

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

DATE: January 6, 2014

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) – DECEMBER 2013 REVISION - #13-12**

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 December 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 December 2013 PPM are provided below.

<b><u>SECTION</u></b>	<b><u>REVISION</u></b>
<b>Section B:</b>	<b>003:</b> Payment Type Suffix Codes, updated.
<b>Section B:</b>	<b>028:</b> Code 089 – Dues Association Organization Codes, code 067, added.
<b>Section B:</b>	<b>031:</b> Organization Codes, Code 250 Life Insurance Plan (CSU), code 031, added.
<b>Section B:</b>	<b>033:</b> Organization Codes, Code 475 Vision Care Plan (Non-CSU), code 003, deleted and codes 005 and 006, added.
<b>Section B:</b>	<b>036:</b> Earnings ID, Id 8BSA, added.
<b>Section B:</b>	<b>100:</b> Agency Codes, updated.
<b>Section B:</b>	<b>101:</b> Numeric Listing of All Agency Codes, updated.
<b>Section C:</b>	<b>318:</b> Interchangeable Classes, Class Code 8625-8624*, added.
<b>Section C:</b>	<b>500:</b> Annual Reports, Introduction, updated.
<b>Section C:</b>	<b>504:</b> Probable Vacant Positions per Government Code 12439, updated.
<b>Section C:</b>	<b>601:</b> Government Code 12439, updated.
<b>Section C:</b>	<b>602:</b> SAM Section 6527 – Budgetary Approval of Position, updated.
<b>Section C:</b>	<b>603:</b> SAM Section 8531 – Established Positions, updated.
<b>Section C:</b>	<b>604:</b> SAM Section 8533 – Position Numbers, updated.
<b>Section D:</b>	<b>200:</b> 2013 and 2014 Payroll/Agency Cutoff/Cycle/Transfer Date, updated.
<b>Section G:</b>	<b>105:</b> Miscellaneous Payments Processing Chart, updated.
<b>Section H:</b>	<b>108:</b> Federal Withholding Tax Formula, updated.
<b>Section H:</b>	<b>111:</b> California Personal Income Tax Formula, updated.
<b>Section H:</b>	<b>118:</b> New York Personal Income Tax Withholding Formula, updated.
<b>Section H:</b>	<b>256:</b> Contribution Rate/Limitation on Deductions, updated.

**SECTION**

**REVISION**

**Section H:**

**275:** Contribution Rate/Limitation on Deductions, updated.

**Section N:**

**161:** Transportation Subsidies, updated.

**Section N:**

**161.1:** Federal Exclusion Rates, updated.

**Section N:**

**161.2:** Discount Travel/Transit Passes, References, updated.

**Section N:**

**161.3:** Vanpool Driver in a Commuter Highway Vehicle, References, updated.

**Section N:**

**161.3.2:** Vanpool Driver in a Commuter Highway Vehicle, General Information, updated.

**Section N:**

**161.6.2:** Employer Provided Parking, General Information, updated.

**Section Z:**

**E-2** Index NDI – STD.674D Samples, updated.

**Section Z:**

**E-6** Index SDI – STD.674D Samples, added.

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