3.200 (Rev. 11/04)

SEPARATION TRANSACTION CODES - REQUIRED/CONDITIONAL INDEX

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

	CODI	_	TITLE/DESCRIPTION	PAGE
	Resig	nations	5	
3	S01		Voluntary From any appointment. Also includes voluntary resignation while on leave of absence and separation of permanent intermittent employee who did not report to work after being requested to report three times or was in non-pay status for one year.	3.204
	S02	*	Layoff Situation or In Lieu of Involuntary Transfer	3.206
	S03	*	In Lieu of Military Leave	3.208
	S04	*	Failure to Meet Conditions of Employment	3.210
	S05	1 -	For employee moving to, from or between exempt positions when lump sum vacation is to be paid.	3.212
		2 - 3 -	For current PERS member moving to an exempt position covered under a different retirement system. For employee being appointed or employed by the Legislature (House or Legislative Committee).	
		4 - 5 -	For employee accepting CSU exempt appointment. Do not use for employee accepting employment with California Conservation Corps.	in the same
	S20	**	Voluntary under Unfavorable Circumstances - Pursuant to a stipulated agreement resulting from an appeals process. This code should be used only in those cases where the employee has entered into a stipulated agreement (approved by the State Personnel Board) with the appointing power to voluntarily resign "with fault".	3.214
	S21	*	AWOL - Automatic resignation as a result of an absence without approved leave for five consecutive working days.	3.216
	Termi S30		Without Fault yoff Situation (Reduction in Force)	3.218

^{*} For separation of Civil Service employee only.

^{**} For actions occurring after 02/02/89.

3.201 (Rev. 11/05)

SEPARATION TRANSACTION CODES - REQUIRED/CONDITIONAL INDEX (Cont.)

	a constant of	
COD	E TITLE/DESCRIPTION	PAGE
S31	1 - No Layoff Situation Includes termination of TAU, LT, Emergency, Exempt and Retired Annuitant appointments, or for CEA who does not wish to exercise right of return.	3.220
	*** 2 - Termination From Immediate Pay Appointment	3.221.1
S32	* Medical Reasons	3.222
S33	* Displacement When employee is separated because another employee exercised his/her right of return. Becomes effective after reemployment list eligibility expires (after 5 years).	3.224
	 For separation of Civil Service employee only. *** Formerly "One Document Method" Appointment. 	
Term S40	nination With Fault (No Layoff Situation) Includes termination of TAU, LT, Emergency, CEA, Exempt and Retired Annuitant appointments.	3.226
S41	* Dismissal	3.228
Leav S49	re of Absence Non-industrial Disability Insurance Leave	3.230
S50	Regular or State Disability Insurance Leave	3.232
S51	Military - Short Term	3.234
S52	Military - Long Term	3.236
S53	Military - Emergency	3.238
S54	Temporary - 30 days or less under DPA Regulation 599.781 (Only when effective immediately after an S49 Transaction.)	3.240
S55	*Special - Technical Cooperation Program, Peace Corps, VISTA (Per G.C. 19991.2 Veterans Education (Per G.C. 19991.9); Civilian War Work, U.S. Merchant Marine, Full Time Duty with American Red Cross, Military Substitution Service (Per G.C. 19991.8).	3.242
S56	*Special -	3.244

Job Incurred Injury or Illness

3.202 (Rev. 11/04)

SEPARATION TRANSACTION CODES - REQUIRED/CONDITIONAL INDEX (Cont.)

CODE	TITLE/DESCRIPTION	PAGE
Temp	porarily Off Payroll	
S57	1 - Pending Investigation of Injury or Illness.2 - Involuntary Leave Pending Disability Retirement	3.246
*	* For separation of Civil Service employee only. 3.203 (Rev. 02/92)	
Retire	ement	
S70	Service - Voluntary or Compulsory	3.248
S71	Disability	3.250
Other		200
S80	* Termination - Illegal Appointment (Per G.C. 19257 or G.C. 19257.5 – Initiated by Personnel Operations only.)	3.252
S85	* Adverse Suspension	3.254
S90	* Rejection During Probationary Period	3.256
S95	Death	3.258
S99	Cancellation of Appointment	3.260

^{*} For separation of civil service employee only.



3.204 (Rev. 05/88)

S01

RESIGNATION WITHOUT FAULT VOLUNTARY

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- *1 Items 725 740 cannot have an entry when reporting separation of exempt employee.
- *2 Optional when reporting separation of exempt employee.
- *3 Required when employee's work schedule is other than normal (i.e., 4-10-40 or 1/2 Time = 8 hours a day for 2 weeks per month).
- 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
 872 Salary Increase Certification
 873* Lump Sum Payment Deferral
 957 Other Eligibility Substantiation
 958 Separation Time To Be Paid Substantiation
 960 Corrected Transaction Identifier
 962* Separation Pay At Alternate Salary Rate
 999 Deduction Information
- 952** Case No. and Date of Action
- * Refer to PAM Section 5.76 for documentation instructions.
- ** Items 869, 952 and 962 cannot have an entry when reporting separation for an exempt employee.

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 S01 resignation while on leave of absence.



3.206 (Rev. 11/96)

S02

RESIGNATION WITHOUT FAULT
LAYOFF SITUATION OR IN LIEU OF
INVOLUNTARY TRANSFER

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SEPARATION TRANSACTION CODES - REQUIRED/CONDITIONAL INDEX

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

COD	E	TITLE/DESCRIPTION	PAGE
Resig	gnation	S	d d
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S02	*	Layoff Situation or In Lieu of Involuntary Transfer	3.206
S03	*	In Lieu of Military Leave	3.208
S04	*	Failure to Meet Conditions of Employment	3.210
S05	1 - 2 - 3 -	For employee moving to, from or between exempt positions when lump sum vacation is to be paid. For current PERS member moving to an exempt position covered under a different retirement system. For employee being appointed or employed by the Legislature	3.212
	4 - 5 -	(House or Legislative Committee). For employee accepting CSU exempt appointment. Do not use for employee accepting employment with California Conservation Corps.	2
S20	**	Voluntary under Unfavorable Circumstances - Pursuant to a stipulated agreement resulting from an appeals process. This code should be used only in those cases where the employee has entered into a stipulated agreement (approved by the State Personnel Board) with the appointing power to voluntarily resign "with fault".	3.214
S21	*	AWOL - Automatic resignation as a result of an absence without approved leave for five consecutive working days.	3.216
Termi S30		Without Fault yoff Situation (Reduction in Force)	3.218

^{*} For separation of Civil Service employee only.

^{**} For actions occurring after 02/02/89.

3.201 (Rev. 11/05)

SEPARATION TRANSACTION CODES - REQUIRED/CONDITIONAL INDEX (Cont.)

COD	E TITLE/DESCRIPTION	PAGE
S31	1 - No Layoff Situation Includes termination of TAU, LT, Emergency, Exempt and Retired Annuitant appointments, or for CEA who does not wish to exercise right of return.	3.220
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S33	* Displacement When employee is separated because another employee exercised his/her right of return. Becomes effective after reemployment list eligibility expires (after 5 years).	3.224
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S41	* Dismissal	3.228
70.50	e of Absence	2.000
S49	Non-industrial Disability Insurance Leave	3.230
S50	Regular or State Disability Insurance Leave	3.232
S51	Military - Short Term	3.234
S52	Military - Long Term	3.236
S53	Military - Emergency	3.238
S54	Temporary - 30 days or less under DPA Regulation 599.781 (Only when effective immediately after an S49 Transaction.)	3.240
S55	*Special - Technical Cooperation Program, Peace Corps, VISTA (Per G.C. 1999) Veterans Education (Per G.C. 19991.9); Civilian War Work, U.S. Merchant Marine, Full Time Duty with American Red Cross, Military Substitution Service (Per G.C. 19991.8).	3.242 1.2);
S56	*Special - Job Incurred Injury or Illness	3.244

3.202 (Rev. 11/04)

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Other		2/4
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S85	* Adverse Suspension	3.254
S90	* Rejection During Probationary Period	3.256
S95	Death	3.258
S99	Cancellation of Appointment	3.260

^{*} For separation of civil service employee only.



