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

DATE: May 13, 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) – APRIL 2015 REVISION - #15-04**

We have updated the Internet version of the Payroll Procedures Manual (PPM) and the sections below are replaced with the current PDF version for April 2015. You can obtain the manual by accessing the State Controller's Office public website at: 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 April 2015 PPM are provided below:

- Section H 825:** Family and Medical Leave Action, California Family Rights Act, and Pregnancy Disability Leave, updated.
826: Submission of Form STD. 674, updated.
827: Completion of Form STD. 674, 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.

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.

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