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

DATE: March 5, 2009

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

FROM: DON SCHEPPMANN, Chief  
Personnel/Payroll Services Division

**RE: PAYROLL PROCEDURES MANUAL – FEBRUARY REVISION # 02 – 09**

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 February 2009. The manual can be obtained by accessing the State Controller's Office public web site at: [http://www.sco.ca.gov/ppsd\\_ppm.html](http://www.sco.ca.gov/ppsd_ppm.html)

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 February 2009 PPM are provided below.

Section B - 003: Payment Type Suffix Codes, updated.  
022.1: Civil Service Tax Sheltered Annuity, updated and/or deleted.

PLEASE NOTE: For instructions to subscribe or unsubscribe to the Automated LISTSERV Management System (LISTSERV), go to: [http://www.sco.ca.gov/ppsd\\_ppm.html](http://www.sco.ca.gov/ppsd_ppm.html)

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](mailto:acontreras@sco.ca.gov).