

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

DATE: April 2, 2019

PAYROLL LETTER #19-004
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Marissa Revelino, Chief
Personnel and Payroll Services Division

RE: **CHANGE IN ESTABLISHED POSITIONS FORM STD. 607**

Please share this information with those individuals who prepare and submit Change in Established Positions, Form STD. 607. Knowledge of this information is critical.

The State Controller's Office requests your assistance in the timely submission of STD. 607, to ensure positions are accurately reflected on the Schedule 8/7A for the year. Please reference the Payroll Procedure Manual (PPM) Section C 300 for additional information on the business process and form completion instructions.

Please adhere to the following timelines:

- All individual STD. 607's as well as all STD. 607 packages (two or more documents) including corrected documents with multiple changes, must be received by **June 3, 2019**.
- The Annual Reorganization Letter with completion instructions will be released in May. All STD. 607 listings for reorganizations effective July 1, 2019 must be received by **June 7, 2019**.

STD. 607's not received by the above dates may result in inaccuracies on the Schedule 8/7A which may require extensive manual reconciliation during subsequent phases of the budgetary process. Please allow ample time for the Department of Finance approval, if required.

- Note: Do not submit any STD. 607's that should not be reflected on the Schedule 8/7A before **July 1, 2019**.

If you have any questions regarding this information, please contact the Statewide Position Control Program at (916) 372-7200.

MR: JEB: JS: ML: LD: SPCP: PPOB