SURVIVORS BENEFITS	SS/NEED MEMBER	RETIREMENT RATE (%)	EXEMPT AUTHORITY	DATH	NON-CITIZEN	MEDICAL CLEARANCE	FINGERPRINT	PROFESSIONAL LICENSE TYPE	EXPIRATION DATE	JOB INCURRED INJURY DA	INJURY DA	WCTD/EL DA
6 TO:	REASON FOR SEPARATION	PAY PERIOD	TIME TO BE PAID (NEW)	TIME TO BE PAID (OLD)	PAY PERIOD	LUMP SUM TO BE PAID	LUMP SUM EXTRA HOURS	LUMP SUM PAYMENT CODE	LUMP SUM UNIT	LUMP SUM SERIAL	SEPARATION EXPIRATION DATE	SEPARATION HOURS	FIXED MAINTENANCE PRIOR PERIOD	MONTHLY DEED	
7 TO:	REASON FOR SEPARATION	PAY PERIOD	TIME TO BE PAID (NEW)	TIME TO BE PAID (OLD)	PAY PERIOD	LUMP SUM TO BE PAID	LUMP SUM EXTRA HOURS	LUMP SUM PAYMENT CODE	LUMP SUM UNIT	LUMP SUM SERIAL	SEPARATION EXPIRATION DATE	SEPARATION HOURS	FIXED MAINTENANCE PRIOR PERIOD	MONTHLY DEED	

\* Refer to PAM page 5.50 if returning employee after S49 or S50 transaction, or when documenting an employee appointed under G.C. 19050.8 on A04 transaction.

\*1 Refer to PAM page 2.53.1, Item 415 and page 2.54.1, Item 416, if employee on a Training Assignment (A04).

- REQUIRED (MUST be completed)
- CONDITIONAL (MUST be completed when required by ITEM DEFINITION)
- ONE OR MORE REQUIRED (ONE or MORE of these items on this chart MUST be completed for a valid transaction)

LINES **8 - 9** ITEMS:

- 886 - Class Title Variation Code
  - 950 - Appointment Reorganization Substantiation (REQUIRED)
  - 960 - Corrected Transaction Identifier
- 

LINE **10** REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Alternate salary range other than "A".
- 2 - CEA Appointment.
- 3 - Item 710 computations for daily rate employee.
- 4 - Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency.

# PAM

3.58 (Rev. 03/02)

# A14

## ADVERSE DEMOTION

USE TURNAROUND PAR

										006 SEQUENCE NUMBER <input type="text"/> OF <input type="text"/>																		
										010 DOCUMENT PROCESSING NUMBER <input type="text"/>																		
1 TO:	SOCIAL SECURITY # 105		EMPLOYEE LAST NAME 110			FIRST NAME AND MIDDLE INITIAL 111			POSITION NUMBER AGENCY UNIT CLASS SERIAL 120 121 122 123		DEPT CODE 124	CR ID 128	COUNTY CODE 130	BIRTH DATE 135	140													
2 TO:	TRANSACTION CODE 131 132		EFFECTIVE DATE AND HOURS 210 MM/DD/YY		EMPLOYMENT HISTORY REMARKS 215			ESTABLISHED EARNINGS NO. ID NO. ID NO. ID NO. ID																				
3 TO:	ACTUAL RATE 305		SALARY PER 310		PAY PERIOD 315		BASED ON SALARY 320		PLUS SALARY 325		EXPIRATION DATE OF PLUS SALARY 330 MM/YY		ANNIVERSARY DATE 335 MM/YY		ALTERNATE RANGE 340		PAYROLL STATUS 345		SHIFT OFF 350		SPECIAL PAY 355		WWG 357		PAY LETTER # 358		PAY LETTER EXPIRATION DATE	
4 TO:	TIME BASE 405		APPT TENURE 410		# MOS 415		APPOINTMENT EXPIRATION DATE HOURS 418		CERT # 425		TYPE OF LIST OR EXAM STAT 430		PROBATIONARY PERIOD CODE ENDING DATE 435		MOR APPROVAL CODE EXPIRATION DATE 440		SEX 445		ETHNIC ORIGIN 450		PRIOR STATE SERVICE 455		DISABILITY CODE 455					
5 TO:	ACCOUNT CODE 505		SAFETY MEMBER 515		SURVIVORS BENEFITS 520		SS/MED MEMBER 525		RETIREMENT RATE (%) 530		EXEMPT AUTHORITY 535		DATH 540		NON-CITIZEN 545		MEDICAL CLEARANCE 550		FINGERPRINT 555		PROFESSIONAL LICENSE TYPE EXPIRATION DATE 560		JOB INCURRED INJURY DATE 565		WCTD/ED DATE			
6 TO:	REASON FOR SEPARATION 601		PAY PERIOD 605 MM/YY		TIME TO BE PAID (MOS) 610 DAS HOURS		TIME TO BE PAID (DAS) 615 DAS HOURS		PAY BANNED 620		LUMP SUM TO BE PAID (SI) (VI) 625 DAS HOURS		LUMP SUM EXTRA - HOURS 630 DAS HOURS		LUMP SUM PAYMENT CODE 635		LUMP SUM LIMIT SERIAL 640		SEPARATION EXPIRATION DATE HOURS 645		FIXED MAINTENANCE FIRST/SECOND MONTHLY DEB 655							
7 TO:	TOTAL STATE SERVICE 705		AS OF 710		INTERMITTENT DATES AND HOURS 715		SERVICE PERIOD 720		REEMPLOYMENT LIST CLASS 725		JOB NO. 730		REEMPLOYMENT LIST ELIG 735															

If Adverse Demotion is going from one range of deep class to another, enter appropriate range and re-enter class code.

See PAM Section 5 for specific documentation instructions.

- ==** REQUIRED  
(MUST be completed)
- CONDITIONAL  
(MUST be completed when required by ITEM DEFINITION)
- ONE OR MORE REQUIRED  
(ONE or MORE of these items on this chart MUST be completed for a valid transaction)

LINES **8 - 9** ITEMS:

- |  |  |
|--|--|
| 851 - Alternate Salary Range Criteria                      | 891 - Indeterminate Service Accumulation |
| 872 - Salary Increase Certification                        |  |
| 874 - Adverse Action & Rejection Substantiation (REQUIRED) | 895 - Academic Days Not Worked           |
| 884 - License - Additional                                 | 952 - Case No. and Date of Action        |
| 886 - Class Title Variation Code                           | 955 - Multiple Hourly Rate               |
|  | 960 - Corrected Transaction Identifier   |

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LINE **10** REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Alternate salary range other than "A".
- 2 - Bilingual Payment Authorization (Item 351).
- 3 - Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent.
- 4 - Item 710 computations for daily rate employee.
- 5 - Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency.
- 6 - Adverse Actions.

# PAM

3.60 (Rev. 03/02)

# A20

## REALLOCATION\*

USE TURNAROUND PAR

005 SEQUENCE NUMBER <input type="text"/> OF <input type="text"/>	
010 DOCUMENT PROCESSING NUMBER <input type="text"/>	
1 TO:	SOCIAL SECURITY # <input type="text"/> EMPLOYEE LAST NAME <input type="text"/> FIRST NAME AND MIDDLE INITIAL <input type="text"/> POSITION NUMBER <input type="text"/> AGENCY <input type="text"/> UNIT <input type="text"/> CLASS <input type="text"/> SERIAL <input type="text"/> DEPT CODE <input type="text"/> CB ID <input type="text"/> COUNTY CODE <input type="text"/> BIRTH DATE <input type="text"/>
2 TO:	TRANSACTION CODE <input type="text"/> EFFECTIVE DATE AND HOURS <input type="text"/> EMPLOYMENT HISTORY REMARKS <input type="text"/> ESTABLISHED EARNINGS <input type="text"/>
3 TO:	SAL ACTUAL RATE <input type="text"/> SALARY PER <input type="text"/> PAY FREQ <input type="text"/> BASED ON SALARY <input type="text"/> PLUS SALARY <input type="text"/> EXPIRATION DATE OF PLUS SALARY <input type="text"/> ANNIVERSARY DATE <input type="text"/> ALTERNATE RANGE <input type="text"/> PAYROLL STATUS <input type="text"/> SHIF OFF <input type="text"/> SPECIAL PAY <input type="text"/> VVVJ <input type="text"/> PAY LETTER # <input type="text"/> PAY LETTER EXPIRATION DATE <input type="text"/>
4 TO:	TIME BASE <input type="text"/> APPT TENURE <input type="text"/> MOS <input type="text"/> APPOINTMENT EXPIRATION DATE <input type="text"/> CERT # <input type="text"/> TYPE OF LIST OR EXAMT STAT <input type="text"/> PROBATIONARY PERIOD <input type="text"/> MCR APPROVAL <input type="text"/> SEX <input type="text"/> ETHNIC ORIGIN <input type="text"/> PRIOR STATE SERVICE <input type="text"/> DISABILITY CODE <input type="text"/>
5 TO:	ACCOUNT CODE <input type="text"/> SAFETY MEMBER <input type="text"/> SURVIVORS BENEFITS <input type="text"/> SS/MED MEMBER <input type="text"/> RETIREMENT PLAN (M) <input type="text"/> EXEMPT AUTHORITY <input type="text"/> OATH <input type="text"/> NON-CITIZEN <input type="text"/> MEDICAL CLEARANCE <input type="text"/> FINGERPRINT <input type="text"/> PROFESSIONAL LICENSE <input type="text"/> JOB INCURRED INJURY DATE <input type="text"/>
6 TO:	REASON FOR SEPARATION <input type="text"/> PAY PERIOD <input type="text"/> TIME TO BE PAID (M) <input type="text"/> TIME TO BE PAID (D) <input type="text"/> PAY NAME <input type="text"/> LUMP SUM TO BE PAID <input type="text"/> LUMP SUM EXTRA HOURS <input type="text"/> LUMP SUM PAYMENT CODE <input type="text"/> LUMP SUM <input type="text"/> SEPARATION EXPIRATION DATE <input type="text"/> PRIOR MAINTENANCE PAYMENT DED <input type="text"/>
7 TO:	TOTAL STATE SERVICE <input type="text"/> INTERMITTENT DATES AND HOURS <input type="text"/> SERVICE PAY PERIOD <input type="text"/> REEMPLOYMENT LIST CLASS <input type="text"/> REEMPLOY LIST ELIG <input type="text"/>

\* Refer to PAM page 5.50 if returning employee after S40 or S50 transaction, or when documenting for an employee appointed under G.C. 19058.8 on A04 transaction.

\*1 Refer to PAM page 2.53.1, Item 415 and page 2.54.1, Item 416, if employee on a Training Assignment (A04).

- REQUIRED (MUST be completed)
- CONDITIONAL (MUST be completed when required by ITEM DEFINITION)
- ONE OR MORE REQUIRED (ONE or MORE of these items on this chart MUST be completed for a valid transaction)

# PAMI

3.61 (Rev. 11/93)

## LINES **8 - 9** ITEMS:

- |  |   |
|--|---|
| 851 - Alternate Salary Range<br>Criteria           | 884 - License - Additional                  |
| 871 - Right of Return Designation                  | 886 - Class Title Variation Code            |
| 872 - Salary Increase Certification                | 891 - Indeterminate Service<br>Accumulation |
| 873 - Salary Rate Substantiation,<br>Above Minimum | 895 - Academic Days Not Worked              |
| 876 - Anniversary Date - Second<br>Accelerated     | 952 - Case No. and Date of Action           |
|  | 955 - Multiple Hourly Rate                  |
|  | 960 - Corrected Transaction<br>Identifier   |

## LINE **10** REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Alternate salary range other than "A".
- 2 - Bilingual Payment Authorization (Item 351).
- 3 - Hiring above minimum and Item 873 is Code 1 or 6.
- 4 - Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent.
- 5 - Item 710 computations for daily rate employee.





3.63 (Rev. 05/96)

LINES **8 - 9** ITEMS:

- |   |  |
|---|--|
| 851 - Alternate Salary Range Criteria             | 886 - Class Title Variation Code         |
| 867 - Limited Term/Anniversary Date Justification | 891 - Indeterminate Service Accumulation |
| 871 - Right of Return Designation                 | 892 - Last Day on Pay Status             |
| 872 - Salary Increase Certification               | 895 - Academic Days Not Worked           |
| 873 - Salary Rate Substantiation, Above Minimum   | 952 - Case No. and Date of Action        |
| 876 - Anniversary Date - Second Accelerated       | 955 - Multiple Hourly Rate               |
|   | 960 - Corrected Transaction Identifier   |

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LINE **10** REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Alternate salary range other than "A".
- 2 - Bilingual Payment Authorization (Item 351).
- 3 - CEA Appointment.
- 4 - Decrease in time base.
- 5 - Hiring above minimum and Item 873 is Code 1 or 6.
- 6 - Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent.
- 7 - Item 710 computations for daily rate employee.
- 8 - Item 867 when entry is Code 7 or 9.
- 9 - Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency.
- 10 - A21.

# PAM

3.64 (Rev. 03/02)

# A22

\*APPOINTMENT BY SPB, DPA  
OR COURT ACTION IN LIEU OF  
APPOINTMENT THROUGH THE  
CERTIFICATION PROCESS

Use for employee returning to State service when history is on database.

USE TURNAROUND PAR

												005 SEQUENCE NUMBER <input type="text"/> OF <input type="text"/>				
												010 DOCUMENT PROCESSING NUMBER <input type="text"/>				
1 TO:	SOCIAL SECURITY #		EMPLOYEE LAST NAME			FIRST NAME AND MIDDLE INITIAL			POSITION NUMBER		DEPT CODE	CB ID	COUNTY CODE	BIRTH DATE		
	105	110	111			120	121	122	123	124	125	130	135	140		
2 TO:	TRANSACTION CODE		EFFECTIVE DATE AND HOURS			EMPLOYMENT HISTORY REMARKS			ESTABLISHED EARNINGS							
	205	210	215			215			NO	ID	NO	ID	NO	ID		
3 TO:	215 ACTUAL RATE	SALARY PER	PAY FREQ	BASED ON SALARY		PLUS SALARY	EXPIRATION DATE OF PLUS SALARY	ANNIVERSARY DATE	ALTERNATE RANGE	PAYROLL STATUS	SHIFT DIFF	BONUS PAY	WING	PAY LETTER #	PAY LETTER EXPIRATION DATE	
	310	315	320	325		330	335	340	345	350	355	356				
4 TO:	TIME BASE	APPT TEMPERE	# MOS	APPOINTMENT EXPIRATION		CERT #	TYPE OF LIST OR EXMT STAT		PROBATIONARY PERIOD		MOR APPROVAL		SEA	ETHNIC ORIGIN	PHYSIC STATE	DISABILITY CODE
	405	410	415	418		425	430		435		440		445	450	455	
5 TO:	ACCOUNT CODE	SAFETY MEMBERSHIP		SURVIVORS BENEFITS		SS/MED MEMBERSHIP	RENEWAL RATE PER	EXEMPT AUTHORITY	CITIZEN	MEDICAL CLEARANCE		PROFESSIONAL LICENSE	TYPE	EXPIRATION DATE	CODE	JOB INQUIRED INJURY DATE
	505	510		520		530	535	540	545	550		555	560	565	565	570
6 TO:	REASON FOR SEPARATION	PAY PERIOD	TIME TO BE PAID (NEW)	TIME TO BE PAID (OLD)		PAY MAILED	LUMP SUM TO BE PAID		LUMP SUM EXTRA HOURS		LUMP SUM PAYMENT CODE	LUMP SUM	SEPARATION EXPIRATION	DATE	HOURS	FRIED MAINTENANCE
	602	605	608	612		615	620		625		630	635	638	645	650	655
7 TO:	TOTAL STATE SERVICE			INTERMITTENT DATES AND HOURS						SERVICE PAY PERIOD		RETIRED STATUS	LAST CLASS	DATE	RETIRED ELIG	
	705	710	715	715						715		720	725	730	735	740

\* See PAM Section 5 for information on documenting Decision of SPB After Appeal.

