

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

DATE: March 3, 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) – FEBRUARY 2014 REVISION - #14-02

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 February 2014. 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 February 2014 PPM are provided below.

<u>SECTION</u>	<u>REVISION</u>
Section B:	027: Code 088 – Dues Association Organization Codes, Organization Code 003, updated.
Section B:	028: Code 089 – Dues Association Organization Codes, Organization Code 068 and 069, added.
Section E:	200: Labor Code 4800 Tax Refund – Bargaining Unit 5, Introduction, updated.
Section E:	400: Enhanced Industrial Disability – Civil Service, Introduction, updated.
Section H:	317: Computation-Earnings Withholding Order for State Taxes, Including FTB Registration Collection Program Code 339/004 (CCP 706.072, Rev & Tax Code 10878) (STD. 639, Item 8D) or Court-Ordered Debt Code 339/004 (Rev & Tax Code 19280) (STD. 639, Item 8D) or Student Loan Collections Code 339/004 (GC 16583.5) (STD. 639, Item 8D) or Unemployment Insurance Code 339/004 (UI Code 1755) (STD. 639, Item 8D) or Board Of Equalization Code 339/004 (CCP 706.074) (STD. 639, Item 8D) or Earnings Withholding Order Code 339/007 (CCP 706.125) (STD. 639, Item 8E) or Default Student Loan Code 339/008 (U.S.C. 1095a) (STD. 639, Item 8F), updated.
Section I:	311: Undeliverable Warrants, updated.
Section N:	129.1: Cars, Personal Use of a State Vehicle, References, updated.
Section N:	129.1.2: Cars, General Information, Vehicle Cents Per Mile, Commuting Valuation Rule, updated.
Section N:	129.2: Cars, Vehicle Provided by Third Parties, References, updated.
Section N:	129.2.2: Cars, Vehicle Provided by Third Parties, General Information, and Annual Lease Valuation Rule, Vehicle Cents Per Mile, updated.

<u>SECTION</u>	<u>REVISION</u>
Section N:	130.2: Cars, Mileage, Standard Business Mileage Reimbursement, General Information, Federal Standard Mileage Rates, Standard State Business Mileage Rates, updated.
Section N:	130.2.2: Cars, Standard Business Mileage Reimbursement , General Information, Federal Standard Mileage Rates, updated.
Section N:	130.2.3: Car Mileage, Standard Business Mileage Reimbursement, Reporting Instructions, updated.
Section N:	131: Educational Assistance, References, 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