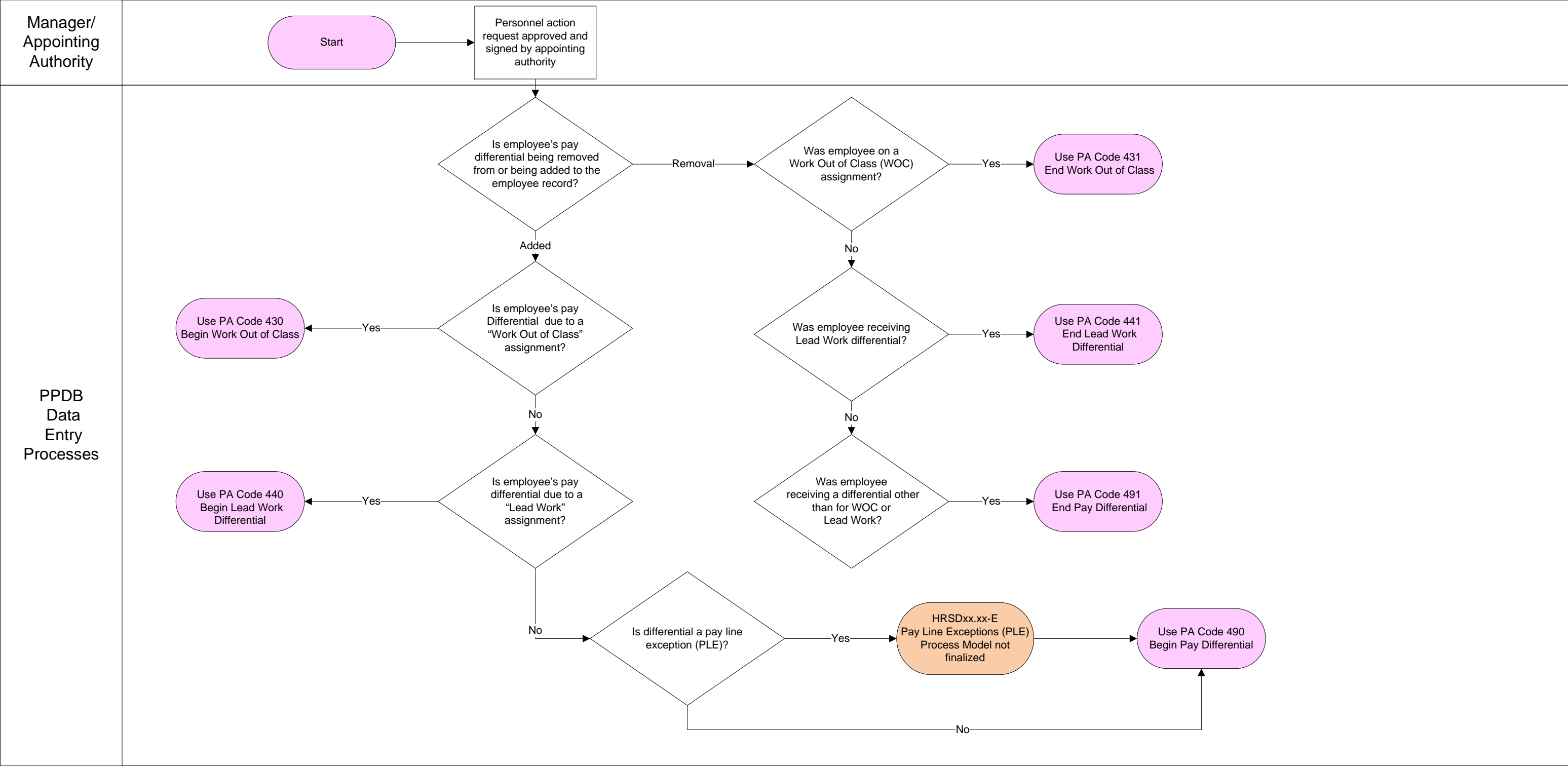


PA04.01 - Employee Pay Differentials – V2.0

Personnel Action (PA) Code Decision Flow



- The effective date of differentials, whether adding or removing, begins at the beginning of the work day.
- Pay Line Exceptions refer to Statewide Policy 20.005.15.
- If differential is an approved pay line exception (PLE) a freeze code of 'P' must be added to the employee record using PA code 237.
- Refer to State Policy 20.005.10 or Collective Bargaining Contract for guidelines on pay differentials.
- Differentials and amounts are entered in the differential field on the employee's record in PPDB. (The monthly base shown on the employee's PPDB record does not include the differential amount.)
- Monthly audit reports are generated to agencies each month including employees with differentials. Records need to be reviewed to determine if differential is still valid.