- REQUIRED  
(MUST be completed)
- CONDITIONAL  
(MUST be completed when required by ITEM DEFINITION)
- ONE OR MORE REQUIRED  
(ONE or MORE of these items on this chart MUST be completed for a valid transaction)

LINES **8 - 9** ITEMS:

- |   |  |
|---|--|
| 851 - Alternate Salary Range Criteria                     | 886 - Class Title Variation Code         |
| 863 - Intermittent Hours Work Expected                    | 891 - Indeterminate Service Accumulation |
| 872 - Salary Increase Certification                       | 895 - Academic Days Not Worked           |
| 873 - Salary Rate Substantiation, Above Minimum           | 952 - Case Number and Date of Action     |
| 876 - Anniversary Date - Second Accelerated (DELETE ONLY) | 955 - Multiple Hourly Rate               |
| 884 - License - Additional                                | 960 - Corrected Transaction Identifier   |

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LINE **10** REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Alternate salary range other than "A".
- 2 - Bilingual Payment Authorization (Item 351).
- 3 - CEA Appointment.
- 4 - Decrease in time base.
- 5 - Hiring above minimum and Item 873 is Code 1 or 6.
- 6 - Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent.
- 7 - Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency.

# PAM

3.65 (Rev. 03/02)

# A22

ADDITIONAL POSITION  
 APPOINTMENT BY SPB, DPA  
 OR COURT ACTION IN LIEU OF  
 APPOINTMENT THROUGH THE  
 CERTIFICATION PROCESS

Use for employee new to database.

USE PADDED PAR

005	SEQUENCE NUMBER	<input type="text"/>	OF	<input type="text"/>
010	DOCUMENT PROCESSING NUMBER	<input type="text"/>		

1	TO:	SOCIAL SECURITY #	EMPLOYEE LAST NAME	FIRST NAME AND MIDDLE INITIAL	POSITION NUMBER	DEPT CODE	CB ID	COUNTY CODE	BIRTH DATE							
		105	110	111	120 121 122 123	124	125	130 135	140							
2	TO:	TRANSACTION CODE	EFFECTIVE DATE AND HOURS	EMPLOYMENT HISTORY REMARKS	ESTABLISHED EARNINGS											
		171 172	111 112		NO NO NO NO NO NO NO NO											
3	TO:	GRS ACTUAL RATE	SALARY PER	PAY FREQ	BASIS ON SALARY	PLUS SALARY	EXPIRATION DATE OF PLUS SALARY	ANNIVERSARY DATE	ALTERNATE RANGE	PAYROLL STATUS	SHIFT OFF	SPECIAL PAY	WWSJ	PAY LETTER #	PAY LETTER EXPIRATION DATE	
		205	310	315	320	325	330 MM/YY	335	340	345	350	355	360	365	370	
4	TO:	TIME BASE	APPT TENURE	# MOS	APPOINTMENT EXPIRATION DATE	CERT #	TYPE OF LIST OR EXMT STAT	PROBATIONARY PERIOD CODE	ENDING DATE	MOR APPROVAL CODE	FORMA	DATE	SEX	ETHNIC ORIGIN	PRIOR STATE SERVICE	DISABILITY CODE
		405	410	415	416	420	425	430	435	440	445	450	455	460	465	470
5	TO:	ACCOUNT CODE	SAFETY MEMBER	SURVIVORS BENEFITS	SS/MED BENEFITS	RETIREMENT PAYS (P)	EXEMPT AUTHORITY	DATH NON-CITIZEN	MEDICAL CLEARANCE	FINGERPRINT	PROFESSIONAL LICENCE TYPE	EXPIRATION DATE	JOB INCURRED INJURY DATE	WCTD/DEL DATE		
		505	510	520	530	535	540	545	550	555	560	565	570	575		
6	TO:	REASON FOR SEPARATION	PAY PERIOD	TIME TO BE PAID (NEW)	TIME TO BE PAID (OLD)	PAY NAMED	LUMP SUM TO BE PAID	LUMP SUM EXTRA HOURS	LUMP SUM PAYMENT CODE	LUMP SUM UNIT	LUMP SUM SERIAL	SEPARATION EXPIRATION DATE	EXPIRATION HOURS	FORCED MAINTENANCE FIRST/ANNUAL DEED	MONTHLY DEED	
		603	605 MM/YY	606 DAS HOURS	607 DAS HOURS	615	620 DAS HOURS	625 DAS HOURS	630	635	638	645	650	655	660	
7	TO:	TOTAL STATE SERVICE	INTERMITTENT DATES AND HOURS	SERVICE PAY PERIOD	REEMPLOYMENT LIST CLASS	L2M NO.	REEMPLOY LIST ELIG									
		705	710	715 MM/YY	720	725	730	735	740	745	750	755	760	765		

\*1 Key a 4 on prompter screen only; leave blank on update screen. (Refer to Pam Section 10, page 10.11.1, Item 450 for special keying instructions.)

- REQUIRED (MUST be completed)
- CONDITIONAL (MUST be completed when required by ITEM DEFINITION)
- ONE OR MORE REQUIRED (ONE or MORE of these items on this chart MUST be completed for a valid transaction)

# PAM

3.65.1 (New 12/89)

## LINES 8 - 9 ITEMS:

- |   |   |
|---|---|
| 850 - Additional Position Substantiation          | 873 - Salary Rate Substantiation, Above Minimum |
| 851 - Alternate Salary Range Criteria             | 884 - License - Additional                      |
| 853 - Commitment Date                             | 886 - Class Title Variation Code                |
| 863 - Intermittent Hours Work Expected            | 891 - Indeterminate Service Accumulation        |
| 867 - Limited Term/Anniversary Date Justification | 895 - Academic Days Not Worked                  |
| 872 - Salary Increase Certification               | 952 - Case No. and Date of Action               |
|   | 955 - Multiple Hourly Rate                      |
|   | 957 - Other Eligibility Substantiation          |
|   | 960 - Corrected Transaction Identifier          |

## LINE 10 REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Alternate salary range other than "A".
- 2 - Bilingual Payment Authorization (Item 351).
- 3 - Hiring above minimum and Item 873 is Code 1 or 6.
- 4 - Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent.
- 5 - Item 867 when entry is Code 7 or 9.
- 6 - Transactions requiring 'Concurring Appointing Power Signature' when keyed by a decentralized agency.

# PAM

3.66 (Rev. 03/02)

# A22

APPOINTMENT BY SPB, DPA  
OR COURT ACTION IN LIEU OF  
APPOINTMENT THROUGH THE  
CERTIFICATION PROCESS

Use for current employee.

USE TURNAROUND PAR

										006 SEQUENCE NUMBER <input type="radio"/> OF <input type="radio"/>				
										010 DOCUMENT PROCESSING NUMBER <input type="radio"/>				
1 TO:	SOCIAL SECURITY #		EMPLOYEE LAST NAME			FIRST NAME AND MIDDLE INITIAL			POSITION NUMBER		DEPT CODE	CR ID	COUNTY CODE	BIRTH DATE
	100	110	111			120		121	122	123	124	125	130	140
2 TO:	TRANSACTION CODE		EFFECTIVE DATE AND HOURS			EMPLOYMENT HISTORY REMARKS			ESTABLISHED EMPHASES					
	131	141	150			215			351	352	353	354	355	356
3 TO:	305	310	315	320	325	330	335	340	345	350	355	360	365	370
4 TO:	405	410	415	420	425	430	435	440	445	450	455	460	465	470
5 TO:	505	510	515	520	525	530	535	540	545	550	555	560	565	570
6 TO:	601	605	610	615	620	625	630	635	640	645	650	655	660	665
7 TO:	701	705	710	715	720	725	730	735	740	745	750	755	760	765

\* See PAM Section 5 for information on documenting Decision of SPB After Appeal

- REQUIRED  
(MUST be completed)
- CONDITIONAL  
(MUST be completed when required by ITEM DEFINITION)
- ONE OR MORE REQUIRED  
(ONE or MORE of these items on this chart MUST be completed for a valid transaction)

LINES **8 - 9** ITEMS:

- |   |  |
|---|--|
| 851 - Alternate Salary Range Criteria           | 886 - Class Title Variation Code         |
| 863 - Intermittent Hours Work Expected          | 891 - Indeterminate Service Accumulation |
| 871 - Right of Return Designation               | 892 - Last Day on Pay Status             |
| 872 - Salary Increase Certification             | 895 - Academic Days Not Worked           |
| 873 - Salary Rate Substantiation, Above Minimum | 952 - Case No. and Date of Action        |
| 876 - Anniversary Date - Second Accelerated     | 955 - Multiple Hourly Rate               |
| 884 - License - Additional                      | 960 - Corrected Transaction Identifier   |

---

LINE **10** REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Alternate salary range other than "A".
- 2 - Bilingual Payment Authorization (Item 351).
- 3 - CEA Appointment.
- 4 - Decrease in time base.
- 5 - Hiring above minimum and Item 873 is Code 1 or 6.
- 6 - Item 330 when entry is "NONE" and discretionary for TAU in lieu of permanent.
- 7 - Item 710 computations for daily rate employee.
- 8 - Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency.
- 9 - A22 from LEAP Candidate Class.

# PAM

3.68 (Rev. 05/99)

# A30

## DPA EXEMPT

- 1) Use for exempt employee with no previous exempt or civil service; or
- 2) Use for returning exempt employee with previous exempt or civil service and **NO** history on data base; or
- 3) Use for exempt additional position when position is new to data base. (See \*1 and \*2.)

USE PADDED PAR

										005 SEQUENCE NUMBER <input type="text"/> OF <input type="text"/>																			
										010 DOCUMENT PROCESSING NUMBER <input type="text"/>																			
USE PADDED PAR																													
1	SOCIAL SECURITY #		EMPLOYEE LAST NAME			FIRST NAME AND MIDDLE INITIAL			POSITION NUMBER		DEPT CODE	CR ID	COUNTY CODE	BIRTH DATE	ANNIVERSARY DATE														
TO:																													
	105	110	111	120	121	122	123	124	125	126	128	130	135	140	145														
2	TRANSACTION CODE		EFFECTIVE DATE AND HOURS			EMPLOYMENT HISTORY REMARKS			ESTABLISHED EARNINGS																				
TO:																													
	111	121	210	215	216	217	218	219	220	221	222	223	224	225	226														
3	GROSS ACTUAL RATE		SALARY PER		PAY FREQ.		BASED ON SALARY		PLUS SALARY		EXPIRATION DATE OF PLUS SALARY		ANNIVERSARY DATE		ALTERNATE RANGE		PAYROLL STATUS		SHIFT DIFF.		SPECIAL PAY		WVVG		PAY LETTER #		PAY LETTER EXPIRATION DATE		
TO:																													
	310	315	320	325	330	335	340	345	350	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374
4	TIME BASE		APPT TENURE		# MOS		APPOINTMENT EXPIRATION DATE		CERT #		TYPE OF LIST OR EXIST STAT		PROBATIONARY PERIOD CODE		ENDING DATE		MCR APPROVAL		SEX		ETHNIC ORIGIN		PRIOR STATE SERVICE		DISABILITY CODE				
TO:																													
	405	410	415	416	425	426	430	435	440	445	450	455	460	465	470	475	480	485	490	495	500	505	510	515	520	525			
5	ACCOUNT CODE		SAFETY MEMBER		SUPPORTS BENEFITS		SS/RED MEMBER		RETIREMENT PLAN		EXEMPT AUTHORITY		DUAL NON-CITIZEN		MEDICAL CLEARANCE		FINGERPRINT		PROFESSIONAL LICENSE		JOB INCURRED INJURY		INJURY DATE		INCTD/OL DATE				
TO:																													
	500	510	515	520	525	530	535	540	545	550	555	560	565	570	575	580	585	590	595	600	605	610	615	620	625	630			
6	REASON FOR SEPARATION		PAY PERIOD		TIME TO BE PAID (NEW)		TIME TO BE PAID (OLD)		PAY METHOD		LUMP SUM TO BE PAID		LUMP SUM EXTRA HOURS		LUMP SUM PAYMENT CODE		SEPARATION EXPIRATION DATE		HOURS		FRIED MAINTENANCE		FIRST/FINAL DED		MONTHLY DED				
TO:																													
	600	605	610	615	620	625	630	635	640	645	650	655	660	665	670	675	680	685	690	695	700	705	710	715	720	725			
7	TOTAL STATE SERVICE		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		REEMPLOY LIST CLASS		REEMPLOY LIST CLASS				
TO:																													
	705	710	715	720	725	730	735	740	745	750	755	760	765	770	775	780	785	790	795	800	805	810	815	820	825				

\*1 Required for additional position only.

\*2. For an additional position - Key a 4 on the prompter screen only; leave blank on update screen. (Refer to PAM Section 10, page 10.11.1 - Item 450, for special keying instructions.)

- REQUIRED (MUST be completed)
- CONDITIONAL (MUST be completed when required by ITEM DEFINITION)
- ONE OR MORE REQUIRED (ONE or MORE of these items on this chart MUST be completed for a valid transaction)

LINES **8 - 9** ITEMS:

- 864 - Legal Reference for Annuitant
  - 891 - Indeterminate Service  
Accumulation
  - 895 - Academic Days Not Worked
  - 960 - Corrected Transaction  
Identifier
- 

LINE **10** REMARKS AND BACKUP INFORMATION:

- Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:
- 1 - Returning employee (no history on data base) when previous service was exempt only.
  - 2 - Returning employee (no history on data base) when previous service was non-posted emergency only.

# PAM

3.69 (Rev. 05/88)

# A30

DPA EXEMPT

- 1) Use for returning exempt employee with previous service as exempt or civil service and history is on data base; or
- 2) Use for exempt additional position when position history is on data base.

USE TURNAROUND PAR

009 SEQUENCE NUMBER  OF   
 010 DOCUMENT PROCESSING NUMBER

1	TO	EMPLOYEE LAST NAME	FIRST NAME AND MIDDLE INITIAL	AGENCY	UNIT	CLASS	SERIAL	DEPT CODE	CB C	COUNTY CODE	OTHER POSITION	BIRTH DATE	APPLY DATE
2	TO	EFFECTIVE DATE AND HOUR		EMPLOYMENT HISTORY REMARKS			ESTABLISHED EMPHOLI						
3	TO	506 ACTUAL RATE	507 TOTAL SALARY	508	509	510	511	512	513	514	515	516	517
4	TO	518	519	520	521	522	523	524	525	526	527	528	529
5	TO	530	531	532	533	534	535	536	537	538	539	540	541
6	TO	542	543	544	545	546	547	548	549	550	551	552	553
7	TO	554	555	556	557	558	559	560	561	562	563	564	565

- REQUIRED (MUST be completed)
- CONDITIONAL (MUST be completed when required by ITEM DEFINITION)
- ONE OR MORE REQUIRED (ONE or MORE of these items on this chart MUST be completed for a valid transaction)

LINES **8 - 9** ITEMS:

- |   |   |
|---|---|
| 857 - Emergency Qualifying Time<br>(DELETE ONLY)  | 891 - Indeterminate Service<br>Accumulation |
| 864 - Legal Reference for Annuitant               | 895 - Academic Days Not Worked              |
| 876 - Anniversary Date - Second<br>Accelerated    | 955 - Multiple Hourly Rate<br>(DELETE ONLY) |
| 884 - License - Additional<br>(DELETE ONLY)       | * 957 - Other Eligibility<br>Substantiation |
| 886 - Class Title Variation Code<br>(DELETE ONLY) | 960 - Corrected Transaction<br>Identifier   |
| 871 - Right of Return Designation                 |   |

\* Item 957 for reinstatement from NDI when benefits are continuing.

LINE **10** REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency.

# PAM

3.70 (Rev. 05/88)

# A30

DPA EXEMPT

Use for current civil service or exempt employee who is receiving an exempt appointment.

USE TURNAROUND PAR

000 SEQUENCE NUMBER  OF

010 DOCUMENT PROCESSING NUMBER

1	TO	SOCIAL SECURITY #	EMPLOYEE LAST NAME	FIRST NAME AND MIDDLE INITIAL	POSITION NUMBER	DEPT CODE	DR E	COUNTY CODE	OTHER POSITION	BIRTH DATE	APPOINT DATE
2	TO	EFFECTIVE DATE AND HOURS		EMPLOYMENT HISTORY REMARKS	ESTABLISHED EMPLOY						
3	TO	300 ACTUAL RATE	300 TOTAL SALARY	310	320	330	340	350	360	370	380
4	TO	400	410	420	430	440	450	460	470	480	490
5	TO	500	510	520	530	540	550	560	570	580	590
6	TO	600	610	620	630	640	650	660	670	680	690
7	TO	700	710	720	730	740	750	760	770	780	790

- REQUIRED (MUST be completed)
- CONDITIONAL (MUST be completed when required by ITEM DEFINITION)
- ONE OR MORE REQUIRED (ONE or MORE of these items on this chart MUST be completed for a valid transaction)

# PAM

3.70.1 (Rev. 06/85)

## LINES 8 - 9 ITEMS:

- |  |   |
|--|---|
| 857 - Emergency Qualifying Time                | 886 - Class Title Variation Code<br>(DELETE ONLY) |
| 864 - Legal Reference for Annuitant            | 891 - Indeterminate Service<br>Accumulation       |
| 869 - Reemployment List<br>Eligibility Date    | 892 - Last Day on Pay Status                      |
| 871 - Right of Return Designation              | 895 - Academic Days Not Worked                    |
| 876 - Anniversary Date - Second<br>Accelerated | 955 - Multiple Hourly Rate<br>(DELETE ONLY)       |
| 884 - License - Additional<br>(DELETE ONLY)    | 960 - Corrected Transaction<br>Identifier         |

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## LINE 10 REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Item 710 computations for daily rate employee.
- 2 - Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency.



