

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

DATE: October 28, 2011

PERSONNEL LETTER #11-030  
(CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

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

**RE: SEPARATION PAR WITH LUMP SUM DEFERRAL**

Personnel/Payroll Operations is continuing to make enhancements to the separation process with lump sum deferral. These are some recent changes and reminders:

- SCO attempts to correct errors on a separation PAR by obtaining information via a phone call to the Department. This is why the contact information on the PAR is extremely important. Please include your name and complete telephone number, including extension as well as an alternate contact. **If we call you in an attempt to make PAR corrections and do not receive a call back within 24 hours the PAR will be returned via a Form PSD40.**
- A green cycle has been added to the December payroll calendar on December 28th, issue dated December 29th. However, we request that you submit the PAR and supporting documents immediately after Master Payroll Cutoff of the month prior to retirement. For example, an employee is retiring December 30th so the last full month is November. The PAR and supporting documents should be submitted the day after November Master Payroll Cutoff, November 21, 2011.
- Please be aware that if you cancel direct deposit in the pay period before the separation effective date, the employee's warrant will be a paper warrant. For example; employee's separation date is November 30th, the earliest direct deposit should be canceled is November 1st. If direct deposit is canceled prior to November 1st the October payroll warrant will be a paper warrant.
- Any PAR correctly processed, as the employee originally requested, between October 1, 2011 and March 31, 2012 will NOT be reworked. Please be sure your employees are informed and make a thoughtful decision regarding their options before submitting documents.
- We have reorganized the [Human Resources webpage](#) to make tools and information easier to find. Also refer to [Payroll Letter 11-014](#), for additional information on separations with lump sum deferral.

For assistance with payroll related issues, please contact the appropriate liaison, Civil Service Payroll Liaison (916) 323-3081 or Personnel Liaison (916) 322-6500.

LC:DS:PPOB