

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

DATE: October 20, 2017

PAYROLL LETTER #17-015

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

FROM: Debra Spellman, Chief
Personnel and Payroll Services Division**RE: DOCUMENT CUT-OFF DATES FOR 2017 CALENDAR YEAR-END PROCESSING**

To make sure the 2017 Form W-2 Wage and Tax Statement is correct, the State Controller's Office (SCO) must receive the following documents by the cut-off dates listed below.

<u>DOCUMENT</u>	<u>PROCESS</u>	<u>CUT-OFF DATE</u>
FORM STD. 676P/V Reference the Payroll Procedures Manual (PPM), Section N 120 through 163 and Section N 170 through 176	Income and Social Security/ Medicare/State Disability Insurance Taxes will be withheld	November 1, 2017
FORM STD. 676P/V	Social Security/Medicare/ State Disability Insurance Tax only will be withheld	December 1, 2017
FORM STD. 674A/R Reference the PPM, Section I 001	Payroll Deduction Accounts Receivable	November 1, 2017
FORM STD. 674 Reference the PPM, Section I 050 through 056	Nonresident Alien with Tax Treaty Exemption	December 1, 2017
FORM STD. 674 Reference the PPM, Section I 400 through 411	Suspended Payments	December 1, 2017
FORM STD. 674 Reference the PPM, Section E 203	LC 4800	December 15, 2017
FORM STD. 674D Reference the PPM, Section I 015 and E 411	Transfer Request from Regular pay to IDL with issue year 2014	December 1, 2017

<u>DOCUMENT</u>	<u>PROCESS</u>	<u>CUT-OFF DATE</u>
FORM STD. 422 Reference the PPM, Section N 103 through 111	Salary Advances	December 1, 2017
FORM STD. 675 Reference the PPM, Section N 147	Moving Expense/Social Security/Medicare/State Disability Insurance Taxes will be withheld	December 1, 2017
FORM STD. 995A Reference the PPM, Section I 178 through 179	Agency Collection A/R	December 1, 2017
FORM STD. 995R Reference the PPM, Section 180 through 181	Refund of Over-Collected A/R	December 1, 2017
FORM PPSD21 Reference the PPM, Section I 900 through 913	Deceased Employee Data	December 1, 2017

NOTE: If the SCO does not receive the documents by the specified cut-off dates, we may have to issue your employees a Form W-2C, **Corrected Wage and Tax Statement.**

December 2016 PAR/PPT and Payroll Documents

Do not key December 2016 PAR/PPT and Payroll Documents after December 21, 2017 through December 27, 2017. During this period, please submit documents to PPSD/Personnel Operations for manual processing. Agencies and Campuses located in the Sacramento area can hand-deliver the documents to the receptionist window located at 300 Capitol Mall, 10th floor. Offices located outside the Sacramento area can send one copy of the documents via fax to (916) 322-8137. Agencies and Campuses should continue to key the December 2017 PAR/PPT and Payroll Documents.

December 2017 PAR/PPT – Calendar Year-End Separation

Submit all 2017 calendar year-end separation PAR/PPT to PPSD/Payroll Operations for manual processing no later than **December 15, 2017** to ensure deferral amounts process timely. For additional information, please see Payroll Letter #[17-014](#) – Separation Process with Lump Sum Deferral.

If you have any questions, contact the Customer Contact Center at (916) 372-7200.

DS:SF:TSS