

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

DATE: May 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) – MAY 2013 REVISION - #13-05**

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 May 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 May 2013 PPM are provided below.

<u>SECTION</u>	<u>REVISION</u>
Section B:	024: Code 051 – Credit Union Organizations Codes, Org Code 099, updated.
Section B:	028: Code 089 – Dues Association Organization Codes, Org Code 065, updated.
Section D:	200: Payroll/Agency Cutoff/Cycle/Transfer Date – 2014, updated.
Section N:	132: Electronic Devices, updated.
Section N:	132.2: General Information, updated.
Section N:	139.1: Chancellor's Doctoral Incentive Program, updated.
Section N:	139.1.3: Taxability, updated.
Section N:	139.2: CS Forgivable Loan Programs, updated.
Section N:	139.2.3: Taxability, updated.
Section N:	147: Moving Expenses, updated.
Section N:	147.1: Moving/Relocation Expenses, updated.
Section N:	147.2: Moving/Relocation Mileage, updated.
Section N:	147.2.2: General Information, updated.
Section N:	149: Out-Placement (CSU Only), updated.
Section N:	149.1.1: General Information, updated.
Section N:	150: Professional/Non-Professional Dues/Memberships/Licenses, updated.
Section N:	151: Scholarships, updated.
Section N:	151.2: General Information, updated.
Section N:	153: Tickets, updated.
Section N:	153.2: General Information, updated.
Section N:	161.1: Federal Exclusion Rates, 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