# PAM

3.71.1 (Rev. 05/96)

## LINES **8 - 9** ITEMS:

864 - Legal Reference for Annuitant  
891 - Indeterminate Service  
Accumulation  
895 - Academic Days Not Worked

960 - Corrected Transaction Identifier  
999 - Deduction Information

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## LINE **10** REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Certain deductions or payments to be made from employee's final pay. (See PAM page 2.151.)
- 2 - Returning employee (no history on data base) when previous service was exempt only.
- 3 - Returning employee (no history on data base) when previous service was non-posted emergency only.

# A30

## IMMEDIATE PAY APPOINTMENT \*1

### DPA EXEMPT

- 1) Use for returning exempt employee with previous service as exempt or civil service and history is on data base; or
- 2) Use for exempt additional position when position history is on the data base.

#### USE TURNAROUND PAR

												005 SEQUENCE NUMBER <input type="text"/> of <input type="text"/>																	
												010 DOCUMENT PROCESSING NUMBER <input type="text"/>																	
1 TO: SOCIAL SECURITY #		EMPLOYEE LAST NAME			FIRST NAME AND MIDDLE INITIAL			POSITION NUMBER		DEPT CODE		COUNTY CODE		OTHER POSITION		BIRTH DATE		ANNIV DATE											
105		110			111			120 121 122 123		124		125 126 127		133		144		155 156 157											
2 TO: TRANSACTION DATE				EFFECTIVE DATE AND HOURS				EMPLOYMENT HISTORY REMARKS				ESTABLISHED EMPHOLL																	
205				210				215				251 252 253 254 255 256 257 258 259 260																	
3 TO: 300 ACTUAL RATE		SALARY PER		PAY PERIOD		BASED ON SALARY		PLUS SALARY		EXPIRATION DATE OF PLUS SALARY		ANNIVERSARY DATE		ALTERNATE RANGE		PAYROLL STATUS		SHP DIFF		SPECIAL PAY		WMOG		PAY LETTER #		PAY LETTER EXPIRATION DATE			
305		310		315		320		325		330		335		340		345		350		355		356		357		358			
4 TO: TAKE BASE		APP TENURE		# MOS		APPOINTMENT EXPIRATION DATE		HOURS		CERT #		TYPE OF LIST OR EXEMPT STAT		PROBATIONARY PERIOD CODE		ENDING DATE		MGR APPROVAL CODE		FORM		DATE		SEX		ETHNIC ORIGIN		PRIOR STATE SERVICE	
405		410		415		420		425		430		435		440		445		450		455		460		465		470		475	
5 TO: ACCOUNT CODE		SAFETY MEMBER		SURVIVORS BENEFITS		DAYS MEMBER		RETIREMENT RATE (%)		EXEMPT AUTHORITY		DATH NON-CITIZEN		MEDICAL CLEARANCE		FINGERPRINT		PROFESSIONAL LICENSE TYPE		EXPIRATION DATE		JOB INCLUDES PAY ROLLY		MULTI-DIV L					
505		510		515		520		525		530		535		540		545		550		555		560		565		570			
6 TO: REASON FOR SEPARATION		PAY PERIOD		TIME TO BE PAID (NEW)		TIME TO BE PAID (OLD)		PAY NAMED		LUMP SUM TO BE PAID		LUMP SUM EXTRA HOURS		LUMP SUM PAYMENT CODE		LUMP SUM UNIT		LUMP SUM SERIAL		SEPARATION DATE		EXPIRATION HOURS		FIXED MAINTENANCE FIRST-FINAL DED		MONTHLY DED			
605		610		615		620		625		630		635		640		645		650		655		660		665		670			
7 TO: TOTAL STATE SERVICE		HOURS		AS OF		INTERMITTENT DATES AND HOURS		SERVICE PAY PERIOD		SPECIAL PLAN		REEMPLOYMENT LIST CLASS		LDB NO.		REEMPLOY LIST ELG													
705		710		715		720		725		730		735		740		745		750		755		760		765		770			

- \*1 Refer to PAM Section 5 for documentation of an Immediate Pay Appointment.
- \*2 Time to be paid can be requested for a maximum of three pay periods. Refer to Items 605 and 606 for instructions.

**== REQUIRED**  
(MUST be completed)

**○ CONDITIONAL**  
(MUST be completed when required by ITEM DEFINITION)

**● ONE OR MORE REQUIRED**  
(ONE or MORE of these items on this chart MUST be completed for a valid transaction)

# PAM

3.72.1 (Rev. 05/96)

## LINES **8 - 9** ITEMS:

- |  |  |
|--|--|
| 864 - Legal Reference for Annuitant            | 891 - Indeterminate Service Accumulation |
| 884 - License - Additional (DELETE ONLY)       | 955 - Multiple Hourly Rate (DELETE ONLY) |
| 886 - Class Title Variation Code (DELETE ONLY) | 960 - Corrected Transaction Identifier   |
|  | 999 - Deduction Information              |

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## LINE **10** REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Certain deductions or payments to be made from employee's final pay. (See PAM page 2.151.)
- 2 - Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency.

# PAM

3.73 (Rev. 05/99)

# A31

## STATUTORY EXEMPT

- 1) Use for exempt employee with no previous exempt or civil service; or
- 2) Use for returning exempt employee with previous exempt or civil service and NO history on data base; or
- 3) Use for exempt additional position when position is new to data base. (See \*1, \*2 and \*4.)

USE PADDED PAR

005 SEQUENCE NUMBER <input type="checkbox"/> <input type="checkbox"/>																											
010 DOCUMENT PROCESSING NUMBER <input type="checkbox"/>																											
SOCIAL SECURITY #		EMPLOYEE LAST NAME			FIRST NAME AND MOBILE INITIAL			POSITION NUMBER			DEPT CODE		COUNTY CODE		BIRTH DATE												
TO:																											
105		110			111			120 121 122 123			124		126		*283 *1 *283												
TRANSACTION CODE		EFFECTIVE DATE AND HOURS			EMPLOYMENT HISTORY REMARKS			ESTABLISHED EMPHICES																			
TO:								NO ID NO ID NO ID NO ID NO ID																			
205		310			315			351 352 353 354 355 356 357 358 359 360																			
GROSS ACTUAL BASE		SALARY PER		PAY FREQ		BASED ON SALARY		PLUS SALARY		EXPIRATION DATE		ANNIVERSARY DATE		ALTERNATE RANGE		PAYROLL STATUS		SPECIAL PAY		PAY LETTER #		PAY LETTER EXPIRATION DATE					
TO:																											
305		310		315		320		325		330		335		340		345		350		355		360					
THE BASE		APPT TENURE		# MOS		APPOINTMENT EXPIRATION DATE		CERT #		TYPE OF LIST OR EXEMPT STAT		PROBATIONARY PERIOD CODE		ENDING DATE		MOR APPROVAL CODE		FORM DATE		KEY #		ETHNIC ORIGIN		PRIOR STATE SERVICE		DISABILITY CODE	
TO:																											
405		410		415		420		425		430		435		440		445		450		455		460		465		470	
ACCOUNT CODE		SAFETY MEMBER		SURVIVORS BENEFITS		SS/RED MEMBER		ACT/WH/PTA (N)		EXEMPT AUTHORITY		DATH NON-CITIZEN		MEDICAL CLEARANCE		FINGERPRINT		PROFESSIONAL LICENSE		JOB INCURRED INJURY		WCTD/N					
TO:																											
505		510		515		520		525		530		535		540		545		550		555		560		565		570	
REASON FOR SEPARATION		PAY PERIOD		TIME TO BE PAID (NEW)		TIME TO BE PAID (OLD)		PAY BANNED		LUMP SUM TO BE PAID		LUMP SUM EXTRA HOURS		LUMP SUM PAYMENT CODE		LUMP SUM UNIT		SERIAL		SEPARATION EXPIRATION DATE		HOURS		FRIED MAINTENANCE FIRST/FINAL DED		MONTHLY DED	
TO:																											
605		605		605		605		615		620		625		630		635		640		645		650		655		660	
TOTAL STATE SERVICE		HOURS		AS OF		INTERMITTENT DATES AND HOURS		SERVICE PAY PERIOD		REEMPLOYMENT LIST CLASS		REEMPLOYMENT LIST CLASS		REEMPLOYMENT LIST CLASS		REEMPLOYMENT LIST CLASS		REEMPLOYMENT LIST CLASS		REEMPLOYMENT LIST CLASS		REEMPLOYMENT LIST CLASS		REEMPLOYMENT LIST CLASS		REEMPLOYMENT LIST CLASS	
TO:																											
705		710		715		720		725		730		735		740		745		750		755		760		765		770	

- \*1 Required for additional position only.
- \*2 Not allowable for additional position.
- \*3 Conditional if agency code is 003.
- \*4 For an additional position - Key a 4 on the prompter screen only; leave blank on update screen. (Refer to PAM Section 10, page 10.11.1 - Item 450, for special keying instructions.)

**==** REQUIRED  
(MUST be completed)

**○** CONDITIONAL  
(MUST be completed when required by ITEM DEFINITION)

**●** ONE OR MORE REQUIRED  
(ONE or MORE of these items on this chart MUST be completed for a valid transaction)

# PAM

3.73.1 (Rev. 06/85)

## LINES 8 - 9 ITEMS:

- 864 - Legal Reference for Annuitant
  - 891 - Indeterminate Service Accumulation
  - 960 - Corrected Transaction Identifier
- 

## LINE 10 REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Appointment of a Judge.
- 2 - Returning employee (no history on data base) when previous service was exempt only.
- 3 - Returning employee (no history on data base) when previous service was non-posted emergency only.
- 4 - A31

# A31

## STATUTORY EXEMPT

- 1) Use for returning exempt employee with previous service as exempt or civil service and history is on data base; or
- 2) Use for exempt additional position when position history is on data base.

### USE TURNAROUND PAR

000 SEQUENCE NUMBER  OF

010 DOCUMENT PROCESSING NUMBER

1	TO	SOCIAL SECURITY #	EMPLOYEE LAST NAME	FIRST NAME AND MIDDLE INITIAL	AGENCY	UNIT	CLASS	SERIAL	DEPT CODE	OB ID	EDUCATION CODE	OTHER POSITION	BIRTH DATE	APPR DATE	
2	TO	EFFECTIVE DATE AND HOURS			EMPLOYMENT HISTORY REMARKS			METABOLIC LABORERS							
3	TO	500 ACTUAL SALARY	SALARY PER	PAY PERIOD	BASE ON SALARY	PLUS SALARY	EXPIRATION DATE OF PLUS SALARY	ANNIVERSARY DATE	ALTERNATE RANGE	PAYROLL STATUS	SHIFT DIFF	SPECIAL PAY	MMMO	PAY LETTER	PAY LETTER EXPIRATION DATE
4	TO	APR. TENURE	# MO'S	APPOINTMENT DATE	EXPIRATION DATE	CERT #	TYPE OF LET OR EXAM STA	PROBATION PERIOD CODE	ENDING DATE	CODE	FORM	DATE	SEA	ETRA. DRUG	MULTI STATE SERVICE
5	TO	ALLIANCE CODE	SAFETY MEMBER	SUPPLEMENTAL BENEFITS	UNION MEMBER	RETIREMENT RATE (%)	EXEMPT ALTHOUFF	DATE - NON OTHER	MEDICAL CLEARANCE	FINGERPRINT	PROFESSIONAL LICENSE	TYPE	EXPIRATION DATE	JOB NUMBER	PLANT DATE
6	TO	SEPARATION REASON	TIME TO BE PAID NEW	TIME TO BE PAID OLD	PAY RATIO	LEAVE PAID TO BE PAID	LEAVE PAID EXTRA HOURS	LEAVE PAID PAYMENT CODE	LEAVE PAID UNIT	LEAVE PAID SERIAL	SEPARATION DATE	SEPARATION HOURS	LAST MAINTAINED FIRST PAM. DATE	MONTHS DEC	
7	TO	TOTAL STATE SERVICE			INTERMITTENT DATES AND HOURS			SERVICE PAY PERIOD	SPECIAL VALUE	REEMPLOYMENT LET CLASS	LOS NO	REEMPLOYMENT LET E/G			

- REQUIRED (MUST be completed)
- CONDITIONAL (MUST be completed when required by ITEM DEFINITION)
- ONE OR MORE REQUIRED (ONE or MORE of these items on this chart MUST be completed for a valid transaction)

LINES **8 - 9** ITEMS:

- |   |   |
|---|---|
| 857 - Emergency Qualifying Time<br>(DELETE ONLY)  | 891 - Indeterminate Service<br>Accumulation |
| 864 - Legal Reference for Annuitant               | 955 - Multiple Hourly Rate<br>(DELETE ONLY) |
| 871 - Right of Return Designation                 | 960 - Corrected Transaction<br>Identifier   |
| 884 - License - Additional<br>(DELETE ONLY)       |   |
| 886 - Class Title Variation Code<br>(DELETE ONLY) |   |
- 

LINE **10** REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Appointment of a Judge.
- 2 - A31
- 3 - Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency.

# PAM

3.75 (Rev. 05/88)

# A31

## STATUTORY EXEMPT

Use for current civil service or exempt employee who is receiving an exempt appointment.

### USE TURNAROUND PAR

000 SEQUENCE NUMBER  OF   
 010 DOCUMENT PROCESSING NUMBER

1	TO	SOCIAL SECURITY #	EMPLOYEE LAST NAME	FIRST NAME AND MIDDLE INITIAL	AGENCY	UNIT	CLASS	SERIAL	DEPT CODE	CB ID	COUN CODE	OTHER POSITION	BIRTH DATE	APPOINT DATE	
2	TO	EFFECTIVE DATE AND HOURS			EMPLOYMENT HISTORY REMAINS			ESTABLISHED LEAVINGS							
3	TO	336 ACTIVE RATE	SALARY	PAY FREQ	BASED ON SALARY	PLUS SALARY	EXPIRATION DATE OF PLUS SALARY	ANNIVERSARY DATE	ALTERNATE RANOE	PAYROL STATUS	SHIFT OFF	SPECIAL PAY	WPKG	PAY LETTER #	PAY LETTER EXPIRATION DATE
4	TO	344 PAK	APR TENURE	# MOS	APPOINTMENT DATE	EXPIRATION HOURS	CERT #	TYPE OF LIST OR EXEMPT STA	CODE	ENDING DATE	PROBATIONARY PERIOD	MCA APPROVAL	SEA	ETHEL ORGN	PROB STATE SERVICE
5	TO	350	351	352	353	354	355	356	357	358	359	360	361	362	363
6	TO	364	365	366	367	368	369	370	371	372	373	374	375	376	377
7	TO	378	379	380	381	382	383	384	385	386	387	388	389	390	391

- REQUIRED (MUST be completed)
- CONDITIONAL (MUST be completed when required by ITEM DEFINITION)
- ONE OR MORE REQUIRED (ONE or MORE of these items on this chart MUST be completed for a valid transaction)

# PAM

3.75.1 (Rev. 02/86)

## LINES **8 - 9** ITEMS:

- |  |  |
|--|--|
| 857 - Emergency Qualifying Time                | 891 - Indeterminate Service Accumulation |
| 864 - Legal Reference For Annuitant            | 892 - Last Day on Pay Status             |
| 869 - Reemployment List Eligibility Date       | 955 - Multiple Hourly Rate (DELETE ONLY) |
| 871 - Right of Return Designation              | 960 - Corrected Transaction Identifier   |
| 884 - License - Additional (DELETE ONLY)       |  |
| 886 - Class Title Variation Code (DELETE ONLY) |  |
- 

## LINE **10** REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Appointment of a Judge.
- 2 - Item 710 computations for daily rate employee.
- 3 - Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency.
- 4 - A31

APPOINTMENT TRANSACTION CODE A31

# PAM

3.76 (Rev. 05/99)

# A31

## IMMEDIATE PAY APPOINTMENT\*1 STATUTORY EXEMPT

- 1) Use for exempt employee with no previous exempt or civil service; or
- 2) Use for returning exempt employee with previous exempt or civil service and NO history on data base; or
- 3) Use for exempt additional position when position is new to data base. (See \*2, \*4 and \*6.)

