

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

DATE: November 25, 2002

PAYROLL LETTER # 02-035  
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: RALPH ZENTNER, Assistant Chief  
Personnel/Payroll Services Division

RE: **ATTENDANCE REPORT, FORM 672**

In an ongoing effort to improve efficiency and reduce operating costs, the State Controller's Office will reduce the size of the paper for the Attendance Report, Form 672.

Currently, the Form 672 is printed on custom hole punched perforated forms that are 16" x 11". Effective January/February 2003, when current stock is exhausted, the Form 672 will be printed on 14 7/8" x 11" paper. When the change occurs, all data currently contained on the custom form will be printed on the smaller size paper.

For requests to reduce the number of copies you currently receive, contact Ann Mitchell at (916) 322-7978, or e-mail [anmitchell@sco.ca.gov](mailto:anmitchell@sco.ca.gov). For requests to recreate Form 672, contact Cheryl Jee, at 324-6283, or e-mail [cjee@sco.ca.gov](mailto:cjee@sco.ca.gov).