

STATE OF CALIFORNIA

KATHLEEN CONNELL,
CONTROLLER OF CALIFORNIA

OFFICE OF STATE CONTROLLER
PERSONNEL/PAYROLL SERVICES DIVISION
300-Capitol Mall
P.O. Box 942850
Sacramento, CA 94250-5878

Date: April 5, 2000

PAYROLL LETTER # 00-005
CIVIL SERVICE ONLY

To: All Agencies in the Uniform State Payroll System

From: Ralph Zentner, Chief
Personnel/Payroll Operations Bureau

Re: FORM STD. 607 PROCESSING

PLEASE SHARE THIS INFORMATION WITH THOSE WHO PREPARE AND SUBMIT FORM STD. 607, CHANGE IN ESTABLISHED POSITIONS. THEIR KNOWLEDGE OF THIS INFORMATION IS CRITICAL.

This requests your assistance in the timely submission of Forms STD. 607. To ensure that your positions are accurately reflected in this year's Schedules 8/7A, the following timeframes must be met:

- * All individual Forms STD. 607 must be received by June 5, 2000.
- * All Form STD. 607 packages (two or more documents) including correcting documents with multiple changes, must be received by June 5, 2000.
- * All Form STD. 607 listings for reorganizations effective July 1, 2000 must be received by June 14, 2000. The annual Reorganization letter regarding completion instructions will be released in May.
- * All Forms STD. 607 that you do not want reflected on this year's Schedules 8/7A, should not reach this office before July 1, 2000.

FORMS STD. 607 NOT RECEIVED BY THE ABOVE DATES MAY RESULT IN INACCURACIES ON THE SCHEDULES 8/7A WHICH MAY REQUIRE EXTENSIVE MANUAL RECONCILIATION DURING SUBSEQUENT PHASES OF THE BUDGETARY PROCESS. Please allow ample time for Department of Finance approval, if required.

Your cooperation is appreciated. If you have any questions regarding this information, please contact Alexandra Adams at (916) 323-4928 or CALNET 473-4928.

RZ:CR:tlb