USE PADDED PAR

005 SEQUENCE NUMBER		00	
010 DOCUMENT PROCESSING NUMBER		0	
USE PADDED PAR			
1 TO:	SOCIAL SECURITY #	EMPLOYEE LAST NAME	FIRST NAME AND MIDDLE INITIAL
2 TO:	POSITION NUMBER	DEPT CODE	CB ID
3 TO:	COUNTY CODE	BIRTH DATE	APPOINTMENT DATE
4 TO:	EFFECTIVE DATE AND HOURS	EMPLOYMENT HISTORY REMARKS	ESTABLISHED EMPLOYEE
5 TO:	305 MONTHLY BASE	SALARY PER	PAY FREQ.
6 TO:	310	315	320
7 TO:	325	330	335
8 TO:	340	345	350
9 TO:	355	360	365
10 TO:	370	375	380
11 TO:	385	390	395
12 TO:	400	405	410
13 TO:	415	420	425
14 TO:	430	435	440
15 TO:	445	450	455
16 TO:	460	465	470
17 TO:	475	480	485
18 TO:	490	495	500
19 TO:	505	510	515
20 TO:	520	525	530
21 TO:	535	540	545
22 TO:	550	555	560
23 TO:	565	570	575
24 TO:	580	585	590
25 TO:	595	600	605
26 TO:	610	615	620
27 TO:	625	630	635
28 TO:	640	645	650
29 TO:	655	660	665
30 TO:	670	675	680
31 TO:	685	690	695
32 TO:	700	705	710
33 TO:	715	720	725
34 TO:	730	735	740
35 TO:	745	750	755
36 TO:	760	765	770
37 TO:	775	780	785
38 TO:	790	795	800
39 TO:	805	810	815
40 TO:	820	825	830
41 TO:	835	840	845
42 TO:	850	855	860
43 TO:	865	870	875
44 TO:	880	885	890
45 TO:	895	900	905
46 TO:	910	915	920
47 TO:	925	930	935
48 TO:	940	945	950
49 TO:	955	960	965
50 TO:	970	975	980
51 TO:	985	990	995

- \*1 Refer to PAM Section 5 for documentation of an Immediate Pay Appointment.
- \*2 Not allowable for additional position.
- \*3 Conditional if agency code is 003.
- \*4 Required for additional position only.
- \*5 Time to be paid can be requested for a maximum of three pay periods. Refer to Items 605 and 606 for instructions.
- \*6 For an additional position - Key a 4 on the prompter screen only; leave blank on update screen. (Refer to PAM Section 10, page 10.11.1 - Item 450, for special keying instructions.)

- ==** REQUIRED  
(MUST be completed)
- CONDITIONAL  
(MUST be completed when required by ITEM DEFINITION)
- ONE OR MORE REQUIRED  
(ONE or MORE of these items on this chart MUST be completed for a valid transaction)

# PAM

3.76.1 (Rev. 05/96)

## LINES **8 - 9** ITEMS:

- 864 - Legal Reference for Annuitant
- 891 - Indeterminate Service Accumulation
- 960 - Corrected Transaction Identifier
- 999 - Deduction Information

---

## LINE **10** REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Appointment of a Judge.
- 2 - Certain deductions or payments to be made from employee's final pay. (See PAM page 2.151.)
- 3 - Returning employee (no history on data base) when previous service was exempt only.
- 4 - Returning employee (no history on data base) when previous service was non-posted emergency only.
- 5 - Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency.
- 6 - A31

APPOINTMENT TRANSACTION CODE A31

# PAM

3.77 (Rev. 05/88)

# A31

IMMEDIATE PAY APPOINTMENT \*1

STATUTORY EXEMPT

- 1) Use for returning exempt employee with previous service as exempt or civil service and history is on data base; or
- 2) Use for exempt additional position when position history is on data base.

USE TURNAROUND PAR

										000 SEQUENCE NUMBER <input type="text"/> OF <input type="text"/>						
										010 DOCUMENT PROCESSING NUMBER <input type="text"/>						
USE TURNAROUND PAR																
1 TO:	SOCIAL SECURITY #		EMPLOYEE LAST NAME			FIRST NAME AND MIDDLE INITIAL			POSITION NUMBER		DEPT CODE	CB ID	COUNTY CODE	OTHER POSITION	BIRTH DATE	APPOY DATE
	105	110	111	120	121	122	123	124	125	126	127	128	129	130	140	150
2 TO:	TRANSACTION CODE		EFFECTIVE DATE AND HOURS			EMPLOYMENT HISTORY REMARKS			ESTABLISHED EARNINGS							
	160	170	210	MM/DD	YY	215	381	382	383	384	385	386	387	388	389	390
3 TO:	300	ACTUAL RATE	SALARY PER	PAY PERIOD	BASED ON SALARY	PLUS SALARY	EXPIRATION DATE OF PLUS SALARY	ANNIVERSARY DATE	ALTERNATE RANGE	PAYROLL STATUS	SHIFT DIFF	SPECIAL PAY	WING	PAY LETTER #	PAY LETTER EXPIRATION DATE	
	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	
4 TO:	TIME BASE	APP. TENURE	MOS	APPOINTMENT EXPIRATION DATE		CERT #	TYPE OF LIST OR EXEMT STAT	PROBATIONARY PERIOD CODE ENDING DATE		MGR APPROVAL CODE FORM DATE		SEA	ETPLN ORIGN	PRIOR STATE SERVICE		
	401	402	403	404	405	406	407	408	409	410	411	412	413	414		
5 TO:	ACCOUNT CODE	SAFETY MEMBER	SURVIVORS BENEFITS	GRAB MEMBER	RETIREMENT RATE (%)	EXEMPT AUTHORITY	BIRTH DATE	NON-CITIZEN	MEDICAL CLEARANCE	FINGERPRINT	PROFESSIONAL LICENSE TYPE	EXPIRATION DATE	JOB INCURRED INJURY DATE	WCTD-IDL DATE		
	501	502	503	504	505	506	507	508	509	510	511	512	513	514		
6 TO:	REASON FOR SEPARATION	PAY PERIOD	TIME TO BE PAID (NEW)	TIME TO BE PAID (OLD)	PAY PERIOD	LUMP SUM TO BE PAID	LUMP SUM EXTRA HOURS	LUMP SUM PAYMENT CODE	LUMP SUM UNIT	LUMP SUM SERIAL	SEPARATION EXPIRATION DATE	SEPARATION HOURS	FIXED MAINTENANCE FIRST FINAL DEC	MONTHLY DEC		
	601	602	603	604	605	606	607	608	609	610	611	612	613	614		
7 TO:	TOTAL STATE SERVICE		INTERMITTENT DATES AND HOURS			SERVICE PAY PERIOD		SPECIAL PLUS		REEMPLOYMENT LIST CLASS		LOW INC	REEMPLOY LIST ELAS			
	701	702	703	704	705	706	707	708	709	710	711	712	713	714		

\*1 Refer to PAM Section 5 for documentation of an Immediate Pay Appointment.

\*2 Time to be paid can be requested for a maximum of three pay periods. Refer to Items 605 and 606 for instructions.

- REQUIRED (MUST be completed)
- CONDITIONAL (MUST be completed when required by ITEM DEFINITION)
- ONE OR MORE REQUIRED (ONE or MORE of these items on this chart MUST be completed for a valid transaction)

# PAM

3.77.1 (Rev. 11/93)

LINES

# 8 - 9

ITEMS:

- |  |  |
|--|--|
| 864 - Legal Reference for Annuitant            | 391 - Indeterminate Service Accumulation |
| 884 - License - Additional (DELETE ONLY)       | 955 - Multiple Hourly Rate (DELETE ONLY) |
| 886 - Class Title Variation Code (DELETE ONLY) | 960 - Corrected Transaction Identifier   |
|  | 999 - Deduction Information              |
- 

LINE

# 10

REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Appointment of a Judge.
- 2 - Certain deductions or payments to be made from employee's final pay. (See PAM page 2.151.)
- 3 - Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency.
- 4 - A31

APPOINTMENT TRANSACTION CODE A31

# PAM

3.78 (Rev. 05/99)

# A32

## SPB EXEMPT OR DOM STATE ACTIVE DUTY EMPLOYEES

- 1) Use for exempt employee with no previous exempt or civil service; or
- 2) Use for returning exempt employee with previous exempt or civil service and **NQ** history on data base; or
- 3) Use for exempt additional position when position is new to data base. (See \*1 and \*2.)

### USE PADDED PAR

										008 SEQUENCE NUMBER <u>00</u> of <u>0</u>						
										010 DOCUMENT PROCESSING NUMBER <u>0</u>						
<b>USE PADDED PAR</b>																
1 TO:	SOCIAL SECURITY #		EMPLOYEE LAST NAME			FIRST NAME AND MIDDLE INITIAL			POSITION NUMBER			DEPT CODE	CS ID	COUNTY CODE	BIRTH DATE	ANNUM
	105		110			111			120 121 122 123			124	126	130 135 140		
2 TO:	(1) TRANSACTION CODE		EFFECTIVE DATE AND HOURS			EMPLOYMENT HISTORY REMARKS			ESTABLISHED EMPHICES							
	206		210 MM/DD/YY			215			NO ID NO ID NO ID							
3 TO:	SAL ACTUAL RATE	SALARY PER	PAY FREQ.	BASED ON SALARY	PLUS LACAT	EXPIRATION DATE OF PLUS SALARY	ANNIVERSARY DATE	ALTERNATE RANGE	PAYROLL STATUS	SHIFT DFF.	SPECIAL PAY	WING	PAY LETTER #	PAY LETTER EXPIRATION DATE		
	310	315	320	325	330 MM/YY	335	340	345	350	355	360	365				
4 TO:	TIME BASE	APPT TENURE	# MOG.	APPOINTMENT EXPIRATION DATE	HOURS	CERT. #	TYPE OF LIST OR EXMT STAT	PROBATIONARY PERIOD CODE	ENDING DATE	MOR APPROVAL CODE	FORM	DATE	SEX	ETHNIC ORIGIN	PRIOR STATE SERVICE	DISABLT CODE
	405	410	415	420	425	430	435	440	445	450	455	460	465	470	475	480
5 TO:	ACCOUNT CODE	SAFETY MEMBER	SUPPORS BENEFITS	SS/HELD MEMBER	RETIREMENT RATE (%)	EXEMPT AUTHORITY	DATH	NON-CITIZEN	MEDICAL CLEARANCE	FINGERPRINT	PROFESSIONAL LICENSE TYPE	EXPIRATION DATE	CODE	JOB INCURRED INJURY DATE		
	505	510	515	520	525	530	535	540	545	550	555	560	565	570		
6 TO:	REASON FOR SEPARATION	PAY PERIOD	TIME TO BE PAD (NEW)	TIME TO BE PAD (OLD)	PAY AMOUNT	LUMP SUM TO BE PAD	LUMP SUM EXTRA HOURS	LUMP SUM PAYMENT CODE	UNIT	SERIAL	SEPARATION EXPIRATION DATE	HOURS	FRIED MAINTENANCE	PROST/FORMAL DED		
	603	605 MM/YY	608 DAS HOURS	611 DAS HOURS	615	620 DAS HOURS	625 DAS HOURS	630	635	638	645	650	655	660		
7 TO:	TOTAL STATE SERVICE INTERMITTENT DATES AND HOURS										SERVICE PAY PERIOD	REEMPLOYMENT LIST CLASS	REEMPLOY LIST CLASS	REEMPLOY LIST CLASS		
	705	710	715	720	725	730	735	740	745	750	755	760	765	770		

- \*1 Required for additional position only.
- \*2 For an additional position - Key a 4 on the prompter screen only; leave blank on update screen. (Refer to PAM Section 10, page 10.11.1 - Item 450, for special keying instructions.)

- ==** REQUIRED (MUST be completed)
- CONDITIONAL (MUST be completed when required by ITEM DEFINITION)
- ONE OR MORE REQUIRED (ONE or MORE of these items on this chart MUST be completed for a valid transaction)

# PAM

3.78.1 (Rev. 06/85)

LINES

# 8 - 9

ITEMS:

- 864 - Legal Reference for Annuitant
  - 873 - Salary Rate Substantiation,  
Above Minimum
  - 890 - Employment During Leave of  
Absence Clearance
  - 891 - Indeterminate Service  
Accumulation
  - 960 - Corrected Transaction  
Identifier
- 

LINE

# 10

REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Returning employee (no history on data base) when previous service was exempt only.
- 2 - Returning employee (no history on data base) when previous service was non-posted emergency only.
- 3 - SPB Exempt employee returning after leave of absence.
- 4 - Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency.

APPOINTMENT TRANSACTION CODE A32

# A32

## SPB EXEMPT OR DOM STATE ACTIVE DUTY EMPLOYEES

- 1) Use for returning exempt employee with previous service as exempt or civil service and history is on data base; or
- 2) Use for exempt additional position when position history is on data base.

### USE TURNAROUND PAR

															005 SEQUENCE NUMBER <input type="text"/> OF <input type="text"/>																	
															010 DOCUMENT PROCESSING NUMBER <input type="text"/>																	
<b>USE TURNAROUND PAR</b>																																
1	SOCIAL SECURITY #		EMPLOYEE LAST NAME				FIRST NAME AND MIDDLE INITIAL				POSITION NUMBER		DEPT CODE	CB ID	COUNTY CODE	BIRTH DATE	ARRISE DATE															
TO:	<input type="text"/>		<input type="text"/>				<input type="text"/>				<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>															
2	TRANSACTION CODE		EFFECTIVE DATE AND HOURS				EMPLOYMENT HISTORY REMARKS				ESTABLISHED EARNINGS																					
TO:	<input type="text"/>		<input type="text"/>				<input type="text"/>				<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>														
3	ACTUAL RATE		SALARY PER		PAY FREQ		BASED ON SALARY		PLUS SALARY		EXPIRATION DATE OF PLUS SALARY		ANNIVERSARY DATE		ALTERNATE RANGE		PAYROLL STATUS		SHIFT OFF		SPECIAL PAY		WVG		PAY LETTER #		PAY LETTER EXPIRATION DATE					
TO:	<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>					
4	TIME BASE		APPT TEMPE		# MOS		APPOINTMENT EXPIRATION DATE		HOURS		CERT #		TYPE OF LIST OR EXEMPT STAT		PROBATIONARY PERIOD CODE		ENDING DATE		MOR APPROVAL CODE		FORM		DATE		SEX		ETHNIC ORIGIN		PRIOR STATE SERVICE		DUALITY COX	
TO:	<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>	
5	ACCOUNT CODE		SAFETY MEMBER		SURVIVORS BENEFITS		SS/MED MEMBER		RETIREMENT RATE (%)		EXEMPT AUTHORITY		DATH NON-CITIZEN		MEDICAL CLEARANCE		FINGERPRINT		PROFESSIONAL LICENCE TYPE		EXPIRATION DATE		JOB INCLRD		MARRY DATE		WCTD/OL DATE					
TO:	<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>			
6	REASON FOR SEPARATION		PAY PERIOD		TIME TO BE PAID (NET)		TIME TO BE PAID (GOLD)		PAY PAID		LUMP SUM TO BE PAID		LUMP SUM EXTRA HOURS		LUMP SUM PAYMENT CODE		LUMP SUM		SEPARATION EXPIRATION DATE		HOURS		FIXED MAINTENANCE		FIRST/SENIOR DED		MONTHLY DED					
TO:	<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>					
7	TOTAL STATE SERVICE		AS OF		1) THRU		2) THRU		3) THRU		SERVICE PAY PERIOD		REEMPLOYMENT LIST CLASS		LOA NO.		REEMPLOY LIST ELIG															
TO:	<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>					

- REQUIRED (MUST be completed)
- CONDITIONAL (MUST be completed when required by ITEM DEFINITION)
- ONE OR MORE REQUIRED (ONE or MORE of these items on this chart MUST be completed for a valid transaction)

# PAM

3.79.1 (Rev. 02/86)

## LINES 8 - 9 ITEMS:

- |  |   |
|--|---|
| 857 - Emergency Qualifying Time<br>(DELETE ONLY)   | 886 - Class Title Variation Code<br>(DELETE ONLY)     |
| 864 - Legal Reference for Annuitant                | 890 - Employment During Leave of<br>Absence Clearance |
| 871 - Right of Return Designation                  | 891 - Indeterminate Service<br>Accumulation           |
| 873 - Salary Rate Substantiation,<br>Above Minimum | 955 - Multiple Hourly Rate<br>(DELETE ONLY)           |
| 876 - Anniversary Date - Second<br>Accelerated     | * 957 - Other Eligibility<br>Substantiation           |
| 884 - License - Additional<br>(DELETE ONLY)        | 960 - Corrected Transaction<br>Identifier             |

\* Item 957 for reinstatement from NDI when benefits are continuing.

