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

DATE: December 31, 2003

PERSONNEL LETTER # 03-023
CIVIL SERVICE ONLY

TO: All Agencies in the Uniform State Payroll System

FROM: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

RE: **NOTICE OF PERSONNEL ACTION (NOPA)**

Senate Bill 25 (Chapter 907, Statutes of 2003) amended Civil Code Section (CCS) 1798.85 to include state and local agencies. Effective January 1, 2004, CCS 1798.85 prohibits the state from posting or displaying an individual's social security number in a public manner or to print an individual's social security number on any materials that are mailed through a postal system to the individual.

It was brought to our attention that departments mail the Notice of Personnel Action (NOPA) to employees at times. As the NOPA contains an employee's social security number, the provisions of CCS 1798.85 would apply.

CCS 1798.85 does allow the social security number on the NOPA if certain actions are taken. This includes an annual notice to an employee that she or he has the right to stop the use of her or his social security number in a manner prohibited by CCS 1798.85.

Given the CCS 1798.85 requirements, it was determined that the social security number is not needed on the NOPA. Thus, modifications to remove the social security number from the NOPA will be made.

The program changes will not be done in time for a January 1, 2004 implementation date. It is anticipated that the changes will be in place in February 2004. Until the changes are made, departments should blank out the social security number on any NOPA that is mailed to an employee unless the conditions set forth in CCS 1798.85 are met.

A subsequent Personnel Letter will be issued once the changes are implemented. Please contact Lisa Losh at (916) 324-5879 or by email at Llosh@sco.ca.gov if there are any questions regarding the above information.

JRH:LL:PMAB