3.204 (Rev. 05/88)

S01

RESIGNATION WITHOUT FAULT VOLUNTARY

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		ă								010	DOCUMENT P	HOCESSING NUMBER	0
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- *1 Items 725 740 cannot have an entry when reporting separation of exempt employee.
- *2 Optional when reporting separation of exempt employee.
- *3 Required when employee's work schedule is other than normal (i.e., 4-10-40 or 1/2 Time = 8 hours a day for 2 weeks per month).
- REQUIRED (MUST be completed)
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LINES 8-9 ITEMS:

- 857 Emergency Qualifying Time
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 875 Other Eligibility Substantiation
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 977* Lump Sum Payment Deferral
 999 Deduction Information
- 952** Case No. and Date of Action
- * Refer to PAM Section 5.76 for documentation instructions.
- ** Items 869, 952 and 962 cannot have an entry when reporting separation for an exempt employee.

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 S01 resignation while on leave of absence.



3.206 (Rev. 11/96)

S02

RESIGNATION WITHOUT FAULT
LAYOFF SITUATION OR IN LIEU OF
INVOLUNTARY TRANSFER

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LINES 8-9 ITEMS:

- 869* Reemployment List Eligibility
 Date
- 958 Separation Time To Be Paid Substantiation
- 872 Salary Increase Certification
- 960 Corrected Transaction Identifier
- 877* Lump Sum Payment Deferral
- 962* Separation Pay At Alternate Salary Rate
- 952 Case No. and Date of Action
- 999 Deduction Information
- *Refer to PAM Section 5.76 for documentation instructions

LINE 10 REMARKS AND BACKUP INFORMATION:

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

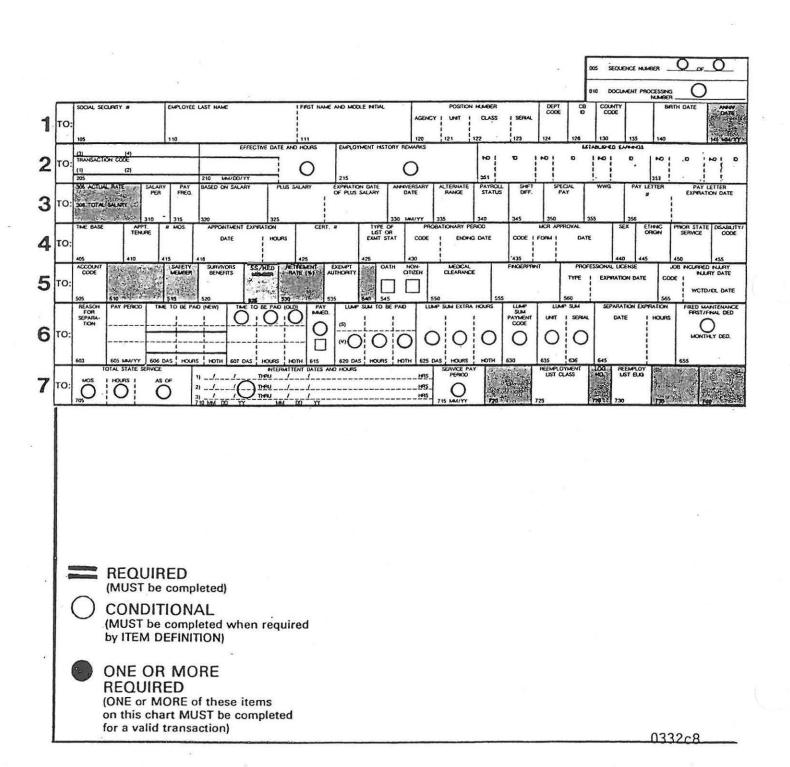
 1 - Certain deductions or payments to be made from employee's final pay. (See PAM page 2.151.)



3.208 (Rev. 02/95)

S03

RESIGNATION WITHOUT FAULT IN LIEU OF MILITARY LEAVE



SEPARATION TRANSACTION CODE S03

872 - Salary Increase Certification

960 - Corrected Transaction Identifier

877* - Lump Sum Payment Deferral

962* - Separation Pay At Alternate Salary

Rate

952 - Case No. and Date of Action

999 - Deduction Information

958 - Separation Time To Be Paid Substantiation

Refer to PAM section 5.76 for documentation instructions

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.)

2-503



3.210 (Rev. 02/95)

S04

RESIGNATION WITHOUT FAULT FAILURE TO MEET CONDITIONS OF EMPLOYMENT

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(Rev. 09/03)

LINES 8-9 ITEMS:

872 - Salary Increase Certification

960 - Corrected Transaction Identifier

877* - Lump Sum Payment Deferral

962 - Separation Pay At Alternate Salary

Rate

952 - Case No. and Date of Action

999 - Deduction Information

958 – Separation Time To Be Paid Substantiation

* Refer to Section 5.76 for documentation instructions.

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 - \$04



3.212 (Rev. 02/95)

S05

RESIGNATION WITHOUT FAULT

- Use for employee moving to exempt position or from exempt position to civil service and lump sum vacation is to be paid*1 (this occurs when vacation accrual rate is higher in losing position than in gaining
- position); or
 2) Use for current PERS Member moving to exempt position covered under a
- different retirement system; or
 Use for employee being appointed or employed by the Legislature (House or
 Legislative Committees). These Legislative employees are not paid under
 the Uniform State Payroll System; or
- Use for employee accepting a CSU Exempt Appointment; or DO NOT USE for employee accepting employment with California Conservation Corps. (CCC) (Use other appropriate separation code).

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5	TO:	ACCOUNT CODE	SAFETY SURVIVORS MEMBER BENEFITS 516 \$20	ART ART OF	EXEMPT OATH NO CITU	NEDICAL CLEARANCE	FINGERPHINT		NAL LICENSE JA LIPPRATION DATE COO 565	OB NOUPRED NURY .
6	TO:	REASON FOR PAY PERSON TIMESPARA-TION		AS HOURS HOTH 615	(5) C O. 620 DAS HOURS HOTH	O O G	SUM	O O	DATE HOURS	FOED MANTENANCE PRIST/FRAIL DED MONTHLY DED.
7	TO:	TOTAL STATE SERVICE	0° 10 -// 20 -// 31 710 MM DO YO	THRU / /	THE RESERVE OF THE PERSON NAMED IN COLUMN 1	HRS SERVICE PAY PERIOD HRS O TIS MAN/YY	Late programme RE	EMPLOYMENT LOST CLASS	LET ELE	

When no lump sum vacation is to be paid, see page 5.40.



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)

(Rev. 09/03)

LINES 8-9 ITEMS:

871 -Right of Return Designation (REQUIRED)

872 - Salary Increase Certification

877* - Lump Sun Payment Deferral

958 - Separation Time To Be Paid Substantiation

960 - Corrected Transaction Identifier

962* - Separation Pay At Alternate Salary Rate

952 - Case No. and Date of Action

999 - Deduction Information

* Refer to PAM Section 5.76 for documentation instructions.