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## LINE 10 REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - SPB Exempt employee returning after leave of absence.
- 2 - Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency.

APPOINTMENT TRANSACTION CODE A32

# A32

## SPB EXEMPT OR DOM STATE ACTIVE DUTY EMPLOYEES

Use for current civil service or exempt employee who is receiving an exempt appointment.

USE TURNAROUND PAR

										005 SEQUENCE NUMBER <input type="text"/> OF <input type="text"/>						
										810 DOCUMENT PROCESSING NUMBER <input type="text"/>						
1 TO:	SOCIAL SECURITY # 105	EMPLOYEE LAST NAME 110	FIRST NAME AND MIDDLE INITIAL 111	POSITION NUMBER AGENCY UNIT CLASS SERIAL 120 121 122 123			DEPT CODE 124	CR ID 125	COUNTY CODE 130 135 140	BIRTH DATE 140	ANNUE DATE 145					
2 TO:	EFFECTIVE DATE AND HOURS 121 122		EMPLOYMENT HISTORY REMARKS 215				ESTABLISHED EARNINGS NO ID NO ID NO ID NO ID 251 252 253 254 255									
3 TO:	505 ACTUAL RATE 205	SALARY PER 310	PAY PERIOD 315	BASIS ON SALARY 320	PLUS SALARY 325	EXPIRATION DATE OF PLUS SALARY 330 MM/YY	ANNIVERSARY DATE 335	ALTERNATE RANGE 340	PAYROLL STATUS 345	SHIFT OFF 350	SPECIAL PAY 355	WVWG 360	PAY LETTER # 365	PAY LETTER EXPIRATION DATE 370		
4 TO:	TIME BASE 405	APPT TENURE 410	# MOS 415	APPOINTMENT EXPIRATION DATE 420	HOURS 425	CERT # 430	TYPE OF LIST OR EXMT STAT 435	PROBATIONARY PERIOD CODE 440	ENDING DATE 445	MCR APPROVAL CODE 450	FORM 455	DATE 460	SEA 465	ETHNIC ORIGIN 470	PRIOR STATE SERVICE 475	DISABILT CODE 480
5 TO:	ACCOUNT CODE 505	SAFETY MEMBER 510	SURVIVORS BENEFITS 515	SS/RED NUMBER 520	RETIREMENT RATE PND 525	EXEMPT AUTHORITY 530	DATH NON-CITIZEN 535	MEDICAL CLEARANCE 540	FINGERPRINT 545	PROFESSIONAL LICENSE TYPE 550	EXPIRATION DATE 555	JOB INCURRED INJURY CODE 560	WCTD/OA DATE 565	MONTHLY DEED 570		
6 TO:	REASON FOR SEPARATION 603	PAY PERIOD 605 MM/YY	TIME TO BE PAID (DAS) 606 DAS HOURS HO1H	TIME TO BE PAID (DAS) 607 DAS HOURS HO1H	PAY NAMED 615	LUMP SUM TO BE PAID (S) (M) 620 DAS HOURS HO1H	LUMP SUM EXTRA HOURS 625 DAS HOURS HO1H	LUMP SUM PAYMENT CODE 630	LUMP SUM UNIT 635	LUMP SUM SERIAL 636	SEPARATION EXPIRATION DATE 645	HOURS 650	FIELD MAINTENANCE 655	MONTHLY DEED 660		
7 TO:	TOTAL STATE SERVICE MOS HOURS AS OF 705		INTERMITTENT DATES AND HOURS 11 THRU 1195 21 THRU 1295 31 THRU 1395 710 MM TO YY MM TO YY				SERVICE PAY PERIOD 715 MM/YY	PREEMPLOYMENT LIST CLASS 720	LDD NO. 725	PREEMPLOY LIST ELIG 730	735	740	745	750		

- REQUIRED (MUST be completed)
- CONDITIONAL (MUST be completed when required by ITEM DEFINITION)
- ONE OR MORE REQUIRED (ONE or MORE of these items on this chart MUST be completed for a valid transaction)

LINES **8 - 9** ITEMS:

- 857 - Emergency Qualifying Time
- 869 - Reemployment List Eligibility Date
- 871 - Right of Return Designation
- 873 - Salary Rate Substantiation, Above Minimum
- 876 - Anniversary Date - Second Accelerated
- 884 - License - Additional (DELETE ONLY)
- 886 - Class Title Variation Code
- 891 - Indeterminate Service Accumulation
- 892 - Last Day on Pay Status
- 955 - Multiple Hourly Rate (DELETE ONLY)
- 960 - Corrected Transaction Identifier

LINE **10** REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Item 710 computations for daily rate employee.
- 2 - SPB Exempt employee returning after leave of absence.
- 3 - Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency.

APPOINTMENT TRANSACTION CODE A32

# PAM

3.81 (Rev. 05/99)

# A32

## IMMEDIATE PAY APPOINTMENT\*1 SPB EXEMPT OR DOM STATE ACTIVE DUTY EMPLOYEES

- 1) Use for exempt employee with no previous exempt or civil service; or
- 2) Use for returning exempt employee with previous exempt or civil service and **NO** history on data base; or
- 3) Use for exempt additional position when position is new to data base. (See \*2 and \*4.)

USE PADDED PAR

															005 SEQUENCE NUMBER <input type="text"/> OF <input type="text"/>									
															010 DOCUMENT PROCESSING NUMBER <input type="text"/>									
USE PADDED PAR																								
1 TO:	SOCIAL SECURITY #		EMPLOYEE LAST NAME			FIRST NAME AND MIDDLE INITIAL			POSITION NUMBER			DEPT CODE	CB ID	COUNTY CODE	BIRTH DATE	ANNULMENT DATE								
	105	110	111	120	121	122	123	124	125	126	127	128	129	130	135	140								
2 TO:	EFFECTIVE DATE AND HOURS		EMPLOYMENT HISTORY REMARKS			ESTABLISHED EARNINGS																		
	171	172	210	215	351	352	353	354	355	356	357	358	359	360	361	362								
3 TO:	BASED ON SALARY		PLUS SALARY		EXPIRATION DATE OF PLUS SALARY		ANNIVERSARY DATE		ALTERNATE RANGE		PAYROLL STATUS		SHIFT DIFF.		SPECIAL PAY		PWWG		PAY LETTER #		PAY LETTER EXPIRATION DATE			
	310	315	320	325	330	335	340	345	350	355	360	365	370	375	380	385	390	395	400	405	410	415		
4 TO:	APPT. TYPE		APPOINTMENT EXPIRATION DATE		CLASS. #		TYPE OF LIST OR EXEMPT STATUS		PROBATIONARY PERIOD		MOR APPROVAL		SEX		ETHNIC ORIGIN		PRIOR STATE SERVICE		DISABILT. CODE					
	405	410	415	420	425	430	435	440	445	450	455	460	465	470	475	480	485	490	495	500	505	510		
5 TO:	ACCOUNT CODE		SAFETY MEMBER		SURVIVORS BENEFITS		SS/HELD MEMBER		RETIREMENT PAYMENT		EXEMPT AUTHORITY		OATH NON-CITIZEN		MEDICAL CLEARANCE		PROFESSIONAL LICENSE		JOB INCLUDED MILITARY SERVICE		INCTO/EL DATE			
	505	510	515	520	525	530	535	540	545	550	555	560	565	570	575	580	585	590	595	600	605	610		
6 TO:	REASON FOR SEPARATION		PAY PERIOD		TIME TO BE PAID (NEW)		TIME TO BE PAID (OLD)		PAY PERIOD		LLAP SLAM TO BE PAID		LLAP SLAM EXTRA HOURS		LLAP SLAM PAYMENT CODE		LLAP SLAM UNIT		LLAP SLAM SERIAL		SEPARATION EXPIRATION DATE		FIXED MAINTENANCE FIRST/PAL DED. MONTHLY DED.	
	603	605	608	610	615	620	625	630	635	640	645	650	655	660	665	670	675	680	685	690	695	700	705	
7 TO:	TOTAL STATE SERVICE		INTERMITTENT DATES AND HOURS																					
	705	710	715	720	725	730	735	740	745	750	755	760	765	770	775	780	785	790	795	800	805	810	815	

- \*1 Refer to PAM Section 5 for documentation of an Immediate Pay Appointment.
- \*2 Required for additional position only.
- \*3 Time to be paid can be requested for a maximum of three pay periods. Refer to Items 605 and 606 for instructions.
- \*4 For an additional position - Key a 4 on the prompter screen only; leave blank on update screen. (Refer to PAM Section 10, page 10.11.1 - Item 450, for special keying instructions.)

- REQUIRED (MUST be completed)
- CONDITIONAL (MUST be completed when required by ITEM DEFINITION)
- ONE OR MORE REQUIRED (ONE or MORE of these items on this chart MUST be completed for a valid transaction)

## LINES 8 - 9 ITEMS:

- |  |  |
|--|--|
| 864 - Legal Reference for Annuitant                | 891 - Indeterminate Service Accumulation |
| 873 - Salary Rate Substantiation, Above Minimum    | 960 - Corrected Transaction Identifier   |
| 890 - Employment During Leave of Absence Clearance | 999 - Deduction Information              |
- 

## LINE 10 REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Certain deductions or payments to be made from employee's final pay. (See PAM page 2.151.)
- 2 - Returning employee (no history on data base) when previous service was exempt only.
- 3 - Returning employee (no history on data base) when previous service was non-posted emergency only.
- 4 - SPB Exempt employee returning after leave of absence.
- 5 - Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency.

## IMMEDIATE PAY APPOINTMENT\*1 SPB EXEMPT OR DOM STATE ACTIVE DUTY EMPLOYEES

- 1) Use for returning exempt employee with previous service as exempt or civil service and history is on data base; or
- 2) Use for exempt additional position when position history is on data base.

### USE TURNAROUND PAR

															005 SEQUENCE NUMBER <input type="text"/> OF <input type="text"/>	
															010 DOCUMENT PROCESSING NUMBER <input type="text"/>	
1 TO:	SOCIAL SECURITY # 105		EMPLOYEE LAST NAME 110			FIRST NAME AND MIDDLE INITIAL 111			AGENCY UNIT CLASS SERIAL 120 121 122 123		DEPT CODE 124	CD ID 126	COUNTY CODE 130	BIRTH DATE 140	ADDR. TYPE 145	
2 TO:	TRANSACTION CODE (1) (2) 111 112		EFFECTIVE DATE AND HOURS 210 MM/DD/YY			EMPLOYMENT HISTORY REMARKS 215			ESTABLISHED EARNINGS NO 1 ID NO 2 ID NO 3 ID NO 4 ID NO 5 ID							
3 TO:	308 ACTUAL RATE 309 TOTAL SALARY		SALARY PER 310	PAY FREQ 315	BASED ON SALARY 320		PLUS SALARY 325	EXPIRATION DATE OF PLUS SALARY 330 MM/YY	ANNIVERSARY DATE 335	ALTERNATE RANGE 340	PAYROLL STATUS 345	SHIFT OFF 350	SPECIAL PAY 355	WWG 356	PAY LETTER # 357	PAY LETTER EXPIRATION DATE 358
4 TO:	TIME BASE 405	APPT TEMPE 410	# MOS 415	APPOINTMENT EXPIRATION DATE HOURS 420		CERT # 425	TYPE OF LIST OR EXEMPT STAT 430	PROBATIONARY PERIOD CODE ENDING DATE 435	MCR APPROVAL CODE DATE 440		SEX 445	ETHNIC ORIGIN 450	PRIOR STATE SERVICE 455	DISABILITY CODE 460		
5 TO:	ACCOUNT CODE 505	SAFETY MEMBER 510	SURVIVORS BENEFITS 520	SS/RED MEMBER 525	RETIREMENT RATE (%) 530	EXEMPT AUTHORITY 535	DATA NON-CITIZEN 540 545	MEDICAL CLEARANCE 550	FINGERPRINT 555	PROFESSIONAL LICENSE TYPE EXPIRATION DATE 560		JOB INCURRED INJURY INJURY DATE WCTD/DL DATE 565				
6 TO:	REASON FOR SEPARATION 603	PAY PERIOD *2 605 MM/YY	TIME TO BE PAID (NEW) 606 DAS HOURS	TIME TO BE PAID (OLD) 607 DAS HOURS	PAY PERIOD 608	LUMP SUM TO BE PAID (S) (Y) 610 DAS HOURS	LUMP SUM EXTRA HOURS 615	LUMP SUM PAYMENT CODE 620	LUMP SUM UNIT SERIAL 625 630	SEPARATION EXPIRATION DATE HOURS 635 640	FIRED MAINTENANCE FIRST/FINAL DED MONTHLY DED 645 655					
7 TO:	TOTAL STATE SERVICE MOS HOURS AS OF 705		INTERMITTENT DATES AND HOURS 710 MM DD YY MM DD YY			SERVICE PAY PERIOD 715 MM/YY		REEMPLOYMENT LIST CLASS 720	REEMPLOY LIST ELIG 725	730	735	740				

\*1 Refer to PAM Section 5 for documentation of an Immediate Pay Appointment.

\*2 Time to be paid can be requested for a maximum of three pay periods. Refer to Items 605 and 606 for instructions.

**==** REQUIRED  
(MUST be completed)

**○** CONDITIONAL  
(MUST be completed when required by ITEM DEFINITION)

**●** ONE OR MORE REQUIRED  
(ONE or MORE of these items on this chart MUST be completed for a valid transaction)

# PAM

3.82.1 (Rev. 05/96)

LINES

# 8 - 9

ITEMS:

- |  |   |
|--|---|
| 864 - Legal Reference for Annuitant                | 890 - Employment During Leave of<br>Absence Clearance |
| 873 - Salary Rate Substantiation,<br>Above Minimum | 891 - Indeterminate Service<br>Accumulation           |
| 876 - Anniversary Date - Second<br>Accelerated     | 955 - Multiple Hourly Rate<br>(DELETE ONLY)           |
| 884 - License - Additional<br>(DELETE ONLY)        | 960 - Corrected Transaction Identifier                |
| 886 - Class Title Variation Code<br>(DELETE ONLY)  | 999 - Deduction Information                           |

LINE

# 10

REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Certain deductions or payments to be made from employee's final pay. (See PAM page 2.151.)
- 2 - SPB Exempt employee returning after leave of absence.
- 3 - Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency.

APPOINTMENT TRANSACTION CODE A32

# PAM

3.83 (Rev. 05/99)

# A33

## JUDICIAL COUNCIL EXEMPT

- 1) Use for exempt employee with no previous exempt or civil service; or
- 2) Use for returning exempt employee with previous exempt or civil service and **NO** history on data base; or
- 3) Use for exempt additional position when position is new to data base. (See \*1 and \*2.)

