

Civil Service

Assembly

Document Type	Processing Need
Assembly Documents	All Assembly personnel and payroll transaction requests for SCO processing

Benefits

Document Type	Processing Need
Benefits - CalFIRE Only MISC BU08	<p>BU 08 ONLY:</p> <ul style="list-style-type: none"> -Process benefits-related A/Rs, which may include payment type K, request for leave credit offset, or request for change of method collection -Continuation of benefits while on FMLA/CFRA and/or SDI/PFL -Leave credit offset: Use leave credits to satisfy an A/R -Notice (ding notice) sent back to the agency asking for correction on form
Benefits - New CalFIRE Only BU08	Establish STD. 692, STD. 701C, STD. 702, and STD. 701R
Benefits - Change CalFIRE Only BU08	Change STD. 692, STD. 701C, STD. 702, and STD. 701R
Benefits - Cancel CalFIRE Only BU08	Cancel for STD. 692, STD. 701C, STD. 702, and STD. 701R
Benefits - CalHR Benefits Division Only	<p>CALHR BENEFITS DIVISION ONLY:</p> <p>Secure transfer of forms from CalHR Benefits Division</p>
Benefits - CD88	Add, change, or delete benefits-related miscellaneous deduction
Benefits - Form PR250 (Ding Notice)	Notice (ding notice) sent back to the agency asking for correction on form
Benefits - STD. 674 Continuation of Benefits/FMLA/SDI	Establish A/Rs for the continuation of benefits while on FMLA/CFRA and/or SDI/PFL. Also use to establish A/Rs for benefits not deducted from Temporary Disability (TD) pay or NDI pay due to insufficient funds.
Benefits - STD. 674 A/R Benefits Accounts Receivable	Process miscellaneous benefits-related A/Rs which may not fall into other dropdown categories. Could include payment type K, request for leave credit offset, or request for change of method collection;

Document Type	Processing Need
Benefits - STD. 674 A/R Benefits Accounts Receivable Change Method of Collection	Process request for change of method collection for benefits-related A/Rs.
Benefits - STD. 674 A/R Leave Credit Offset	Use leave credits to satisfy an A/R
Benefits - STD. 692 Benefits (DRV)	Dental form - Dependent Re-Verification
Benefits - STD. 692 Dental Cancel	Cancel dental enrollment
Benefits - STD. 692 Dental Change	Change dental enrollment
Benefits - STD. 692 Dental CODE 40	New, Change, Cancel - CODE 40 permitting event
Benefits - STD. 692 Dental New	Establish dental enrollment
Benefits - STD. 692 Dental R06	New, Change, Cancel-R06 Bargaining Unit
Benefits - STD. 700 Basic Vision	Basic vision plan enrollment authorization
Benefits - CHP Dental BU05	BU05 Dental New, Change, Cancel
Benefits - STD. 692 Domestic Partner Dental	New, Change, Cancel for employees with domestic partner dependent(s)
Benefits - STD. 692 Dental PI	Establish, Change, or Cancel dental enrollment for Permanent Intermittent (PI) employees
Benefits - STD. 701C Flex Cancel	Cancel the FlexElect benefit attached to health and/or dental benefits
Benefits - STD. 701C Flex Change	Change the FlexElect benefit attached to health and/or dental benefits
Benefits - STD. 701C Flex New	Establish the FlexElect benefit attached to health and/or dental benefits
Benefits - STD. 701C Flex PI	Establish, change, or cancel the FlexElect benefit for Permanent Intermittent (PI) employees
Benefits - STD. 701R Flex Cancel	Cancel dependent care reimbursement or medical reimbursement
Benefits - STD. 701R Flex New	Establish dependent care reimbursement or medical reimbursement
Benefits - STD. 702 CoBen Cash Option	Establish, change, or cancel CoBen Cash

CS Audits

Document Type	Processing Need
CS Audits - Emergency Appointment PAR Package	Emergency appointment PAR package
CS Audits - PAR Package	PAR transaction requiring SCO processing
CS Audits - Separation PAR Package (Lump Sum)	Separation requiring SCO processing
CS Audits - 105/Dual SSN PAR	Correct a single or dual Social Security number (SSN)
CS Audits - Stipulation PAR Package	Stipulation PAR package
CS Audits - Unlawful Appointment Letter	Correct Employment History to reflect good/bad faith unlawful appointments
CS Audits - Receiver PAR Package	Receiver PAR Package

