

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

DATE: April 30, 2013

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) – APRIL 2013 REVISION - #13-04**

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 2013. 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 April 2013 PPM are provided below.

SECTION

REVISION

Section D: **200:** Payroll/Agency Cutoff/Cycle/Transfer Date – 2014, new.

Section D: **201:** Biweekly Pay Period/Deduction Schedule for 2014, new.

Section E: **006:** PIP Exceptions, 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