

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

DATE: June 15, 2017

PAYROLL LETTER #17-008

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

FROM: Debra Spellman, Chief  
Personnel and Payroll Services Division (PPSD)**RE: OVERTIME MEAL TICKETS**

The State Controller's Office (SCO) modified the Payroll Procedures Manual (PPM) Section N143.3.4 "Reporting Instructions" for Overtime Meal Tickets.

Agencies/Campuses may report employee overtime meal ticket payments through the Uniform State Payroll System (USPS), via the Payroll Input Process System (PIP). Agencies/Campuses should use Form STD. 671 (Miscellaneous Payroll/Leave Actions) or Form 672 (Time and Attendance) to report overtime meal ticket payments via the PIP System. Refer to PPM Section G 154 for completion instructions.

Agencies/Campuses that do not have access to PIP should report overtime meal ticket payments to SCO via Form STD. 676P (payments) and STD. 676V (values) as referenced in PPM Section N172.2. When Agencies/Campuses use Form STD. 676P or 676V, identify these payments/values as Item Code: OM – Overtime Meals.

Note: CalATERS (California Automated Travel Expense Reimbursement System) no longer taxes overtime meal ticket reimbursements.

If you have any questions or need additional information, please contact Elena Oberman at [eoberman@sco.ca.gov](mailto:eoberman@sco.ca.gov).

DS:JD:EO:TSS