

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

DATE: October 26, 2011

PERSONNEL LETTER #11-029  
(CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

FROM: Lisa Crowe, Chief  
Personnel and Payroll Services Division (PPSD)

**RE: ITEM 455 - DISABILITY CODE**

Per State Personnel Board's (SPB) Policy Memo dated September 29, 2011, the Disability Survey Scantron Form (STD. 740) paper process will be eliminated effective November 1, 2011. Departments will now be able to complete the survey online. Please refer to SPB's Policy Memo titled, "Elimination of Paper Disability Survey" for more information.

In order to accommodate SPB's policy change, the State Controller's Office (SCO) will change the keying conditions for Item 455 - Disability Code on new A01 through A03 transactions in the Personnel Action Manual (PAM) effective November 1, 2011, and the field will no longer be required. For transactions that need to be keyed prior to this change, please enter code "8" (employee did not respond), if STD. 740 was not completed.

A PAM revision will be forthcoming to reflect this change.

If you have any questions, please contact Rosemary Bottorff at (916) 327-3923 or [rbottorff@sco.ca.gov](mailto:rbottorff@sco.ca.gov).

LC:RB:PMAB