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.)



3.214 (Rev. 02/95)

S20

VOLUNTARY RESIGNATION UNDER UNFAVORABLE CIRCUMSTANCES PURSUANT TO A STIPULATED AGREEMENT FROM AN APPEALS PROCESS*

		agre	eemen	t (appro	ved by th	ee has en ne State	Perso	nnel	Boar	rd) w	ri th	000	s secue	OKCE HUMBS	эя _C)	0
		the	appo	inting p	ower to v	voluntari	ly re	sign	"wit	th fa	ult'		0 DOCU	MEHT PROC	ESSING LIMBER	0	
1	ro:	SOCIAL SECURITY #	EMPLOYEE	AST NAME	I FRST HAVE	MO MOCLE NTW.	AGENCY	UNT	CLASS	I SERIAL	DEPT CODE	C8 ID	COUNTY		BIRTH	MTE	DATE
2	го:	105 (3) (4) TRANSACTION CODE (1) (2) 205	110	EFFECTN 210 MAI/DO/YY	E DATE AND HOURS	EMPLOYMENT HISTOR	PELLURICS	121	NO !	0	0 1 0	CO 11000	USHED EAR	135 NHOS D N	1	100	H P
3	ro:	308 ACTUAL BALLEY 200 TOTAL BALLEY 310		BASED ON SALARY	ALUS SALARY	OF PLUS SALARY	Carlo Company	ALTERNATE RANGE	PAYAOU STATUS	SHE'T DEF	PAY 250	355		PAY LET	TEA	PAY LE EXPRATE	
1	го:	TAME BASE APPT TENAPRE	# MOS	APPOINTMENT EXPIRA DATE	HOURS 425	TYPE OF LIST OR EXACT STAT	5,279,93	BATIONARY PE	G DATE	COOE ! !	HCR APPRO	DATE	55	X ETH OF		OR STATE ERVICE	DISABILITY CODE
5	ro:	ACCOUNT CODE	LAFETY MEMBER	SURVIVORS ESS BENEFITS EMP	ED RETREASA	EXEMPS OATH	NON- CITIZEN	MEDICAL CLEARWING	555	FINGERPRIN	- 1	TYPE	EXPRATE	100			
3	ro:	FOR SEPARA- TION	DAS HOURS		O O PATH	(S) OAS HOURS	O C	P SUM EXTRA	0	PAYMENT COOK	U.F.	SERVAL O	SEPARA DAT	TION EXPIRA	ATION HOURS	FRST/FE)
7	0:	TOTAL STATE SERVICE	ő) _//P	NIEDWITENT DATES A RU / / RU / / RU / / MY DO YY		HAS HAS	SERVICE PA PERIOD 715 MALTY	the same of the sa		REEMPLOYN LIST CLA	AEMT .	LOG . RE	EMPLOY ST ELIG	736	740	

*For actions occuring after 02/02/89.

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)

0332c15

LINES 8-9 ITEMS:

857 - Emergency Qualify Time

960 - Corrected Transaction Identifier

877* - Lump Sum Payment Deferral

962 - Separation Pay At Alternate Salary Rate

952 - Case No. and Date of Action

999 - Deduction Information

958 – Separation Time To Be Paid Substantiation

* Refer to PAM section 5.76 for documentation instructions.

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 S20 for civil service employee.



3.216 (Rev. 02/95)

S21

AWOL - AUTOMATIC RESIGNATION AS A RESULT OF AN ABSENCE WITHOUT APPROVED LEAVE FOR FIVE CONSECUTIVE WORKING DAYS

								*				Γ	005 , SEOL	BHCE HAM	BER() _~	0
										27			010 COC	JAJENT PRO	CESSING NAMBER	0	
1	то:	SOCIAL SECURITY #	EMPLOYEE LAS	T HAVE	FRST HAM	E AND MIDDLE INTIVIL	AGEN		CLASS	SERAL	DEPT CODE	8	COUNTY		ri Pie	1 DATE	DATE
2	то:	(3) (4) TRANSACTION CODE (1) (2)	21		E DATE AND HOURS	EMPLOYMENT HISTO	_	1121	NO !			EST/	NO !	•	140 NO 1	0 100	148 ##**
3		308 ACTUAL BATE SALAR PER 2005 TOTAL BALARY	Y PAY BA	SED ON SALARY	Aus salahy	EXPRATION DATE OF PLUS SALARY	DATE .	ALTERNATE RANGE		SHIFT DIFF.	SPEC PA	Y	wwG	PAY LE			ETTER ON DATE
1	TO:	TIME BASE APPT TEMARE		APPOINTMENT EXPRU			ye per	OBATIONARY P	The second second		MCR APPE		t	Ex E	RIGH	RIOR STATE SERVICE	OSABLIT CODE
5	то:	ACCOUNT COO€	The second second second	SLAVIVORS BENEFITS	HED ACTIVE (%)	EXEMPT OA MUTHOFETY 535 640 545	CITUZEN	MEDICAL CLEARAN	CE 555	FINGERFRIN		PROF TYPE	ESSIONAL LI	Name and Address of the Owner, where	The second name of	B NOURRED NUM	The same of the sa
6	TO:	Commence of the Commence of th	E TO BE PAD IN	ewi The TO	O O C	(S)	0	SUM EXTR	O	SAM PAYMENT COOK	LLBAF	52AU		TE	HOURS	MONTH	NTENWICE PAL DED CY DED
7	TO:	TOTAL STATE SERVICE		·//	HOURS HOTH 615 HIERARTIENT DATES /		HPS.	SERVICE P PERIOD	AY Table	6 1 V	REEMPLOY LIST CL	MENT	LOG P	EELIPLOY	- Life		

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)

(Rev. 09/03)

LINES 8-9 ITEMS:

877* - Lump Sum Payment Deferral | 960 - Corrected Transaction Identifier

952 - Case No. and Date of Action 962 - Separation Pay At Alternate Salary Rate

958 – Separation Time To Be Paid 999 - Deduction Information Substantiation

Refer to PAM Section 5.76 for documentation instructions.

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 - S21



3.218 (Rev. 11/96)

S30

TERMINATION WITHOUT FAULT
LAYOFF SITUATION
(REDUCTION IN FORCE)

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											005 SEQUE	DICE NUMBER .	0 ~	0
											010 DOCU	MENT PROCESSIN)
1	то:	SOCIAL SECURITY #	EMPLOYEE LAS	T NACE		AND MODLE PATIAL	AGENCY I UNIT	CZASS	SERVL	ert cs ooe o		8	STAD HTP	
2	TO:	105 (1) (4) TRANSACTION CODE (1) (2) 205	110	EFFECTIVE OF SHAPE OF	E DATE AND HOURS	EMPLOYMENT HISTOR	NAME AND ADDRESS OF TAXABLE PARTY.	NO 1	0 1 NO	-	ABLESTED EAR	135 140 PerGS	0 18	SE MACO
3		SALAN PER SALAN PER SALAN SALA		SED ON SALARY		EXPERATION DATE OF PLUS SALARY	DATE RANGE	TE PAYAOLL	DFF.	SPECIAL PAY	WWG .	PAY LETTER		LETTER YOU DATE
1	то:	THE BASE APPT TEMPRE		APPOINTMENT EXPIRA DATE I	Andrew Control of the last of	TYPE OF LIST OR EXACT STA	PROBATIONAR	Y PERIOD IONG DATE		APPROVAL	Sé	ETHNC ORIGH	PRIOR STATE SERVICE	COOK
5	то:	ACCOUNT CODE	MATERY MEMBER 618 52	SURVIVORS SS/H BENEFITS MESON	ED RETRESENT. E	THORETY CATE	CITUZEN CLEAR	CAL ANCE	FINGERPRINT	PRO TYPE	FESSONAL LIC	TOTAL SECTION	ODE WCTD	
6	TO:	REASON PAY PERIOD TIMES FOR TON TON	TO BE PAO IN	(W) (146 10 B		ILLIAP SUM TO BE	O O	O	SUM PAYMENT CCOSE	17 SERV) DAT	TION EXPRATION	S FORED MA	THE DED
7	то:	10TAL STATE SERVICE	or 1) -				HOTH 625 DAS HOU SERVICE HRS PERS HRS 715 MM/)	43 302	conent or class	- NO. L	EMPLOY ST ELIS	555	