### USE PADDED PAR

												005 SEQUENCE NUMBER <input type="text"/> OF <input type="text"/>					
												010 DOCUMENT PROCESSING NUMBER <input type="text"/>					
<b>USE PADDED PAR</b>																	
1	SOCIAL SECURITY #		EMPLOYEE LAST NAME			FIRST NAME AND MIDDLE INITIAL			POSITION NUMBER			DEPT CODE	CB ID	COUNTY CODE	BIRTH DATE	STANDARD RATE	
TO:																	
	105	110	115	120	121	122	123	124	125	126	127	128	129	130	135	140	145
2	EFFECTIVE DATE AND HOURS		EMPLOYMENT HISTORY REMARKS			ESTABLISHED EARNINGS											
TO:																	
	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187
3	SSE MONTHLY RATE		SALARY PER	PAY PERIOD	BASED ON SALARY	PLUS SALARY	EXPIRATION DATE OF PLUS SALARY	ANNIVERSARY DATE	ALTERNATE RANGE	PAYROLL STATUS	SHIFT DIFF	SPECIAL PAY	WING	PAY LETTER #	PAY LETTER EXPIRATION DATE		
TO:																	
	205	210	215	220	225	230	235	240	245	250	255	260	265	270	275		
4	TIME BASE	APPT TONAGE	# MOS	APPOINTMENT DATE	EXPIRATION DATE	CERT #	TYPE OF LIST OR EXAM STAT	PROBATIONARY PERIOD CODE	ENDING DATE	WCR APPROVAL CODE	FORM	DATE	SEX	ETHNIC ORIGIN	PRIOR STATE SERVICE	DISABILITY CODE	
TO:																	
	405	410	415	420	425	430	435	440	445	450	455	460	465	470	475	480	
5	ACCOUNT CODE	SAFETY MEMBER	SURVIVOR REPORTS	SS/PLD MEMBER	RETIREMENT RATE (%)	EXEMPT AUTHORITY	BIRTH DATE	NON-CITIZEN	MEDICAL CLEARANCE	FINGERPRINT	PROFESSIONAL LICENSE TYPE	EXPIRATION DATE	JOB INCURRED INJURY CODE	INJURY DATE			
TO:																	
	505	510	515	520	525	530	535	540	545	550	555	560	565	570			
6	REASON FOR SEPARATION	PAY PERIOD	TIME TO BE PAID (NEW)	TIME TO BE PAID (OLD)	PAY METHOD	LUMP SUM TO BE PAID	LUMP SUM EXTRA HOURS	LUMP SUM PAYMENT CODE	LUMP SUM UNIT	LUMP SUM SERIAL	SEPARATION DATE	EXPIRATION DATE	FILED MAINTENANCE PREST/PNAL DED	MONTHLY DED			
TO:																	
	605	605	605	605	610	615	620	625	630	635	640	645	650	655			
7	TOTAL STATE SERVICE		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			
TO:																	
	705	710	715	720	725	730	735	740	745	750	755	760	765				

- \*1 Required for additional position only.
- \*2 For an additional position - Key a 4 on the prompter screen only; leave blank on update screen. (Refer to PAM Section 10, page 10.11.1 - Item 450, for special keying instructions.)

- ==** REQUIRED (MUST be completed)
- CONDITIONAL (MUST be completed when required by ITEM DEFINITION)
- ONE OR MORE REQUIRED (ONE or MORE of these items on this chart MUST be completed for a valid transaction)

# PAM

3.83.1 (Rev. 06/85)

LINES **8 - 9** ITEMS:

- 864 - Legal Reference for Annuitant
- 891 - Indeterminate Service Accumulation
- 960 - Corrected Transaction Identifier

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LINE **10** REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Returning employee (no history on data base) when previous service was exempt only.
- 2 - Returning employee (no history on data base) when previous service was non-posted emergency only.

APPOINTMENT TRANSACTION CODE A33

# PAM

3.84 (Rev. 05/88)

# A33

JUDICIAL COUNCIL  
EXEMPT

- 1) Use for returning exempt employee with previous service as exempt or civil service and history is on data base; or
- 2) Use for exempt additional position when position history is on data base.

USE TURNAROUND PAR

005 SEQUENCE NUMBER  OF

010 DOCUMENT PROCESSING NUMBER

1	TO	SOCIAL SECURITY #	EMPLOYEE LAST NAME	FIRST NAME AND MIDDLE INITIAL	POSITION NUMBER	DEPT CODE	CB ID	COUNTY CODE	OTHER POSITION	BIRTH DATE	APPR DATE				
					AGENCY UNIT CLASS SERIAL										
2	TO	EFFECTIVE DATE AND HOURS			EMPLOYMENT HISTORY REWARDS	ESTABLISHED EMPLOYED									
3	TO	505 ACTUAL RATE	SALARY PER	RATE	BASED ON SALARY	PLUS SALARY	EXPIRATION DATE OF PLUS SALARY	ANNIVERSARY DATE	ALTERNATE RANGE	PIYROL STATUS	SHIFT OFF	SPECIAL PAY	WWS	PAY LETTER #	RE-EVALUATION DATE
4	TO	308 TOTAL SALARY													
5	TO	TAX PLAN	ADP PLAN	IR ROLLOVER	APPOINTMENT DATE	EXPIRATION HOURS	CERT #	TYPE OF LIST OR EMP STAT	PROBATIONARY PERIOD	ENDING DATE	WOP APPROVAL	SEI	TRIAL ORIGIN	PROB STATE	PROB DATE
6	TO	ALLIANCE CODE	SAFETY MEMBER	SUPPLEMENTAL BENEFITS	DUAS MEMBER	RETIREMENT RATE (%)	EXEMPT AUTHORITY	DATE NON-CITIZEN	MEDICAL CLEARANCE	FINGERPRINT	PROFESSIONAL LICENSE	EXPIRATION DATE	CODE	JOB INCURRED FIRST DATE	JOB INCURRED LAST DATE
7	TO	REASON FOR SEPARATION	DATE TO BE PAID	DATE TO BE PAID	DATE TO BE PAID	DATE TO BE PAID	DATE TO BE PAID	DATE TO BE PAID	DATE TO BE PAID	DATE TO BE PAID	DATE TO BE PAID	DATE TO BE PAID	DATE TO BE PAID	DATE TO BE PAID	DATE TO BE PAID

- REQUIRED (MUST be completed)
- CONDITIONAL (MUST be completed when required by ITEM DEFINITION)
- ONE OR MORE REQUIRED (ONE or MORE of these items on this chart MUST be completed for a valid transaction)

# PAM

3.04.1 (Rev. 06/85)

## LINES 8 - 9 ITEMS:

- |  |   |
|--|---|
| 857 - Emergency Qualifying Time<br>(DELETE ONLY) | 886 - Class Title Variation Code<br>(DELETE ONLY) |
| 864 - Legal Reference for Annuitant              | 891 - Indeterminate Service<br>Accumulation       |
| 884 - License - Additional<br>(DELETE ONLY)      | 955 - Multiple Hourly Rate<br>(DELETE ONLY)       |
| 871 - Right of Return Designation                | 960 - Corrected Transaction<br>Identifier         |
- 

## LINE 10 REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency.

APPOINTMENT TRANSACTION CODE A33

# PAM

3.85 (Rev. 05/88)

# A33

JUDICIAL COUNCIL  
EXEMPT

Use for current civil service or exempt employee who is receiving an exempt appointment.

USE TURNAROUND PAR

												001 SEQUENCE NUMBER <input type="text"/> OF <input type="text"/>										
												010 DOCUMENT PROCESSING NUMBER <input type="text"/>										
1	EMPLOYEE LAST NAME		FIRST NAME AND MIDDLE INITIAL			POSITION NUMBER		DEPT CODE	GR C	COUNTY CODE	OTHER POSITION	BIRTH DATE	APPLY DATE									
2	EFFECTIVE DATE AND HOURS			EMPLOYMENT HISTORY - REMARKS			ESTABLISHED EARNINGS															
3	300 ACTION RATE		SALARY RATE		PLUS SALARY		EXPIRATION DATE OF PLUS SALARY		ANNUAL SALARY DATE		ALTERNATE RANGE		PAYROLL STATUS		SPECIAL PAY		WAGE LETTER #		PAY LETTER #		EXPIRATION DATE	
4	APPOINTMENT EXPIRATION DATE		DEPT #		TYPE OF EMP STATE		PROBATIONARY PERIOD		MGR APPROVAL		SERIAL		ORIG. DATE		PROG. STATUS		GROUP #		DATE		DATE	
5	SAFETY MEMBER		SUPERVISOR BENEFITS		DUES MEMBER		RETIREMENT RATE (%)		EMPLOYMENT HISTORY		NON-CITIZEN		MEDICAL CLEARANCE		FINGERPRINT		PROFESSIONAL LICENSE		JOB INCURRED DATE		EXPIRATION DATE	
6	LUMP SUM PAYMENT CODE		LUMP SUM TO BE PAID		LUMP SUM EXTRA HOURS		LUMP SUM PAYMENT CODE		LUMP SUM		SEPARATION EXPIRATION DATE		HOURS		FIRST FINAL DATE		MONTH		DAY		YEAR	
7	HOURS		AS OF		INTERMITTENT DATES AND HOURS		SERVICE PAY PERIOD		SPECIAL PLAN		REEMPLOYMENT LIST CLASS		JOB NO		REEMPLOYMENT LIST #		JOB NO		JOB NO		JOB NO	

- REQUIRED (MUST be completed)
- CONDITIONAL (MUST be completed when required by ITEM DEFINITION)
- ONE OR MORE REQUIRED (ONE or MORE of these items on this chart MUST be completed for a valid transaction)

# PAM

3.85.1 (Rev. 06/85)

## LINES 8 - 9 ITEMS:

- |  |  |
|--|--|
| 857 - Emergency Qualifying Time                | 891 - Indeterminate Service Accumulation |
| 869 - Reemployment List Eligibility Date       | 892 - Last Day on Pay Status             |
| 871 - Right of Return Designation              | 955 - Multiple Hourly Rate (DELETE ONLY) |
| 884 - License - Additional (DELETE ONLY)       | 960 - Corrected Transaction Identifier   |
| 886 - Class Title Variation Code (DELETE ONLY) |  |
- 

## LINE 10 REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Item 710 computations for daily rate employee.
- 2 - Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency.

APPOINTMENT TRANSACTION CODE A33

# PAM

3.86 (Rev. 05/99)

# A33

## IMMEDIATE PAY APPOINTMENT\*1 JUDICIAL COUNCIL EXEMPT

- 1) Use for exempt employee with no previous exempt or civil service; or
- 2) Use for returning exempt employee with previous exempt or civil service and NO history on data base; or
- 3) Use for exempt additional position when position is new to data base. (See \*2 and \*4.)

USE PADDED PAR

												005 SEQUENCE NUMBER <input type="text"/> OF <input type="text"/>																		
												016 DOCUMENT PROCESSING NUMBER <input type="text"/>																		
<b>USE PADDED PAR</b>																														
1	SOCIAL SECURITY #		EMPLOYEE LAST NAME			FIRST NAME AND MIDDLE INITIAL			POSITION NUMBER			DEPT CODE	CR ID	COUNTY CODE	BIRTH DATE	APPLY CODE														
TO:												<input type="radio"/>	<input type="radio"/>																	
	105	110	111	120	121	122	123	124	125	126	127	128	129	130	140	145														
2	EFFECTIVE DATE AND HOURS		EMPLOYMENT HISTORY REMARKS			ESTABLISHED EMPHIRE																								
TO:																														
	205	210	215	220	225	230	235	240	245	250	255	260	265	270	275	280														
3	305 SOCIAL BASE		SALARY PER		PAT FREQ		BASED ON SALARY		PLUS SALARY		EXPIRATION DATE OF PLUS SALARY		ANNIVERSARY DATE		ALTERNATE RANGE		PAYROLL STATUS		SHIFT DIFF.		SPECIAL PAY		WFO		PAY LETTER #		PAY LETTER EXPIRATION DATE			
TO:																														
	310	315	320	325	330	335	340	345	350	355	360	365	370	375	380	385	390	395	400	405	410	415	420	425	430	435	440	445		
4	TIME BASE		AMPT TYPE		# MOS		APPOINTMENT EXPIRATION DATE		CERT #		TYPE OF LIST OR EXEMPT STAT		PROBATIONARY PERIOD CODE		EXPIR DATE		MOR APPROVAL CODE		FORM		DATE		SEA		ETHNIC ORIGIN		PRIOR STATE SERVICE		DISABL CODE	
TO:																														
	405	410	415	420	425	430	435	440	445	450	455	460	465	470	475	480	485	490	495	500	505	510	515	520	525	530	535	540	545	
5	ACCIDENT DATE		SAFETY MEMBER		SURVIVOR BENEFITS		SS/HEED		JETS/RESERVE		EXEMPT AUTHORITY		DATH		NON-CITIZEN		MEDICAL CLEARANCE		FINGERPRINT		PROFESSIONAL LICENSE TYPE		EXPIRATION DATE		CODE		JOB INCURRED INJURY DATE			
TO:																														
	505	510	515	520	525	530	535	540	545	550	555	560	565	570	575	580	585	590	595	600	605	610	615	620	625	630	635	640	645	
6	REASON FOR SEPARATION		PAY PERIOD		TIME TO BE PAID (NEW)		TIME TO BE PAID (OLD)		PAY METHOD		LUMP SUM TO BE PAID		LUMP SUM EXTRA HOURS		LUMP SUM PAYMENT CODE		LUMP SUM		SEPARATION EXPIRATION DATE		HOURS		FIELD MAINTENANCE		PRIOR/FINAL DED		MONTHLY DED			
TO:																														
	605	610	615	620	625	630	635	640	645	650	655	660	665	670	675	680	685	690	695	700	705	710	715	720	725	730	735	740	745	
7	TOTAL STATE SERVICE		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					
TO:																														
	705	710	715	720	725	730	735	740	745	750	755	760	765	770	775	780	785	790	795	800	805	810	815	820	825	830	835	840	845	

- \*1 Refer to PAM Section 5 for documentation of an Immediate Pay Appointment.
- \*2 Required for additional position only.
- \*3 Time to be paid can be requested for a maximum of three pay periods. Refer to Items 605 and 606 for instructions.
- \*4 For an additional position - Key a 4 on the prompter screen only; leave blank on update screen. (Refer to PAM Section 10, page 10.11.1 - Item 450, for special keying instructions.)

- REQUIRED (MUST be completed)
- CONDITIONAL (MUST be completed when required by ITEM DEFINITION)
- ONE OR MORE REQUIRED (ONE or MORE of these items on this chart MUST be completed for a valid transaction)

# PAM

3.86.1 (Rev. 05/96)

LINES **8 - 9** ITEMS:

- 864 - Legal Reference for Annuitant
- 891 - Indeterminate Service Accumulation
- 960 - Corrected Transaction Identifier
- 999 - Deduction Information

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LINE **10** REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Certain deductions or payments to be made from employee's final pay. (See PAM page 2.151.)
- 2 - Returning employee (no history on data base) when previous service was exempt only.
- 3 - Returning employee (no history on data base) when previous service was non-posted emergency only.

APPPOINTMENT TRANSACTION CODE A33

# A33

IMMEDIATE PAY APPOINTMENT \*1

JUDICIAL COUNCIL EXEMPT

- 1) Use for returning exempt employee with previous service as exempt or civil service and history is on data base; or
- 2) Use for exempt additional position when position history is on data base.

USE TURNAROUND PAR

												005 SEQUENCE NUMBER <input type="text"/> OF <input type="text"/>				
												010 DOCUMENT PROCESSING NUMBER <input type="text"/>				
1 TO:	SOCIAL SECURITY #		EMPLOYEE LAST NAME			FIRST NAME AND MIDDLE INITIAL			POSITION NUMBER		DEPT CODE	CB ID	COUNTY CODE	OTHER POSITION	BIRTH DATE	ANNIV DATE
	105		110		111			120	121	122	124	126	130	135	140	150
2 TO:	TRUNCATION CODE		EFFECTIVE DATE AND HOURS			EMPLOYMENT HISTORY REMARKS			ESTABLISHED EMPLOYER							
	15	16	210 MM/DD/YY			215			NO	TO	NO	D	NO	D	NO	D
3 TO:	506 ACTUAL RATE	SALARY PER	PAY FREQ	BASED ON SALARY		PLUS SALARY		EXPIRATION DATE OF PLUS SALARY	ANNIVERSARY DATE	ALTERNATE RANGE	PAYROLL STATUS	SHIFT OFF	SPECIAL PAY	WWS	PAY LETTER #	PAY LETTER EXPIRATION DATE
	300	310	315	320	325			330	335	340	345	350	355			
4 TO:	TIME BASE	APPT TENURE	# MO	APPOINTMENT EXPIRATION DATE		CERT #	TYPE OF LIST OR EXAM STAT		PROBATIONARY PERIOD		MOR APPROVAL		SEX	ETHNIC ORIGIN	PRIOR STATE SERVICE	
	401	410	415	416	425	426	430		435		436	437	440	445	450	
5 TO:	ACCOUNT CODE	SALTY MEMBER	SURVIVORS BENEFITS	DAMES MEMBER	RESERVE RATE (R)	EXEMPT AUTHORITY	DATE	NON-CITIZEN	MEDICAL CLEARANCE		FINGERPRINT		PROFESSIONAL LICENSE		JOB INCURRED INJURY DATE	
	505	510	520	525	530	535	540	545	550		555		560		565	
6 TO:	REASON FOR SEPARATION	PAY PERIOD	TIME TO BE PAID (NEW)		TIME TO BE PAID (OLD)		PAY PERIOD	LUMP SUM TO BE PAID		LUMP SUM EXTRA HOURS		LUMP SUM PAYMENT CODE		SEPARATION EXPIRATION		FILED MAINTENANCE FIRST/PAL DED
	602	605	606 DAS HOURS		607 DAS HOURS		615	620 DAS HOURS		625 DAS HOURS		630		645		655
7 TO:	TOTAL STATE SERVICE		INTERMITTENT DATES AND HOURS													
	705		710 MM DD TO MM DD													

\*1 Refer to PAM Section 5 for documentation of an Immediate Pay Appointment.

