

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

DATE: October 9, 2014

PAYROLL LETTER #14-015

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

FROM: Lisa Crowe, Chief
Personnel and Payroll Services Division (PPSD)**RE: DOCUMENTATION CUTOFF DATES FOR 2014 CALENDAR YEAR-END PROCESSING**

This is to request your cooperation involving the timely submission of payroll documents prior to the close of the 2014 tax year. Below is a list of the documents and the cutoff dates the State Controller's Office must receive them by in order to ensure accurate wage reporting on the 2014 Form W-2, Wage and Tax Statement.

<u>DOCUMENT</u>	<u>PROCESS</u>	<u>CUTOFF DATES</u>
FORM STD. 676P/V	Income and Social Security/ Medicare/State Disability Insurance Taxes will be held	November 3, 2014
	Reference the Payroll Procedures Manual (PPM), Section N 120- through 163 and Section N 170 through 176 for reporting and forms completion instructions.	
FORM STD. 676P/V	Social Security/Medicare/ State Disability Insurance Tax only will be withheld	December 2, 2014
	Reference the Payroll Procedures Manual (PPM), Section N 120- through 163 and Section N 170 through 176 for reporting and forms completion instructions.	
FORM STD. 674A/R	Payroll Deduction Accounts Receivable	November 3, 2014
	Reference the PPM, Section I 001.	

<u>DOCUMENT</u>	<u>PROCESS</u>	<u>CUTOFF DATES</u>
FORM STD. 674	Nonresident Alien with Tax Treaty Exemption Reference the PPM, Section I 050 through 056 for reporting and forms completion instructions.	December 2, 2014
FORM STD. 674	Suspended Payments Reference the PPM, Section I 400 through 411.	December 2, 2014
FORM STD. 674	LC 4800 Reference the PPM, Section E 203	December 15, 2014
FORM STD. 674D	Transfer Request from Regular pay to IDL with issue year 2011 Reference the PPM, Section I 015 and E 411	December 2, 2014
FORM STD. 422	Salary Advances Reference the PPM, Section N 103 through 111 for reporting and forms completion instructions.	December 2, 2014
FORM STD. 675	Moving Expense/Social Security/Medicare/State Disability Insurance Tax Withholding Reference the PPM, Section N 147.	December 2, 2014
FORM STD. 995A	Agency Collection A/R Reference the PPM, Section I 178 & 179.	December 2, 2014
FORM STD. 995R	Refund of Over-Collected A/R Reference the PPM, Section 180 & 181.	December 2, 2014

<u>DOCUMENT</u>	<u>PROCESS</u>	<u>CUTOFF DATES</u>
FORM PPSD21	Deceased Employee Data Reference the PPM, Section I 900 through 913.	December 2, 2014

NOTE: Documents not received by the cutoff dates may require the issuance of a Form W-2c, Corrected Wage and Tax Statement.

DECEMBER 2013 PAYROLL DOCUMENTS

Please make every effort to have December 2013 payroll documents processed by December 18, 2014. After December 19, 2014 and through December 29, 2014 payroll documents for the December 2013 pay period will require special manual processing and may not be reflected on the 2014 Form W-2. **DO NOT KEY DECEMBER 2013 PAYROLL DOCUMENTS AFTER DECEMBER 19, 2014 THROUGH DECEMBER 29, 2014.** Submit them to Payroll Operations for manual processing. Keying for the December 2014 pay period should continue as normal.

DECEMBER 2013 PAR/PPT

Please make every effort to have the Personnel Action Request (PAR)/ Personnel/Payroll Transaction's (PPT's) affecting December 2013 processed by December 19, 2014. After December 19, 2014 and through December 29, 2014 PAR/PPT's affecting the December 2013 pay period will require special manual processing and may not be reflected on the 2014 Form W-2. **DO NOT KEY DECEMBER 2013 PAR/PPT'S AFTER DECEMBER 19, 2014 THROUGH DECEMBER 29, 2014.** Submit them to Personnel Operations for manual processing. Keying for the December 2014 pay period should continue as normal.

DECEMBER 2014 PAR/PPT - CALENDAR YEAR-END SEPARATION

Please make every effort to submit the Calendar Year-End separation PAR/PPT's that require manual processing as early in December as possible to ensure that there will be sufficient time and payroll cycles for processing the one-time savings plus deductions from lump sum payments. The final payroll cycle of the 2014 calendar year will be run the evening of December 29, 2014 and will be issue dated December 30, 2014. After this date there will be no means to withhold savings plus deductions for separating employees for the 2014 calendar year.

Please contact the Customer Contact Center at (916) 372-7200 if you have questions concerning this letter.

LC:SF:TSS