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

DATE: November 30, 2001

PERSONNEL LETTER # 01-020
CSU ONLY

TO: All Campuses in the Uniform State Payroll System

FROM: RALPH ZENTNER, Acting Chief
Personnel/Payroll Operations Bureau
State Controller's OfficeRE: **ELIMINATION OF TURNAROUND PPT DOCUMENTS**

This is notification that the State Controller's Office will not be providing turnaround PPT documents, Form STD. 456, once the current supply of the forms has been exhausted. It is estimated that the current supply will last until sometime in early January 2002. A new notification will be sent with the exact date when it is known. This change is in response to Executive Order D-49-01 for state agencies to reduce operating costs.

When the turnaround PPT's are no longer produced, the following processing changes will be necessary to accommodate this new procedure.

1. Use the Padded PPT, Form STD. 456-A, to document employment history transactions. When submitting added PPT's to PPSD for processing, please note on Line H, Remarks, the reason it could not be processed at the campus. If an audit message was received, note the message number on or attach a copy of the message to the Padded PPT.
2. Use the on-line Employment History System to obtain the most current data to update an employee's record and to verify that the update was correctly key entered. If an employee has additional positions at other campuses or civil service departments, assess the impact to the other positions and notify the other campuses/departments as needed.
3. Employees who are concurrently employed by other campuses/departments should be instructed to notify all campuses/departments of employment history actions that could affect their other positions.
4. Maintain the signed copy of the Padded PPT in the employee's file for audit purposes.

As currently done, Employment History mass update actions will be announced via a Chancellor's Office Technical Letter or Controller's Office Personnel Letter. For an action taken on an individual employee, a Form PSD40, Personnel Transaction Irregularity Notice, will be sent to the campus.

We appreciate your support and apologize for any inconvenience that this new process may cause. If you have any questions, please contact your CSU Audits Representative.

RZ:JLD:PMAB