

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

DATE: December 31, 2007

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

FROM: DON SCHEPPMANN, Chief
Personnel/Payroll Services Division

RE: **PAYROLL PROCEDURES MANUAL – DECEMBER REVISION # 12 - 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 December 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 December 2007 PPM are provided below.

Section B 003 - Payment Type Suffix Codes, revised.

016 - Deduction Codes, revised.

024 - Credit Union Organization Codes – Code 051, revised.

025 - Insurance/Employee Benefit Organization Codes – Code 074, revised.

031 - Organization Codes - Codes 360 & 361, revised.

036 - Earnings ID Codes, revised.

Section N 120 - Various sections in the Fringe Benefits/Employee Business Expenses, revised.

136 - Possessory Interest Tax - new section added.

PLEASE NOTE: For instructions to subscribe or unsubscribe to the Automated LISTSERV Management System (LISTSERV), go to: <http://www.sco.ca.gov/ppsd/ppm/index.shtml>. Please refer to [Personnel Letter 06-019](#) for further information.

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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