

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

DATE: September 24, 2012

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

FROM: Lisa Crowe, Chief  
Personnel and Payroll Services Division (PPSD)

RE: **PERSONNEL ACTION MANUAL (PAM) REVISION – SEPTEMBER 2012 #12-09**

The Internet version of the Personnel Action Manual (PAM) has been updated and the sections below have been replaced with the current PDF version for September 2012. 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 2012 PAM are provided below.

**SECTION**

**REVISION**

**Table of Contents**

**PAM Alphabetical Index**

**Section 5:** 5.0: Special Instructions Index, updated.

**Section 5:** 5.25: Personnel/Payroll Cutoff Dates for 2013, new.

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 PAM, please contact Alice Contreras at 916-322-0683 or via email: [acontreras@sco.ca.gov](mailto:acontreras@sco.ca.gov).

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