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

DATE: December 21, 2009

PAYROLL LETTER #09-019

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

FROM: Linda Matsuda, Acting Chief
Personnel/Payroll Services Division

RE: **IMPORTANT INFORMATION REGARDING CALENDAR YEAR END SEPARATIONS**

PPSD is receiving a large volume of separation PARs requiring special handling to defer lump sum cash out to savings plus in the 2009 calendar year. Due to the high volume, some of the PARs may not be processed by the final payroll cycle of the year.

As indicated in Payroll Letter #09-015 dated November 16, 2009, it was extremely important to convey to all your employees the importance of making decisions regarding retirement as early as possible. The PPSD staff will continue to process as many of these separation documents as possible until the last payroll cycle on Monday, December 28, 2009.

If you are aware of retirements with special requests for 2009 cash outs, please submit the separation PARs to PPSD immediately. Please do not forward separation PARs for employees who are requesting a deferral to savings plus in the new calendar year. These documents should be submitted to PPSD after January 1, 2010.

We appreciate your assistance in this matter.

LM:PK:OPS