

**VERIFICATION AND COMPLETION OF SCHEDULE 8 TABULATION****6429**

(Revised 09/10)

Each department will proceed as follows, with clear entries made on all copies:

1. Compare with department payroll roster. Any differences on the Schedule 8 should be analyzed and corrected. A spot-check should be made of the anniversary dates and extensions. A list of State Controller's Office (SCO) discrepancies or errors should be prepared and attached to each copy of the schedule. For each item on the list, include a cross-reference to the specific document which was not properly recorded on SCO records, so that SCO may check original documents before making corrections.

In the case of a full-time authorized position that is filled on a part-time basis, the SCO's tabulation will carry the position as a part-time position and the amount will be that of a part-time position. This condition will be shown for both current and budget years. The department should make the changes necessary to provide for continuation on a full-time basis.

Differences other than SCO's discrepancies or errors must be corrected through submission of payroll or position documents. The preparation and submission of such documents are a follow-up condition for certification procedures established in accordance with SAM Section 6521. The exceptions are those positions that can be re-established under specified criteria as listed in Government Code 12439.

2. Correct all of the totals to account for the above changes.
3. For positions marked "vacant" in the tabulation, insert, after the word "vacant," the date the position became vacant. Check the tabulation against the "Vacant Positions" reports (see SAM Section 6445) and make necessary adjustments.