*1 Items 725 & 730 are required for civil service 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)

SEPARATION TRANSACTION CODE S30

869 - Reemployment List Eligibility

960 - Corrected Transaction Identifier

Date

872 - Salary Increase Certification

962 - Separation Pay At Alternate Salary

Rate

877* - Lump Sum Payment Deferral

999 - Deduction Information

952 - Case No. and Date of Action

958 - Separation Time To Be Paid Substantiation

Refer to PAM Section 5.76 for documentation instructions.

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.)



3.220 (Rev. 05/04)

S31

TERMINATION WITHOUT FAULT NO LAYOFF SITUATION

											31	000	s seque	INCE HUMB	ER _() _{of}	0
			140		×					34		01	o bocus	MENT PROC	ESSING REBINUL	0	
1	TO:	SOCIAL SECURITY #	EMPLOYEE	LAST NAME	FIRST NAM	AND MODLE NITIAL	AGENCY	POSITION	CLASS	I SERVAL	CODE	CB ID	COUNTY		BIRTH	DATE	Ass. Ass.
		105	110	EFFECT	VE DATE AND HOURS	EMPLOYMENT HISTO	120 RY REMARKS	121 1	22	123	124	126 E&TA	130 8LD-€0 EA	135	140		45 GRATY
2	TO:	(4) TRANSACTION CODE (1) (2) 205		210 MH/00/YY	\Box 0	215	0		NO	0	ю !	0	ю	۰.	NO	.0	9 0
3		SOC ACTUAL PATE SALARY	PAY FREQ.	BASED ON SALARY	PLUS SALARY	EXPIRATION DATE OF PLUS SALARY	DATE DATE	ALTERNATE RANGE	PAYROLL STATUS	SHIFT DIFF.	SPEC PA		wwa	PAY LET		PAY LI EXPIRATE	
4	TO:	TIME BASE APPT. TENAFE	# MOS.	APPOINTMENT EXPIRA DATE			PRO	ATIONARY PER	OOLE	CODE	MCR APPE		SE	X ETH		SERVICE	DISABILITY/ CODE
5	TO:	ACCOUNT COD€	SAFETY: MEANINE	SURVIVORS (\$\$)	een en se	EXEMPT OAT		MEDICAL CLEARANCE	555	FINGERPRI		PROFES TYPE	SKINAL LICE EXPINATE	ENSE		NCURRED INJUR	
6	то:	FOR SEPANA. TION	E TO BE PAI	(NEW) THE TO	O O O	(S) (V) (O)	PAG LUM	P SUM EXTRA	2000000	SUM PAYMENT COOK	2011	SERVAL O	SEPARAT DATI	E	ATION HOURS	PRST/PI	NTEHANCE NAL DED) LY DED.
7	то:	603 605 MANTY 606 C	5	0	HOURS HOTH 61S INTERNATION DATES A HRU / / HRU / / HRU / / HRU / / MM DD YY	620 DAS HOURS	HAS HAS	SERVICE PAY PERIOD 715 MM/YY		630	REEMPLOY LIST CL	ASS		EMPLOY	778	655	

REQUIRED
(MUST be completed)

(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

960 - Corrected Transaction Identifier

872 - Salary Increase Certification

962 - Separation Pay At Alternate Salary

Rate

877* - Lump Sum Payment Deferral

999 - Deduction Information

952 - Case No. and Date of Action

958 – Separation Time To Be Paid Substantiation

* Refer to PAM Section 5.76 for documentation instructions.

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.)



3.221.1 (Rev. 02/95)

S31

on this chart MUST be completed

for a valid transaction)

TERMINATION WITHOUT FAULT FROM IMMEDIATE PAY APPOINTMENT

0332c23

				005 SEQUENCE NUMBER O OF O
		30		010 DOCUMENT PROCESSING NUMBER
		SOCIAL SECURITY IN EMPLOYEE LAST NAME I FRIST NAME AN	O MODLE NTIVL POSITION NUMBER DEPT CO AGENCY 1 1.WT 1 CLASS 1 SERVL	COUNTY OTHER SHITH DATE DATE
1	TO:	1 !		
	-	105 110 111 (3) (4) EFFECTIVE DATE AND HOURS E		ETABLED EARTHOUS
2	TO:	(1) (2)	O 51 0	HO 0 HO 0 HO 0
3	TO	PER FREQ. OF	PRIATION DATE ANNIVERSARY ALTERNATE PAYROLL SHIFT SPECIAL PAY DATE RANGE STATUS DEF. PAY	WWG PAY LETTER PAY LETTER EXPRATION DATE
3	10.	300 TOTAL SALVEY. 310 315 320 325	330 MAYYY 335 340 345 350	355 356
4	TO:	TAKE BASE APPT, IF MOS. APPONITION CERT. IF HOURS	TYPE OF PROBATIONARY PERCO MCR APPROVAL LET OR EXAT STAT CODE I ENDING DATE CODE I FORM I	DATE SEX ETHNC PROA STATE SERVICE
7		405 410 415 416 425	426 430 435 HEDCAL FINCERPRINT PRO	HAD 445 450 455 TESSIONAL LICENSE JOB INCLINARD INLINAY
5	TO:	The state of the s	MPT OATH NON MEDCAL FINGERPRINT PRO CITIZEN CLEARANCE TYPE	PESSIONAL LICENSE JOB INCURRED NURY DATE EXPRATION DATE CODE WCTD/DL DATE
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6	TO:	 *2 	9	MONTHLY DED
	Н	TOTAL STATE SERVICE NTERMITTENT DATES AND H		LOO REEMPLOY
7	то:	NOS HOURS AS OF 22 / O INFU	UST CLASS LEST CLASS LEST CLASS LEST CLASS LEST CLASS 1	728 6 730 735 740
		*1 The effective date must be th	ne date shown in Item 416 on th	ne "Immediate
		Pay Appointment".		
		*2 Entry in Item 606 must be "NO	1811	
		"Z Litery In Item 600 must be No	JN .	
				36
		9.		
	20	REQUIRED	LINES	ITEMS:
		(MUST be completed) ,		
	1	CONDITIONAL		
		(MUST be completed when required by ITEM DEFINITION)	857 - Emergency Qual	
			960 - Corrected Tran	
		ONE OR MORE	Identifier	
		REQUIRED	1 -	



3.222 (Rev. 02/95)

