

STATE OF CALIFORNIA

STEVE WESTLY,
California State Controller

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

DATE: July 1, 2003

PAYROLL LETTER # 03-010

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

FROM: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

RE: **DEPARTMENTAL/CAMPUS SERVICE FEE FOR FIXED AND VARIABLE MAINTENANCE DEDUCTIONS**

Effective July 1, 2003, departments/campuses will be charged the same service fee for Fixed Maintenance deduction code 011 and Variable Maintenance deduction code 012 as for other miscellaneous deductions.

The Controller's Office will determine annually, on a fiscal year basis, the number of applied deductions for each department/campus. This count will be multiplied by the established miscellaneous deduction service fee rate of .18623 cents, to compute the total fiscal year end service fee owed by departments/campuses. This calculation will be done at the close of each fiscal year and billing will be mailed in mid July of each year. The first billing will be done in July of 2004, for the 2003/04 fiscal year. Please note that the miscellaneous deduction service fee rate is reviewed annually and is subject to change.

If you require an update during the fiscal year of the accumulated service fee owed by your department/campus, you may contact Todd Soto at (916) 322-8053 or via email at tsoto@sco.ca.gov. For inquiries, please be sure to include the appropriate agency code(s). If you have any questions regarding the information contained in this payroll letter, you may contact Sandra Young at (916) 324-1293 or via email at syoung@sco.ca.gov.

JH:SJY:PMAB