

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

DATE: October 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) – SEPTEMBER 2014 REVISION - #14-09**

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 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 September 2014 PPM are provided below.

<b><u>SECTION</u></b>	<b><u>REVISION</u></b>
<b>Section B:</b>	<b>031:</b> Organization Codes, Code 362, codes 021, 022, 121, and 122, added.
<b>Section B:</b>	<b>101:</b> Numeric Listing of All Agency Codes, agency code 399, updated.
<b>Section N:</b>	<b>125:</b> Aircraft, updated.
<b>Section N:</b>	<b>125.1:</b> Personal Use of State Aircraft, updated.
<b>Section N:</b>	<b>125.2:</b> Aircraft Reimbursements/Business Use of Employee-Owned Aircraft and References, updated.
<b>Section N:</b>	<b>125.2.1:</b> Applicable Taxes, updated.
<b>Section N:</b>	<b>125.2.2:</b> General Information, 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](mailto:acontreras@sco.ca.gov).

LC:AC:CSS