

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

DATE: October 31, 2008

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

FROM: DON SCHEPPMANN, Chief
Personnel/Payroll Services Division

RE: **PAYROLL PROCEDURES MANUAL – OCTOBER REVISION # 10 – 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 October 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 October 2008 PPM are provided below.

- Section B – 020: Code 26 - Tax Shelter Annuity Organization Codes (CSU), Organization Code 50, revised.
- 024: Code 051 - Credit Union Organization Codes, Organization Code 100, revised.
- 025: Code 074 - Insurance/Employee Benefit Code, Organization Codes 18 and 20, revised.
- 031: Code 352 - Flex Elect Health Care Reimbursement Account, Organization Code 011, added.
- Code 353 - Flex Elect Dependent Care Spending Account, Organization Code 011, added.
- Code 362 - Organization Codes 019 and 119, added.
- Code 378 - CSU Health Reimbursement Account, Organization Code 022, added.
- Code 380 - CSU Dependent Care Reimbursement Account, Organization Code 022, added.

Section E - 805: Completion of Form STD. 674D, revised.

Section H - 214: Retirement ID, Exclusion Amounts and State Share Rates, Account Codes 61 and 62, revised.

694: Tax Dependent Designations, 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