\*2 Time to be paid can be requested for a maximum of three pay periods. Refer to Items 605 and 606 for instructions.

- REQUIRED (MUST be completed)
- CONDITIONAL (MUST be completed when required by ITEM DEFINITION)
- ONE OR MORE REQUIRED (ONE or MORE of these items on this chart MUST be completed for a valid transaction)

# PAM

3.87.1 (Rev. 05/96)

## LINES **8 - 9** ITEMS:

- |   |  |
|---|--|
| 864 - Legal Reference for Annuitant               | 955 - Multiple Hourly Rate             |
| 884 - License - Additional<br>(DELETE ONLY)       | (DELETE ONLY)                          |
| 886 - Class Title Variation Code<br>(DELETE ONLY) | 960 - Corrected Transaction Identifier |
| 891 - Indeterminate Service<br>Accumulation       | 999 - Deduction Information            |

---

## LINE **10** REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Certain deductions or payments to be made from employee's final pay. (See PAM page 2.151.)
- 2 - Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency.

APPOINTMENT TRANSACTION CODE A33

# PAM

3.87.2  
Revised 02/11

## A34

### IMMEDIATE PAY APPOINTMENT \*1

Ca. Institute for Regenerative Medicine  
Citizen Redistricting Comm.

- 1) Use for returning exempt employee with previous service as exempt or civil service and history is on data base; or
- 2) Use for exempt additional position when position history is on data base.

### USE TURNAROUND PAR

		005 SEQUENCE NUMBER <input type="text"/> OF <input type="text"/>															
		010 DOCUMENT PROCESSING NUMBER <input type="text"/>															
1	TO:	SOCIAL SECURITY # 105	EMPLOYEE LAST NAME 110	FIRST NAME AND MIDDLE INITIAL 111	AGENCY 120	UNIT 121	CLASS 122	SERIAL 123	DEPT CODE 124	CR ID 126	COUNTY CODE 130	OTHER POSITION 135	BIRTH DATE 140	APPOINT. DATE 145			
2	TO:	EFFECTIVE DATE AND HOURS 141 TRANSACTION CODE 121 120			EMPLOYMENT HISTORY REMARKS 215			ESTABLISHED EMPHOS NO ID NO ID									
3	TO:	305 ACTUAL RATE 306 TOTAL SALARY		SALARY PER 310	PAY FREQ 315	BASED ON SALARY 320		PLUS SALARY 325	EXPIRATION DATE OF PLUS SALARY 330	ANNIVERSARY DATE 335	ALTERNATE RANGE 340	PAYROLL STATUS 345	SHIFT DIFF 350	SPECIAL PAY 355	WWG 360	PAY LETTER # 365	PAY LETTER EXPIRATION DATE 370
4	TO:	TIME BASE 405	APPT TENURE 410	# NOS 415	APPOINTMENT EXPIRATION DATE HOURS 416		CERT # 425	TYPE OF LIST OR EXEMT STAT 430	PROBATIONARY PERIOD CODE 435	ENDING DATE 440	MOR APPROVAL CODE FORM 445	DATE 450	SEA 455	ETHNIC ORIGIN 460	PRIOR STATE SERVICE 465	WCTD/OL DATE 470	
5	TO:	ACCOUNT CODE 510	SAFETY NUMBER 515	SURVIVORS BENEFITS 520	DATE 525	RESUME 530	EXEMPT AUTHORITY 535	DATH 540	NON-CITIZEN 545	MEDICAL CLEARANCE 550	FINGERPRINT 555	PROFESSIONAL LICENSE TYPE EXPIRATION DATE 560	JOB INCURRED INJURY CODE 565	INJURY DATE 570	WCTD/OL DATE 575		
6	TO:	REASON FOR SEPARATION 605	PAY BRAC 605 WH/WHY	TIME TO BE PAID (NEW) *2 606 DAS HOURS	TIME TO BE PAID (OLD) 607 DAS HOURS	PAY MAILED 615	LUMP SUM TO BE PAID (S) 620 DAS HOURS	LUMP SUM EXTRA HOURS (V) 625 DAS HOURS	LUMP SUM PAYMENT CODE 630	LUMP SUM UNIT 635	LUMP SUM SERIAL 640	SEPARATION EXPIRATION DATE HOURS 645	FRIED MAINTENANCE FIRST/FINAL DED 655	MONTHLY DED 660			
7	TO:	TOTAL STATE SERVICE NOS HOURS AS OF 705		INTERMITTENT DATES AND HOURS 710				SERVICE PAY PERIOD 715	REEMPLOYMENT LIST CLASS 720	REEMPLOY LIST CLASS 725	REEMPLOY LIST CLASS 730	REEMPLOY LIST CLASS 735	REEMPLOY LIST CLASS 740				

\*1 Refer to PAM Section 5 for documentation of an Immediate Pay Appointment.

\*2 Time to be paid can be requested for a maximum of three pay periods.

Refer to Items 605 and 606 for Instructions.

**==** REQUIRED  
(MUST be completed)

**○** CONDITIONAL  
(MUST be completed when required by ITEM DEFINITION)

**●** ONE OR MORE REQUIRED  
(ONE or MORE of these items on this chart MUST be completed for a valid transaction)

# PAM

3.87.3  
NEW 07/11

## LINES 8 – 9 ITEMS:

864 – Legal Reference for Annuitant  
884 – License - Additional  
(DELETE ONLY)  
886 – Class Title Variation Code  
(DELETE ONLY)  
891 - Indeterminate Service  
Accumulation

955 – Multiple Hourly Rate  
(DELETE ONLY)  
960 – Corrected Transaction Identifier  
999 – Deduction Information

---

## LINE 10 REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

- 1 – Certain deductions or payments to be made from employee's final pay.  
(See PAM page 2.151.)
- 2 – Transactions requiring "Concurring Appointing Power Signature" when keyed  
by a decentralized agency.



# PAM

3.87.5  
NEW 07/11

## LINES 8 – 9 ITEMS:

- 864 – Legal Reference for Annuitant
- 891 – Indeterminate Service  
Accumulation
- 960 – Corrected Transaction Identifier
- 999 – Deduction Information

---

## LINE 10 REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

- 1 – Certain deductions or payments to be made from employee's final pay.  
(See PAM page 2.151.)
- 2 – Returning employee (no history on data base) when previous service was exempt only.
- 3 – Returning employee (no history on data base) when previous service was non-posted emergency only.

# PAM

3.87.6  
Revised 02/11

# A34

## EXEMPT

Ca. Institute for Regenerative Medicine  
Citizen Redistricting Comm.

- 1) Use for exempt employee with no previous exempt or civil service; or
- 2) Use for returning exempt employee with previous exempt or civil service and NO history on data base; or
- 3) Use for exempt additional position when position is new to data base. (See \*1 and \*2.)

### USE PADDED PAR

															005 SEQUENCE NUMBER <input type="text"/> of <input type="text"/>															
															010 DOCUMENT PROCESSING NUMBER <input type="text"/>															
1 TO:	SOCIAL SECURITY #		EMPLOYEE LAST NAME			FIRST NAME AND MIDDLE INITIAL			POSITION NUMBER			DEPT CODE	CR ID	COUNTY CODE	BIRTH DATE	TRANSACTOR														
2 TO:	EFFECTIVE DATE AND HOURS		EMPLOYMENT HISTORY REASONS			ESTABLISHED EMPLOYEE																								
3 TO:	308 ACTUAL RATE OF PAY		SALARY PER		PAY PERIOD		BASED ON SALARY		PLUS SALARY		EXPIRATION DATE OF PLUS SALARY		ANNIVERSARY DATE		ALTERNATE RANCE		PAYROLL STATUS		SHIFT DIFF.		SPECIAL PAY		WING		PAY LETTER #		PAY LETTER EXPIRATION DATE			
4 TO:	TIME BASE		APPT. TERM		# MO.		APPOINTMENT EXPIRATION DATE		CLASS #		TYPE OF LIST ON EXEMT STAT		PROBATIONARY PERIOD CODE		PROBATION DATE		MOR APPROVAL CODE		FORM		DATE		SEX		ETHNIC ORIGIN		FROM STATE SERVICE		DISABILITY CODE	
5 TO:	ACCOUNT CODE		LARRY MEMBER		SUPPORTS BENEFITS		SS/PLD (S/PLD)		RESIGNATION (DATE)		EXEMPT AUTHORITY		DATH		NON-CITIZEN		MEDICAL CLEARANCE		FINGERPRINT		PROFESSIONAL LICENSE TYPE		EXPIRATION DATE		JOB INCURRED INJURY SERVICE		MURRY DATE		WCTD/PLD DATE	
6 TO:	REASON FOR SEPARATION		PAY PERIOD		TIME TO BE PAID (MO)		TIME TO BE PAID (DAS)		PAY BASED		LUMP SUM TO BE PAID		LUMP SUM EXTRA HOURS		LUMP SUM PAYMENT CODE		LUMP SUM LANT		LUMP SUM SERIAL		SEPARATION EXPIRATION DATE		HOURS		FILED MAINTENANCE		MONTHLY DEB			
7 TO:	TOTAL STATE SERVICE HOURS		AS OF		INTERMITTENT DATES AND HOURS		SERVICES PAY PERIOD		REEMPLOYMENT LIST CLASS		REEMPLOY LET ELG		REEMPLOY LET ELG		REEMPLOY LET ELG		REEMPLOY LET ELG		REEMPLOY LET ELG		REEMPLOY LET ELG		REEMPLOY LET ELG		REEMPLOY LET ELG		REEMPLOY LET ELG			

\*1 Required for additional position only.  
\*2 For an additional position – Key a 4 on the prompter screen only; leave blank on update screen. (Refer to PAM Section 10, page 10.11.1 – Item 450, for special keying instructions.)

- REQUIRED (MUST be completed)
- CONDITIONAL (MUST be completed when required by ITEM DEFINITION)
- ONE OR MORE REQUIRED (ONE or MORE of these items on this chart MUST be completed for a valid transaction)

# PAM

3.87.7  
NEW 07/11

LINES **8 – 9** ITEMS:

864 – Legal Reference for Annuitant

960 – Corrected Transaction  
Identifier

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LINE **10** REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

- 1 – Returning employee (no history on data base) when previous service was exempt only.
- 2 – Returning employee (no history on data base) when previous service was non-posted emergency only.

APPOINTMENT TRANSACTION CODE A34

# PAM

3.87.8  
Revised 02/11

# A34

## EXEMPT

Ca. Institute for Regenerative Medicine  
Citizen Redistricting Comm.

Use for current civil service or exempt employee who is receiving an exempt appointment.

### USE TURNAROUND PAR

DOC SEQUENCE NUMBER	<input type="text"/>
DOC DOCUMENT PROCESSING NUMBER	<input type="text"/>

1	TO	SOCIAL SECURITY #	EMPLOYEE LAST NAME	FIRST NAME AND MIDDLE INITIAL	AGENCY	UNIT	CLASS	SENA	DEPT CODE	DB ID	COUNTY CODE	OTHER POSITION	EMPL DATE	APPN DATE	
2	TO	EFFECTIVE DATE AND HOURS			EMPLOYMENT HISTORY REMARKS			ESTABLISHED EMPHOS							
3	TO	BASE ACTION RATE	SALARIED	FRT FREQ	BASED ON SALARY	PLUS SALARY	EMPHOS DATE OF PLUS SALARY	APPN DATE	ALTERNATE RANGE	PAYROL STATUS	SHFT DEF	SPECIAL PAY	WHS	PAY LETTER	EMPL DATE
4	TO	APPN HOURS	APPN DATE	APPN HOURS	EMP #	TYPE OF EMP #	PROBATIONARY PERIOD	EMP APPROVAL	SEA	ESTM ORIGIN	EMPL STATE				
5	TO	SAFETY MEMBER	SUPP BENEFITS	DISCO MEMBER	RETIREMENT RATE (%)	EXEMPT AUTHORITY	DATE NON-CITIZEN	MEDICAL CLEARANCE	FINGERPRINT	PROFESSIONAL LICENSE	PROFESSIONAL LICENSE EXPIRATION DATE	JOB INCURRED INJURY DATE	NOTE ID DATE		
6	TO	REASON FOR DEPART	BY FAC NEW	BY FAC OLD	BY FAC NEW	BY FAC OLD	BY FAC NEW	BY FAC OLD	BY FAC NEW	BY FAC OLD	BY FAC NEW	BY FAC OLD	BY FAC NEW	BY FAC OLD	
7	TO	REEMPLOYMENT DATE AND HOURS	REEMPLOYMENT DATE AND HOURS	REEMPLOYMENT DATE AND HOURS	REEMPLOYMENT DATE AND HOURS	REEMPLOYMENT DATE AND HOURS	REEMPLOYMENT DATE AND HOURS	REEMPLOYMENT DATE AND HOURS	REEMPLOYMENT DATE AND HOURS	REEMPLOYMENT DATE AND HOURS	REEMPLOYMENT DATE AND HOURS	REEMPLOYMENT DATE AND HOURS	REEMPLOYMENT DATE AND HOURS	REEMPLOYMENT DATE AND HOURS	

- REQUIRED (MUST be completed)
- CONDITIONAL (MUST be completed when required by ITEM DEFINITION)
- ONE OR MORE REQUIRED (ONE or MORE of these items on this chart MUST be completed for a valid transaction)

# PAM

3.87.9  
NEW 07/11

## LINES 8 – 9 ITEMS:

857 – Emergency Qualifying Time  
869 – Reemployment List  
Eligibility Date  
871 – Right of Return Designation  
884 – License – Additional  
886 – Class Title Variation Code  
(DELETE ONLY)

891 – Indeterminate Service  
Accumulation  
892 – Last Day on Pay Status  
955 – Multiple Hourly Rate  
(DELETE ONLY)  
960 – Corrected Transaction  
Identifier

---

## LINE 10 REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

- 1 – Item 710 computations for daily rate employee.
- 2 – Transaction requiring “Concurring Appointing Power Signature” when Keyed by a decentralized agency.



# PAM

3.87.11

NEW 07/11

LINES **8 – 9** ITEMS:

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LINE **10** REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

1 – Transaction requiring “Concurring Appointing Power Signature” when keyed by a decentralized agency.

APPOINTMENT TRANSACTION CODE A34

# PAM

3.88 (Rev. 05/99)

# A35

## CCC/ECOLOGY CORPS, EXEMPT

- 1) Use for exempt employee with no previous exempt or civil service; or
- 2) Use for returning exempt employee with previous exempt or civil service and **NO** history on data base; or
- 3) Use for exempt additional position when position is new to data base. (See \*1 and \*2).

