

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

DATE: October 4, 2004

PAYROLL LETTER #04-014

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

FROM: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services DivisionRE: **DOCUMENTATION CUTOFF DATES FOR 2004 CALENDAR YEAR-END PROCESSING**

This is to request your cooperation involving the timely submission of payroll documents prior to the close of the 2004 tax year. Below is a list of the documents and the cutoff dates the State Controller's Office must receive them by in order to ensure accurate wage reporting on the 2004 Form W-2, Wage and Tax Statement.

<u>DOCUMENT</u>	<u>PROCESS</u>	<u>CUTOFF DATES</u>
FORM STD. 676P/V	Income and Social Security/ Medicare Taxes will be held	November 5, 2004
	Social Security/Medicare Tax only will be withheld	December 6, 2004
	Reference the Payroll Procedures Manual (PPM), Section N 120-163 and Section N 170-175 for reporting and forms completion instructions.	
FORM STD. 674A/R	Payroll Deduction Accounts Receivable	November 4, 2004
	Reference the PPM, Section I 001.	
FORM STD. 674	Nonresident Alien with Tax Treaty Exemption	December 10, 2004
	Reference the PPM, Section I 050-056 for reporting and forms completion instructions.	
	Suspended Payments	December 3, 2004
	Reference the PPM, Section I 400-411.	

FORM STD. 422	Salary Advances	December 3, 2004
	Reference the PPM, Section N 103-111 for reporting and forms completion instructions.	
FORM STD. 675	Moving Expense/Social Security/Medicare Tax Withholding	December 3, 2004
	Reference the PPM, Section N 147.	
FORM STD. 995A	Agency Collection A/R	December 6, 2004
	Reference the PPM, Section I-178-179.	
FORM STD. 995R	Refund of Overcollected A/R	December 6, 2004
	Reference the PPM, Section I 180-181.	
FORM PPSD21	Deceased Employee Data	December 6, 2004
	Reference the PPM, Section I 900-913.	

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

DECEMBER 2003 PAYROLL DOCUMENTS

Please make every effort to have December 2003 payroll documents processed by December 21, 2004. After December 22, 2004 and through December 28, 2004 payroll documents for the December 2003 pay period will require special manual processing and may not be reflected on the 2004 Form W-2. **DO NOT KEY DECEMBER 2003 PAYROLL DOCUMENTS AFTER DECEMBER 22, 2004 THROUGH DECEMBER 28, 2004.** Submit them to Payroll Operations for manual processing. Keying for the December 2004 pay period should continue as normal.

DECEMBER 2003 PAR/PPT

Please make every effort to have the PAR/PPT's affecting December 2003 processed by December 22, 2004. After December 22, 2004 and through December 28, 2004 PAR/PPT's affecting the December 2003 pay period will require special manual processing and may not reflect on the 2004 Form W-2. **DO NOT KEY DECEMBER 2003 PAR/PPT'S AFTER DECEMBER 22, THROUGH DECEMBER 28, 2004.** Submit them to Personnel Operations for manual processing. Keying for December 2004 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 2003 Payroll Documents	Payroll Operations Telephone Liaison	(916) 323-3081
CSU A/R's, Suspended Payments or December 2003 Payroll Documents	CSU Payroll Unit	(916) 322-7980
PAR's	CS Audit Representative	
PPT's	CSU Audit Representative	
Salary Advances, Moving Expenses, Non-USPS Adjustments, Or Nonresident Alien	W-2/Non-USPS Telephone Liaison	(916) 322-8100

JRH:CJ:SACS