S32

TERMINATION WITHOUT FAULT MEDICAL REASONS

0332c24

							005 30	QUENCE NUMBER	, 0
		•					010 00	COMENT PROCESSING ()
4		SOON SECURITY # EMPLOYEE	LAST NAME	I FRST NAME AND MODILE IN	AGENCY I UNT	ION HUMBER	COOE C CO	BIRTH DATE	Access to the second
1	TO:	105		1111	120 121	122 123	124 126 130	135 140	16 10000
2	TO:	TRANSLETION CODE	EFFECTIVE DATE A	_	HISTORY REMAKS	HO ! 10	HD D HD	0 100 0	: +0 : 0
~		(1) (2) 205 308 ACTUAL HATE SALARY PAY	216 MM/00/YY	O 215	O	351	T SPECIAL T WAG	25.2	
3	TO:	SOS ACTUAL MATE SALARY PAY FRED	BASED ON SALARY PLUS	OF PLUS SALAR	E ANNIVERSARY ALTERNA Y DATE RANGE	STATUS DIFF	SPECIAL WAS		ATION DATE
U		THE BASE APPT # MOS TEMPE	325 APPOINTMENT EXPRATION	CEAT # 1	330 MALITY 335 PE OF PHOBATIONARY	340 345 PERIOD	350 355 MOR APPROVAL	305 SE) ETHNE PRICE ST	ATE DEARS ITY
4	TO:	TENUFE	DATE HOURS	Exi	PO TS	110000000	FORM DATE	SE) ETHIC PRIOR ST OPION SERVIC	
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5	TO:	COOF	BENEFITS	RATE (%) AUTHORIT		-	1464 1 17541	ATION DATE COOK	THE PARTS
		505 610 918 REASON PAY PERIOD FACE TO BE PAU FOR SEPARA. 1104	520 THE TO BE PAD (0	S35 F40	SAS SSO	TAL HOLAS LLAG	SK	i set	LUNIFICACE 1 - France DED
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U			<u> </u>		2000		0:0		WITH Y DED
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7	TO:	Ö Ö Ö	Peu /			8 - 1 - XE	0	0	77
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		24				E.			
		DECLUSES.						191	
		REQUIRED (MUST be compl	eted)				*:		
	(CONDITION							
		(MUST be compl	eted when requi	red					
		by ITEM DEFINIT	ION)			100	*		
	(ONE OR MO	RE						
		REQUIRED							
		(ONE or MORE or on this chart MU		1					
		for a valid transa	ction)	•					

LINES 8-9 ITEMS:

869 - Reemployment List Eligibility

960 - Corrected Transaction Identifier

Date

872 - Salary Increase Certification

962 - Separation Pay At Alternate Salary

Rate

877* - Lump Sum Payment Deferral

999 - Deduction Information

952 - Case No. and Date of Action

958 – Separation Time To Be Paid Substantiation

* Refer to PAM Section 5.76 for documentation instructions.

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 - S32



3.224 (Rev. 02/95)

S33

TERMINATION WITHOUT FAULT DISPLACEMENT

								SEQUENCE NUMBER	00
		à	3					DOCUMENT PROCESSING	0
1	TO:		YEE LAST NAME	I FAST NAME AND MODLE	AGENCY UNIT	CIVEZ SEMAT	C00€ 0	OUNTY BR	TH DATE AND DATE
2	TO:	105 110 13) (4) TRANSACTION CODE (1) (2) 205	EFFECTIVE DATE A	O 215	I 120 121 1 IT HISTORY REMARKS	1	661ABU	0 135 140	.0 10
3	TO:	300 TOTAL BASKY	Y BASED ON SALARY PLUS	S SALARY EXPIRATION D. OF PLUS SAL		PAYROLL SHET STATUS DIFF.	SPECIAL WY PAY 350 355	PAY LETTER	PAY LETTER EXPIRATION DATE
4	TO:	TIME BASE APPT. # MOS. TEMPRE # MOS. 405 410 415	DATE HOURS	1	TYPE OF PROBATIONARY PER LIST OR CODE I ENOWING	1000	OR APPROVAL PEM 1 DATE	ORGIN	PRIOR STATE DISABLITY/ SERVICE CODE
5	TO:	ACCOUNT SAFET	ER BENEFITS SMEANANT ALL	ALTE (%) AUTHORITY	OATH NON- MEDICAL CLEARANCE	FINGERPRINT 555		REPRESE JOSE REPRESENTE COD	OB NOURRED NURY NURY DATE WCTD/IOL DATE
6	TO:	SEPARA- TION	PAO (NEW) THE TO BE PAO (O	O 0 9 1	O O O O	O O	UMP SIM S	EPARATION EXPIRATION DATE HOURS	FORED MANTENANCE FRIST/FRAL DED MONTHLY DED.
7	TO:	TOTAL STATE SERVICE MOS HOURS AS OF O O O O O O O O O O O O O O O O O O	1) _ / _ / _ THENU /	TTENT DATES AND HOURS	HOURS , HOTH 625 DAS , HOURS , HES SERVICE PAY PERFOO HES OTHER	PART PART TO PE	EEHPLOYMENT LOST CLASS MG.	REEMPLOY UST BLO	
			A COLUMN TO THE					370000	

REQUIRED (MUST be completed)

(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:

- 869 Reemployment List Eligibility
 Date

 958 Separation Time To Be Paid
 Substantiation

 960 Corrected Transaction Identifier

 962 Separation Pay At Alternate Salary
 Rate

 952 Case No. and Date of Action

 999 Deduction Information
- * Refer to PAM Section 5.76 for documentation instructions.

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.)



3.226 (Rev. 02/95)

S40

TERMINATION WITH FAULT NO LAYOFF SITUATION

								. 005 SE	OUENCE HUMBER _	0 ~ 0
			¥	\$				010 00	CUMENT PROCESSING	0
1	то:	SOCIAL SECURITY IF	EMPLOYEE LAST HAME	I FRST NAM	E AND MODLE INTIAL	POSITION NUME AGENCY UNIT CU	ASS SERVAL			Dane we sta
2	TO:	(1) (4) TRANSACTION CODE (1) (2) 205	210 144/0	EFFECTIVE DATE AND HOURS	EMPLOYMENT HISTORY RE	Annual Control of the		E 1 100	EANNOS	0 10 0
3	TO:	305 ACTIAN TATE: SULAR PER	Y PAY BASED ON SA	PLUS SALARY		ATE RANGE ST.	ROLL SHFT ATUS DIFF.	SPECIAL WWG PAY 0 355	PAY LETTER	PAY LETTER EXPRATION DATE
4	TO:	TIME BASE APPT. TEMURE 405 410	B MOS. APPOINTME DATE	NT EXPRATION CERT	LIST OR EXMT STAT	PROBATIONARY PERIOD CODE ENOING DATE		APPROVAL DATE	SEX ETHNIC PRO ORIGIN :	OR STATE DISABUTY. SERVICE CODE
5	то:	ACCOUNT COOE 505	SAFETY SURVIVORS BENEFITS	ATE (1)		ION- MEDICAL TIZEN CLEARANCE	FANGERPHANT 555	PROFESSIONAL TYPE EXPIR.		NCURRED NURY NURY DATE WCTD/DL DATE
6	TO:	FOR SEPARA- TXON			(5) (mO O C	O O C	PATIMENT UN) O	PATION EXPRATION DATE HOURS	FRED MANTENANCE FREST/FINAL DED MONTHLY DED.
7	то:	HOS HOURS AS	5 11 - 1 - 1	7 DAS HOUAS HOTH 615 INTERNATION TO DATES A THEU / / THEU / / THEU / / YY MAN DO YY	620 DAS HOURS HOT	HAS PERIOD	OFFICE OF REEM	636 645 PLOYMENT LOS, T CLASS HO	PEEMPLOY LIST BLIG	55

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)

0332c28

SEPARATION TRANSACTION CODE \$40

LINES 8-9 ITEMS:

857 - Emergency Qualifying Time

960 - Corrected Transaction Identifier

877* - Lump Sum Payment Deferral

962 - Separation Pay At Alternate Salary Rate

952 - Case No. and Date of Action

999 - Deduction Information

958 – Separation Time To Be Paid Substantiation

* Refer to PAM Section 5.76 for documentation instructions.

