



City of Fairfield



# Personnel Actions: Standard Operating Procedures (SOPs)





# Contents

PAF Entry Responsibilities..... 3

    HR Operations Division (hrdept@fairfield.ca.gov)\* ..... 3

    HR Benefits Division (benefits@fairfield.ca.gov) ..... 3

    Departments ..... 4

Personnel Actions During COLA Processing..... 5

    COLA-Season Personnel Action Policy ..... 5

Standard Operating Procedures (SOPs) ..... 6

    Rehire/Reinstatement ..... 7

    Merit Increase ..... 10

    Additional Pays: FPOA 9 Year Longevity 401a Enrollment ..... 12

    Promotion: Same Bargaining Unit ..... 13

    Promotion: Police Officer Trainee to Police Officer ..... 16

    Flexibly-Staffed Position ..... 19

    FTE Change: Pro-Rata to Full-Time ..... 22

    FTE Change: Part-Time to Pro-Rata ..... 25

    FTE Change: Full-Time to Part-Time ..... 28

    Additional Pays: Education Incentive/POST Certification/Proficiency ..... 30

    Reclassification: Conversion to Career Part-Time ..... 32

    Reclassification: Temporary/Career Part-Time Converted to CalPERS ..... 33

    Fire Shift Change: 40/56 Hour Week..... 35

    Multi-Class Pay ..... 38

    Additional Pays (General): Start ..... 40

    Additional Pays (General): End ..... 42

    Additional Pays: Bilingual Pay ..... 43

    Additional Pays: Start Medical Cash in Lieu Pay ..... 45

    Additional Pays: Change Medical Cash in Lieu Pay ..... 46

    Additional Pays: End Medical Cash in Lieu Pay ..... 48

    Additional Pays: FTO Pay ..... 49

    Additional Pays: Training Pay..... 51

    Additional Pays: Out of Class/Premium Pay..... 52

    Additional Pays: K-9/Therapy Dog Pay ..... 53

    Additional Pays: Police Officer Lateral Incentive (FTO, Probation Completion, 2<sup>nd</sup> Year of Service) ..... 54

    Additional Pays: Fire Education Incentive ..... 55

    Additional Pays: Fire Preceptor Pay ..... 57



Additional Pays: Motorcycle Unit .....	58
Leave Without Pay Start (Unprotected, Estimated End Date) .....	59
Leave Without Pay End (Unprotected, Estimated End Date) .....	61
Leave Without Pay (Unprotected, Confirmed Start and End Date).....	62
Position Control Number Change .....	63
Location Change (Information-Only Assignment Change) .....	65
Injured On Duty (IOD), Administrative Leave, LWOP - Safety .....	66
Discipline – Unpaid Administrative Leave .....	68
Special Pay Code Settings.....	69
Sergeant Briefing Pay (440) .....	69
Uniform Allowance (700, 701, 750, 751) .....	69
K-9/Therapy Dog Pay (470, 475).....	69
Medical Cash in Lieu (561, 785, 985).....	69
785, 985 .....	69
561 .....	69
Bilingual Pay (446, 447, 448, 946, 566) .....	69
446 (FEA, FGMA), 447 (FPFA).....	69
448 (FPOA) .....	70
946 (All Unions) .....	70
566 (All Unions) .....	70
Frequently Asked Questions .....	71
I entered a PAF that is no longer needed/incorrect and must be deleted. What should I do? .....	71
I created an additional pay that I am no longer seeing after I’ve backed out and re-entered the employee’s pay. I can only find it by searching for current pays. Why? .....	71
I received the error “Grade not within min/max range for position”. What does that mean? .....	71



# PAF Entry Responsibilities

For detailed information regarding current HR staff assigned to your department, please see [HR's contact sheet on OTIS](#).

## HR Operations Division (hrdept@fairfield.ca.gov)\*

Action Code	Description	Documentation	Documents Required
1100	New Hire (Part 1)	Required	<ul style="list-style-type: none"> <li>Signed Hire Letter</li> </ul>
4100/4200	Rehire/Reinstatement	Required	<ul style="list-style-type: none"> <li>Signed Hire Letter/Reinstatement Memo</li> </ul>

\*HR Operations Division enters all PAFs listed under "Departments" until departments have transitioned to Tyler PAF entry.

## HR Benefits Division (benefits@fairfield.ca.gov)

Action Code	Description	Documentation	Documents Required
5000	New Hire Benefits Enrollment	Required	<ul style="list-style-type: none"> <li>Personal Data Sheet</li> <li>W-4</li> <li>DE-4</li> <li>Direct Deposit</li> <li>CalPERS Member Action Request</li> <li>CalPERS Enrollment Confirmation Screenshot</li> <li>CalPERS Reciprocal Self-Certification</li> <li>Statement of CalPERS Membership Status</li> <li>457 Enrollment</li> <li>Prudential Supplemental Life</li> <li>AFEnroll Benefit Election Printout</li> </ul>
2200	Promotion (New Bargaining Unit, Trainee to Police Officer)	Required	<ul style="list-style-type: none"> <li>457/401a Enrollment (if applicable)</li> <li>RHS Enrollment</li> <li>BCN Enrollment (if applicable)</li> <li>Union Dues Authorization (if applicable)</li> <li>AFEnroll Benefit Election Printout</li> </ul>
2300	Demotion (Involuntary/New Bargaining Unit)	Required	<ul style="list-style-type: none"> <li>Signed demotion letter/memo from HR</li> </ul>
2350	FTE Change	Required	<ul style="list-style-type: none"> <li>Signed FTE change letter from HR</li> </ul>
2450	Interim	May be required	<ul style="list-style-type: none"> <li>Signed Memorandum of Agreement</li> </ul>
3100	Termination (Resignation, Retirement, IDR)	Optional	<ul style="list-style-type: none"> <li>Resignation/Retirement Letter</li> <li>Signed offboard/exit checklist</li> <li>Any relevant correspondence</li> </ul>
3200	Job Shadowing	Optional	
6300	Unpaid Administrative Leave (Disciplinary)	Prohibited	<ul style="list-style-type: none"> <li>Do <b>NOT</b> attach any documents related to this action.</li> </ul>



## Departments

Action Code	Description	Documentation	Documents Required
2100	Merit Increase	Required	<ul style="list-style-type: none"> <li>Signed evaluation</li> </ul>
2200	Promotion (Same Bargaining Unit)	Required	<ul style="list-style-type: none"> <li>Signed promotion letter/memo from HR</li> </ul>
2300	Demotion (Voluntary, Same Bargaining Unit)	May be required depending on demotion reason	<ul style="list-style-type: none"> <li>Signed demotion letter from HR</li> </ul>
2400	Reclassification (Same Bargaining Unit)	Required	<ul style="list-style-type: none"> <li>Certificates/degrees, if applicable</li> <li>Any relevant correspondence providing eligibility for reclassification (as result of HR classification study, years of experience, completion of educational course/degree, etc.)</li> </ul>
2500	Probation	Required	<ul style="list-style-type: none"> <li>Signed failed/passed evaluation</li> </ul>
2600	Additional Pays	May be required depending on pay type	<ul style="list-style-type: none"> <li>Certificate/degree, if applicable</li> <li>Any relevant correspondence providing eligibility for additional pay</li> </ul>
2700	Police Incentive	May be required depending on incentive type	<ul style="list-style-type: none"> <li>Certificate/degree required if action is for POST/Education, etc.</li> </ul>
2800	Fire Shift Change	Optional	<ul style="list-style-type: none"> <li>Any relevant correspondence</li> </ul>
2900	Flexibly Staffed Position	Required	<ul style="list-style-type: none"> <li>Signed department memo/correspondence requesting flexibly staffed promotion, OR</li> <li>Any relevant correspondence providing eligibility for the flexibly staffed promotion</li> <li>Certificate/degree, if applicable</li> </ul>
6200	Leave Without Pay	Optional	<ul style="list-style-type: none"> <li>Signed department memo placing employee on LWOP</li> <li>Any relevant correspondence</li> <li></li> </ul>
8800	Location Change	Optional	<ul style="list-style-type: none"> <li>Any relevant correspondence</li> </ul>
8801	Position Control Number Change	Optional	<ul style="list-style-type: none"> <li>Any relevant correspondence</li> </ul>



# Personnel Actions During COLA Processing

Each year, typically in June/July, employees may receive a Cost-of-Living Adjustment (COLA) according to their MOU. This adjustment is processed by Payroll and creates a new set of effective-dated pays, usually with a date in mid-July.

Due to how our payroll system handles these updates, we must take care to avoid conflicts between the COLA's effective dates and other personnel actions. If not managed properly, actions with retroactive effective dates can contradict the COLA pays, requiring the action to be deleted and re-entered.

To prevent these issues, HR and Payroll will implement the following policy during COLA season:

## COLA-Season Personnel Action Policy

### 1. COLA Deadline Will Be Announced

- HR/Payroll will send a firm deadline for submitting actions prior to the start of COLA processing.
- Any actions effective before the COLA, but received **after this deadline**, will be **rejected and deleted**.

### 2. Actions Effective *Before* the COLA Date

- These can use their **true, intended effective date**.
- They must be entered **before** the deadline set by HR/Payroll.

### 3. Actions Submitted *After* the Deadline But Effective Before the COLA Date

- These will be **deleted**, as they will contradict the later-dated COLA pays.
- Instead, they must be entered **after COLA** is complete using the **current pay period's effective date** at that time. The true effective date must be entered in the action notes.

### 4. Actions Effective After the COLA

- These may use their **true effective date** but cannot be entered until **after** the COLA is processed.

This policy is necessary to prevent payroll errors or system conflicts. Once COLA pays are loaded, backdating actions to before the COLA's effective date is no longer possible. Ensuring that actions are submitted on time protects the integrity of employee records and reduces the risk of delays.





# Standard Operating Procedures (SOPs)



## Rehire/Reinstatement


Action Code	Desc
4100	REHIRE
4200	REINSTATEMENT
Reason Code	Desc
1105	FULL TIME
1110	TEMPORARY PART TIME
1115	CAREER PART TIME
1120	PRO RATA
1125	RETIRED ANNUITANT
Effective Date Used	
<b>Action, Pay &amp; Deduction Effective Date:</b> Rehire/reinstatement effective date	
Documentation	Accepted Documents
<b>Required</b>	<ul style="list-style-type: none"> <li>Signed new hire job offer letter</li> <li>Signed reinstatement letter/memo</li> </ul>

In **Employee Inquiry**, click **Search**  and locate the employee's existing employee number. Use that employee number when creating the personnel action.

After creating the action, you will be brought to a condensed version of **Employee Master Main**. Click **Update**  and make changes to the following fields, if applicable:

- Main
  - Job Class
  - Location
  - Group/BU
  - Personnel Status
- Address
  - Address
  - City E-mail
  - Phone Number

Click **Accept**  once you are finished, then click **Back** .

Attach supporting documents by clicking the paperclip icon . Use the Document Type "Personnel Action Attachment".

In **Notes**  , leave a reminder for Payroll to update deduction code 9999 with the employee's updated bank account routing number and new effective dates.

Click **Employee Detail**  and click **Employee Master Main** and Click **Update** .

Confirm **Status** has updated to A – ACTIVE.



In the **Dates** section:

- Delete the **Inactive Date**, **Inactive Reason**, **Termination Date**, and **Termination Reason**.
- Copy the **Hired** date and paste it into **Orig Hire** date.
- Enter the employee's rehire date into **Hired** date.

In the **Address** section, make changes to the following fields, if applicable:

- **Alternate (Personal) E-mail**
- **Phone Number**

Click **Accept** ✓ once you are finished, then click **Back** ← and navigate to **Employee Pay**.

Click **Add** +.

