

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

DATE: December 10, 2012

PERSONNEL LETTER #12-018  
(CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

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

**RE: YEAR END INFORMATION FOR SEPARATIONS WITH LUMP SUM DEFERRAL**

A green cycle has been added to the December payroll calendar on December 27th, issue dated December 28th. Although an additional cycle will be helpful, please remember that payroll documents submitted after Master Payroll Cutoff, December 19th, **MAY** not be processed timely for the 2012 tax year.

If you have employees who are deferring lump sum payments into the 2012 and 2013 tax years they must separate on or after November 1st and submit completed "Request to Transfer Lump Sum Payment" to their Human Resources 30 days prior to separation. If the employee is making catch up contributions you must also include the approved "Savings Plus Catch Up Worksheet" when sending the Personnel Action Request (PAR) to The State Controllers Office (SCO). These forms and additional information can be found on the Savings Plus Program (SPP) [website](#). **Remember to submit the additional PAR for the 2013 lump sum deferral as soon as possible following the last December payroll cycle, December 27th.**

Any Separation PAR correctly processed, as the employee originally requested, between October 1, 2012 and March 31, 2013 will NOT be reworked. Please be sure your employees are informed and make a thoughtful decision regarding their options before submitting documents. You must submit a singed CURRENT turnaround PAR a padded PAR will be canceled.

Reminders:

- If you send a PAR for a December retirement and x "immediate pay" the December pay will issue in the 2012 tax year. It is very important to consider this when you are documenting the PARs for employees deferring into two tax years.
- If the employee is deferring into the next tax year, remind them to keep you updated on any address changes since they will be receiving a W2 for 2012 and 2013.
- Notify any employee who intends to return to work as a Retired Annuitant (RA) that their check earned as a RA will aggregate with their lump sum payment and they may need to adjust their Employee Action Request (EAR) for tax purposes.

For questions regarding the Savings Plus Program contact the California Human Resources Department, SPP at (866) 566-4777. For assistance with payroll related issues, please contact the Customer Contact Center (916) 372-7200.

## MyCalPAYS

Employees who are separating after November 1st and requesting a Lump Sum payout will continue to be responsible for submitting the appropriate documentation to their Human Resources 30 days prior to separation. For deferring Lump Sum payouts in MyCalPAYS, the cutoff for entry and processing documentation for **current tax year payments is COB December 12th, 2012**. Please remember that payroll documents submitted to Human Resources after December 12th, **MAY** not be processed timely for the 2012 tax year.

### Helpful Tips:

- For processing Lump Sum Deferrals in MyCalPAYS, Agency HR processors should refer to the Lump Sum- PA 350 course materials and associated Job Aides.
- For any Once in MyCalPAYS employees (employees maintained in MyCalPAYS that have transferred to a non-live department), please contact the Customer Contact Center at the email address below to arrange for processing.
- For processing separations with deferrals to the Savings Plus Program, please contact the Customer Contact Center at the email address below to arrange for processing.

For any questions regarding processing lump sum deferrals in MyCalPAYS, please contact the Customer Contact Center at [mcpccc@sco.ca.gov](mailto:mcpccc@sco.ca.gov).

LC:PPOB