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 - \$40



S41

for a valid transaction)

TERMINATION DISMISSAL *1

				*				Γ	90 O O
								OUS SECUENCE NUM	
			-					010 DOCUMENT PRO	NUMBER
		SOONL SECURITY #	EMPLOYEE LAST HAVE	FRST HAVE AND MODLE IN	AGENCY I UN	STION NUMBER T I CLASS I SE	PAUL DEPT C	B COUNTY	BATH DATE AND CATE
	TO:			1				l l	
	-	105	110 EFFECT	; 111 VE DATE AND HOURS EMPLOYMENT	HSTORY REMARKS	122 123		130 135 STABLISHED EARNINGS	140 144 19471
	TO:	TRANSACTION COOR			\bigcirc	1 00	NO D	1001	0 0 0
		(1) (2) 205	\$10 PM/00/AA	215		351	11		52
	_:	SON ACTUAL PATE SALAR PER	FREO BASED ON SALARY	AUS SULVIY EXPATION DA	DATE RANK	STATUS	SHET SPECIAL DEF PAY	WWG PAYLE	TIER PAY LETTER EXPRATION DATE
	TO:	SOS TOTAL SALARY				l., l.,	e Paras		1
	-	THE BASE APPT TEMPE	N MOS APPONIMENT EXTE	ATION CERT. #	YPE OF PHOBATIONA		THE APPHOYAL	SEX EI	HNG PRIOR STATE DISABUT
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		*							92 121
			An employ	ee employed in 1	more than o	ne positi	on must	be separa	ted from all
			positions u	sing the S41 tra	nsaction. A	ppointing	powers	should co	oordinate the
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SEPARATION TRANSACTION CODE S

LINES 8-9 ITEMS:

- 874 Punitive Action and Rejection Substantiation (REQUIRED)
- 960 Corrected Transaction Identifier
- 877* Lump Sum Payment Deferral
- 962 Separation Pay At Alternate Salary Rate
- 952 Case No. and Date of Action
- 999 Deduction Information
- 958 Separation Time To Be Paid Substantiation
- * Refer to PAM Section 5.76 for documentation instructions.

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 Adverse Actions



3.230 (Rev. 11/97)

S49

LEAVE OF ABSENCE

NONINDUSTRIAL DISABILITY

INSURANCE LEAVE

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7	TO:	TOTAL STATE SERVICE	5		HOURS HOTH 615 MIERMITENT DATES ANHAU / / HRU / / HRU / / MRU / /		OTH 625 DAS HOURS HRS SERVICE P PERIOD HRS 715 MM/YY	AY DEC	RELIATIONAL LIST CLASS	NT [LOS] RE	EUPLOY ST EUR	655

- *1 First day on NDI benefits (date approved on DE 8500A by EDD). If employee is on payroll for a portion of the day due to sick leave, vacation, holiday or CTO credits, enter the number of hours on the payroll. If employee was off the payroll for the entire day, enter "BOB".
- *2 Do not complete if employee is paid by positive attendance (roll codes 3-8).
- *3 This item is required if employee is participating in the Annual Leave Program.

REQUIRED (MUST be completed)

CONDITIONAL
(MUST be completed when required by ITEM DEFINITION)



LINES 8 - 9 ITEMS:

892 - Last Day on Pay Status 960 - Corrected Transaction (REQUIRED) Identifier

952 - Case No. and Date of Action 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.)



3.232 (Rev. 11/05)

S50

LEAVE OF ABSENCE REGULAR OR STATE DISABILITY INSURANCE

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- *1 This item is conditional for exempt employees.
- *2 For consecutive S50 transactions refer to PAM pages 2.35 and 2.86.
- 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
 0595 2 2755 transaction)



LINES 8 - 9 ITEMS:

952 - Case No. and Date of Action 958 - Separation Time To Be Paid

Separation Time To Be Paid Substantiation

960 -

Corrected Transaction

Identifier

999

Deduction Information

LINE $\sqrt{}$

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 S50



3.234 (Rev. 05/88)

\$51

LEAVE OF ABSENCE MILITARY - SHORT TERM *1

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		*1 Refe	er to PTM	Section	480.		A)						79-30

REQUIRED (MUST be completed)

CONDITIONAL (MUST be completed when required by ITEM DEFINITION)



LINES 8 - 9 ITEMS:

865	-	Military Substantiation	960	-	Corrected Transaction
		(REQUIRED)			Identifier
871	_	Right of Return Designation	962	-0	Separation Pay At Alternate
W.		(REQUIRED FOR CIVIL			Salary Rate
		SERVICE EMPLOYEE ONLY)	964	-	Military Service Dates
952	-	Case No. and Date of Action	999	-	Deduction Information
958	-	Separation Time To Be Paid			
		Substantiation			

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 S51 granted for civil service employee.



3.236 (Rev. 05/88)

S52

LEAVE OF ABSENCE
MILITARY - LONG TERM *1

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*1 Refer to PTM Section 485.

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)

0332638

LINES 8-9 ITEMS:

- 865 Military Substantiation (REQUIRED)
- 960 Corrected Transaction Identifier
- 877* Lump Sum Payment Deferral
- 962 Separation Pay At Alternate Salary Rate
- 952 Case No. and Date of Action
- 999 Deduction Information
- 958 Separation Time To Be Paid Substantiation
- * Refer to PAM Section 5.76 for documentation instructions.

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 S52 granted for civil service employee.



3.238 (Rev. 02/95)

S53

LEAVE OF ABSENCE
MILITARY - EMERGENCY

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3	TO:	310 - 315 320 325	330 MM/YY 335	340 345 350	355 356
А		TIME BASE APPT. # MOS. APPOINTMENT EXPRATION CERT. TENURE DATE I HOURS	# TYPE OF PROBATIONARY PE		SEX ETHIC PRIOR STATE DSABUTY/ ORIGIN SERVICE CODE
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5	TO:	505 510 520 320 320 320	535 545 550	555 560	WCTD/OL DATE
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•		(MUST be completed)			
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		(MUST be completed when required by ITEM DEFINITION)			
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		ONE OR MORE			
		REQUIRED			
		(ONE or MORE of these items on this chart MUST be completed		*	
		for a valid transaction)			0332c40

LINES 8 - 9 ITEMS:

865	-	Military Substantiation	958		Separation Time To Be Paid
		(REQUIRED)			Substantiation
871	-	Right of Return Designation	960	-	Corrected Transaction
		(REQUIRED for Civil Service	*		Identifier
		Employee Only)	962	•	Separation Pay At Alternate
952	-	Case No. and Date of Action			Salary Rate
		the state of the s	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 S53 granted for civil service employee.



3.240 (Rev. 05/88)

S54

(MUST be completed)
CONDITIONAL

by ITEM DEFINITION)

ONE OR MORE REQUIRED

for a valid transaction)

(ONE or MORE of these items

on this chart MUST be completed

(MUST be completed when required

LEAVE OF ABSENCE *1

TEMPORARY - 30 DAYS OR LESS

UNDER DPA REGULATION 599,781

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0332c42

LINES

8 - 9

ITEMS:

958 - Separation Time To Be Paid

Substantiation

960 - Corrected Transaction

Identifier

962 - Separation Pay At Alternate

Salary Rate

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.)



