

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

DATE: May 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 – APRIL REVISION # 04 – 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 April 2009. The manual can be obtained by accessing the State Controller's Office public web site at: [California State Controller's Office : Payroll Procedures Manual](#).

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 April 2009 PPM are provided below.

Section B - 003: Payment Type Suffix Codes, added/deleted.
036: Earnings ID, added/deleted.
100: Alpha List of Active Agencies, added/deleted.
101: Numeric Listing of All Agency Codes, updated.

Section D - 200: Payroll/Agency Cutoff/Cycle/Transfer Date - 2009, updated.
Payroll/Agency Cutoff/Cycle/Transfer Date - 2010, added.
201: Biweekly Pay Period/Deduction Schedule for 2010, added.

Section G - 105: Awards/Bonuses/Pay Differential /Special Pays, added/deleted.

Section H - 214: Retirement ID, Exclusion Amounts and State Share Rates, updated.

PLEASE NOTE: For instructions to subscribe or unsubscribe to the Automated LISTSERV Management System (LISTSERV), go to: [California State Controller's Office : Payroll Procedures Manual](#).

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