- Tab through **Job Class**. It should automatically populate with the same code you entered in **Employee Master Main**.
- Tab to **Position** and enter in the employee's position control number or click the ellipses ... to view a list of available positions. **Be careful that you select the CORRECT position control number.**
  - If you do not see the position control number you need, please ensure the job class code on the position in **Position Inquiry** matches the job class of the employee.
  - To update the position, contact Budget and provide the position control number, job class code, PAF effective date, and any account code allocation information if necessary.
- Tab to **Pay Type** and enter in the employee's base pay code or click the ellipses ... to view a list of pay codes. Base pay codes are in the 100s.
- Tab to **Effective Date** and enter the effective date of the pay. This should match the action effective date.
- Tab through **Primary Job/Position**, it should automatically check itself.
- Tab to **Position Start** and enter the same date as the action effective date. Leave **Position End** undated.
- Tab to **Grade/Step** and input the employee's step.
- Confirm the **Grade** matches the **Job Class**.

Click **Accept** ✓.

If necessary, **Add** + any additional pays the employee is entitled to.

Confirm that any additional pays with [special settings](#) are configured properly.

Click **Back** ← and navigate back to **Employee Deductions**.

In a separate tab, open **Job Class Inquiry** from the Munis Hub. Click **Search** 🔍 and enter the employee's job class code. Click **Accept** ✓ and then click **Types** **T**. Take note of the default deductions for the job class.








- In the **Employee Deductions** tab, **Add +** each default deduction record to the employee that was not automatically added by the system. These should match the effective date of the reinstatement.
- Add +** any additional deductions the employee is entitled to.
- Click **Back ←** until you are back at **Personnel Action Entry**.
- Click **Release R**.




## Merit Increase




Action Code	Desc
2100	MERIT INCREASE
Reason Code	Desc
2105	ANNUAL REVIEW
2110	6 MONTH STEP 1 TO STEP 2
Effective Date Used	
<b>Action &amp; Pay Effective Date:</b> Merit effective date	
Documentation	Accepted Documents
<b>Required</b>	<ul style="list-style-type: none"> <li>Signed evaluation</li> <li>If the signed evaluation is not available, please leave an explanatory note on the action justifying the absence of the document</li> </ul>

Go to **Employee Job/Salary**, click **Search** , input the employee's name or ID number, and ensure your search period is set to **Current**. Click **Accept**  and **Browse** . This will display the employee's current pays in live data, which you will need to reference at the end of this SOP. Keep this page open in a separate tab/window.

In a different window/tab, open **Personnel Actions Entry** and click **Add** . Enter the **Effective Date** of the action, the appropriate **Action Codes**, and the **Comment**. Click **Accept**  once you are finished.

Attach supporting documents by clicking the paperclip icon . Use the Document Type "Personnel Action Attachment".

Click **Employee Detail**  and click **Employee Pay**.

Click **Search**  and set the search period to **Current**. Click **Accept**  and **Browse** . This will display the employee's current pays.

Find the employee's base pay code:

- Base pay codes are in the 100's.
- In the "Base Pay" column, base pays will have a "Y" value.

Click **Duplicate** . The **Effective Date** should match the action effective date.

Tab to **Pay Start** and update it to match the **Effective Date**.

Tab to **Grade/Step** and enter in the employee's new step. Tab again and the pay amounts to the right will update to the new values. Do not enter an end date.



Click **Accept** .




Click **Search**  and set your search period to one of the following:

- If today's date > Action Effective Date: **Current**
- If today's date < Action Effective Date: **Future**

Click **Accept** , then **Browse** :

- Reference the list of pays you pulled up earlier to the new pays you created in your pending action. You  can use the Excel  button if you prefer to do the comparison in Excel. Confirm that the employee's current pay codes exist within the new set you just created.

Confirm that any pays with [special settings](#) are updated with the proper settings.

Click **Back**  until you are back at **Personnel Action Entry**.

Click **Release** .



## Additional Pays: FPOA 9 Year Longevity 401a Enrollment

Action Code	Desc
2600	ADDITIONAL PAYS
Reason Code	Desc
2635	LONGEVITY
Supporting Action	Desc
L637	POLICE 2.5% 9 YEARS
Effective Date Used	
Action & Pay Effective Date: 9-year longevity effective date	
Documentation	Accepted Documents
Not required	<ul style="list-style-type: none"> <li>If the employee has prior service years contributing to their longevity (outside of their original hire date), leave a note on the action providing the number of prior service years</li> </ul>

Please note that 600 – POA LONGEVITY is a job class default and does not need to be manually added or updated to an employee. This action is solely to add the 401a deduction upon reaching 9-year longevity; the pay increase at 9, 12, and 15 years is automated and based on **Service Date** in Employee Master.

Please e-mail [benefits@fairfield.ca.gov](mailto:benefits@fairfield.ca.gov) and inform them of the employee reaching 9-year longevity. An HR Technician will contact the employee to complete their enrollment.

In **Personnel Actions Entry**, click **Add +**. Enter the **Effective Date** of the action, the appropriate **Action Codes**, and the **Comment**. Click **Accept ✓** once you are finished.

Attach supporting documents by clicking the paperclip icon . Use the Document Type “Personnel Action Attachment”.

Go to **Employee Deductions**.

Click **Add +**.

- Enter the **Deduction Code** 2555 for FPOA Longevity MissionSquare 401a.
- Tab through the **Active** checkbox and it should mark itself automatically.
- Change **Start Date** to match the effective date of the PAF.

Click **Accept ✓**.


Click **Back ←** until you have returned to **Personnel Action Entry**.

Click **Release R**.






## Promotion: Same Bargaining Unit



Action Code	Desc
2200	PROMOTION
Reason Code	Desc
2201	NO UNION CHANGE
Effective Date Used	
<b>Action &amp; Pay Effective Date:</b> Promotion effective date	
Documentation	Accepted Documents
<b>Required</b>	<ul style="list-style-type: none"> <li>Signed promotion letter from HR or memo</li> </ul>


If the promotion action involves moving the employee to a new position control number: In **Position Inquiry**, using **Search** , confirm that the position control number (PCN) you are moving the employee meets the following criteria:

- The PCN does not have another active employee in it
- The PCN's assigned/filled at job class matches the employee's
- The PCN's assigned salary grade matches the employee's job class




If any of the above requirements are not met, please reach out to Budget for correction.

Go to **Employee Job/Salary**, click **Search** , input the employee's name or ID number, and ensure your search period is set to **Current**. Click **Accept**  and **Browse** . This will display the employee's current pays in live data, which you will need to reference at the end of this SOP. Keep this page open in a separate tab/window.

In a different window/tab, open **Personnel Actions Entry** and click **Add** . Enter the **Effective Date** of the action, the appropriate **Action Codes**, and the **Comment**. Click **Accept**  once you are finished.

Attach supporting documents by clicking the paperclip icon . Use the Document Type "Personnel Action Attachment".

Click **Employee Detail**  and click **Employee Pay**.

Click **Search**  and set the search period to **Current**. Click **Accept**  and **Browse** . This will display the employee's current pays.

Find the employee's base pay code:

- Base pay codes are in the 100's.
- In the "Base Pay" column, base pays will have a "Y" value.

Click **Update** .

- Uncheck the **Primary Job/Position** checkbox.
- Change **Position End** to the day prior to the effective date of the action.



- Change **Pay End** to the day prior to the effective date of the action.
- Click **Accept** ✓ to save your changes.

Click **Back** ← to return to **Employee Detail**. Click on **Employee Master Main**.

Click **Update** ✎. Update **Job Class** on the “Main” tab to the employee’s new job class code.

- Org/Obj may clear itself when you update the job class. If so, enter:
  - Org Code – 99999999
  - Obj Code - 9999

Click **Accept** ✓, then click **Back** ← and navigate back to **Employee Pay**.

Click **Add** +.

- Tab through **Job Class**. It should automatically populate with the same code you just entered in **Employee Master Main**.
- Tab to **Position** and enter in the employee’s position control number or click the ellipses ••• to view a list of available positions. **Be careful that you select the CORRECT position control number.**
  - If you do not see the position control number you need, please ensure the job class code on the position in **Position Inquiry** matches the job class of the employee.
  - To update the position, contact Budget and provide the position control number, job class code, PAF effective date, and any account code allocation information if necessary.
- Tab to **Pay Type** and enter in the employee’s base pay code or click the ellipses ••• to view a list of pay codes. Base pay codes are in the 100s.
- Tab to **Effective Date** and enter the effective date of the pay. This should match the action effective date.
- Tab through **Primary Job/Position**, it should automatically check itself.
- Tab to **Position Start** and enter the same date as the action effective date. Leave **Position End** undated.
- Tab to **Pay Start** and enter the same date as the action effective date. Leave **Pay End** undated.
- Tab to **Grade/Step** and input the employee’s step.
- Confirm the **Grade** matches the **Job Class**.


Click **Accept** ✓.

Click **Search** 🔍 and set your search period to one of the following:

- If today’s date > Action Effective Date: **Current**
- If today’s date < Action Effective Date: **Future**

Click **Accept** ✓, then **Browse** 📄:



- Reference the list of pays you pulled up earlier to the new pays you created in your pending action. You  can use the Excel button if you prefer to do the comparison in Excel. Confirm that the employee's current pay codes exist within the new set you just created.

Confirm that any pays with [special settings](#) are updated with the proper settings.

Click **Back**  until you have returned to **Personnel Action Entry**.

Click **Release** .








## Promotion: Police Officer Trainee to Police Officer


Action Code	Desc
2200	PROMOTION
Reason Code	Desc
2215	PO TRAINEE TO POLICE OFFICER
Effective Date Used	
Action & Pay Effective Date: Current pay period start date	
Documentation	Accepted Documents
<b>Required</b>	<ul style="list-style-type: none"><li>Signed promotion letter from HR or memo</li></ul>

**This action may require modifications to position control to complete the PAF. Please contact Budget if you receive the error message "Grade not within min/max range for position".**




**THIS PAF TYPE REQUIRES THE EMPLOYEE'S CALPERS MEMBERSHIP TO BE UPDATED IN CALPERS' SYSTEM.**

Go to **Employee Job/Salary**, click **Search** , input the employee's name or ID number, and ensure your search period is set to **Current**. Click **Accept**  and **Browse** . This will display the employee's current pays in live data, which you will need to reference at the end of this SOP. Keep this page open in a separate tab/window.

In a different window/tab, open **Personnel Actions Entry** and click **Add** . Enter the **Effective Date** of the action, the appropriate **Action Codes**, and the **Comment**. Click **Accept**  once you are finished.

Attach supporting documents by clicking the paperclip icon . Use the Document Type "Personnel Action Attachment".

Click **Employee Detail**  and click **Employee Pay**.

Click **Search**  and set the search period to **Current**. Click **Accept**  and **Browse** . This will display the employee's current pays.

Find the employee's base pay code:

- Base pay codes are in the 100's.
- In the "Base Pay" column, base pays will have a "Y" value.

Click **Update** .

- Uncheck the **Primary Job/Position** checkbox.
- Change **Position End** to the day prior to the effective date of the action.
- Change **Pay End** to the day prior to the effective date of the action.

Click **Back**  to return to **Employee Detail**. Click on **Employee Master Main**.



Click **Update** .

- Update **Job Class** on the “Main” tab to the employee’s new job class code.
  - Org/Obj may clear itself out when you update the job class. If so, enter:
    - Org Code – 99999999
    - Obj Code – 9999
- Update **Group/BU** to 3000 for FPOA

Click **Accept** , then click **Back**  and navigate back to **Employee Pay**.

Click **Add** .



- Tab through **Job Class**. It should automatically populate with the same code you just entered in **Employee Master Main**.
- Tab to **Position** and enter in the employee’s position control number or click the ellipses **•••** to view a list of available positions. **Be careful that you are selecting the CORRECT position control number.**
  - If you do not see the position control number you need, please ensure the job class code on the position in **Position Inquiry** matches the job class of the employee.
  - To update the position, contact Budget and provide the position control number, job class code, PAF effective date, and any account code allocation information if necessary.
- Tab to **Pay Type** and enter in the employee’s base pay code or click the ellipses **•••** to view a list of pay codes. Base pay codes are in the 100s.
- Tab to **Effective Date** and enter the effective date of the pay. This should match the action effective date.
- Tab through **Primary Job/Position**, it should automatically check itself.
- Tab to **Position Start** and enter the same date as the action effective date. Leave **Position End** undated.
- Tab to **Pay Start** and enter the same date as the action effective date. Leave **Pay End** undated.
- Tab to **Grade/Step** and input the employee’s step.
- Confirm the **Grade** matches the **Job Class**.

