

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

DATE: November 5, 2021

PAYROLL LETTER #21-015

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

FROM: Jil Barraza, Chief  
Personnel and Payroll Services Division**RE: DOCUMENT CUTOFF DATES FOR 2021 CALENDAR YEAR-END PROCESSING**

To ensure the 2021 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 below.

| <u>DOCUMENT</u>                                                                                                                                                                          | <u>PROCESS</u>                                                                                                                               | <u>CUTOFF DATE</u> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <u>FORM STD. 676P/V</u><br>Reference the Payroll Procedures Manual (PPM), Section N 120-163 and Section N 170-176                                                                        | Federal and State Income and Social Security/Medicare/<br>State Disability Insurance<br>Taxes withheld                                       | November 10, 2021  |
|                                                                                                                                                                                          | *Social Security/Medicare/<br>State Disability Insurance<br>Taxes withheld                                                                   | December 10, 2021  |
| <b>*NOTE: Fringe Benefits processed in December can generate a one-time payroll deduction A/R for the January master payroll. This is for accurate Form W-2 reporting purposes only.</b> |                                                                                                                                              |                    |
| <u>FORM STD. 674</u><br>Reference the PPM, Section I 050-056                                                                                                                             | Nonresident Alien with Tax<br>Treaty Exemption                                                                                               | December 8, 2021   |
| Reference the PPM, Section E 203                                                                                                                                                         | LC 4800                                                                                                                                      | December 15, 2021  |
| <u>FORM STD. 674D</u><br>Reference the PPM, Section I 015 and E 411                                                                                                                      | Transfer Request from Regular pay to<br>IDL with issue year 2015                                                                             | December 2, 2021   |
| <u>FORM STD. 422</u><br>Reference the PPM,<br>Section N 103-111                                                                                                                          | Salary Advances/Offsets                                                                                                                      | December 8, 2021   |
| <u>FORM STD. 675</u><br>Reference the PPM,<br>Section N 147                                                                                                                              | <u>Non-Qualified Moving Expense</u><br>Federal and State Income and/Social<br>Security/Medicare/State Disability<br>Insurance Taxes withheld | December 10, 2021  |

| <u>DOCUMENT</u>                                                  | <u>PROCESS</u>                                                                                   | <u>CUTOFF DATE</u> |
|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|--------------------|
| <u>FORM STD. 675</u><br>Reference the PPM,<br>Section N 147      | <u>Qualified Moving Expense</u><br>Federal Income and Social<br>Security/Medicare Taxes withheld | December 10, 2021  |
| <u>FORM STD. 995A</u><br>Reference the PPM,<br>Section I 178-179 | Agency Collection A/R                                                                            | December 10, 2021  |
| <u>FORM STD. 995R</u><br>Reference the PPM,<br>Section I 180-181 | Refund of Over-Collected A/R                                                                     | December 10, 2021  |
| <u>FORM PPSD21</u><br>Reference the PPM,<br>Section I 900-913    | Deceased Employee Data                                                                           | December 8, 2021   |

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

December 2021 PAR/PPT & Payroll Documents

Do not key December 2021 PAR/PPT and Payroll Documents December 22, 2021 through December 29, 2021 submit them to PPSD Personnel Operations for manual processing. Agencies and Campuses located in the Sacramento area can hand-deliver the documents to the receptionist window located on the 10<sup>th</sup> Floor at 300 Capitol Mall. Agencies and Campuses should continue to key the December 2021 PAR/PPT and Payroll Documents.

December 2021 PAR/PPT Calendar Year-End Separation

In early December 2021, submit the calendar year-end separation PAR/PPT to PPSD Payroll Operations for manual processing. PPSD should receive PAR/PPT no later than December 10, 2021 to ensure deferral amounts process timely. Additional information provided in Payroll Letter #21-013, Lump Sum Separation Pay and Deferral Contributions, [https://www.sco.ca.gov/Files-PPSD-Letters/Payr/2021\\_p21-013.pdf](https://www.sco.ca.gov/Files-PPSD-Letters/Payr/2021_p21-013.pdf).

Please contact the [Statewide Customer Contact Center](#) at (916) 372-7200 if you have any questions. If you are submitting documents for the W-2 and do not have access to ConnectHR, please send an encrypted email to [PPSDW2Miscded@sco.ca.gov](mailto:PPSDW2Miscded@sco.ca.gov). When sending documents, please include the following information:

In the Subject Line: (Agency Name, Employee Name, SCO Program, Last 4 of SSN)

Example Subject Line Requirement: (SCO/HR, John Doe, Premium Pay, 1234)

- Agency Name: Indicates the agency submitted document(s)
- Name of EE: Must have first and last name of employee
- SCO Program: Indicates the program to receive documents(s)
- Last 4 SSN: List only the last 4 digits of the employee's SSN

For additional questions regarding this letter, please use the following contact information:

| <u>SUBJECT AREA</u>                                             | <u>CONTACT</u>                             | <u>TELEPHONE NUMBER/EMAIL</u>                                                  |
|-----------------------------------------------------------------|--------------------------------------------|--------------------------------------------------------------------------------|
| General Payroll Procedures                                      | Statewide Customer Contact Center          | (916) 372-7200                                                                 |
| W-2 Reporting Information                                       |                                            | <a href="mailto:ppsdw2miscded@sco.ca.gov">ppsdw2miscded@sco.ca.gov</a>         |
| Duplicate or Replacement Form                                   | W-2 Duplicate W-2 Unit                     | (916) 445-2847                                                                 |
| Affordable Care Act (ACA) Email<br>1095-C Reporting Information | ACA Support Team<br>ACA Support Team       | <a href="mailto:acasupport@sco.ca.gov">acasupport@sco.ca.gov</a>               |
| HR Suggestions Email Inbox (All<br>HR Staff)                    | Personnel and Payroll Services<br>Division | <a href="mailto:PPSDHRSuggestions@sco.ca.gov">PPSDHRSuggestions@sco.ca.gov</a> |
| CSU Email Inbox                                                 | Personnel and Payroll Services<br>Division | <a href="mailto:PPSDCSUInquiry@sco.ca.gov">PPSDCSUInquiry@sco.ca.gov</a>       |
| CS Escalation Email Inbox (HR<br>Supervisors and Managers)      | Personnel and Payroll Services<br>Division | <a href="mailto:PPSDOps@sco.ca.gov">PPSDOps@sco.ca.gov</a>                     |
| Cal Employee Connect Feedback Email                             |                                            | <a href="mailto:connectfeedback@sco.ca.gov">connectfeedback@sco.ca.gov</a>     |
| Cal Employee Connect Email                                      |                                            | <a href="mailto:connecthelp@sco.ca.gov">connecthelp@sco.ca.gov</a>             |
| California Leave Accounting System (CLAS) Email                 |                                            | <a href="mailto:Clas@sco.ca.gov">Clas@sco.ca.gov</a>                           |
| ConnectHR Email                                                 |                                            | <a href="mailto:connecthrhelp@sco.ca.gov">connecthrhelp@sco.ca.gov</a>         |
| Management Information Retrieval System (MIRS) Email            |                                            | <a href="mailto:PPSDmirs@sco.ca.gov">PPSDmirs@sco.ca.gov</a>                   |

**SCO Key Initiatives:**

- [Cal Employee Connect Project](#)
- [California State Payroll System Project](#)

JEB:AR:JO:STSP