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

DATE: June 30, 2008

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

FROM: DON SCHEPPMANN, Chief
Personnel/Payroll Services Division

RE: **PAYROLL PROCEDURES MANUAL – JUNE REVISION # 06 – 08**

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 June 2008. 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>.

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 June 2008 PPM are provided below.

Section A – 014 – Transmitting Payroll Documents Via Fax, revised.

Section G – 154 – Processing Procedures/Methods, revised.

Section H – 690 – Domestic Partner/Same Sex Marriage Benefits, revised.
692 – Enrollment Process, revised.
693 – Party Rate Codes, revised.
694 – Tax Dependent Designations, revised.
695 – Tax Computation, revised.
697 – Wage and Tax Form W-2, revised.

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>.

If you have any comments/suggestions or questions that would benefit the PPM, please contact Alice Contreras at 916-322-0683 or via email acontreras@sco.ca.gov.

DS:AC:CSS