STATE OF CALIFORNIA

John Chiang,
California State Controller

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

DATE: April 6, 2010

PAYROLL LETTER #10-004
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Lisa Crowe, Chief
Personnel/Payroll Services Division

RE: **FORM STD. 607 PROCESSING**

PLEASE SHARE THIS INFORMATION WITH THOSE WHO PREPARE AND SUBMIT FORM STD. 607, CHANGE IN ESTABLISHED POSITIONS. THEIR KNOWLEDGE OF THIS INFORMATION IS CRITICAL.

This requests your assistance in the timely submission of Forms STD. 607. To ensure that your positions are accurately reflected in this year's Schedules 8/7A, the following timeframes must be met.

- All individual Forms STD. 607 as well as all Form STD. 607 packages (two or more documents) including correcting documents with multiple changes, must be received by June 4, 2010.

- All Form STD. 607 listings for reorganizations effective July 1, 2010 must be received by June 11, 2010. The annual Reorganization letter regarding completion instructions will be released in May.

- Please send only Forms STD. 607 that you want reflected on this year's Schedule 8/7A.

FORMS STD. 607 NOT RECEIVED BY THE ABOVE DATES MAY RESULT IN INACCURACIES ON THE SCHEDULES 8/7A, WHICH MAY REQUIRE EXTENSIVE MANUAL RECONCILIATION DURING SUBSEQUENT PHASES OF THE BUDGETARY PROCESS. PLEASE ALLOW AMPLE TIME FOR DEPARTMENT OF FINANCE APPROVAL, IF REQUIRED.

Your cooperation is appreciated. If you have any questions regarding this information, please contact Linda Rasmussen at (916) 324-3925.

LC:CR:OPS