

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

DATE: February 3, 2015

TO: All Agencies and Campuses in the Uniform State Payroll System

FROM: Lisa Crowe, Chief  
Personnel/Payroll Services Division

RE: **PAYROLL PROCEDURES MANUAL (PPM) – JANUARY 2015 REVISION - #15-01**

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 January 2015. The manual can be obtained by accessing the State Controller's Office public website at: [www.sco.ca.gov/ppsd\\_ppm.html](http://www.sco.ca.gov/ppsd_ppm.html).

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 January 2015 PPM are provided below:

- Section H:** 102: Computation of Withholding Tax, updated.  
119: Illinois, Personal Income Tax Withholding Formula, updated.
- Section N:** 129.1: Personal Use of a State Vehicle, References, updated.  
129.1.2: Determining Value, Vehicle Cents Per Mile Rule, FSMR, updated.  
Determining Value, Commuting Valuation Rule, Executive Level  
V Compensation, updated.  
Personal Use of State Vehicle, Vehicle Cents Per Mile Rule, updated.  
130.2: Standard Business Mileage Reimbursement and References, updated.  
130.2.2: General Information, updated.  
130.2.3: Reporting Instructions, updated.  
131: Educational Assistance, References, updated.  
171: Withholding Requirements, updated.  
172.1: Forms, Form Std. 675 Completion, updated.

PLEASE NOTE: For instructions to subscribe or unsubscribe to the Automated LISTSERV Management System (LISTSERV), go to: [www.sco.ca.gov/ppsd\\_email.html](http://www.sco.ca.gov/ppsd_email.html).

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).

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