

Material Request Form (MRF) Pay Files

The Compliance Review Division will be reviewing a random selection of pay related requests, including alternate range changes, arduous pay, bilingual pay, out-of-class assignments, pay differential transactions and red circle rates.

General Instructions: Pay Files

For each listed matter on the MRF Pay Spreadsheet, please provide the documents set forth below. All requested documents should be organized in the order listed and, if applicable, by the appointment being reviewed. If a requested document is applicable but does not exist, please include a brief written explanation setting forth the reasons why. (e.g., a diligent search was conducted but the documents were not found).

I.

Please see the “**335 Transactions**” tab in the MRF Pay Spreadsheet and provide the following materials for all alternate range movements¹ listed:

- Salary Determination Worksheet (all documents showing how department determined employees salary).
- Notice of Personnel Action (NOPA).
- Employee’s Application
- Alternate Range Criteria (ARC).
- Signed Approval of ARC change.
- If applicable, Certificate of Denial for ARC change.
- Documentation showing how the appointee met the ARC.
- Any Documentation to Support and or Explain Employee’s Actual Rate and Salary Total (Established Earnings, Shift Differential, Special Pay, Plus Salary, Pay Letter and/or Departmental Policy).

II.

Please see the “**Arduous Pay**” tab in the MRF pay spreadsheet provide the following materials for all arduous pay transactions listed:

- CalHR Form 777 – Arduous Work Pay Request/Extension.
- STD Form 671 – Miscellaneous Payroll/Leave Actions.

¹ Only 335 transactions not keyed with appointments.

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III.

Please see the “**Bilingual Pay**” tab in the MRF Pay Spreadsheet and provide the following materials for all bilingual pay transactions listed:

- Oral Fluency Exam Results (proof of Bilingual Certification for employee).
- Bilingual Pay Authorization Form (STD. 897).
- Bilingual Survey Physical Tally Sheets.
- Signed Duty Statement at time of when Bilingual Pay was authorized.

IV

Please see “**Out-of-Class Assignments**” (OOC) tab in the MRF Pay Spreadsheet and provide the following materials for all out-of-class assignments listed:

- Salary Determination Worksheet (all documents showing how department determined employees salary).
- Written Justification/Reason for OOC Assignment.
- Current and Proposed Duty Statement.
- Current and Proposed Organizational Chart.
- CalHR 651 Job Description Form if applicable.
- DPA 720 Out of Class Justification Form (over 120 days).
- CalHR Extension and Approval Letters.
- STD Form 671 – Miscellaneous Payroll/Leave Actions for all pay periods in OOC Assignment

V

Please see “**Pay Differentials**”² tab in MRF Pay Spreadsheet and provide the following materials for all pay differential transactions³ listed:

- Duty Statement.
- Applicable Pay Differential Letter from CalHR Pay Scale Manual.
- Any documentation pertaining to the pay differential (e.g., employee’s application, certificate).

² Excluding bilingual and arduous pay.

³ As indicated on the preliminary survey, the CRU will only be reviewing monthly locked-in (on PAR) pay differentials at this time.

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VI.

Please see “**Red Circle Rates**”⁴ tab in MRF Pay Spreadsheet and provide the following materials for all red circle rate transactions listed:

- DPA 687 - Red Circle Rate Request Form.
- DPA 688 – 90 Day Red Circle Rate Request (for CEAs) Form.
- Verification of State Service (CLAS S16 printout).
- Written Justification for Rate.

NOTES/COMMENTS:

⁴ A red circle rate is a rate of pay authorized for an individual above the maximum salary for his or her class. It is intended to mitigate the hardship when an employee’s salary is to be lowered through no fault of the employee.