### USE PADDED PAR

												005 SEQUENCE NUMBER <input type="radio"/> OF <input type="radio"/>																
												010 DOCUMENT PROCESSING NUMBER <input type="radio"/>																
<b>USE PADDED PAR</b>																												
1	SOCIAL SECURITY #		EMPLOYEE LAST NAME				FIRST NAME AND MIDDLE INITIAL				POSITION NUMBER		DEPT CODE	CS ID	COUNTY CODE	BIRTH DATE	APPOINTMENT DATE											
TO:																												
2	(1) TRANSACTION CODE		EFFECTIVE DATE AND HOURS				EMPLOYMENT HISTORY REMARKS				E. TABULATED EARNINGS																	
TO:	(11) 208		210 MM/DD/YY				215				351																	
3	305 FUNDAL BALE		SALARY PER		PAY FREQ		BASED ON SALARY		PLUS SALARY		EXPIRATION DATE OF PLUS SALARY		ANNIVERSARY DATE		ALTERNATE RANGE		PAYROLL STATUS		SHIFT DFF		SPECIAL PAY		WYG		PAY LETTER #		PAY LETTER EXPIRATION DATE	
TO:	305		310		315		320		325		330 MM/YY		335		340		345		350		355		356					
4	TIME BASE		APPT TENURE		# MOS.		APPOINTMENT EXPIRATION		CERT. #		TYPE OF LIST OR EXAM STAT		PROBATIONARY PERIOD		MOR APPROVAL		SEX		ETHNIC ORIGIN		PRIOR STATE SERVICE		DISABILITY CODE					
TO:	405		410		415		418		425		428		430		435		440		445		450		455					
5	ACCOUNT CODE		SAFETY MEDICINE		SURVIVORS BENEFITS		SS/RED		RETIREMENT		EXEMPT AUTHORITY		OATH		NON-CITIZEN		MEDICAL CLEARANCE		FINGERPRINT		PROFESSIONAL LICENCE		JOB INCURRED INJURY					
TO:	505		510		515		520		525		535		540		545		550		555		560		565					
6	REASON FOR SEPARATION		PAY PERIOD		TIME TO BE PAID (NEW)		TIME TO BE PAID (OLD)		PAY BASED		LUMP SUM TO BE PAID		LUMP SUM EXTRA HOURS		LUMP SUM PAYMENT CODE		LUMP SUM UNIT		LUMP SUM SERIAL		SEPARATION EXPIRATION DATE		HOURS		FRIED MAINTENANCE PRST/FINAL DED			
TO:																												
7	TOTAL STATE SERVICE		INTERMITTENT DATES AND HOURS				SERVICE PAY PERIOD		REEMPLOYMENT LIST CLASS		LOG #		REEMPLOY LIST CLASS															
TO:	705		710				715		720		725		730		735		740											

- \*1 Required for additional position only.
- \*2 For an additional position - Key a 4 on the prompter screen only; leave blank on update screen. (Refer to PAM Section 10, page 10.11.1 - Item 450, for special keying instructions.)

- REQUIRED (MUST be completed)
- CONDITIONAL (MUST be completed when required by ITEM DEFINITION)
- ONE OR MORE REQUIRED (ONE or MORE of these items on this chart MUST be completed for a valid transaction)

# PAM

3.88.1 (Rev. 06/85)

LINES

# 8 - 9

ITEMS:

- 876 - Anniversary Date - Second Accelerated
  - 891 - Indeterminate Service Accumulation
  - 960 - Corrected Transaction Identifier
- 

LINE

# 10

REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Returning employee (no history on data base) when previous service was exempt only.
- 2 - Returning employee (no history on data base) when previous service was non-posted emergency only.
- 3 - Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency.

APPOINTMENT TRANSACTION CODE A35



# PAM

3.89.1 (Rev. 06/85)

## LINES **8 - 9** ITEMS:

- |  |   |
|--|---|
| 857 - Emergency Qualifying Time<br>(DELETE ONLY) | 886 - Class Title Variation Code<br>(DELETE ONLY) |
| 871 - Right of Return Designation                | 891 - Indeterminate Service<br>Accumulation       |
| 876 - Anniversary Date - Second<br>Accelerated   | 955 - Multiple Hourly Rate<br>(DELETE ONLY)       |
| 884 - License - Additional<br>(DELETE ONLY)      | 960 - Corrected Transaction<br>Identifier         |
- 

## LINE **10** REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency.

APPOINTMENT TRANSACTION CODE A35

# PAM

3.90 (Rev. 05/88)

# A35

CCC/ECOLOGY CORPS, EXEMPT

Use for current civil service or exempt employee who is receiving an exempt appointment.

## USE TURNAROUND PAR

												DOE SEQUENCE NUMBER <input type="text"/> OF <input type="text"/>					
												DTC DOCUMENT PROCESSING NUMBER <input type="text"/>					
1 TO	SOCIAL SECURITY #		EMPLOYEE LAST NAME			FIRST NAME AND MIDDLE INITIAL			POSITION NUMBER			DEPT. CODE	OR ID	COUNTY CODE	OTHER POSITION	BIRTH DATE	APPOINT DATE
2 TO	EFFECTIVE DATE AND HOURS			EMPLOYMENT HISTORY REMARKS			ESTABLISHED EARNINGS			NO 1	NO 2	NO 3	NO 4	NO 5	NO 6	NO 7	NO 8
3 TO	SEE ACTUAL RATE	SALARY PER	PAY FAC	BASED ON SALARY	PLUS SALARY	EXPIRATION DATE OF PLUS SALARY	ANNIVERSARY DATE	ALTERNATE RANGE	PAYROLL STATUS	SHIFT DIFF	SPECIAL PAY	WHS	PAY LETTER #	PAY LETTER EXPIRATION DATE			
4 TO	APPOINTMENT DATE	APPOINTMENT HOURS	CERT #	TYPE OF LIST OR EMP. STA.	PROBATIONARY PERIOD	MEP APPROVAL	SECT	ETHNIC ORIGIN	PROG. STATE SERVICE								
5 TO	SAFETY MEMBER	SUPPORTIVE BENEFITS	CLASS MEMBER	RETIREMENT RATE (IN)	EXEMPT AUTHORITY	DATA	NON-CITIZEN	MEDICAL CLEARANCE	FINGERPRINT	PROFESSIONAL LICENSE	TYPE	EXPIRATION DATE	CODE	JOB NUMBER	APPOINT DATE	WRITE ID DATE	
6 TO	LEAF SUM TO BE FAC	LEAF SUM TO BE FAC	PAY NAME	LEAF SUM TO BE FAC	LEAF SUM EXTRA HOURS	LEAF SUM PATIENT CODE	UNIT	SERIAL	SEPARATION EXPIRATION DATE	HOURS	APPOINT DATE	MONTH	SEC				
7 TO	STATE SERVICE			APPOINTMENT DATES AND HOURS			SERVICE PAY PERIOD	SPECIAL ALLOW	REEMPLOYMENT LIST CLASS	LOSS NO	REEMPLOYMENT ELIG						

- REQUIRED  
(MUST be completed)
- CONDITIONAL  
(MUST be completed when required by ITEM DEFINITION)
- ONE OR MORE REQUIRED  
(ONE or MORE of these items on this chart MUST be completed for a valid transaction)

# PAM

3.90.1 (Rev. 06/85)

LINES

# 8 - 9

ITEMS:

- |  |   |
|--|---|
| 857 - Emergency Qualifying Time                | 886 - Class Title Variation Code<br>(DELETE ONLY) |
| 869 - Reemployment List<br>Eligibility Date    | 891 - Indeterminate Service<br>Accumulation       |
| 871 - Right of Return Designation              | 892 - Last Day on Pay Status                      |
| 876 - Anniversary Date - Second<br>Accelerated | 955 - Multiple Hourly Rate<br>(DELETE ONLY)       |
| 884 - License - Additional<br>(DELETE ONLY)    | 960 - Corrected Transaction<br>Identifier         |

APPOINTMENT TRANSACTION CODE A35

LINE

# 10

REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Item 710 computations for daily rate employee.
- 2 - Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency.

# PAM

3.91 (Rev. 05/99)

# A35

## IMMEDIATE PAY APPOINTMENT\*1 CCC/ECOLOGY CORPS, EXEMPT

- 1) Use for exempt employee with no previous exempt or civil service; or
- 2) Use for returning exempt employee with previous exempt or civil service and **NO** history on data base; or
- 3) Use for exempt additional position when position is new to data base. (See \*2 and \*4.)

### USE PADDED PAR

USE PADDED PAR															005 SEQUENCE NUMBER <u>0</u> OF <u>0</u>														
010 DOCUMENT PROCESSING NUMBER <u>0</u>																													
1 TO:	SOCIAL SECURITY #		EMPLOYEE LAST NAME			FIRST NAME AND MIDDLE INITIAL			POSITION NUMBER			DEPT CODE	CB ID	COUNTY CODE	BIRTH DATE	ANNUL													
	105	110	111	120	121	122	123	124	125	126	127	128	130	135	140														
2 TO:	EFFECTIVE DATE AND HOURS		EMPLOYMENT HISTORY REMARKS			ESTABLISHED EMPHICES																							
	205	210	215	220	225	230	235	240	245	250	255	260	265	270	275	280													
3 TO:	SALARY PER		PAY PERIOD		BASED ON SALARY		PLUS SALARY		EXPIRATION DATE OF PLUS SALARY		ANNIVERSARY DATE		ALTERNATE RANGE		PAYROLL STATUS		SPECIAL PAY		PAY LETTER #		PAY LETTER EXPIRATION DATE								
	305	310	315	320	325	330	335	340	345	350	355	360	365	370	375	380	385	390	395	400	405	410							
4 TO:	TIME BASE		APPT. TERM		# MOES		APPOINTMENT EXPIRATION DATE		CERT. #		TYPE OF LIST ON EXAM STAT		PROBATIONARY PERIOD CODE		ENDING DATE		MCR APPROVAL CODE		FORM DATE		SEA		ETHNIC ORIGIN		PRIOR STATE SERVICE		DISABILITY CODE		
	425	430	435	440	445	450	455	460	465	470	475	480	485	490	495	500	505	510	515	520	525	530	535	540	545	550	555	560	
5 TO:	ACCOUNT CODE		SAFETY MEMBER		SURVIVORS BENEFITS		SS/HELD EMPLOYER		RETIREMENT PAYMENTS		EXEMPT AUTHORITY		DATH		NON-CITIZEN		MEDICAL CLEARANCE		FINGERPRINT		PROFESSIONAL LICENSE TYPE		EXPIRATION DATE		JOB INCURRED INJURY DATE		WCTD/ED DATE		
	505	510	515	520	525	530	535	540	545	550	555	560	565	570	575	580	585	590	595	600	605	610	615	620	625	630	635	640	
6 TO:	REASON FOR SEPARATION		PAY PERIOD		TIME TO BE PAID (NEW)		TIME TO BE PAID (OLD)		PAY PERIOD		LUMP SUM TO BE PAID		LUMP SUM EXTRA HOURS		LUMP SUM PAYMENT CODE		LUMP SUM UNIT		SEPARATION DATE		EXPIRATION DATE		HOURS		FRIED MAINTENANCE PERIOD/FINAL DED		MONTHLY DED		
	605	605	605	605	605	605	605	605	605	605	605	605	605	605	605	605	605	605	605	605	605	605	605	605	605	605	605	605	605
7 TO:	TOTAL STATE SERVICE HOURS		AS OF		INTERMITTENT DATES AND HOURS			SERVICE PAY PERIOD		REEMPLOYMENT LIST CLASS		REEMPLOYMENT LIST CLASS		REEMPLOYMENT LIST CLASS		REEMPLOYMENT LIST CLASS		REEMPLOYMENT LIST CLASS		REEMPLOYMENT LIST CLASS		REEMPLOYMENT LIST CLASS		REEMPLOYMENT LIST CLASS		REEMPLOYMENT LIST CLASS		REEMPLOYMENT LIST CLASS	
	705	710	715	720	725	730	735	740	745	750	755	760	765	770	775	780	785	790	795	800	805	810	815	820	825	830	835	840	845

- \*1 Refer to PAM Section 5 for documentation of an Immediate Pay Appointment.
- \*2 Required for additional position only.
- \*3 Time to be paid can be requested for a maximum of three pay periods. Refer to Items 605 and 606 for instructions.
- \*4 For an additional position - Key a 4 on the prompter screen only; leave blank on update screen. (Refer to PAM Section 10, page 10.11.1 - Item 450, for special keying instructions.)

- REQUIRED (MUST be completed)
- CONDITIONAL (MUST be completed when required by ITEM DEFINITION)
- ONE OR MORE REQUIRED (ONE or MORE of these items on this chart MUST be completed for a valid transaction)

# PAM

3.91.1 (Rev. 05/96)

## LINES **8 - 9** ITEMS:

- 876 - Anniversary Date - Second Accelerated
- 891 - Indeterminate Service Accumulation
- 960 - Corrected Transaction Identifier
- 999 - Deduction Information

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## LINE **10** REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Certain deductions or payments to be made from employee's final pay. (See PAM page 2.151.)
- 2 - Returning employee (no history on data base) when previous service was exempt only.
- 3 - Returning employee (no history on data base) when previous service was non-posted emergency only.

APPOINTMENT TRANSACTION CODE A35



3.92 (Rev. 05/08)

IMMEDIATE PAY APPOINTMENT \*1  
California Conservation Corps EXEMPT

# A35

- 1) Use for returning exempt employee with previous service as exempt or civil service and history is on data base; or
- 2) Use for exempt additional position when position history is on data base.

### USE TURNAROUND PAR

005 SEQUENCE NUMBER <input type="text"/> of <input type="text"/>																														
010 DOCUMENT PROCESSING NUMBER <input type="text"/>																														
1 TO:	SOCIAL SECURITY #		EMPLOYEE LAST NAME			FIRST NAME AND MIDDLE INITIAL			POSITION NUMBER		DEPT CODE		OR ID		COUNTY CODE		OTHER POSITION		BIRTH DATE		ASSIGN DATE									
2 TO:	EFFECTIVE DATE AND HOURS		EMPLOYMENT HISTORY REMARKS			AGENCY		CLASS		SERIAL		COUNTY CODE		OTHER POSITION		BIRTH DATE		ASSIGN DATE		HIRE POINT										
3 TO:	SEE TOTAL SALARY		SALARY PER		PAY PERIOD		BASED ON SALARY		PLUS SALARY		EXPIRATION DATE OF PLUS SALARY		ANNIVERSARY DATE		ALTERNATE RANCE		PAYROLL STATUS		S-1 DEF		SPECIAL PAY		HWG		PAY LETTER		PAY LETTER EXPIRATION DATE			
4 TO:	TAX BASE		APPT TENURE		# LOS		APPOINTMENT EXPIRATION DATE		HOURS		CERT #		TYPE OF LIST OR EXEMT STAT		PROBATIONARY PERIOD CODE		ENDING DATE		WORK APPROVAL CODE		FORM		DATE		SEX		ETHEL ORGN		INCH STATE SERVICE	
5 TO:	ACCOUNT CODE		SAFETY MEMBER		SURVIVORS BENEFITS		DUES MEMBER		RETIREABLE NAME (FN)		EXEMPT AUTHORITY		DATH		NON-CITIZEN		MEDICAL CLEARANCE		PHORPRINT		PROFESSIONAL LICENSE TYPE		EXPIRATION DATE		JOB INCLUDED INURY		HARRY DATE			
6 TO:	REASON FOR SEPARATION		PAY PERIOD		TIME TO BE PAID (NEW)		TIME TO BE PAID (OLD)		PAY PERIOD		LUMP SUM TO BE PAID		LUMP SUM EXTRA HOURS		LUMP SUM PAYMENT CODE		LUMP SUM		LUMP SUM		LUMP SUM		SEPARATION EXPIRATION DATE		FIXED MAINTENANCE		FIRST/PINAL DEC			
7 TO:	TOTAL STATE SERVICE		606 DAS		HOURS		HOURS		HOURS		HOURS		HOURS		HOURS		HOURS		HOURS		HOURS		HOURS		HOURS		HOURS			

- \*1 Refer to PAM Section 5 for documentation of an Immediate Pay Appointment.
- \*2 Not allowable for additional position.
- \*3 Time to be paid can be requested for a maximum of three pay periods. Refer to Items 605 and 606 for instructions.

- REQUIRED (MUST be completed)
- CONDITIONAL (MUST be completed when required by ITEM DEFINITION)
- ONE OR MORE REQUIRED (ONE or MORE of these items on this chart MUST be completed for a valid transaction)

# PAM

3.92.1 (Rev. 05/96)

**LINES 8 - 9 ITEMS:**

- |  |  |
|--|--|
| 876 - Anniversary Date - Second Accelerated    | 891 - Indeterminate Service Accumulation |
| 884 - License - Additional (DELETE ONLY)       | 955 - Multiple Hourly Rate (DELETE ONLY) |
| 886 - Class Title Variation Code (DELETE ONLY) | 960 - Corrected Transaction Identifier   |
|  | 999 - Deduction Information              |

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**LINE 10 REMARKS AND BACKUP INFORMATION:**

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on:

- 1 - Certain deductions or payments to be made from employee's final pay. (See PAM page 2.151.)
- 2 - Transactions requiring "Concurring Appointing Power Signature" when keyed by a decentralized agency.