

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

DATE: January 31, 2012

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

FROM: Lisa Crowe, Chief
Personnel and Payroll Services Division (PPSD)

RE: PAYROLL PROCEDURES MANUAL (PPM) – JANUARY 2012 REVISION - #12-01

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 January 2012. The manual can be obtained by accessing the State Controller's Office [public website](#).

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 January 2012 PPM are provided below.

<u>SECTION</u>	<u>REVISION</u>
Section B:	036: Earnings ID, updated.
Section B:	100: Agency Codes, Alpha List of Active Agencies, updated.
Section B:	101: Numeric Listing of All Agency Codes, updated.
Section G:	105: Miscellaneous Payment Processing Chart (Alpha Order), updated.
Section H:	102: Computation of Withholding Tax, updated.
Section H:	118: New York Personal Income Tax Withholding Formula Effective 01/01/12 Annualized Method, updated.
Section N:	129.1: Personal Use of a State Vehicle, References, updated.
Section N:	129.1.2: Personal Use of a State Vehicle, Vehicle Cents Per Mile Rule, updated.
Section N:	129.2.2: Vehicles Provided by Third Parties, General Information, updated.
Section N:	130.2: Standard Business Mileage Reimbursement, updated.
Section N:	130.2.2: Standard Business Mileage Reimbursement, General Information, updated.
Section N:	135.1: Executive Housing Expense (CSU), updated.
Section N:	139.1: Chancellor's Doctoral Incentive Program, updated.
Section N:	147.1: Moving/Relocation Expenses, updated.
Section N:	147.2: Moving/Relocation Mileage, updated.
Section N:	147.2.2: Moving/Relocation Mileage, General Information, updated.
Section N:	151: Scholarships, References, updated.
Section N:	161: Transportation Subsidies, References, updated.
Section N:	161.2: Discount Travel/Transit Passes, References, updated.
Section N:	161.5: Transportation in Commuter Highway Vehicle, References, updated.
Section N:	172.1: Form STD. 675 Completion, Step 7, updated.

PLEASE NOTE: Visit our [public website](#) for instructions to subscribe or unsubscribe to the Automated LISTSERV Management System (LISTSERV).

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

LC:AC:CSS