Click **Accept** .

Click **Search**  and set your search period to one of the following:

- If today’s date > Action Effective Date: **Current**
- If today’s date < Action Effective Date: **Future**

Click **Accept** , then **Browse** .

- Reference the list of pays you pulled up earlier to the new pays you created in your pending action. You  can use the  button if you prefer to do the comparison in Excel. Confirm that the employee’s current pay codes exist within the new set you just created.

If the employee is to receive an Education or POST incentive, add the necessary pay codes.



Click **Accept** ✓, then click **Back** ← and navigate to **Employee Deductions**.

- Locate the employee's PERS deduction (codes 7000 – 7092).

Click **Update** ✎.

- Uncheck the **Active** checkbox.
- Change **End Date** to the day before the effective date of the PAF.
- Click **Accept** ✓ to save.

Click **Add** +.

- Depending on the employee's PERS membership type, enter either **Deduction Code** 7003 - PERS CLASSIC SAFETY POA or **Deduction Code** 7005 – PERS PEPRA SAFETY POLICE.
- Tab through the **Active** checkbox and it should mark itself automatically.
- Change **Start Date** to match the effective date of the PAF.
- Click **Accept** ✓ to save.

Click **Back** ← until you have returned to **Personnel Action Entry**.


Click **Release** Ⓜ.



## Flexibly-Staffed Position




Action Code	Desc
2900	FLEXIBLY STAFFED POSITION
Effective Date Used	
<b>Action &amp; Pay Effective Date:</b> Position flex effective date	
Documentation	Accepted Documents
<b>Required</b>	<ul style="list-style-type: none"><li>Signed promotion letter from HR or memo</li></ul>



**This action may require modifications to position control to complete the PAF. Please contact Budget if you receive the error message "Grade not within min/max range for position".**


If the flexibly-staffed position action involves moving the employee to a new position control number: In **Position Inquiry**, using **Search** , confirm that the position control number (PCN) you are moving the employee meets the following criteria:

- The PCN does not have another active employee in it
- The PCN's assigned/filled at job class matches the employee's
- The PCN's assigned salary grade matches the employee's job class




If any of the above requirements are not met, please reach out to Budget for correction.

Go to **Employee Job/Salary**, click **Search** , input the employee's name or ID number, and ensure your search period is set to **Current**. Click **Accept**  and **Browse** . This will display the employee's current pays in live data, which you will need to reference at the end of this SOP. Keep this page open in a separate tab/window.

In a different window/tab, open **Personnel Actions Entry** and click **Add** . Enter the **Effective Date** of the action, the appropriate **Action Codes**, and the **Comment**. Click **Accept**  once you are finished.

Attach supporting documents by clicking the paperclip icon . Use the Document Type "Personnel Action Attachment".

Click **Employee Detail**  and click **Employee Pay**.

Click **Search**  and set the search period to **Current**. Click **Accept**  and **Browse** . This will display the employee's current pays.

Find the employee's base pay code:

- Base pay codes are in the 100's.
- In the "Base Pay" column, base pays will have a "Y" value.

Click **Update** .

- Uncheck the **Primary Job/Position** checkbox.



- Change **Position End** to the day prior to the effective date of the action.
- Change **Pay End** to the day prior to the effective date of the action.

Click **Back** ← to return to **Employee Detail**. Click on **Employee Master Main**.

Click **Update** ✎. Update **Job Class** on the “Main” tab to the employee’s new job class code.

- Org/Obj may clear itself out when you update the job class. If so, enter:
  - Org Code – 99999999
  - Obj Code - 9999

Click **Accept** ✓, then click **Back** ← and navigate back to **Employee Pay**.

Click **Add** +.

- Tab through **Job Class**. It should automatically populate with the same code you just entered in **Employee Master Main**.
- Tab to **Position** and enter in the employee’s position control number or click the ellipses ••• to view a list of available positions. **Be careful that you select the CORRECT position control number.**
  - If you do not see the position control number you need, please ensure the job class code on the position in **Position Inquiry** matches the job class of the employee.
  - To update the position, contact Budget and provide the position control number, job class code, PAF effective date, and any account code allocation information if necessary.
- Tab to **Pay Type** and enter in the employee’s base pay code or click the ellipses ••• to view a list of pay codes. Base pay codes are in the 100s.
- Tab to **Effective Date** and enter the effective date of the pay. This should match the action effective date.
- Tab through **Primary Job/Position**, it should automatically check itself.
- Tab to **Position Start** and enter the same date as the action effective date. Leave **Position End** undated.
- Tab to **Pay Start** and enter the same date as the action effective date. Leave **Pay End** undated.
- Tab to **Grade/Step** and input the employee’s step.
- Confirm the **Grade** matches the **Job Class**.


Click **Accept** ✓.

Click **Search** 🔍 and set your search period to one of the following:

- If today’s date > Action Effective Date: **Current**
- If today’s date < Action Effective Date: **Future**

Click **Accept** ✓, then **Browse** 📄:



- Reference the list of pays you pulled up earlier to the new pays you created in your pending action. You  can use the Excel button if you prefer to do the comparison in Excel. Confirm that the employee's current pay codes exist within the new set you just created.

Confirm that any pays with [special settings](#) are updated with the proper settings.

Click **Back**  until you have returned to **Personnel Action Entry**.

Click **Release** .



## FTE Change: Pro-Rata to Full-Time

Action Code	Desc
2350	FTE CHANGE
Reason Code	Desc
1105	FULL TIME
Effective Date Used	
<b>Action &amp; Pay Effective Date:</b> Full-time effective date	
Documentation	Accepted Documents
<b>Required</b>	<ul style="list-style-type: none"> <li>Signed FTE change letter from HR or memo</li> </ul>

- In **Personnel Actions Entry**, click **Add** . Enter the **Effective Date** of the action, the appropriate **Action Codes**, and the **Comment**. Click **Accept** once you are finished.
- Attach supporting documents by clicking the paperclip icon . Use the Document Type "Personnel Action Attachment".
- Click **Employee Detail** and click **Employee Pay**.
- Click **Search** and set the search period to **Current**. Click **Accept** and **Browse** . This will display the employee's current pays.
- Find the employee's base pay code:
  - Base pay codes are in the 100's.
  - In the "Base Pay" column, base pays will have a "Y" value.
- Click **Update** .
  - Uncheck the **Primary Job/Position** checkbox.
  - Change **Position End** to the day prior to the effective date of the action.
  - Change **Pay End** to the day prior to the effective date of the action.
- Click **Back** to return to **Employee Detail**. Click on **Employee Master Main**.
- Click **Update** . Update **Personnel Status** on the "Main" tab to F - FULL TIME.
  - When the "Update Choices" menu appears, click **Back** .
- Click **Back** to return to **Employee Detail**. Click on **Employee Pay**.
- Click **Add** .
  - Tab through **Job Class**. It should automatically populate with the same Job Class code in **Employee Master Main**.



- Tab to **Position** and enter in the employee's position control number or click the ellipses ... to view a list of available positions. **Be careful that you select the CORRECT position control number.**
  - If you do not see the position control number you need, please ensure the job class code on the position in **Position Inquiry** matches the job class of the employee.
  - To update the position, contact Budget and provide the position control number, job class code, PAF effective date, and any account code allocation information if necessary.
- Tab to **Pay Type** and enter in the employee's base pay code or click the ellipses ... to view a list of pay codes. Base pay codes are in the 100s.
- Tab to **Effective Date** and enter the effective date of the pay. This should match the action effective date.
- Tab through **Primary Job/Position**, it should automatically check itself.
- Tab to **Position Start** and enter the same date as the action effective date. Leave **Position End** undated.
- Tab to **Pay Start** and enter the same date as the action effective date. Leave **Pay End** undated.
- Tab to **Grade/Step** and input the employee's step.
- Confirm the **Grade** matches the **Job Class**.

Under "Pay Amounts" on the right side of the screen, confirm the value in **FTE %** is 1.0.

Click **Accept** ✓.

- Above "Pay Amounts", confirm that the following field values are correct according to a 1.0 FTE working a standard 9/80 schedule:
  - **Sched Hours:** 80
  - **Hours/Day:** 8
  - **Hours/Year:** 2080
- Under "Pay Amounts", confirm that the **Hourly Rate** matches the **Grade/Step** on the [current salary schedules](#).

Confirm that any pays with [special settings](#) are updated with the proper settings.

Click **Back** ← to return to **Employee Detail**. Click on **Employee Deductions**.

- For any deduction with a calculation code of 02 – AMT FROM EMPLOYEE DEDUCTION:
  - For medical, dental, and vision deductions: end date the current deduction and create a new deduction. It should default to a calculation code of 23 – HEALTH INS – PREMIUM TABLE. Confirm the **level** in the **Health Insurance** tab reflects full-time.
  - For RHS deductions: end date the current deduction and create a new deduction. It should default to a calculation code of 01 – AMT FROM DEDUCTION MASTER.
- Note any deduction code changes in the **Notes**  area of the PAF.
- End date all Pro-Rata 457 deductions (employer, employee, and optional) and replace them with their Full-Time equivalents.
- If you are unsure whether a deduction should change, note this in the PAF for Payroll to review.

Click **Back** ← until you have returned to **Personnel Action Entry**.



Click **Release** .



## FTE Change: Part-Time to Pro-Rata

Action Code	Desc
2350	FTE CHANGE
Reason Code	Desc
1120	PRO RATA
Effective Date Used	
Action & Pay Effective Date: Pro-rata effective date	
Documentation	Accepted Documents
<b>Required</b>	<ul style="list-style-type: none"> <li>Signed FTE change letter from HR or memo</li> </ul>

**THIS PAF TYPE REQUIRES THE EMPLOYEE TO BE ENROLLED IN CALPERS.**

- In **Personnel Actions Entry**, click **Add** . Enter the **Effective Date** of the action, the appropriate **Action Codes**, and the **Comment**. Click **Accept** once you are finished.
- Attach supporting documents by clicking the paperclip icon . Use the Document Type “Personnel Action Attachment”.
- Click **Employee Detail** and click **Employee Pay**.
- Click **Search** and set the search period to **Current**. Click **Accept** and **Browse** . This will display the employee’s current pays.
- Find the employee’s base pay code:
  - Base pay codes are in the 100’s.
  - In the “Base Pay” column, base pays will have a “Y” value.
- Click **Update** .
  - Uncheck the **Primary Job/Position** checkbox.
  - Change **Position End** to the day prior to the effective date of the action.
  - Change **Pay End** to the day prior to the effective date of the action.
- Click **Back** to return to **Employee Detail**. Click on **Employee Master Main**.
- Click **Update** .
  - Update **Group/BU** to the employee’s new bargaining unit.
  - Update **Personnel Status** on the “Main” tab to P – PRO RATA.
  - When the “Update Choices” menu appears, click **Back** .
- Click **Back** to return to **Employee Detail**. Click on **Employee Pay**.
- Click **Add** .



- Tab through **Job Class**. It should automatically populate with the same Job Class code in **Employee Master Main**.
- Tab to **Position** and enter in the employee's position control number or click the ellipses ... to view a list of available positions. **Be careful that you select the CORRECT position control number.**
  - If you do not see the position control number you need, please ensure the job class code on the position in **Position Inquiry** matches the job class of the employee.
  - To update the position, contact Budget and provide the position control number, job class code, PAF effective date, and any account code allocation information if necessary.
- Tab to **Pay Type** and enter in the employee's base pay code or click the ellipses ... to view a list of pay codes. Base pay codes are in the 100s.
- Tab to **Effective Date** and enter the effective date of the pay. This should match the action effective date.
- Tab through **Primary Job/Position**, it should automatically check itself.
- Tab to **Position Start** and enter the same date as the action effective date. Leave **Position End** undated.
- Tab to **Pay Start** and enter the same date as the action effective date. Leave **Pay End** undated.
- Tab to **Grade/Step** and input the employee's step.
- Confirm the **Grade** matches the **Job Class**.

