

INSTRUCTIONS FOR COMPLETING CLASS DATA SHEET

GENERAL INSTRUCTIONS:

- ALWAYS COMPLETE** “Action,” “Schematic Code,” “Class Code,” and “Full Class Title” of the form. Submit completed form to CCD with Board item.
- FOR CHANGED DATA** Enter both the old data and the new data [e.g., if the WWG has changed, enter both the “Present (From)” WWG and the “Proposed (To)” WWG]. Except for those items listed above, do not enter data which is unchanged (e.g., if the salary has not changed, leave both the present and proposed spaces blank).

INSTRUCTIONS FOR SPECIFIC SECTIONS:

- ACTION:**
- For new class establishments (new class and schem code required), enter NEW.
 - For existing class with new project/study/site establishment, enter NEW/PSS (existing class and schem codes are used).
 - For specification revisions which include retitling, enter RET.
 - For other specification revisions, enter SPEC.
 - For class abolishment, enter ABOL.
 - For rescission of class abolishment, enter RES.
 - To correct an error in a prior Pay Letter, enter CORR and the number of the Pay Letter in which the error occurred.
 - For any other class, compensation, or CB/ID changes, enter CHG.
 - For both specification and other class or compensation changes enter CHG/SPEC or CHG/RET as appropriate.
- SISA:** If SISA is to be deleted, enter “SISA (DEL).” Classes with multiple ranges, indicate a SISA for each range if appropriate. Add Footnote 20 if only applies to Range A. (See Rule 599.685 in Pay Scale for criteria.)
- FOOTNOTES:** For new classes list applicable footnotes. For existing classes, if footnote is to be added, enter footnote symbol followed by “ADD.” If footnotes is to be deleted, enter footnote symbol followed by “DEL.”
- MCR:** Enter appropriate Modified Class Review category. See criteria in Pay Scales.
- PAY LETTER STATEMENTS:** This space is for Pay Letter statements included in Section I Pay Letter. [Example: The above parenthetical is established for the (Department) for the (project/study site).]