

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

DATE: October 14, 2015

PAYROLL LETTER #15-013

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

FROM: Lisa Crowe, Chief
Personnel and Payroll Services Division (PPSD)**RE: DOCUMENT CUTOFF DATES FOR 2015 CALENDAR YEAR-END PROCESSING**

Below is a list of documents and cutoff dates the State Controller's Office (SCO) must receive to make sure the 2015 Form W-2, Wage and Tax Statement, is correct.

<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 withheld <u>Reference the Payroll Procedures Manual (PPM), Sections N 120 through 163 and Sections N 170 through 176 for reporting and form completion instructions</u>	November 2, 2015
FORM STD. 676P/V	Social Security/Medicare/ State Disability Insurance Tax only will be withheld <u>Reference the Payroll Procedures Manual (PPM), Sections N 120 through 163 and Sections N 170 through 176 for reporting and form completion instructions</u>	December 2, 2015
FORM STD. 674A/R	Payroll Deduction Accounts Receivable <u>Reference the PPM, Section I 001</u>	November 2, 2015

<u>DOCUMENT</u>	<u>PROCESS</u>	<u>CUTOFF DATES</u>
FORM STD. 674	Nonresident Alien with Tax Treaty Exemption <u>Reference the PPM, Sections I 050 through 056 for reporting and form completion instructions</u>	December 2, 2015
FORM STD. 674	Suspended Payments <u>Reference the PPM, Sections I 400 through 411</u>	December 2, 2015
FORM STD. 674	LC 4800 <u>Reference the PPM, Section E 203</u>	December 15, 2015
FORM STD. 674D	Transfer Request from Regular pay to IDL with issue year 2012 <u>Reference the PPM, Sections I 015 and E 411</u>	December 2, 2015
FORM STD. 422	Salary Advances <u>Reference the PPM, Sections N 103 through 111 for reporting and forms completion instructions</u>	December 2, 2015
FORM STD. 675	Moving Expense/Social Security/Medicare/State Disability Insurance Taxes will be withheld <u>Reference the PPM, Section N 147</u>	December 2, 2015
FORM STD. 995A	Agency Collection A/R <u>Reference the PPM, Sections I 178 & 179</u>	December 2, 2015
FORM STD. 995R	Refund of Over-Collected A/R <u>Reference the PPM, Sections 180 & 181</u>	December 2, 2015

<u>DOCUMENT</u>	<u>PROCESS</u>	<u>CUTOFF DATES</u>
FORM PPSD21	Deceased Employee Data	December 2, 2015
	<u>Reference the PPM, Sections I 900 through 913</u>	

NOTE: Documents not received by the specified cutoff dates may require SCO to issue your employees a 2015 Form W-2C, **Corrected Wage and Tax Statement**.

December 2014 Personnel Action Request (PAR)/ Personnel/Payroll Transaction (PPT) & Payroll Documents
Do not key December 2014 PAR/PPT and Payroll Documents after December 21, 2015 through December 29, 2015. Submit them during this period to PPSD/Personnel Operations for manual processing. Agencies/Campuses should continue to key the December 2015 PAR/PPT and Payroll Documents.

December 2015 PAR/PPT - Calendar Year-End Separation

Submit in early December 2015 the calendar year-end separation PAR/PPT to PPSD/Payroll Operations for manual processing. This will allow PPSD enough time and payroll cycles for processing the one-time Savings Plus deductions from lump sum payments. PPSD will run the last 2015 calendar year-end payroll cycle on December 29, 2015 and will not withhold Savings Plus deductions for those payroll documents received after December 29, 2015.

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

LC:SF:TSS