

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: October 4, 2001

PAYROLL LETTER #01-015

TO: All Agencies/Campuses in the Uniform State Payroll System

FROM: RALPH ZENTNER, Acting Chief
Personnel/Payroll Operations Bureau
State Controller's Office

RE: **DOCUMENTATION CUTOFF DATES FOR CALENDAR YEAR-END PROCESSING**

PLEASE SHARE A COPY OF THIS LETTER WITH YOUR ACCOUNTING OFFICE.

This is to request your cooperation involving the timely submission of payroll documents prior to the close of the 2001 tax year. Listed below is a list of the documents and the cutoff dates by which the Controller's Office must receive them in order to ensure accurate wage reporting on the 2001 Wage and Tax Statement, Form W-2.

DOCUMENT	PROCESS	CUTOFF
FORM STD. 676P/V	Income and Social Security/Medicare Taxes will be withheld	November 7, 2001
	Social Security/Medicare Tax only will be withheld	December 5, 2001
Reference the Payroll Procedures Manual (PPM), Section I 120-163 and Section I 170-175 for reporting and forms completion instructions.		
FORM STD. 674	Payroll Deduction Accounts Receivable	November 7, 2001
Reference the PPM, Section I 001.		
Suspended Payments		December 5, 2001
Reference the PPM, Section I 406-411.		
FORM STD. 422	Salary Advances	December 5, 2001
Reference the PPM, Section I 103-111 for reporting and forms completion instructions.		
FORM STD. 675	Moving Expenses/Social Security/Medicare Tax Withholding	December 5, 2001
Reference the PPM, Section I 147.		
FORM STD. 995A	Agency Collection A/R	December 5, 2001
Reference the PPM, Section I 178-179.		
FORM STD. 995R	Refund of Overcollected A/R	December 5, 2001
Reference the PPM, Section I 180-181.		
FORM PPSD21	Deceased Employee Data	December 5, 2001

Reference the PPM, Section I 900-913.

NOTE: Documents not received by the cutoff dates may require the issuance of a Statement of Corrected Income and Tax Amounts, Form W-2C.

DECEMBER 2000 PAYROLL DOCUMENTS

Please make every effort to have December 2000 payroll documents processed by December 18, 2001. After December 19, 2001 and through December 26, 2001, payroll documents for the December 2000 pay period will require special manual processing and may not be reflected on the 2001 Form W-2. **DO NOT KEY DECEMBER 2000 PAYROLL DOCUMENTS AFTER DECEMBER 19, 2001 THROUGH DECEMBER 26, 2001.** Submit them to Payroll Operations for manual processing. Keying for the December 2001 pay period should continue as normal.

DECEMBER 2000 PAR/PPT

Please make every effort to have PAR/PPT's affecting December 2000 processed by December 19, 2001. After December 19, 2001 and through December 26, 2001 PAR/PPT's affecting the December 2000 pay period will require special manual processing and may not be reflected on the 2001 Form W-2. **DO NOT KEY DECEMBER 2000 PAR/PPT'S AFTER DECEMBER 19, 2001 THROUGH DECEMBER 26, 2001.** Submit them to Personnel Operations for manual processing. Keying for December 2001 should continue as normal.

If you have any questions, the following staff are available to assist you:

AREA	STAFF	PHONE NO.
Civil Service A/R's, Suspended Payments, or December 2000 Payroll Documents	Payroll Operations Telephone Liaison	(916) 323-3081 or CALNET 473-3081
CSU A/R's, Suspended Payments or December 2000 Payroll Documents	CSU Payroll Unit	(916) 322-7980 or CALNET 492-7980
PAR's	Personnel Operations Telephone Liaison	(916) 322-6500 or CALNET 492-6500
PPT's	CSU Audit Representative	
Salary Advances, Moving Expense or W-2 Unit NON-USPS Adjustments	Payroll Operations	(916) 322-8100 or CALNET 492-8100

RZ:LC:SACS