On the "Main" tab, under "Pay Amounts" on the right side of the screen, update the value in **FTE %** to the appropriate factor. **You MUST tab through this field for your changes to properly save.**

Click **Accept** ✓.

- Above "Pay Amounts", confirm that the following field values are correct according to their pro-rated FTE factor:
  - **Sched Hours**
  - **Hours/Day**
  - **Hours/Year**
- Under "Pay Amounts", confirm that the **Hourly Rate** matches the **Grade/Step** on the [current salary schedules](#).

Confirm that any pays with [special settings](#) are updated with the proper settings.

Click **Back** ← to return to **Employee Detail**. Click on **Employee Deductions**.

- For medical, dental, and vision deductions, confirm the following:
  - Confirm that in the **Health Insurance** tab (when applicable), that the **coverage** and **level** are correct for a pro-rata employee.
- For RHS deductions: end date the current deduction and create a new deduction.
  - Change the **Calc Code** to 02 – AMT FROM EMPLOYEE DEDUCTION. Then manually enter in the pro-rated RHS contribution in **Employee Amt/Pct**.
- Note any deduction code changes in the **Notes**  area of the PAF.
- Ensure all 457/401a deductions (both employer, employee, and optional) are their pro-rata versions.
- If you are unsure whether a deduction should change, note this in the PAF for Payroll to review.



Click **Back** ← until you have returned to **Personnel Action Entry**.

Click **Release** .



## FTE Change: Full-Time to Part-Time

Action Code	Desc
2350	FTE CHANGE
Reason Code	Desc
1110	TEMPORARY PART TIME
Effective Date Used	
<b>Action Effective Date:</b> Part-Time effective date	
Documentation	Accepted Documents
<b>Required</b>	<ul style="list-style-type: none"> <li>Signed FTE change letter from HR or memo</li> </ul>

**THIS PAF TYPE REQUIRES THE EMPLOYEE'S CALPERS MEMBERSHIP TO BE UPDATED IN CALPERS' SYSTEM.**

- In **Personnel Actions Entry**, click **Add** . Enter the **Effective Date** of the action, the appropriate **Action Codes**, and the **Comment**. Click **Accept** once you are finished.
- Attach supporting documents by clicking the paperclip icon . Use the Document Type "Personnel Action Attachment".
- Click **Employee Detail** and click **Employee Pay**.
- Click **Search** and set the search period to **Current**. Click **Accept** and **Browse** . This will display the employee's current pays.
- Find the employee's base pay code:
  - Base pay codes are in the 100's.
  - In the "Base Pay" column, base pays will have a "Y" value.
- Click **Update** .
  - Uncheck the **Primary Job/Position** checkbox.
  - Change **Position End** to the day prior to the effective date of the action.
  - Change **Pay End** to the day prior to the effective date of the action.
- Click **Back** to return to **Employee Detail**. Click on **Employee Master Main**.
- Click **Update** .
  - Update **Group/BU** to the employee's new bargaining unit.
  - Update **Personnel Status** on the "Main" tab to T – TEMPORARY PART TIME.
  - When the "Update Choices" menu appears, click **Back** .
- Click **Back** to return to **Employee Detail**. Click on **Employee Pay**.
- Click **Add** .



- Tab through **Job Class**. It should automatically populate with the same Job Class code in **Employee Master Main**.
- Tab to **Position** and enter in the employee's position control number or click the ellipses ••• to view a list of available positions. **Be careful that you select the CORRECT position control number.**
  - If you do not see the position control number you need, please ensure the job class code on the position in **Position Inquiry** matches the job class of the employee.
  - To update the position, contact Budget and provide the position control number, job class code, PAF effective date, and any account code allocation information if necessary.
- Tab to **Pay Type** and enter in the employee's base pay code or click the ellipses ••• to view a list of pay codes. Base pay codes are in the 100s.
- Tab to **Effective Date** and enter the effective date of the pay. This should match the action effective date.
- Tab through **Primary Job/Position**, it should automatically check itself.
- Tab to **Position Start** and enter the same date as the action effective date. Leave **Position End** undated.
- Tab to **Pay Start** and enter the same date as the action effective date. Leave **Pay End** undated.
- Tab to **Grade/Step** and input the employee's step.
- Confirm the **Grade** matches the **Job Class**.

Click **Back** ← to return to **Employee Detail**. Click on **Employee Deductions**.

In a separate tab, go to **Job Class Inquiry**. **Search** 🔍 for the employee's new part-time job class code.

Click **Types** **T** and make note of all default deductions. The deductions listed must be kept active.

- Back in the **Employee Deductions** tab, end date all full-time deduction codes **EXCEPT**:
  - Any CalPERS deductions
  - UAL
  - PERSSURVIVOR
  - 1100 – MEDICARE
  - 3000 – FEDERAL
  - 4000 – STATE
  - 9999 – DIRECT DEPOSIT NET
    - Or any other direct deposit codes
- Delete deduction code 2499 – PARS 457% (as the employee has an “alternative retirement benefit” via CalPERS)
- If you are unsure whether a deduction should end, note this in the PAF for Payroll to review.

Click **Back** ← until you have returned to **Personnel Action Entry**.

Click **Release** **R**.



## Additional Pays: Education Incentive/POST Certification/Proficiency

Action Code	Desc
2600	ADDITIONAL PAYS
Reason Code	Desc
2640	POLICE PROFICIENCY 5%
2705	POLICE - 2% POST INTER CERT
2710	POLICE - 3.5% POST ADV CERT
2715	POLICE 2.5% AA DEGREE
2720	POLICE 5% BA DEGREE
Effective Date Used	
<b>Action &amp; Pay Effective Date:</b>	
<b>POST Cert/AA or BA Degree:</b> Next pay period start date following certification/degree	
<b>Proficiency:</b> Exam pass date	
Documentation	Accepted Documents
<b>Required</b>	<ul style="list-style-type: none"> <li>Certificate/degree/proof of course completion</li> </ul>

- In **Personnel Actions Entry**, click **Add +**. Enter the **Effective Date** of the action, the appropriate **Action Codes**, and the **Comment**. Click **Accept ✓** once you are finished.
- Attach supporting documents by clicking the paperclip icon . Use the Document Type “Personnel Action Attachment”.
- Click **Employee Detail** and click **Employee Pay**.
- Click **Search** and set the search period to **Current**. Click **Accept ✓** and **Browse** . This will display the employee’s current pays.
- If the employee is currently assigned pay code 411 – POA POST INTERMEDIATE 2% or 413 – EDUCATION INCENTIVE AA 2.5% PO and will now receive a higher incentive:
  - **Update** and enter the **Pay End** date for each applicable pay as the day prior to the action effective date, then click **Accept ✓** once you are finished.
- Click **Add +**.
  - Determine which pay code to add depending on the incentive type:
    - 410 – POA PROFICIENCY PAY 5.0%
    - 411 – POA POST INTERMEDIATE 2%
    - 412 – POA POST ADVANCED 3.5%
    - 413 – EDUCATION INCENTIVE AA 2.5% PO
    - 414 – EDUCATION INCENTIVE BA 5.0% PO
  - Tab to **Pay Type** and enter the pay code. After you tab past **Pay Type**, the rest of the fields should default in.



- Tab to **Effective Date** and enter the effective date of the pay. This should match the action effective date.
- Tab to **Pay Start** and enter the same date as the action effective date.

Click **Accept** ✓, then click **Back** ← until you have returned to **Personnel Action Entry**.

Click **Release** **R**.



## Reclassification: Conversion to Career Part-Time

Action Code	Desc
2400	RECLASSIFICATION
Reason Code	Desc
2210	CONVERSION TO CAREER PART-TIME
Effective Date Used	
<b>Action Effective Date:</b> Career Part-Time eligibility date	
Documentation	Accepted Documents
<b>Required</b>	<ul style="list-style-type: none"><li>Signed promotion letter from HR or memo</li></ul>

Please e-mail [benefits@fairfield.ca.gov](mailto:benefits@fairfield.ca.gov) and inform them of the employee converting to Career Part-Time. An HR Technician will contact the employee to inform them of their 457 eligibility:

- If the employee chooses to enroll in a 457 plan **while the PAF is still in workflow**, an HR Technician will add the 457 deduction to the PAF you have created.
- If the employee chooses to enroll in a 457 plan **after the PAF has completed workflow**, an HR Technician will create a separate PAF to add the 457 deduction.

In **Personnel Actions Entry**, click **Add** . Enter the **Effective Date** of the action, the appropriate **Action Codes**, and the **Comment**. Click **Accept** once you are finished.

Attach supporting documents by clicking the paperclip icon . Use the Document Type “Personnel Action Attachment”.

Click **Employee Detail** and click **Employee Master Main**.

Click **Update** . Update **Group/BU** on the “Main” tab to 7000 for Career Part-Time.

Update **Personnel Status** on the “Main” tab to CP - CAREER PART TIME.

- When the “Update Choices” menu appears, click **Execute** .

Click **Back** until you have returned to **Personnel Action Entry**.

Click **Notes** and write the following:

- *“Payroll, please change the employee’s accrual tables to Career Part-Time effective [DATE].”*

Click **Accept** , then click **Back** until you have returned to **Personnel Action Entry**.

Click **Release** .



# Reclassification: Temporary/Career Part-Time Converted to CalPERS

Action Code	Desc
2400	RECLASSIFICATION
Reason Code	Desc
2410	LATERAL POSITION CHANGE
Supporting Action	Desc
2411	CONVERT PART TIME WITH CALPERS
Effective Date Used	
<b>Action &amp; Deduction Effective Date:</b> CalPERS eligibility date	
Documentation	Accepted Documents
<b>Not Required</b>	<ul style="list-style-type: none"> <li>Any relevant correspondence/documentation showing the employee exceeded 999 hours in a fiscal year</li> </ul>

In **Personnel Actions Entry**, click **Add +**. Enter the **Effective Date** of the action, the appropriate **Action Codes**, and the **Comment**. Click **Accept ✓** once you are finished.

Attach supporting documents by clicking the paperclip icon . Use the Document Type “Personnel Action Attachment”.

Click **Employee Detail**  and click **Employee Deductions**.

Click **Add +**.

- Enter the **Deduction Code** 7092 for PERS PEPR MISCELLANEOUS.
- Tab through the **Active** checkbox and it should mark itself automatically.
- Change **Start Date** to match the effective date of the PAF.
- Click **Accept ✓** to save.

Click **Add +**.

- Enter the **Deduction Code** 7105 for PERS SURVIVOR BENEFIT.
- Tab through the **Active** checkbox and it should mark itself automatically.
- Change **Start Date** to match the effective date of the PAF.
- Click **Accept ✓** to save.

Click **Add +**.

- Enter the **Deduction Code** 7097 for UAL MISC
- Tab through the **Active** checkbox and it should mark itself automatically.
- Change **Start Date** to match the effective date of the PAF.
- Click **Accept ✓** to save.

Click **Search**  or **Browse**  and locate **Deduction Code** 2499 for PARS 457%. Click **Update** .



- Uncheck the **Active** checkbox.
- Tab to **End Date** and enter the day before the action effective date.
- Click **Accept** ✓ to save.




Click **Back** ← until you have returned to **Personnel Action Entry**.



Click **Release** **R**.




## Fire Shift Change: 40/56 Hour Week




Action Code	Desc
2800	FIRE SHIFT CHANGE
Reason Code	Desc
2805	56 HOUR WEEK
2810	40 HOUR WEEK
Effective Date Used	
<b>Action &amp; Pay Effective Date:</b> Shift change date	
Documentation	Accepted Documents
Not Required	

Go to **Employee Job/Salary**, click **Search** , input the employee's name or ID number, and ensure your search period is set to **Current**. Click **Accept**  and **Browse** . This will display the employee's current pays in live data, which you will need to reference at the end of this SOP. Keep this page open in a separate tab/window.

