

VERIFICATION AND COMPLETION OF SCHEDULE 8 TABULATION
(Revised 4/2018)

6429

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

1. Compare the Schedule 8 to 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 has not been recorded in 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 to provide for continuation on a full-time basis, if applicable.

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](#).

2. Correct all of the totals to account for the above changes.

For positions marked "vacant" in the tabulation, insert, after the word "vacant," the date the position became vacant.