

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

DATE: October 18, 2023

PAYROLL LETTER #23-017

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

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division**RE: DOCUMENT CUTOFF DATES FOR 2023 CALENDAR YEAR-END PROCESSING**

The State Controller's Office (SCO) must obtain all required documentation by the dates listed below, for the 2023 Form W-2 Wage and Tax Statement to be accurate.

<u>DOCUMENT</u>	<u>PROCESS</u>	<u>CUTOFF DATE</u>
<u>FORM STD. 676P/V</u> Reference the Payroll Procedures Manual (PPM), Section N 120-163 and Section N 170-176	Federal and State Income and Social Security/Medicare/ State Disability Insurance Taxes withheld	November 9, 2023
	*Social Security/Medicare/ State Disability Insurance Taxes withheld	December 8, 2023
*NOTE: Fringe Benefits processed in December can generate a one-time payroll deduction A/R for the January monthly payroll. This is for accurate Form W-2 reporting purposes only.		
<u>FORM STD. 674</u> Reference the PPM, Section I 050-056	Nonresident Alien with Tax Treaty Exemption	December 6, 2023
Reference the PPM, Section E 203	LC 4800/LC4811	December 15, 2023
<u>FORM STD. 674D</u> Reference the PPM, Section I 015 and E 411	Transfer Request from Regular pay to IDL with issue year 2023	December 1, 2023
<u>FORM STD. 422</u> Reference the PPM, Section N 103-111	Salary Advances/Offsets	December 4, 2023

<u>DOCUMENT</u>	<u>PROCESS</u>	<u>CUTOFF DATE</u>
<u>FORM STD. 675</u> Reference the PPM, Section N 147	<u>Non-Qualified Moving Expense</u> Federal and State Income and/Social Security/Medicare/State Disability Insurance Taxes withheld	December 4, 2023
<u>FORM STD. 675</u> Reference the PPM, Section N 147	<u>Qualified Moving Expense</u> Federal Income and Social Security/Medicare Taxes withheld	December 4, 2023
<u>FORM STD. 995A</u> Reference the PPM, Section I 178-179	Agency Collection A/R	December 8, 2023
<u>FORM STD. 995R</u> Reference the PPM, Section I 180-181	Refund of Over-Collected A/R	December 8, 2023
<u>FORM PPSD21</u> Reference the PPM, Section I 900-913	Deceased Employee Data	December 6, 2023

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

December 2022 PAR/PPT & Payroll Documents

Do not key December 2022 PAR/PPTs or payroll transactions from December 21, 2023, through December 27, 2023. Please submit them to the Personnel and Payroll Operations Bureau (PPOB) through ConnectHR for manual processing. Agencies and Campuses should continue to key December 2023 PAR/PPTs and payroll transactions.

November/December 2023 PAR/PPT Calendar Year-End Separations

Agencies must submit the calendar year-end separation PAR/PPTs for November and December to PPOB for manual processing no later than **December 8, 2023**, to ensure lump sum payments and Savings Plus contributions process timely. Additional information is provided in Payroll Letter #23-015, Lump Sum Separation Pay and Contribution, https://www.sco.ca.gov/Files-PPSD-Letters/Payr/2023_p23-015.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. 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

Contacts:

- Affordable Care Act (ACA) Email ACASupport@sco.ca.gov
- [Cal Employee Connect \(CEC\) - Help and Feedback](#)
- [ConnectHR - Help and Feedback](#)
- California Leave Accounting System (CLAS) Email CLAS@sco.ca.gov
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov
- Decentralized Security Administration (DSA) & ViewDirect Access (916) 619-7234 or DSA@sco.ca.gov
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- Management Information Retrieval System (MIRS) Email PPSDMIRS@sco.ca.gov
- [Statewide Customer Contact Center](#) (916) 372-7200

SCO Key Initiatives:

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

Websites:

- [HR](#)
- [State Employees](#)

JEB:BE:STSP