

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

DATE: October 25, 2016

PAYROLL LETTER #16-012

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

FROM: Debra Spellman, Chief
Personnel/Payroll Services DivisionRE: **DOCUMENT CUTOFF DATES FOR 2016 CALENDAR YEAR-END PROCESSING**

To make sure the 2016 Form W-2 Wage and Tax Statement is correct, the State Controller's Office (SCO) must receive the following documents by the cutoff dates listed.

<u>DOCUMENT</u>	<u>PROCESS</u>	<u>CUTOFF DATE</u>
FORM STD. 676P/V <u>Reference the Payroll Procedures Manual (PPM), Section N 120-163 and Section N 170-176</u>	Income and Social Security/ Medicare/State Disability Insurance Taxes will be withheld	November 2, 2016
	Social Security/Medicare/ State Disability Insurance Tax only will be withheld	November 2, 2016
FORM STD. 674A/R <u>Reference the PPM, Section I 001</u>	Payroll Deduction Accounts Receivable	November 2, 2016
FORM STD. 674 <u>Reference the PPM, Section I 050-056</u>	Nonresident Alien with Tax Treaty Exemption	December 2, 2016
<u>Reference the PPM, Section I 400-411</u>	Suspended Payments	December 2, 2016
<u>Reference the PPM, Section E 203</u>	LC 4800	December 15, 2016
FORM STD. 674D <u>Reference the PPM, Section I 015 and E 411</u>	Transfer Request from Regular pay to IDL with issue year <u>2013</u>	December 2, 2016

FORM STD. 422 <u>Reference the PPM,</u> <u>Section N 103-111</u>	Salary Advances	December 2, 2016
FORM STD. 675 <u>Reference the PPM,</u> <u>Section N 147</u>	Moving Expense/Social Security/Medicare/State Disability Insurance Taxes will be withheld	December 2, 2016
FORM STD. 995A <u>Reference the PPM,</u> <u>Section I 178-179</u>	Agency Collection A/R	December 2, 2016
FORM STD. 995R <u>Reference the PPM,</u> <u>Section 180-181</u>	Refund of Over-Collected A/R	December 2, 2016
FORM PPSD21 <u>Reference the PPM,</u> <u>Section I 900-913</u>	Deceased Employee Data	December 2, 2016

NOTE: If the SCO does not receive the documents by the specified cutoff dates, we may have to issue your employees a Form W-2C, **Corrected Wage and Tax Statement.**

December 2015 PAR/PPT & Payroll Documents

Do not key December 2015 PAR/PPT and Payroll Documents after December 22, 2016 through December 28, 2016. Submit them during this period to PPSD/Personnel Operations for manual processing. Agencies and Campuses should continue to key the December 2016 PAR/PPT and Payroll Documents.

December 2016 PAR/PPT - Calendar Year-End Separation

In early December 2016 submit the calendar year-end separation PAR/PPT to PPSD/Payroll Operations for manual processing. PPSD should receive PAR/PPT no later than December 15, 2016 to ensure deferral amounts process timely. Additional information provided in Payroll Letter #16-009, Separation Process with Lump Sum deferral.

Please contact the Customer Contact Center at (916) 372-7200 if you have questions.

DS:SF:TSS