

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

DATE: September 20, 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) – SEPTEMBER 2012 REVISION - #12-09**

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 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 September 2012 PPM are provided below.

<b><u>SECTION</u></b>	<b><u>REVISION</u></b>
<b>Section B:</b>	<b>025:</b> Code 074 - Insurance/Employment Benefit Organization Codes, Code 150, new.
<b>Section B:</b>	<b>028:</b> Code 089 - Dues Association Organization Codes, Code 064, new.
<b>Section D:</b>	<b>200:</b> Payroll/Agency Cutoff/Cycle/Transfer Date - 2013, new.
<b>Section D:</b>	<b>201:</b> Biweekly Pay Period/Deduction Schedule for 2013, new.

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

LC:AC:CSS