

Monthly Delegation Reporting Instructions

CEA Reporting*

The CEA reporting worksheet will be used to track and maintain your departmental Salary Cap. Report all CEAs within your department, in addition to any CEA establishment/abolishment. The spreadsheet will automatically calculate the approved departmental salary cap, and the percentage of which is used.

CEA Status - Indicate the CEA status of each CEA allocated. (N) - New CEAs approved by SPB. (C) - Change to existing CEA. (A) - Abolish an existing CEA. (E) - Existing CEA, no change. (I) - Inactive. (V) - Vacant CEA.

Status Effective Date - Indicate the effective date of the CEA Status change. New CEAs, input date of SPB approval. CEA change, input effective date of change. CEA abolishment, input date of abolishment. Existing CEAs with no change input original date of CEA appointment. Inactive or vacant CEA, input vacancy date.

Incumbent - Current incumbent, if applicable.

Primary Function - CEA Program Area.

Position Number - Agency-Reporting Unit-Class Code-Serial Number.

A/E/P² - Indicates if the incumbent is an Attorney, Engineer, or Physician.

Position Title - CEA Title.

From CEA Level - The level of the incumbent prior to any changes.

To CEA Level - The new CEA level if any change occurred in the current month.

Current Monthly Salary - Actual monthly salary (Base pay, not including differentials).

New Proposed Monthly Salary - Proposed actual salary, if applicable.

Max of Salary Level or Salary Exception - Max of the current level or current salary, whichever is higher. (This column calculates the cap and is locked by CalHR).

Comments - Any comment relevant to the CEA position. If your CEA is limited term add the expiration date to this field.

*Highlight any rows that are being amended / added

Monthly CEA Reporting Worksheet

*Approved Annual Salary Cap
\$0.00

Date: _____
 Department: _____
 Personnel Officer: _____
 Phone #: _____
 PMD Analyst: _____
 Reporting Period _____ Month (1st - 31st)

Mark box if no changes reported this month

No.	CEA Status ¹	Status Effective Date	Date Keyed	Incumbent Name	Primary Function	Position #	A/E/P ²	Position Title	From CEA Level	To CEA Level	Current Monthly Salary (Actual)	New Proposed Monthly Salary	Negotiated: Max of Level or Salary Exception	Comments
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														

¹ (N) New, (C) Change, (A) Abolish, (E) Existing: No Change, (I) Inactive, (V) Vacant

² (A) Attorney, (E) Engineer, (P) Physician

\$0.00	\$0.00	Total Monthly Salaries
\$0.00	\$0.00	Annual CEA Salaries (Total Monthly x 12)
0.00%	0.00%	Total % of Annual CEA Cap Used

Note: Highlight the lines that are being amended

Level A	\$6,173 - \$8,874
Level B	\$8,594 - \$10,237
Level C	\$9,544 - \$10,836
Restricted zone (A, E, P)	\$10,837 - \$13,782

*PML 2013-027