\$55

LEAVE OF ABSENCE *
SPECIAL

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* PER G.C. 19991.2 - Technical Cooperation Program, Peace Corps, Vista

PER G.C. 19991.9 - Veterans Education

PER G.C. 19991.8 - Civilian War Work, U.S. Merchant Marine, Full Time Duty With American Red Cross, Military Substitution Service

REQUIRED (MUST be completed)

CONDITIONAL
(MUST be completed when required by ITEM DEFINITION)



LINES 8 - 9 ITEMS:

866 Leave of Absence 960 Corrected Transaction Substantiation, Special Identifier - Case No. and Date of Action Separation Pay At Alternate 952 962 Separation Time To Be Paid Salary Rate 958 Substantiation 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 S55

PAM

3.244 (Rev. 05/11)

S56

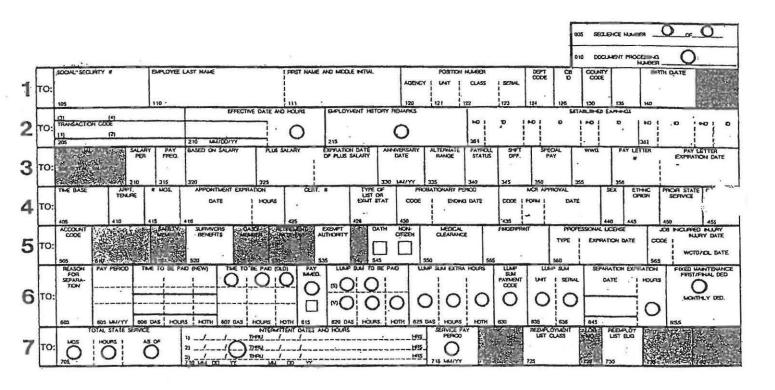
LEAVE OF ABSENCE *1

SPECIAL - JOB INCURRED

INJURY OR ILLNESS

(PER G.C. 19991.4)

OR PER LC 4656 (C) (1) or (2)



*1 Exempt employees are not eligible for this type of leave.

REQUIRED (MUST be completed)

CONDITIONAL
(MUST be completed when required by ITEM DEFINITION)

SEPARATION TRANSACTION CODE

LINES 8-9 ITEMS:

- 866 Leave of Absence Substantiation (REQUIRED)
- 960 Corrected Transaction Identifier
- 877* Lump Sum Payment Deferral
- 962 Separation Pay At Alternate Salary Rate
- 952 Case No. and Date of Action
- 999 Deduction Information
- 958 Separation Time To Be Paid Substantiation
- * Refer to PAM Section 5.76 for documentation instructions.

LINE 10 REMARKS AND BACKUP INFORMATION:

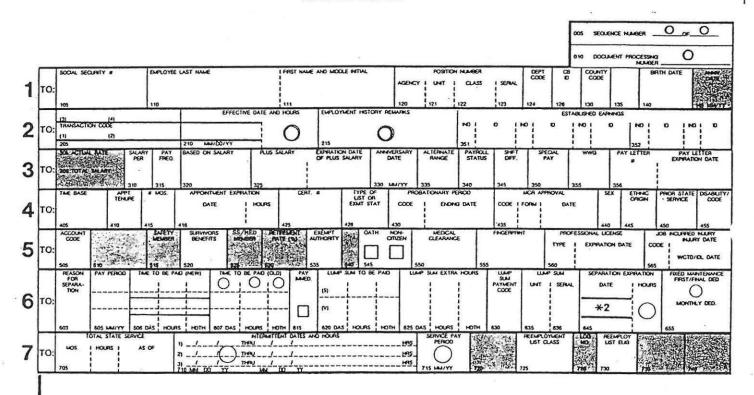
Refer to PAM pages 2.201 – 2.205 for specific substantiation required on:

- 1 Certain deductions or payments to be made from employee's final pay. (See PAM page 2.151.)
- 2 \$56

PAM 3.246 (Rev. 05/02)

S57

- 1. TEMPORARILY OFF PAYROLL PENDING
 INVESTIGATION OF INJURY OR ILLNESS * 1 OR
- 2. INVOLUNTARY LEAVE PENDING DISABILITY RETIREMENT



- * 1 DO NOT USE for Agricultural Associations or California Conservation Corps. (CCC) employees.
- *2 Item 645 Separation Expiration Date, cannot exceed one year from effective date in Item 210 (or cannot exceed appointment expiration date of a temporary employee).
- 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

3.247 (Rev. 05/02)

LINES 8-9 ITEMS:

- 957 Other Eligibility Substantiation
- 958 Separation Time To Be Paid Substantiation
- 960 Corrected Transaction Identifier
- 962 Separation Pay At Alternate Salary Rate
- 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.)

PAM

3.248 (Rev. 11/96)

S70

RETIREMENT *2

SERVICE - VOLUNTARY OR

COMPULSORY

						OCS SEQUENCE NUMBER	0_0
						010 DOCLMENT PROCESSING NUMBER	0
TO:	SOCIAL SECURITY #	EHPLOYEE LAST NAME	FRST NAME AND MODILE NATION	AGENCY UNT CLASS	SEPHAL COOSE (B COUNTY BR	DATE ASSAULT
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	G) (f)	EFFECTIVE	DATE AND HOURS EMPLOYMENT HISTORY I	EMAKS	E	ITABLISED EXAMINGS	
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то:	ACCOUNT COOE	LAPETY SURVIVORS SS/MI MEMORIAN BENEFITS MASAUM \$15 520 \$25		NON MEDICAL CITIZEN CLEARANCE	FINGERPRINT PR	FERNATION DATE COO	B NOLARED NURY DATE E WCTD/GL DATE
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- *1 If NDI benefits should be paid for the day of separation, the effective date of the S70 Transaction should be changed to the next day "BOB". IN ALL OTHER CASES the S70 Transaction must be effective at the close of business and there should be no entry in "HOURS".
- *2 S70 Transaction occurring after an S30, S32, or S33 Transaction is not required to be reported.

REQUIRED (MUST be completed)

(MUST be completed when required by ITEM DEFINITION)

SEPARATION TRANSACTION CODE S70

LINES 8-9 ITEMS:

872 - Salary Increase Certification
 875 - Separation Time To Be Paid Substantiation
 877* - Lump Sum Payment Deferral
 888 - Sick Leave At Retirement (REQUIRED)
 960 - Corrected Transaction Identifier
 962 - Separation Pay At Alternate Salary Rate

952 - Case No. and Date of Action 999 - Deduction Information

* Refer to PAM Section 5.76 for documentation instructions.

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.)