CS Payroll Unit

Document Type	Processing Need
CS Payroll - STD. 674 Adjustments	For payment types 0, 3, 4, and 5 ONLY: adjust pay (adjust time, salary, or time and salary).
CS Payroll - STD. 674 Transfer of Funds	For payment types 0, 3, 4, and 5 ONLY: Transfer of funds.
CS Payroll - STD. 674 A/R	Establish accounts receivable for payment types 0, 3, 4, and 5 ONLY.
CS Payroll - STD. 674 Military Only	For payment type 7 ONLY: Issue pay, adjust pay (adjust the time, salary, or time and salary), transfer funds, or return warrant.
CS Payroll - STD. 674 A/R Military Only	Establish accounts receivable, change method of collection for payment type 7.
CS Payroll - STD. 674 A/R Change Method Collection	For payment types 0, 3, 4, and 5 ONLY: change method of collection.
CS Payroll - STD. 674 A/R Leave Credit Offset	For payment type 0 ONLY: change method of collection, leave credit offset.
CS Payroll - STD. 674 - PR250 (Ding Notice)	Payment types 0, 3, and 4 only. Returning corrected documents. Please submit the attach the PR250 (Ding notice) your received with a document.

Direct Deposit Unit

Document Type	Processing Need
Direct Deposit - STD. 699	Establish or change direct deposit enrollment
Direct Deposit - STD. 699 PR250 (Ding Notice)	Establish or change direct deposit enrollment
Direct Deposit Cancellation	Cancel direct deposit enrollment

Disability Unit

Document Type	Processing Need
Disability - STD. 674 (LC4800)	Issue disability pay; transfer of funds to TD or LC4800
Disability - STD. 674 (LC4811) Cal Fire	Issue disability pay; transfer of funds LC4811- Cal Fire
Disability - STD. 674 (TD)	Issue disability pay for TD supplemental or TDA allowance; transfer of funds for TD; set up A/R for overpayment
Disability - STD. 674 A/R	Process disability-related A/Rs (IDL/NDI/SDI/TD), that may include a request for leave credit offset or request for change method of collection
Disability - STD. 674 (EID not locked on PAR)	Issue pay and transfer of funds for Earnings ID's not locked into PAR for an employee on disability. (exception: GHCP payments refer to Premium Pay)
Disability - STD. 674D (IDL)	Issue disability pay; transfer of funds for IDL; set up A/R for overpayment
Disability - STD. 674D (NDI)	Issue disability pay for NDI; transfer of funds for NDI; set up A/R for overpayment
Disability - STD. 674D (SDI)	Issue disability pay for SDI; transfer of funds for SDI; set up A/R for overpayment
Disability - STD. 674 - GreenCycle (TD)	Issue disability pay for TD Current month pay Payment type: 0, U
Disability - STD. 674D- GreenCycle (NDI)	Issue disability pay for NDI Current month pay Payment Type: 0, T
Disability - STD. 674D- GreenCycle (SDI)	Issue disability pay for SDI Current month pay Payment type: 0
Disability - STD. 674D- GreenCycle (IDL)	Issue disability pay for IDL Current month pay Payment type: 0, 6, N, U
Disability - STD. 674 and 674D - Separations	Issue disability pay for Separating Employees Payment type: 6,N,T,U
Disability - STD. 674 and 674D - PR250 (Ding Notice)	Issue disability pay from PR250 w/corrected 674 or 674D Payment type: None

Garnishment Unit

Document Type	Processing Need
Garnishments - STD. 639 Salary Garnishment	Establish, modify, or cancel garnishment/levy
Garnishments - STD. 639 Salary Garnishment (CFS)	Establish, modify, or cancel child support garnishment
Garnishments - STD. 674	Reissue Master warrant with garnishment deduction

Misc. Deductions

Document Type	Processing Need
Misc Deductions - 650 011	Add, change, or delete maintenance deduction
Misc Deductions - 650 012	One-time maintenance deduction
Misc Deductions - CD88	Add, change, or delete miscellaneous deduction
Misc Deductions - 650 Admin Cancel	Delete voluntary miscellaneous deductions
Misc Deductions - PPSD360	Parking refund
Misc Deductions - STD. 682 CALHR	Third-party parking