In a different window/tab, open **Personnel Actions Entry** and click **Add** . Enter the **Effective Date** of the action, the appropriate **Action Codes**, and the **Comment**. Click **Accept**  once you are finished.

Attach supporting documents by clicking the paperclip icon . Use the Document Type "Personnel Action Attachment".

Click **Employee Detail**  and click **Employee Pay**.

Click **Search**  and set the search period to **Current**. Click **Accept**  and **Browse** . This will display the employee's current pays.


Find the employee's base pay code:

- Base pay codes are in the 100's.
- In the "Base Pay" column, base pays will have a "Y" value.

Click **Update** .

- Uncheck the **Primary Job/Position** checkbox.
- Change **Position End** to the day prior to the effective date of the action.
- Change **Pay End** to the day prior to the effective date of the action.

Click **Back**  to return to **Employee Detail**. Click on **Employee Master Main**.

Click **Update** . Update **Job Class** on the "Main" tab to the 40- or 80-hour version of the employee's current job class.

- Org/Obj may clear itself out when you update the job class. If so, enter:



- Org Code – 999999999
- Obj Code - 9999

Click **Accept** ✓, then click **Back** ← and navigate back to **Employee Pay**.

Click **Add** +.

- Tab through **Job Class**. It should automatically populate with the same code you just entered in **Employee Master Main**.
- Tab to **Position** and enter in the employee’s position control number or click the ellipses ●●● to view a list of available positions. **Be careful that you are selecting the SAME position control number.**
  - If you do not see the position control number you need, please ensure the job class code on the position in **Position Inquiry** matches the job class of the employee.
  - To update the position, contact Budget and provide the position control number, job class code, PAF effective date, and any account code allocation information if necessary.
- Tab to **Pay Type** and enter in the employee’s base pay code or click the ellipses ●●● to view a list of pay codes. Fire personnel base pay code is 110.
- Tab to **Effective Date** and enter the effective date of the pay. This should match the action effective date.
- Tab through **Primary Job/Position**, it should automatically check itself.
- Tab to **Position Start** and enter the same date as the action effective date. Leave **Position End** undated.
- Tab to **Pay Start** and enter the same date as the action effective date. Leave **Pay End** undated.
- Tab to **Grade/Step** and input the employee’s step.
- Confirm the **Grade** matches the **Job Class**.

On the base pay code, change the following values according to the desired schedule:

	40-Hour Week	56-Hour Week
<b>Days/Year</b>	364	260
<b>Sched Hours</b>	80	112
<b>Hours/Year</b>	2080	2912
<b>Days/Period</b>	14	10

Tab through and ensure the pay amount fields update.

Click on **Cycles/Other**.

- In **Work Days**, check **Sun** and **Sat**.


Click **Accept** ✓.

Click **Search** 🔍 and set your search period to one of the following:

- If today’s date > Action Effective Date: **Current**
- If today’s date < Action Effective Date: **Future**



Click **Accept** ✓, then **Browse** :

- Reference the list of pays you pulled up earlier to the new pays you created in your pending action. You can use the  button if you prefer to do the comparison in Excel. Confirm that the employee's current pay codes exist within the new set you just created.

Confirm that any pays with [special settings](#) are updated with the proper settings.

Click **Back** ← until you have returned to **Personnel Action Entry**.

Click **Release** .



## Multi-Class Pay

Action Code	Desc
2425	APPOINTMENT
Effective Date Used	
<b>Action &amp; Pay Effective Date:</b> Action should be effective on the employee's start date of the second job classification.	
Documentation	Accepted Documents
<b>Required</b>	<ul style="list-style-type: none"> <li>Signed conditional job offer or memo</li> </ul>

**IF THE EMPLOYEE WILL HAVE SEPARATE TIMESHEET APPROVERS/TIMEKEEPERS FOR EACH JOB, CONFIRM THEY ARE CONFIGURED CORRECTLY WITH TYLERHELP@FAIRFIELD.CA.GOV. FOR EMPLOYEE TRAINING ON HOW TO ENTER TIME FOR EACH JOB CLASS IN ESS, PLEASE CONTACT PAYROLL@FAIRFIELD.CA.GOV**

In **Personnel Actions Entry**, click **Add +**. Enter the **Effective Date** of the action, the appropriate **Action Codes**, and the **Comment**. Click **Accept ✓** once you are finished.

Attach supporting documents by clicking the paperclip icon . Use the Document Type "Personnel Action Attachment".




Click **Employee Detail** and click **Employee Pay**.

Click **Add +**.

- Tab to **Job Class**. Enter the employee's secondary job class code.
- Tab to **Position** and enter in the employee's position control number or click the ellipses **...** to view a list of available positions. **Be careful that you select the CORRECT position control number.**
  - If you do not see the position control number you need, please ensure the job class code on the position in **Position Inquiry** matches the job class of the employee.
  - To update the position, contact Budget and provide the position control number, job class code, PAF effective date, and any account code allocation information if necessary.
- Tab past **Pay Type** and the base pay code will default in.
- Tab to **Effective Date** and the effective date will default in. Confirm it matches the action effective date.
- Tab to **Primary Job/Position**.
  - If the new job class is the employee's primary job, click the checkbox for **Primary Job/Position**.
  - If the new job class is the employee's secondary job, tab through **Primary Job/Position** and leave it unchecked.
- Tab to **Position Start** and the start date will default in. Confirm it matches the action effective date. Leave **Position End** undated.
- Tab to **Pay Start**. Confirm it matches the action effective date.
- Tab to **Grade/Step** and input the employee's step.
- Confirm the **Grade** matches the **Job Class**.

If the employee's new job class is the employee's **primary** job (if secondary, skip this section):



- While you are in **Employee Pay**, find their former primary base pay, click **Update** , and uncheck **Primary Job/Position**. Click **Accept**  once you are finished. At this point, the employee should have two base pays, but only the new primary job class should have **Primary Job/Position** checked.
- Go to **Employee Master Main**, click **Update** , and enter the employee's new primary job class code in **Job Class**. This should match the job class on the base pay with **Primary Job/Position** checked.

Click **Accept** .

Click **Back**  until you have returned to **Personnel Action Entry**.

Click **Release** .



## Additional Pays (General): Start

Action Code	Desc
2600	ADDITIONAL PAYS
Reason Code	Desc
2650	INCENTIVE
2610	SHIFT DIFFERENTIAL
Supporting Action	Desc
7116	START
Effective Date Used	
<b>Action &amp; Pay Effective Date:</b> Dependent upon pay type. Generally, action should be effective on the date employee becomes eligible for additional pay.	
Documentation	Accepted Documents
<b>May be required depending on pay type</b>	<ul style="list-style-type: none"> <li>• Certificate/degree, if applicable</li> <li>• Any relevant correspondence providing eligibility for additional pay</li> </ul>

**Please note that some incentive pays are specific to certain CalPERS membership types (PEPRA, Classic Tier 1, Classic Tier 2, etc.). PERS membership information can be found by searching for the employee's PERS deduction (codes 7000 – 7092) in Employee Deductions.**

In **Personnel Actions Entry**, click **Add +**. Enter the **Effective Date** of the action, the appropriate **Action Codes**, and the **Comment**. Click **Accept ✓** once you are finished.

Attach supporting documents by clicking the paperclip icon . Use the Document Type "Personnel Action Attachment".

Click **Employee Detail** and click **Employee Deductions**. Find the employee's CalPERS deduction and determine their status:

- CalPERS deductions are codes 7000 – 7092
- Look for the words "CLASSIC" "CLSC" "CS" or "PEPRA" "PP" in the deduction short description

Click **Back** , then go to **Employee Pay**.

Click **Add +**.

- Tab through to **Pay Type** and enter in the pay code or click the ellipses **•••** to view a list of pay codes. After you tab past **Pay Type**, the rest of the fields should default in.
- Tab to **Effective Date** and enter the effective date of the pay. This should match the action effective date.
- Tab to **Pay Start** and enter the same date as the action effective date. **Pay End** may or may not require an end date depending on the kind of incentive pay you are adding.

Click **Accept ✓**, then click **Back** until you have returned to **Personnel Action Entry**.



Click **Release** .



## Additional Pays (General): End

Action Code	Desc
2600	ADDITIONAL PAYS
Reason Code	Desc
2650	INCENTIVE
2610	SHIFT DIFFERENTIAL
Supporting Action	Desc
7117	END
Effective Date Used	
<b>Action &amp; Pay Effective Date:</b> Dependent upon pay type. Generally, action should be effective on the date the additional pay ends	
Documentation	Accepted Documents
<b>May be required depending on pay type</b>	<ul style="list-style-type: none"> <li>Any relevant correspondence providing reason for the additional pay ending</li> </ul>

- In **Personnel Actions Entry**, click **Add** . Enter the **Effective Date** of the action, the appropriate **Action Codes**, and the **Comment**. Click **Accept** once you are finished.
- Attach supporting documents by clicking the paperclip icon . Use the Document Type “Personnel Action Attachment”.
- Click **Employee Detail** and click **Employee Pay**.
- Search** or **Browse** and find the pay code that must end.
  - Click **Update** and enter the **Pay End Date**.
  - Click **Accept** once you are finished.
- Click **Back** until you have returned to **Personnel Action Entry**.
- Click **Release** .



## Additional Pays: Bilingual Pay

Action Code	Desc
2600	ADDITIONAL PAYS
Reason Code	Desc
2605	BILINGUAL PAY
Effective Date Used	
<b>Action &amp; Pay Effective Date:</b> Next pay period start date following exam passing	
Documentation	Accepted Documents
<b>Required</b>	<ul style="list-style-type: none"> <li>Exam pass notification</li> </ul>

In **Personnel Actions Entry**, click **Add +**. Enter the **Effective Date** of the action, the appropriate **Action Codes**, and the **Comment**. Click **Accept ✓** once you are finished.

Attach supporting documents by clicking the paperclip icon . Use the Document Type “Personnel Action Attachment”.

Click **Employee Detail**  and click **Employee Pay**.

- **For employees in FEA/FGMA:**

- **Add +** pay code 446 – BILINGUAL PAY \$100 MONTH
  - Change **Num Pays** to 24
  - Confirm **Period Pay** amount is \$50
  - If the employee is pro-rata, adjust the Period Pay amount accordingly
  - Confirm pay cycles 1 and 2 are marked in the “Cycles/Other” tab
  - Click **Accept ✓** once you are finished
- **Add +** pay code 946 – BILINGUAL FIXED – NO-PAY CALC
  - Change **Num Pays** to 24
  - Enter a **Period Pay** amount of \$50
  - If the employee is pro-rata, ensure Period Pay matches pay code 446
  - Confirm pay cycles 1, 2, and 3 are marked in the “Cycles/Other” tab
  - Click **Accept ✓** once you are finished
- **Add +** pay code 566 – BL MOU OT
  - Confirm **Num Pays** is 0
  - Change **Sched Hours** to 1
  - Confirm pay cycles 1, 2, and 3 are marked in the “Cycles/Other” tab
  - Click **Accept ✓** once you are finished

- **For employees in FPFA:**

- **Add +** pay code 447 – BILINGUAL PAY \$75
  - Change **Num Pays** to 24
  - Confirm **Period Pay** amount is \$37.50
  - If the employee is pro-rata, adjust the Period Pay amount accordingly
  - Confirm pay cycles 1 and 2 are marked in the “Cycles/Other” tab
  - Click **Accept ✓** once you are finished



- **Add +** pay code 946 – BILINGUAL FIXED – NO-PAY CALC
  - Change **Num Pays** to 24
  - Enter a **Period Pay** amount of \$37.50
  - If the employee is pro-rata, ensure Period Pay matches pay code 447
  - Confirm pay cycles 1, 2, and 3 are marked in the “Cycles/Other” tab
  - Click **Accept** ✓ once you are finished
- **Add +** pay code 566 – BL MOU OT
  - Confirm **Num Pays** is 0
  - Change **Sched Hours** to 1
  - Confirm pay cycles 1, 2, and 3 are marked in the “Cycles/Other” tab
  - Click **Accept** ✓ once you are finished
- **For employees in FPOA:**
  - **Add +** pay code 448 – BILINGUAL PAY FPOA
    - Confirm **Period Pay** amount is \$62.50
    - If the employee is pro-rata, adjust the Period Pay amount accordingly
    - Confirm pay cycles 1 and 2 are marked in the “Cycles/Other” tab
    - Click **Accept** ✓ once you are finished
  - **Add +** pay code 946 – BILINGUAL FIXED – NO-PAY CALC
    - Enter a **Period Pay** amount of \$62.50
    - If the employee is pro-rata, ensure Period Pay matches pay code 448
    - Confirm pay cycles 1, 2, and 3 are marked in the “Cycles/Other” tab
    - Click **Accept** ✓ once you are finished
  - **Add +** pay code 566 – BL MOU OT
    - Confirm **Num Pays** is 0
    - Change **Sched Hours** to 1
    - Confirm pay cycles 1, 2, and 3 are marked in the “Cycles/Other” tab
    - Click **Accept** ✓ once you are finished
- **For employees in FPTEA:**
  - **Add +** pay code 445 – BILINGUAL PAY PT 5%
  - Click **Accept** ✓ once you are finished

Click **Back** ← until you have returned to **Personnel Action Entry**.

