

STATE OF CALIFORNIA

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Date: February 26, 1999

PERSONNEL LETTER # 99-004
CSU ONLY

To: All Campuses in the Uniform State Payroll System

From: Ralph Zentner, Chief
Personnel/Payroll Operations Bureau

Re: NEW EMPLOYEE HOME ADDRESS WITHHOLD PROCESS

The State Controller's Office has implemented a new form for employees to request that their home address not be disclosed to employee organizations (Form STD. 677, Request for Nondisclosure of Employee Home Address). In addition, the Form STD. 686, Employee Action Request (EAR) and Form STD. 457, Student Payroll Action Request (SPAR), have been revised. The sections and instructions regarding address withhold have been deleted.

Employees wishing not to have their home address disclosed will need to complete Form STD. 677. Further, employees wishing to cancel their previous request to have their address not be disclosed will need to complete Form STD. 677. The new form should be made available to employees upon their request.

Additionally, the personnel staff authorized to sign the Form STD. 686 or Form STD. 457 as identified on the Signature Authorization Personnel/Payroll Documents, PPSD 8A, will be used as the reviewer's signature for the new Form STD. 677. If other staff need to be authorized to sign the Form STD. 677, submit a PPSD 8A and manually add the Form STD. 677 to Section 9 of the PPSD 8A. The PPSD 8A and the Signature Card Authorization listing will be revised at a later date to include the Form STD. 677.

PROCESSING ADDRESS WITHHOLD REQUESTS

The Form STD. 677 is to be processed as an A98 transaction within the SPAR batch update process or as an E01 or E04 transaction within the Employment History On-Line System EAR update process. Enter a 'Y' for Yes in the Address Withhold data field if the employee is requesting his/her address not be disclosed. Enter an 'N' for No in the Address Withhold data field if the employee is canceling his/her prior address withhold request. In addition, use the existing key entry procedures for the A98, E01 and E04 transactions with the following exceptions:

The A98 transaction for a new student assistant or a student assistant with an Employment History record for other than your campus:

If the Form STD. 677 is not submitted with the revised Form STD. 457, enter an 'N' in the Address Withhold data field.

The E01 transaction for a new non-student assistant employee:

If the Forms STD. 677 is not submitted with the revised Form STD. 686, enter an 'N' in the Address Withhold data field.

The E01 transaction for a returning employee or a student assistant with an Employment History record for your campus:

If the Form STD. 677 is not submitted with the revised Form STD. 686 or revised Form STD. 457, re-enter the employee's previous address withhold information.

The E04 transaction:

If the Form STD. 677 is submitted without the revised Form STD. 686 or revised Form STD. 457, update the Address Withhold data field only. The employee's address does not need to be re-entered.

If the Form STD. 677 is not submitted with the revised Form STD. 686 or the revised Form STD. 457, update the Employee Address data field only. The address withhold information does not need to be re-entered.

The Form STD. 677 is now available as a low-use standard state form. To order Form STD. 677, contact your campus forms coordinator. If you do not have a forms coordinator, please contact Mary Messenger, Department of General Services (DGS), at (916) 324-9697 or CALNET 454-9697. Orders for the revised Form STD. 686 and Form STD. 457 may be placed with a Form STD. 116. If Internet access is available, the DGS has a website located at www.osp.ca.gov/fmc for downloading the order forms.

NOTE: Continue to use the current version of Form STD. 686 and Form STD. 457 until the supplies are exhausted. If the current version of Form STD. 686 and Form STD. 457 are used, it is not necessary to complete Form STD. 677.

If you have any questions regarding the new address withhold process, please contact Donna Collins at (916) 322-8141 or CALNET 492-8141.

RZ:MM/PMAB