Position Control

Document Type	Processing Need
Position Control - Form PR421	Annual update of existing payroll headers; add, delete, or change any existing headers for the following fiscal year
Position Control - STD. 407	Establishing or deleting headers
Position Control - STD. 607	Establishing or deleting a position

Premium Pay Unit

Document Type	Processing Need
Premium Pay - STD. 674/671	Issue original overtime, shift, (payment type 1, 2,) (No out of class payments)
Premium Pay - STD. 674 (OC, OOC, OS)	On-call, Out of Class, Out of State. Issue pay; transfer funds; adjustments; A/R, only for payment type (OC, OOC, OS)
Premium Pay - STD. 674 Payments	Issue original pay for payment type 1, 2, 8, A, D, F, G, H, S, Y
Premium Pay - STD. 674 Payment 9's	Issue pay; transfer funds; adjustments; A/R, only for payment type 9's
Premium Pay - STD. 674 (Grievance Award)	Issue pay; adjustments; A/R
Premium Pay - STD. 674 A/R	For payment type 1, 2, 8, A, D, F, G, H, S, and Y ONLY: To establish AIR, reverse AIR, If the payment type code is 0, select CS Payroll from the Document Type dropdown menu.
Premium Pay - STD. 674 A/R Change Method Collection	Change method of collection For payment type 1, 2, 8, 9, A, D, F, G, H, S, and Y ONLY. If the payment type code is 0, select CS Payroll from the Document Type dropdown menu.
Premium Pay - Leave Credit Offset	For payment types 1, 2, 8, 9, A, D, F, G, H, S, and Y ONLY. If the payment type code is 0, select CS Payroll from the Document Type dropdown menu.
Premium Pay - STD. 674 A/R Refunds	For payment types 1, 2, 8, A, D, F, G, H, S, and Y ONLY. For all out of class, A/R's, Payment type 9, academic, and salary type 6 If the payment type code is 0, select CS Payroll from the Document Type dropdown menu.
Premium Pay - STD. 674 Adjustment	For payment types 1, 2, 8, A, D, F, G, H, S, and Y ONLY: To adjust pay (adjust time, salary, or time and salary), or return warrant. If the payment type code is 0, select CS Payroll from the Document Type dropdown menu
Premium Pay - STD. 674 Transfer of Funds	For payment type 1, 2, 8, A, D, F, G, H, S, Y ONLY: Transfer of funds
Premium Pay - STD. 674 Academic	Issue pay for academic employees
Premium Pay - STD. 674 Bi-Weekly Salary type 6	Issue pay for salary type 6
Premium Pay - STD. 674 GHCP	Issue pay, A/R, Adjust, and transfer of funds for GHCP payment.

Reporting Operations

Document Type	Processing Need
Reporting Operations - Payment History Request	Request for employee payment history records

Retirement

Document Type	Processing Need
Retirement - STD. 674 A/R - Collection Method Change or TDL 091/098 or Leave Credits	Process retirement-related A/Rs, that may include a request for leave credit offset, request for change method of collection, or TDL request

Senate

Document Type	Processing Need
Senate Documents	All Senate personnel and payroll transaction requests for SCO processing

Tax Support Unit

Document Type	Processing Need
Tax Support Unit - NRA Add or Delete	Nonresident Alien reporting compliance for tax withholding

W2 Unit

Document Type	Processing Need
W2 Unit - PPSD 21	Report beneficiary information for a deceased employee
W2 Unit - STD. 422 (Salary Advance/Offset)	Report salary advances and offsets
W2 Unit - STD. 436 Duplicate W2	Request a duplicate W-2
W2 Unit - STD. 674 (Survivor)	Report survivor benefits from CDCR
W2 Unit - STD. 674 NRA	Adjust taxable gross for Nonresident Alien per tax treaty
W2 Unit - STD. 675, Supplemental Wage Deductions - Cancel/Correct ONLY	Supplemental wage deductions
W2 Unit - STD. 676P	Report fringe benefit payment
W2 Unit - STD. 676V	Report fringe benefit values
W2 Unit - STD. 686 (IRS Lock in Place)	Cannot process changes to EAR due to an IRS lock in place
W2 Unit - STD. 995A	W2-related agency collection accounts receivable
W2 Unit - STD. 995R	Refund of over collection
W2 Unit - STD. 674 A/R	Fringe Benefit or Domestic Partner - Reverse A/R, refund over collection of payroll deduction, and change method of collection