Click **Release** .



## Additional Pays: Start Medical Cash in Lieu Pay

Action Code	Desc
5700	HEALTH INSURANCE CHANGE
Effective Date Used	
<b>Action &amp; Pay Effective Date:</b> Use the pay period start date that aligns with the first paycheck of the month when medical cash in lieu should begin to be paid out.	
Documentation	Accepted Documents
Not required	

**This PAF type should only be entered by HR.**

In **Personnel Actions Entry**, click **Add +**. Enter the **Effective Date** of the action, the appropriate **Action Codes**, and the **Comment**. Click **Accept ✓** once you are finished.

Click **Employee Detail D** and click **Employee Pay**.

**Add +** pay code 785 – MEDICAL CASH IN LIEU.

- Enter the bi-weekly MIL amount in **Period Pay** using the calculation from the Health Opt-Out Spreadsheet.
- Change **Num Pays** from 26 to 24
- Confirm only pay cycles 1 & 2 are marked in the **Cycles/Other** tab
- Click **Accept ✓** once you are finished

**Add +** pay code 985 – MED CIL – NO-PAY CALC

- Enter the same period pay amount from pay code 785 in **Period Pay**.
- Change **Num Pays** from 26 to 24
- Confirm pay cycles 1, 2 & 3 are marked in the **Cycles/Other** tab
- Click **Accept ✓** once you are finished

**Add +** pay code 561 – MEDICAL IN-LIEU MOU OT

- Confirm **Num Pays** is 0
- Change **Sched Hours** to 1
- Confirm pay cycles 1, 2 & 3 are marked in **Cycles/Other** tab
- Click **Accept ✓** once you are finished

Click **Back ←** until you have returned to **Personnel Action Entry**.

Click **Release R**.



## Additional Pays: Change Medical Cash in Lieu Pay

Action Code	Desc
5700	HEALTH INSURANCE CHANGE
Effective Date Used	
<b>Action &amp; Pay Effective Date:</b> Use the pay period start date that aligns with the first paycheck of the month when the new medical cash in lieu rate should take effect.	
Documentation	Accepted Documents
Not required	

**This PAF type should only be entered by HR. Pay close attention to the effective dates of the updated MIL pay codes. MIL should NEVER change halfway through a month and should be paid at the previous rate for BOTH pay periods before any change takes effect. If you are unsure of what effective date to use, contact Payroll.**

- In **Personnel Actions Entry**, click **Add**  $\oplus$ . Enter the **Effective Date** of the action, the appropriate **Action Codes**, and the **Comment**. Click **Accept**  $\checkmark$  once you are finished.
- Click **Employee Detail** **D** and click **Employee Pay**.
- Add**  $\oplus$  pay code 785 – MEDICAL CASH IN LIEU for the new effective date.
  - Enter the updated bi-weekly MIL amount in **Period Pay** using the calculation from the Health Opt-Out Spreadsheet.
  - Change **Num Pays** from 26 to 24
  - Confirm only pay cycles 1 & 2 are marked in the **Cycles/Other** tab
  - Click **Accept**  $\checkmark$  once you are finished
- Add**  $\oplus$  pay code 985 – MED CIL – NO-PAY CALC for the new effective date.
  - Enter the updated period pay amount from pay code 785 in **Period Pay**.
  - Change **Num Pays** from 26 to 24
  - Confirm pay cycles 1, 2 & 3 are marked in the **Cycles/Other** tab
  - Click **Accept**  $\checkmark$  once you are finished
- Add**  $\oplus$  pay code 561 – MEDICAL IN-LIEU MOU OT for the new effective date.
  - Confirm **Num Pays** is 0
  - Change **Sched Hours** to 1
  - Confirm pay cycles 1, 2 & 3 are marked in **Cycles/Other** tab
  - Click **Accept**  $\checkmark$  once you are finished
- Using **Search**  $\text{Q}$ , confirm that all the previous effective-dated 785, 985, and 561 pay codes have the expected **Effective End Date**.
- Click **Back**  $\leftarrow$  until you have returned to **Personnel Action Entry**.



Click **Release** .



## Additional Pays: End Medical Cash in Lieu Pay

Action Code	Desc
5700	HEALTH INSURANCE CHANGE
<b>Effective Date Used</b>	
<b>Action &amp; Pay Effective Date:</b> Use the pay period start date that aligns with the last check date when medical cash in lieu should be paid out.	
<b>Documentation</b>	<b>Accepted Documents</b>
Not required	

**This PAF type should only be entered by HR. Pay close attention to the effective end dates of the MIL pay codes. MIL should NEVER end halfway through a month and should be paid for BOTH pay periods before the pay ends. If you are unsure of what effective end date to use, contact Payroll.**

In **Personnel Actions Entry**, click **Add** . Enter the **Effective Date** of the action, the appropriate **Action Codes**, and the **Comment**. Click **Accept** once you are finished.

Click **Employee Detail** and click **Employee Pay**.

**Search** or **Browse** and find pay code 785 – MEDICAL CASH IN LIEU.

- Click **Update** and enter the **Pay End Date**.
- Click **Accept** once you are finished.

**Search** or **Browse** and find pay code 985 – MED CIL – NO-PAY CALC.

- Click **Update** and enter the **Pay End Date**.
- Click **Accept** once you are finished.

**Search** or **Browse** and find pay code 561 – MEDICAL IN-LIEU MOU OT.

- Click **Update** and enter the **Pay End Date**.
- Click **Accept** once you are finished.

Click **Back** until you have returned to **Personnel Action Entry**.

Click **Release** .



## Additional Pays: FTO Pay

Action Code	Desc
2600	ADDITIONAL PAYS
Reason Code	Desc
2645	TRAINING PAY
Effective Date Used	
<b>Action Effective Date:</b> FTO pay start date	
<b>Pay Effective/End:</b> Use the <b>actual start/end date</b> of the FTO training pay period.	
Documentation	Accepted Documents
<b>Not required</b>	<ul style="list-style-type: none"> <li>Any relevant correspondence providing eligibility for additional pay</li> </ul>

In **Personnel Actions Entry**, click **Add +**. Enter the **Effective Date** of the action, the appropriate **Action Codes**, and the **Comment**. Click **Accept ✓** once you are finished.

Attach supporting documents by clicking the paperclip icon . Use the Document Type “Personnel Action Attachment”.

Click **Notes** and write down whether the FTO assignment is for day or night shift.

Click **Employee Detail** and click **Employee Deductions**. Find the employee’s CalPERS deduction and determine their status:

- CalPERS deductions are codes 7000 – 7092
- Look for the words “CLASSIC” “CLSC” “CS” or “PEPRA” “PP” in the deduction short description

Click **Back** , then go to **Employee Pay**.

Click **Add +**.

- Determine which pay code to add depending on the type of the FTO assignment (day vs. night). Use the same CalPERS status found earlier:
  - 402 – TRAINING PAY CLASSIC 5%
  - 452 – TRAINING PAY PEPRA 5%
  - 460 – TRAINING PAY FTO NIGHT SHIFT CLASSIC 5%
  - 461 – TRAINING PAY FTO NIGH SHIFT PEPRA 5%
- Tab to **Pay Type** and enter the pay code. After you tab past **Pay Type**, the rest of the fields should default in.
- Tab to **Effective Date** and enter the effective date of the pay. This should match the action effective date.
- Tab to **Pay Start** and enter the same date as the action effective date. **Pay End** may or may not require an end date depending on the kind of incentive pay you are adding.

Click **Accept ✓**, then click **Back** until you have returned to **Personnel Action Entry**.



Click **Release** .



## Additional Pays: Training Pay

Action Code	Desc
2600	ADDITIONAL PAYS
Reason Code	Desc
2645	TRAINING PAY
Effective Date Used	
<b>Action Effective Date:</b> Training pay start date	
<b>Pay Effective/End:</b> Use the <b>actual start/end date</b> of the training pay period.	
Documentation	Accepted Documents
<b>Not required</b>	<ul style="list-style-type: none"> <li>Any relevant correspondence providing eligibility for additional pay</li> </ul>

In **Personnel Actions Entry**, click **Add +**. Enter the **Effective Date** of the action, the appropriate **Action Codes**, and the **Comment**. Click **Accept ✓** once you are finished.

Attach supporting documents by clicking the paperclip icon . Use the Document Type “Personnel Action Attachment”.

Click **Employee Detail D** and click **Employee Deductions**. Find the employee’s CalPERS deduction and determine their status:

- CalPERS deductions are codes 7000 – 7092
- Look for the words “CLASSIC” “CLSC” “CS” or “PEPRA” “PP” in the deduction short description

Click **Back ←**, then go to **Employee Pay**.

Click **Add +**.

- Determine which pay code to add using the CalPERS status found earlier:
  - 402 – TRAINING PAY CLASSIC 5%
  - 452 – TRAINING PAY PEPRA 5%
- Tab to **Pay Type** and enter the pay code. After you tab past **Pay Type**, the rest of the fields should default in.
- Tab to **Effective Date** and enter the effective date of the pay. This should match the action effective date.
- Tab to **Pay Start** and enter the same date as the action effective date. If the end date is known, enter **Pay End**, otherwise leave as-is.

Click **Accept ✓**, then click **Back ←** until you have returned to **Personnel Action Entry**.

Click **Release R**.



## Additional Pays: Out of Class/Premium Pay

Action Code	Desc
2600	ADDITIONAL PAYS
Reason Code	Desc
2615	OUT OF CLASS PAY
Effective Date Used	
<b>Action Effective Date:</b> Premium pay start date	
<b>Pay Effective/End:</b> Use the <b>actual start/end date</b> of the premium pay period.	
Documentation	Accepted Documents
<b>Not required</b>	<ul style="list-style-type: none"> <li>Any relevant correspondence providing eligibility for additional pay</li> </ul>

In **Personnel Actions Entry**, click **Add +**. Enter the **Effective Date** of the action, the appropriate **Action Codes**, and the **Comment**. Click **Accept ✓** once you are finished.

Attach supporting documents by clicking the paperclip icon . Use the Document Type “Personnel Action Attachment”.

Click **Employee Detail D** and click **Employee Deductions**. Find the employee’s CalPERS deduction and determine their status:

- CalPERS deductions are codes 7000 – 7092
- Look for the words “CLASSIC” “CLSC” “CS” or “PEPRA” “PP” in the deduction short description

Click **Back ←**, then go to **Employee Pay**.

Click **Add +**.

- Determine which pay code to add using the CalPERS status found earlier:
  - 400 – PREMIUM PAY 5%
  - 450 – PREMIUM PAY PEPRA 5%
- Tab to **Pay Type** and enter the pay code. After you tab past **Pay Type**, the rest of the fields should default in.
- Tab to **Effective Date** and enter the effective date of the pay. This should match the action effective date.
- Tab to **Pay Start** and enter the same date as the action effective date. If the end date is known, enter **Pay End**, otherwise leave as-is.

