

**REMINDER REGARDING SPB'S ONLINE FILING SYSTEM  
FOR PERSONNEL ACTIONS**

Pursuant to California Code of Regulations, title 2, section 52.3, the State Personnel Board is requiring all personnel adverse actions be submitted electronically via SPB's online filing system.

A Pinkie was issued on March 26, 2010, by SPB Executive Officer, Suzanne M. Ambrose, which included the internet address that should be used when submitting a personnel action. The link to the Pinkie is included below. If you have not contacted SPB to request a user name and password, please contact Kathey Norton at [knorton@spb.ca.gov](mailto:knorton@spb.ca.gov) by September 17, 2010.

The SPB regulations became effective on August 18, 2010, and are posted to SPB's website at [www.spb.ca.gov](http://www.spb.ca.gov) (see What's New section on the homepage). The Pinkie also lists the type of actions that SPB will accept via the online filing site.

**Link to Pinkie Released March 26, 2010:**

<http://www.spb.ca.gov/WorkArea/showcontent.aspx?id=5586> (see paragraph 3 for online filing site address)

**Stipulations and Withdrawals**

Stipulations and withdrawals should not be filed using the NOPA system. Please continue to forward these documents to the Appeals e-mail:

[appeals@spb.ca.gov](mailto:appeals@spb.ca.gov)

**Additional Reminder:**

It is the department's responsibility to notify us whenever someone with an assigned user ID and password leaves their agency so we can delete that person from the system and assign a new user ID and password to the person designated to replace the individual who left.

