STATE OF CALIFORNIA

PAYROLL ADJUSTMENT NOTICE

STD. 674 (REV. 10-2000)

DOCUMENT NO.

(1) TO STATE CONTROLLER'S OFFICE:

__ ADMIN. & DISBURSEMENTS

✓ PPSD/PAYROLL OPERATIONS

PPSD UNIT DESTINATION:

- ✓ PAYROLL
- ☐ GARNISHMENTS
- ☐ DISABILITY
- ☐ RETIREMENT
- ☐ W-2/Non USPS
- ☐ BENEFIT DEDUCTIONS
- ☐ MISC. DEDUCTIONS

(2) SOCIAL SECURITY NUMBER: 999-99-9999

(3) NAME: EE Name

(4) POSITION NUMBER

	AGENCY	UNIT	CLASS	SERIAL
1	XXX	XXX	XXXX	900
2	XXX	XXX	XXXX	901

(5) CORRECT/ISSUE PAYMENT AS INDICATED BELOW:

- ☐ PAYMENT REQUEST
- ☐ RETURN WARRANT ONLY

ADJUSTMENT REQUEST

- ☐ SALARY ☐ TIME
- ✓ TRANSFER OF FUNDS

PAY FREQUENCY

✓ MONTHLY ☐ SEMI MONTHLY ☐ BI WEEKLY ☐ INTERMITTENT

REMARKS:

SAMPLE 3 - TRANSFER REQUEST SHOWING SIMILAR PAYMENT TYPES

PLEASE TRANSFER EID 0T5 AND 0T6 TO CORRECT SERIAL NUMBER.

DATES/HOURS ON DOCK:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

(6)

	POSITION	ISSUE DATE MO.	ISSUE DATE DY.	ISSUE DATE YR.	PAY PERIOD T.	PAY PERIOD MO.	PAY PERIOD YR.	SALARY TYPE	SALARY FULL	TIME WORKED STD.	TIME WORKED DYS.	TIME WORKED HOURS	APPT. FRAC.	GROSS TYPE	PMT. TYPE	PAY SUFFIX	ADJ. CODE	EARNINGS ID	SHIFT CODE	GROSS	NET PAY	ACCT. REC. OR WARRANT NO.	RELEASED	RETURNED	HELD BY CONTROLLER
A. PAYMENT PER SCO WARRANT REGISTER	1	06	08	09	0	05	09	4	46.17			15:00		1	1		0	OT6		692.55	587.92	03-333333	X		
	1	06	08	09	0	05	09	4	30.78			2:00		1	1		0	OT5		61.56	41.00	03-333333	X		
	1	06	08	09	0	05	09	4	.98			15:00		1	1	S	0	S6E	E	14.70	10.72	03-333333	X		
B. PAYMENT SHOULD BE	2				0	05	09	4	46.17			15:00		1	1		0	OT6		692.55					
	2				0	05	09	4	30.78			2:00		1	1		0	OT5		61.56					
	1				0	05	09	4	.98			15:00		1	1	S	0	S6E	E	14.70					
C. UNDERPMT.																									

(7) FORM COMPLETED BY: ▶ YOUR NAME

TELEPHONE NUMBER AND EXTENSION: (XXX) XXX-XXXX

I HEREBY CERTIFY THAT THE EMPLOYEE NAMED ABOVE IS ENTITLED TO THIS PAY BASED ON THE APPROPRIATE GOVERNMENT CODES.

Payroll information correct in accordance with B/C Rule 660.

(AGENCY NAME)

FROM: YOUR AGENCY

AUTHORIZED SIGNATURE ▶

DATE