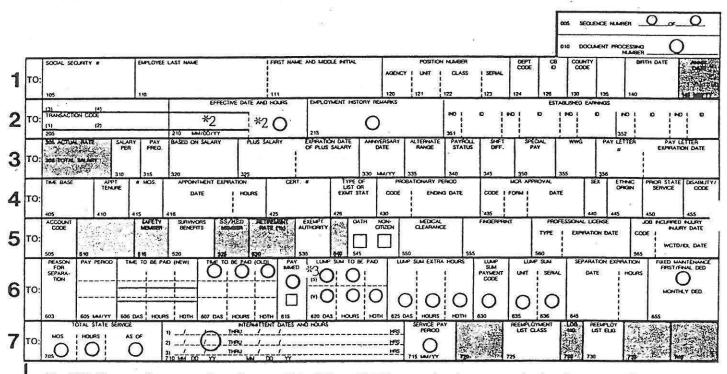


3.250 (Rev. 11/96)

S71

RETIREMENT

DISABILITY *1



- *1 S71 Transaction occurring after an S30, S32 or S33 Transaction is not required to be reported.
- *2 If NDI benefits should be paid for the day of separation, the effective date of the S71 Transaction should be changed to the next day "BOB". IN ALL OTHER CASES the S71 Transaction must be effective at the close of business and there should be no entry in Item 210 "HOURS".
- *3 Employee is entitled to lump sum sick leave payment if S71 Transaction is due to a WCTD/IDL injury/illness (G.C. 19991.4) and there is a sick leave balance.
- REQUIRED (MUST be completed)
- (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:

- 872 Salary Increase Certification
- 960 Corrected Transaction Identifier
- 877* Lump Sum Payment Deferral
- 962 Separation Pay At Alternate Salary Rate
- 888 Sick Leave At Retirement (REQUIRED)
- 999 Deduction Information
- 952 Case No. and Date of Action
- 958 Separation Time To Be Paid Substantiation
- * Refer to PAM Section 5.76 for documentation instructions.

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.)



3.252 (Rev. 11/96)

S80

OTHER SEPARATION *1

TERMINATION - ILLEGAL APPOINTMENT

(PER G.C. 19257 OR G.C. 19257.5)

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*1 This transaction is initiated by Personnel Operations after notification by SPB. The appointing power will be contacted for any additional information necessary to complete this transaction.

REQUIRED (MUST be completed)

CONDITIONAL
(MUST be completed when required by ITEM DEFINITION)

SEPARATION TRANSACTION CODE S80

LINES 8-9 ITEMS:

872 - Salary Increase Certification

960 - Corrected Transaction Identifier

877* - Lump Sum Payment Deferral

962 - Separation Pay At Alternate Salary Rate

958 – Separation Time To Be Paid Substantiation

999 - Deduction Information

* Refer to PAM Section 5.76 for documentation instructions.

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.)



3.254 (Rev. 11/96)

S85

OTHER SEPARATION ADVERSE SUSPENSION

SOCIAL SECURITY II	EMPLOYEE LAST NAME					010 DOC	DIAZZOORY THEMAD	\circ
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*1 Effective Date is considered "BOB" unless "Hours" are completed. "COB" must be entered when employee is suspended at close of business.



(MUST be completed when required by ITEM DEFINITION)

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 Adverse Actions



3.256 (Rev. 11/96)

S90

OTHER SEPARATION

REJECTION DURING

PROBATION PERIOD *1

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		S			i)	S#3				010 DOOL	DME23COPM THBM F3BMJM	0
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2	TO:	105 (3) [4] TRANSACTION CODE (1) (2) 205		EFFECTIVE 210 MAI/DD/YY	DATE AND HOURS	EMPLOYMENT HISTORY RE)	*C D		ESTAGLISHED EAR		D MO D
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4	TO:	toe *	# MOS		HOURS 429	EXACT STAT	PROBATIONARY PE CODE ENDIN		MCR APPROVA	DATE	OPIGIN	SERVICE CODE
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*1 See PAM Section 5 for information on documenting Decision of SPB After Appeal.



CONDITIONAL
(MUST be completed when required by ITEM DEFINITION)

- 871 Right of Return Designation
- 958 Separation Time To Be Paid Substantiation
- 872 Salary Increase Certification
- 960 Corrected Transaction Identifier
- 874 Adverse Action and Rejection Substantiation (REQUIRED)
- 962 Separation Pay At Alternate Salary Rate
- 877* Lump Sum Payment Deferral
- 999 Deduction Information
- 952 Case No. and Date of Action
- * Refer to PAM Section 5.76 for documentation instructions.

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.)

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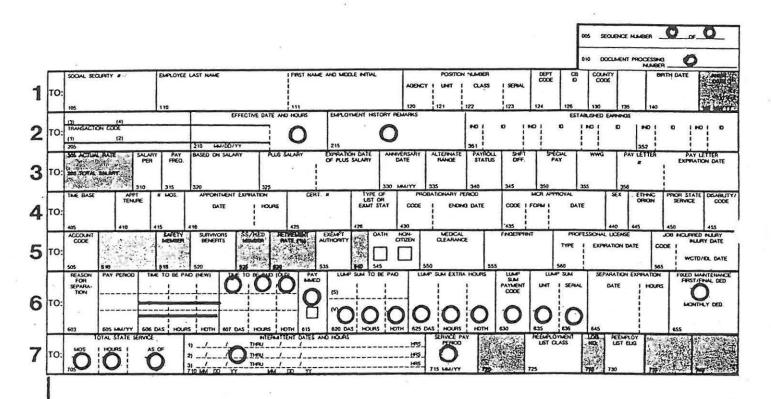
2 - Rejection during probation (S90).



3.258 (Rev. 08/98)

S95

OTHER SEPARATION DEATH '1, '2



- *1 For an employee employed in more than one position, appointing power(s) should coordinate the processing of separations from all positions.
- ^{*}2 Refer to PAM pages 5.102, 6.1, 6.8, 6.11, 8.8 and 10.16.1 for special instructions.
- (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

3.259 (Rev. 09/03)

LINES 8-9 ITEMS:

872 - Salary Increase Certification 960 - Corrected Transaction Identifier

877* Lump Sum Payment Deferral 962 - Separation Pay At Alternate Salary Rate

880 - Time of Death (REQUIRED) 999 - Deduction Information

958 - Separation Time to Be Paid Substantiation

* Refer to Pam Section 5.76 or documentation instructions.

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.) **S99**

CANCELLATION OF APPOINTMENT*

1 TO:	SOCIA SECURITY #	*2 210 MANDONY	I FRST NAME /	NO HOOLE NITUL EMPLOYMENT HISTORY RE		NAMBER CLASS SERV		010 DOC C8 COUNT D COOE 128 130	POSITION B	MITH DATE DATE
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\sim	SOR TOTAL SMART	FREG.		XPRATION DATE ANNI	ASURY ALTERNATE RANGE	PAYROLL SHE STATUS OF		ww6	PAY LETTER	PAY LETTER EXPRATION DATE
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7 TO:	MOS I HOURS I	AS OF 21	RAU RAU		195_ PERCO				usteuc	1000

REQUIRED (MUST be completed)

O CONDITIONAL

(MUST be completed when required by ITEM DEFINITION)

ONE OR MORE

REQUIRED

(ONE or MORE or these items on this chart MUST be completed for a valid

transaction)

- *1. The S99 Transaction is used to cancel an employees <u>ONLY</u> appointment to the data base or <u>ONLY</u> appointment to an additional position when:
 - a. the employee did not report to work; or
 - b. the employee was erroneously appointed.

NOTE: S99 is <u>not used</u> for an incorrect effective date (Refer to PAM 10.14 – 10.14.1 for voiding only appointment in history because effective date of appointment should be posted with an earlier or later effective date).

S99 is <u>not used</u> when social security number is keyed incorrectly (Refer to Pam 3.104 and 10.9 when error is discovered on the social security umber).

Refer to Section 9 when voiding an appointment for a Position that has existing history on the database.

- *2 This transaction must be effective the same date and hour(s) as the appointment being cancelled. If the appointment effective date "Hours" box is blank, "BOB" must be entered.
- *3 Entry must be "NON".

PAM

3.261 (Rev. 10/84)

LINES 8 - 9 ITEMS:

960 - Corrected Transaction Identifier

LINE 1

REMARKS AND BACKUP INFORMATION:

Refer to PAM pages 2.201 - 2.205 for specific substantiation required on: 1 - S99