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

DATE: February 24, 2004

PERSONNEL LETTER #04-003
(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)**

Due to increased sensitivity regarding employee identity theft possibilities, the employee's social security number (SSN) will no longer appear on the Notice of Personnel Action (NOPA). For additional information please refer to Personnel Letter #03-023.

Effective February 26, 2004, the NOPA will exclude the SSN. To assist in properly identifying employees, the last 4 digits of the SSN will be printed in the "Route To" section below the employee's position number on page 1. On page 2 the last 4 digits will print below the heading "Page 2".

Please contact Sandy Westlake at (916) 324-9008 or by email at Swestlake@sco.ca.gov if there are any questions regarding the above information.

JRH:SW:PMAB