Click **Accept ✓**, then click **Back ←** until you have returned to **Personnel Action Entry**.


Click **Release R**.



## Additional Pays: K-9/Therapy Dog Pay

Action Code	Desc
2600	ADDITIONAL PAYS
Reason Code	Desc
2725	POLICE K-9 HANDLER PAY
Effective Date Used	
<b>Action &amp; Pay Effective Date:</b> K-9/therapy dog pay start date	
Documentation	Accepted Documents
Not required	


In **Personnel Actions Entry**, click **Add +**. Enter the **Effective Date** of the action, the appropriate **Action Codes**, and the **Comment**. Click **Accept ✓** once you are finished.

Attach supporting documents by clicking the paperclip icon . Use the Document Type “Personnel Action Attachment”.

Click **Employee Detail**  and click **Employee Pay**.

Click **Add +**.

- Tab through to **Pay Type** and enter in one of the following depending on the employee type:
  - 470 – CANINE PAY (FPOA)
  - 475 – CANINE PAY FGMA
- Tab past **Pay Type** and the rest of the fields should default in.
- Tab to **Effective Date** and enter the effective date of the pay. This should match the action effective date.
- Tab to **Pay End**. Leave **Pay End** without an end date if the K-9 handler assignment has no end date. Otherwise, input the end date.
- Click on **Sched Hours** and change the value from 80 to 7.
- Tab twice and ensure the value in **Annual Pay** changes.

Click **Accept ✓**, then click **Back**  until you have returned to **Personnel Action Entry**.

Click **Release** .



## Additional Pays: Police Officer Lateral Incentive (FTO, Probation Completion, 2<sup>nd</sup> Year of Service)

Action Code	Desc
2700	POLICE INCENTIVE
Effective Date Used	
<b>Action Effective Date:</b> Employee incentive qualification date	
<b>Pay Effective/End Date:</b> Use the pay period start date that aligns with the paycheck when the incentive should be paid out for both pay start <b>and</b> end. Police incentives are only effective for a single day, due to the configuration of the pay code.	
Documentation	Accepted Documents
<b>May be required depending on incentive type</b>	<ul style="list-style-type: none"> <li>Signed evaluation</li> <li>FTO Training Program certificate</li> <li>Any relevant correspondence</li> </ul>

**Please note that the initial onboarding \$5,000 incentive for Police Officer Laterals is only entered by HR in the new hire PAF. Do not enter PAFs for the new hire lateral incentive.**

- In **Personnel Actions Entry**, click **Add +**. Enter the **Effective Date** of the action, the appropriate **Action Codes**, and the **Comment**. Click **Accept ✓** once you are finished.
- Attach supporting documents by clicking the paperclip icon . Use the Document Type “Personnel Action Attachment”.
- Click **Employee Detail** and click **Employee Pay**.
- Click **Add +**.
  - Tab through to **Pay Type** and enter in pay code 465. After you tab past **Pay Type**, the rest of the fields should default in.
  - Tab to **Effective Date** and enter the effective date of the pay. This should match the action effective date.
  - Tab to **Pay Start** and enter the same date as the action effective date.
  - Tab to **Pay End** and enter the same date as **Pay Start**. The pay should only be effective for the first day in the pay period.
  - Under **Pay Amounts** on the right-hand side of the screen, enter 5000 in **Period Pay**.
  - Tab once and ensure the value in **Annual Pay** changes.
- Click **Accept ✓**, then click **Back ←** until you have returned to **Personnel Action Entry**.
- Click **Release** .



## Additional Pays: Fire Education Incentive

Action Code	Desc
2600	ADDITIONAL PAYS
Reason Code	Desc
2630	EDUCATION INCENTIVE
Supporting Action	Desc
EI30	FIRE – 2.5%
EI31	FIRE – 5%
EI32	FIRE – 7.5%
EI33	FIRE – 10%
Effective Date Used	
<b>Action Effective Date:</b> Education incentive date	
<b>Pay Effective Date:</b> Education incentive date	
Documentation	Accepted Documents
<b>Required</b>	<ul style="list-style-type: none"> <li>• Certification/degree/proof of course completion</li> </ul>

In **Personnel Actions Entry**, click **Add +**. Enter the **Effective Date** of the action, the appropriate **Action Codes**, and the **Comment**. Click **Accept ✓** once you are finished.

Attach supporting documents by clicking the paperclip icon . Use the Document Type “Personnel Action Attachment”.

Click **Employee Detail**  and click **Employee Pay**.

If the employee is already receiving:

- An education incentive (**406**, **407**, and **408**), or
- Any additional premium pay codes between **400** and **499**

Use **Search**  to locate the existing incentive/premium pay codes. Click **Update**  and change **Pay End** to the date before the effective date of the PAF. Click **Accept ✓** to confirm the change.

If the pay code already has a future end date, make a note of the original end date. Then, update the Pay End to the date before the effective date of the action. Remember to use the original end date when re-adding the pay code later in this process.

Click **Add +**.

- Tab through to **Pay Type** and enter one of the following pay codes:
  - 406 – FIRE EDUCATION INCENTIVE 2.5%
  - 407 – FIRE EDUCATION INCENTIVE 5.0%
  - 408 – FIRE EDUCATION INCENTIVE 7.5%
  - 409 – FIRE EDUCATION INCENTIVE 10.0%
- After you tab past **Pay Type**, the rest of the fields should default in.



- Tab to **Effective Date** and enter the effective date of the pay. This should match the action effective date.
- Tab twice and ensure the value in **Annual Pay** changes. Click **Accept** ✓ to save the changes.

If the employee was receiving any additional premium pay codes between **400** and **499**, **Add** + each of them back with the effective date of the action. **If the pay code originally had an end date, remember to enter it in Pay End.**

Click **Accept** ✓, then click **Back** ← until you have returned to **Personnel Action Entry**.

Click **Release** **R**.



## Additional Pays: Fire Preceptor Pay

Action Code	Desc
2600	ADDITIONAL PAYS
Reason Code	Desc
2670	PRECEPTOR PAY
Effective Date Used	
<b>Action Effective Date:</b> Preceptor pay start date	
<b>Pay Effective/End Date:</b> Use the pay period start/end date that aligns with the paycheck when the incentive should be paid out	
Documentation	Accepted Documents
<b>Required</b>	<ul style="list-style-type: none"> <li>Memo/correspondence confirming preceptor internship details, including monetary amount of pay per FPFA MOU</li> </ul>

- In **Personnel Actions Entry**, click **Add +**. Enter the **Effective Date** of the action, the appropriate **Action Codes**, and the **Comment**. Click **Accept ✓** once you are finished.
- Attach supporting documents by clicking the paperclip icon . Use the Document Type “Personnel Action Attachment”.
- Click **Employee Detail** and click **Employee Pay**.
- Click **Add +**.
  - Tab through to **Pay Type** and enter in pay code **430**. After you tab past **Pay Type**, the rest of the fields should default in.
  - Tab to **Effective Date** and enter the effective date of the pay. This should match the action effective date.
  - Tab to **Pay Start** and enter the start date of the pay period in which the pay should be disbursed.
  - Tab to **Pay End** and enter the end date of the pay period in which the pay should be disbursed.
  - Under **Pay Amounts** on the right-hand side of the screen and enter the total preceptor payout in **Period Pay**.
  - Tab once and ensure the value in **Annual Pay** changes.
- Click **Accept ✓**, then click **Back** until you have returned to **Personnel Action Entry**.
- Click **Release** .



## Additional Pays: Motorcycle Unit

Action Code	Desc
2600	ADDITIONAL PAYS
Supporting Code	Desc
7116	START
7117	END
Effective Date Used	
<b>Action Effective Date:</b> Motorcycle unit assignment start date	
<b>Pay Effective/End Date:</b> Use the pay period start/end date that aligns with the paycheck when the incentive should be paid out	
Documentation	Accepted Documents
Optional	

In **Personnel Actions Entry**, click **Add** . Enter the **Effective Date** of the action, the appropriate **Action Codes**, and the **Comment**. Click **Accept** once you are finished.

Attach supporting documents by clicking the paperclip icon . Use the Document Type “Personnel Action Attachment”.

Click **Employee Detail** and click **Employee Pay**.

**Search** or **Browse** and find pay code 700 – UNIFORM SAFETY.

- Click **Update** and enter the **Pay End Date**.
- Click **Accept** once you are finished.

Click **Add** .

- Tab through to **Pay Type** and enter in pay code **702**. After you tab past **Pay Type**, the rest of the fields should default in.
- Tab to **Effective Date** and enter the effective date of the pay. This should match the action effective date.
- Tab to **Pay Start** and enter the start date of the pay period in which the pay should be disbursed.
- Tab to **Pay End** and enter the end date, If known.

Click **Accept** , then click **Back** until you have returned to **Personnel Action Entry**.

Click **Release** .



## Leave Without Pay Start (Unprotected, Estimated End Date)

Action Code	Desc
6200	LEAVE W/O PAY - UNPROTECTED
Reason Code	Desc
5505	START
Effective Date Used	
<b>Action Effective Date:</b> LWOP start date	
<b>Pay Effective/End Date:</b> Pay should be effective on LWOP start date. Pay start/end dates are the LWOP start/estimated end dates.	
Documentation	Accepted Documents
<b>Required</b>	<ul style="list-style-type: none"> <li>Signed memo approving LWOP from City Manager's Office</li> </ul>

**This PAF SOP is meant for LWOPs that do not have a confirmed end date and will require a LWOP end PAF when they return to work.**

- In **Personnel Actions Entry**, click **Add** . Enter the **Effective Date** of the action, the appropriate **Action Codes**, and the **Comment**.
- In the **Other** tab, enter in the employee's **Estimated Return Date**.
- Click **Accept** once you are finished.
- Attach supporting documents by clicking the paperclip icon . Use the Document Type "Personnel Action Attachment".
- Click **Employee Detail** and click **Employee Master Main**.
- Click **Update** and go to the **Dates** tab. Enter in the effective date of the employee's LWOP in the **Inactive** field and set the **Code** to LWOP – LEAVE WITHOUT PAY. Click **Accept** once you are finished.
- Click **Back** and click **Employee Pay**.
- Click **Add** and enter in the appropriate LWOP pay code for the employee type:
  - FEA/Non-Management Confidential: 336 – LWOP HOURLY
  - FGMA/Confidential Management: 337 – LWOP SALARY
  - FPFA/FFMA/FPOA/FPMA: 368 – LEAVE WITHOUT PAY S-F-B
- Tab to **Effective Date** and enter in the effective date of the LWOP.
- Tab to **Pay Start** and enter the effective date of the LWOP. Leave the **End Date** undated.
- Click **Accept** , then click **Back** until you have returned to **Personnel Action Entry**.



Click **Release** .



## Leave Without Pay End (Unprotected, Estimated End Date)

Action Code	Desc
6200	LEAVE W/O PAY - UNPROTECTED
Reason Code	Desc
5510	END
Effective Date Used	
Action Effective & Pay End Date: LWOP end date	
Documentation	Accepted Documents
Not required	

**This PAF SOP is meant for LWOPs that originally began without a confirmed end date and the employee has now returned to work.**

- In **Personnel Actions Entry**, click **Add** . Enter the **Effective Date** of the action, the appropriate **Action Codes**, and the **Comment**.
- In the **Other** tab, enter in the employee's **Estimated Return Date** (input the actual, confirmed return date).
- Click **Accept** once you are finished.
- Attach supporting documents by clicking the paperclip icon . Use the Document Type "Personnel Action Attachment".
- Click **Employee Detail** and click **Employee Master Main**.
- Click **Update** and go to the **Dates** tab. Remove the date in the **Inactive** field and remove LWOP value in the **Code** field. Click **Accept** once you are finished.
- Click **Back** and click **Employee Pay**.
- Click **Search** or **Browse** to locate their existing LWOP pay code.
- Click **Update** and input the leave end date in **Pay End**.
- Click **Accept** , then click **Back** until you have returned to **Personnel Action Entry**.
- Click **Release** .



