

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

DATE: December 6, 2004

TO: All Agencies and Campuses in the Uniform State Payroll System

FROM: JOHN R. HARRIGAN, Chief  
Personnel/Payroll Services Division

RE: **PAYROLL PROCEDURES MANUAL –NOVEMBER REVISION #11-04**

The Internet versions of the Payroll Procedures Manual (PPM) have been updated and replaced with the current PDF versions dated November 2004. The manual can be obtained by accessing the State Controller's Office public web site at: <http://www.sco.ca.gov/ppsd/ppm/index.shtml>.

Once the PPM is accessed on the web site, there are three versions to choose from: the complete manual, a manual without attachments, and a file of attachments only. After choosing one of the three versions, a single click at the cover page has a link to the Table of Contents or a preferred section. The links have partially eliminated the use of the scroll or find feature.

If you experience difficulty opening any of the above versions of the PPM, you may need to download the PDF file directly to your computer. The instructions for downloading any one of the three versions from the SCO web site may be found on the PPM web page <http://www.sco.ca.gov/ppsd/ppm/index.shtml>.

There are two links on the front cover of the PPM that provide instructions for using the Automated List Management System – Majordomo. The first link “How To” provides instructions for subscribing/un-subscribing to one of the nine distribution lists. The second link, “To Subscribe/Unsubscribe”, provides an e-mail note addressed to [Majordomo@srv1.sco.ca.gov](mailto:Majordomo@srv1.sco.ca.gov) for making your request.

### **PLEASE NOTE**

The Department of Personnel Administration (DPA) will no longer use the Majordomo civil service distribution lists ‘cselodc-Labor Relations Officers’ and ‘csepodc-Personnel/HR Officers’ for distributing their Personnel Management Liaison (PML) memos (see PML #2004-055). Also, the DPA has indicated that the Majordomo distribution list ‘transsup-Personnel Transactions Supervisors’ will no longer be used to distribute SROA List information, as this information is available on the DPA’s web site <http://www.dpa.ca.gov>. The SCO will continue to use these three lists in order to distribute information pertinent to the individual groups.

Vertical revision bars in the right margins indicate additions, deletions, or changes. Revision bars are not inserted for format and minor grammatical changes. Section/subsection numbers and brief summaries of the revisions are provided below.

Section D: 201 - 2005 Biweekly Pay Period/Deduction Schedule – Added

Section I: 019 - The Accounts Receivable (A/R) process is revised per G.C. Section 16582, which allows the Controller's Office to discharge A/R's of \$25 or less, if it's cost effective to do so.

If you have any comments/suggestions or questions that would benefit the PPM, please contact Terri Yarbrough at (916) 322-1245 or via email at [tyarbrough@sco.ca.gov](mailto:tyarbrough@sco.ca.gov).

JRH:TY:CSS