

---

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

DATE: October 7, 2009

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

FROM: Don Scheppmann, Chief  
Personnel/Payroll Services Division

RE: **PAYROLL PROCEDURES MANUAL – SEPTEMBER REVISION # 09 – 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 September 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 September 2009 PPM are provided below.

**Section D - 200: Payroll/Agency Cutoff/Cycle/Transfer Date 2010, updated.**

**Section L - 012: IDL Supplementation on the State Controller's Office web site, new.**

**013: Calculator Access to the State Controller's Office web site, new.**

**014: Data Entry Instructions for the web site calculator, new.**

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

DS:AC:CSS