

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

DATE: August 1, 2007

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

FROM: DON SCHEPPMANN, Chief
Personnel/Payroll Services Division

RE: **PAYROLL PROCEDURES MANUAL – JULY REVISION # 07 – 07**

The Internet version of the Payroll Procedures Manual (PPM) has been updated and the sections below have been replaced with the current PDF version for July 2007. 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>.

The Table of Contents (TOC) has been updated. The sections within the TOC will now link to the particular sections within the PPM from the SCO web shtml page:
<http://www.sco.ca.gov/ppsd/ppm/toc.shtml>.

Vertical revision bars in the right margins indicate additions, deletions, or changes. Revision bars are not inserted for format and minor grammatical changes.

The revised sections for the July 2007 PPM are provided below.

Section G – Chart 105 – Miscellaneous Payments Processing Chart, CSU Earnings ID's added.

Section N – Throughout the entire section - legal references, clarification of various instructions, rates/amounts and SDI reference to Fringe Benefits/Employee Business Expenses reporting instructions, revised.

Section Z – Form W-2 reporting Charts (Attachment 1-12) revised.

PLEASE NOTE:

Effective November 20, 2006, the State Controller's Office changed to the Automated Listserv Management System (Listserv), replacing the Majordomo Automated List Management System (Majordomo). Please refer to [Personnel Letter 06-019](#) for further information. For instructions to subscribe or unsubscribe go to: <http://www.sco.ca.gov/ppsd/ppm/index.shtml>.

If you have any comments/suggestions or questions that would benefit the PPM, please contact Terri Yarbrough at (916) 324-7255 or via email at tyarbrough@sco.ca.gov.

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