## Leave Without Pay (Unprotected, Confirmed Start and End Date)

Action Code	Desc
6200	LEAVE W/O PAY - UNPROTECTED
<b>Effective Date Used</b>	
<b>Action Effective Date:</b> LWOP start date	
<b>Pay Effective/End Date:</b> Pay should be effective on LWOP start date. Pay start/end dates are the LWOP start/end dates.	
<b>Documentation</b>	<b>Accepted Documents</b>
<b>Required</b>	<ul style="list-style-type: none"> <li>Signed memo approving LWOP from City Manager's Office</li> </ul>

**This PAF SOP is meant for LWOPs that are being entered into the system with a confirmed start AND end date. Do NOT follow this SOP if HR has an estimated return date or does not know when the employee will return.**

In **Personnel Actions Entry**, click **Add +**. Enter the **Effective Date** of the action, the appropriate **Action Codes**, and the **Comment**.

In the **Other** tab, enter in the employee's confirmed return date in the **Estimated Return Date**.

Click **Accept ✓** once you are finished.

Attach supporting documents by clicking the paperclip icon . Use the Document Type "Personnel Action Attachment".

Click **Employee Detail** and click **Employee Pay**.

Click **Add +** and enter in the appropriate LWOP pay code for the employee type:

- FEA/Non-Management Confidential: 336 – LWOP HOURLY
- FGMA/Confidential Management: 337 – LWOP SALARY
- FPFA/FFMA/FPOA/FPMA: 368 – LEAVE WITHOUT PAY S-F-B

In **Effective Date**, enter in the effective date of the LWOP.

Tab to **Pay Start** and enter the effective date of the LWOP. Enter in the confirmed end date of the LWOP in **End Date**.


Click **Accept ✓**, then click **Back ←** until you have returned to **Personnel Action Entry**.

Click **Release** .






## Position Control Number Change



Action Code	Desc
8801	POSITION CONTROL NUMBER CHANGE
Effective Date Used	
Action & Pay Effective Date: Position change date	
Documentation	Accepted Documents
Not required	


In **Position Inquiry**, using **Search** , confirm that the position control number (PCN) you are moving the employee meets the following criteria:

- The PCN does not have another active employee in it
- The PCN's assigned/filled at job class matches the employee's
- The PCN's assigned salary grade matches the employee's job class




If any of the above requirements are not met, please reach out to Budget for correction.

Go to **Employee Job/Salary**, click **Search** , input the employee's name or ID number, and ensure your search period is set to **Current**. Click **Accept**  and **Browse** . This will display the employee's current pays in live data, which you will need to reference at the end of this SOP. Keep this page open in a separate tab/window.

In a different window/tab, open **Personnel Actions Entry** and click **Add** . Enter the **Effective Date** of the action, the appropriate **Action Codes**, and the **Comment**. Click **Accept**  once you are finished.

Attach supporting documents by clicking the paperclip icon . Use the Document Type "Personnel Action Attachment".

Click **Employee Detail**  and click **Employee Pay**.


Click **Search**  and set the search period to **Current**. Click **Accept**  and **Browse** . This will display the employee's current pays.

Find the employee's base pay code:

- Base pay codes are in the 100's.
- In the "Base Pay" column, base pays will have a "Y" value.

Take note of the base pay code and effective date.

Click **Duplicate** . The **Effective Date** should match the action effective date.

- Click on **Position** and enter in the employee's position control number or click the ellipses  to view a list of available positions. **Be careful that you are selecting the CORRECT position control number.**



- If you do not see the position control number you need, please ensure the job class code on the position in **Position Inquiry** matches the job class of the employee.
- To update the position, contact Budget and provide the position control number, job class code, PAF effective date, and any account code allocation information if necessary.
- Tab to **Position Start** and update to the the action effective date. Leave **Position End** as-is.
- Confirm the **Grade** matches the **Job Class**.

Click **Accept** ✓.

When prompted, click **Yes** to automatically end date pays for the old job/position.

Click **Search** 🔍 and set the search period to **All**. Enter the base pay code and effective date noted earlier. Click **Accept** ✓, and click on the record.

Click **Update** ✎.

- Uncheck the **Primary Job/Position** checkbox.
- Change **Position End** to the day prior to the effective date of the action.
- Change **Pay End** to the day prior to the effective date of the action.

Click **Accept** ✓ once you are finished.

Click **Search** 🔍 and set your search period to one of the following:

- If today's date > Action Effective Date: **Current**
- If today's date < Action Effective Date: **Future**

Click **Accept** ✓, then **Browse** 📄:

- Reference the list of pays you pulled up earlier to the new pays you created in your pending action. You  
↓  
can use the Excel button if you prefer to do the comparison in Excel. Confirm that the employee's current pay codes exist within the new set you just created.

Confirm that any pays with [special settings](#) are properly configured.

Click **Back** ⬅ until you have returned to **Personnel Action Entry**.

Click **Release** Ⓜ.



## Location Change (Information-Only Assignment Change)

Action Code	Desc
8800	LOCATION CHANGE
<b>Effective Date Used</b>	
<b>Action &amp; Pay Effective Date:</b> Location change date	
<b>Documentation</b>	<b>Accepted Documents</b>
Not required	

**This PAF SOP is meant for information-only actions meant to describe staff assignment changes within a department or division. If this action requires changing ESS supervisors or updating GL account codes on a position, DO NOT use this SOP and instead contact Budget.**

- In **Personnel Actions Entry**, click **Add** . Enter the effective date of the action, the appropriate action codes, and the comment.
- Click **Accept** once you are finished.
- If applicable, put any additional notes regarding the action in **Notes** .
- Attach supporting documents by clicking the paperclip icon . Use the Document Type "Personnel Action Attachment".
- Click **Release** .



## Injured On Duty (IOD), Administrative Leave, LWOP - Safety

Action Code	Desc
6200	LEAVE W/O PAY - UNPROTECTED
6300	ADMINISTRATIVE LEAVE
7100	WORKERS COMP
Reason Code	Desc
7115	IOD
Effective Date Used	
<b>Action Effective Date:</b> Event date/start date	
<b>Pay Effective/End Date:</b> Pay effective date should match the action effective date. Pay start/end dates are the start/end dates for the leave, if applicable.	
Documentation	Accepted Documents
Not required	

In **Personnel Actions Entry**, click **Add +**. Enter the **Effective Date** of the action, the appropriate **Action Codes**, and the **Comment**.

Click **Accept ✓** once you are finished.

Attach supporting documents by clicking the paperclip icon . Use the Document Type "Personnel Action Attachment".

Click **Employee Detail D** and click **Employee Pay**.

Click **Add +** and enter in the appropriate pay code for the action & employee type:

### Safety

- 368 – LEAVE WITHOUT PAY - SAFETY
- 329 – INJURED-ON-DUTY PAY - SAFETY
- 362 – ADMINISTRATIVE PAY – SAFETY

### Salary

- 337 – LEAVE WITHOUT PAY SALARY
- 322 – INJURED-ON-DUTY PAY SAL
- 313 – ADMINISTRATIVE PAY SALARY

### Hourly

- 336 – LEAVE WITHOUT PAY HOURLY
- 323 – INJURED-ON-DUTY HOURLY
- 312 – ADMINISTRATIVE PAY HOURLY

In **Effective Date**, enter in the effective date.



- Tab to **Pay Start** and enter the effective date. If there is a confirmed end date, enter it in **End Date**.
- Click **Accept** ✓, then click **Back** ← until you have returned to **Personnel Action Entry**.
- Click **Release** **R**.



## Discipline – Unpaid Administrative Leave

Action Code	Desc
6300	ADMINISTRATIVE LEAVE
Reason Code	Desc
6310	UNPAID
Effective Date Used	
<b>Action Effective &amp; Pay End Date:</b> Admin leave start & end date	
Documentation	Accepted Documents
<b>Prohibited</b>	Due to their sensitive nature, <b>do NOT</b> attach any correspondence/documents to these actions.

In **Personnel Actions Entry**, click **Add +**. Enter the **Effective Date** of the action, the appropriate **Action Codes**, and the **Comment**.

Click **Accept ✓** once you are finished.

Click **Employee Detail D** and click **Employee Pay**.

Click **Add +** and enter in the appropriate pay code for the employee type:

### Safety

- 368 – LEAVE WITHOUT PAY - SAFETY

### Salary

- 337 – LEAVE WITHOUT PAY SALARY

### Hourly

- 336 – LEAVE WITHOUT PAY HOURLY

In **Effective Date**, enter in the effective date.

Tab to **Pay Start** and enter the effective date. If there is a confirmed end date, enter it in **End Date**.

Click **Accept ✓**, then click **Back ←** until you have returned to **Personnel Action Entry**.

Click **Release R**.



## Special Pay Code Settings

The following pay codes require special settings when added (or re-added) to an employee.

### Sergeant Briefing Pay (440)

Sched Hours = 2.71

### Uniform Allowance (700, 701, 750, 751)

If the action is effective in the middle of pay-period, add a comment in the action notes instructing Payroll to pay out the uniform allowance for the entire pay period.

If the employee is assigned to the motorcycle unit, update **Period Pay** = 62.31

### K-9/Therapy Dog Pay (470, 475)

Sched Hours = 7

### Medical Cash in Lieu (561, 785, 985)

785, 985

**Period Pay** should match the bi-weekly MIL amount.

**Num Pays** = 24

561

**Num Pays** = 0

**Sched Hours** = 1

### Bilingual Pay (446, 447, 448, 946, 566)

**Please add the code applicable to the employee's bargaining unit. You should not add every 44X code.**

**FPTEA bilingual pay (445) does not require any special settings.**

446 (FEA, FGMA), 447 (FPFA)

**Num Pays** = 24



If employee is pro-rata, adjust the **Period Pay** amount.

#### 448 (FPOA)

If employee is pro-rata, adjust the **Period Pay** amount.

#### 946 (All Unions)

**Num Pays** = 24

**Period Pay** should match the same amount in 446/447/448.

#### 566 (All Unions)

**Num Pays** = 0

**Sched Hours** = 1



## Frequently Asked Questions

I entered a PAF that is no longer needed/incorrect and must be deleted. What should I do?

First, confirm whether the PAF has been processed by Payroll. In **Personnel Actions Entry**, Search 🔍 for the PAF you created:

- **If the PAF appears in search:** The PAF has not yet been posted to live data and hasn't affected the employee's take-home pay. E-mail HR ASAP to have the PAF deleted.
- **If the PAF does not appear in search but has not been paid out to the employee:** Contact HR and Payroll immediately so they can correct the pay and the employee's PAF history.
- **If the PAF does not appear in search and has been paid out to the employee:** Create a correction PAF under action code 8950 effective for the following pay period and update the incorrect records. Payroll will correct the under/overpayment from the employee.

I created an additional pay that I am no longer seeing after I've backed out and re-entered the employee's pay. I can only find it by searching for current pays. Why?

Remember that **the effective date of the PAF** serves two purposes:

- To alert Payroll staff which pay period a PAF must be processed for
- To help Munis determine what pays will automatically load in after clicking into **Employee Pay**.

If the effective date of the pay is **later than the effective date of the action**, it will not automatically load in list when entering **Employee Pay** because **it didn't technically exist on the effective date of the action**. Munis will only automatically load pays active on the effective date of the action to ensure that you are working on data from the **correct period**. You can get around this behavior by using Search 🔍 for a "Current" or "Future" search period.

I received the error "Grade not within min/max range for position". What does that mean?

Due to how position control works in Tyler, only one job class and salary grade can be associated with a position at one time. The error message is essentially Tyler saying that the salary grade you are assigning to the employee does not match what is on the position. This is usually caused by old underfill/overfills set on positions that were not removed prior to the PAF and is common in positions for journey-level classifications. Please reach out to Budget to fix the error.