

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

DATE: October 1, 2019

PAYROLL LETTER #19-020

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

FROM: Marissa Revelino, Chief  
Personnel and Payroll Services Division**RE: DOCUMENT CUTOFF DATES FOR 2019 CALENDAR YEAR-END PROCESSING**

To ensure the 2019 Form W-2 Wage and Tax Statement is correct, the State Controller's Office (SCO) must receive the following documents by the cutoff dates listed.

<u>DOCUMENT</u>	<u>PROCESS</u>	<u>CUTOFF DATE</u>
<u>FORM STD. 676P/V</u> Reference the Payroll Procedures Manual (PPM), Section N 120 through 163 and Section N 170 through 176	Federal and State Income and Social Security/Medicare/State Disability Insurance Taxes withheld.	November 1, 2019
<u>FORM STD. 676P/V</u> Reference the Payroll Procedures Manual (PPM), Section N 120 through 163 and Section N 170 through 176	*Social Security/Medicare/ State Disability Insurance Taxes withheld.	December 2, 2019
<u>FORM STD. 674</u> Reference the PPM, Section I 050 through 056	Nonresident Alien with Tax Treaty Exemption	December 2, 2019
Reference the PPM, Section E 203	LC 4800	December 11, 2019
<u>FORM STD. 674D</u> Reference the PPM, Section I 015 and E 411	Transfer Request from Regular pay to IDL with issue year 2015	December 2, 2019
<u>FORM STD. 422</u> Reference the PPM, Section N 103 through 111	Salary Advances/Offsets	December 2, 2019
<u>FORM STD. 675</u> Reference the PPM, Section N 147	<u>Non-Qualified Moving Expense</u> Federal and State Income and/Social Security/Medicare/State Disability Insurance Taxes withheld.	December 2, 2019

<u>DOCUMENT</u>	<u>PROCESS</u>	<u>CUTOFF DATE</u>
<u>FORM STD. 675</u> Reference the PPM, Section N 147	<u>Qualified Moving Expense</u> Federal Income and Social Security/Medicare Taxes withheld.	December 2, 2019
<u>FORM STD. 995A</u> Reference the PPM, Section I 178 through 179	Agency Collection A/R	December 2, 2019
<u>FORM STD. 995R</u> Reference the PPM, Section 180 through 181	Refund of Over-Collected A/R	December 2, 2019
<u>FORM PPSD21</u> Reference the PPM, Section I 900 through 913	Deceased Employee Data	December 2, 2019

\*NOTE: Fringe Benefits processed in December can generate a one-time payroll deduction A/R for the January master payroll. This is for accurate W-2 reporting purposes only.

NOTE: If the SCO does not receive the documents by the specified cutoff dates, employees may receive a Form W-2C, Corrected Wage and Tax Statement.

December 2018 PAR/PPT & Payroll Documents

Do not key December 2018 PAR/PPT and Payroll Documents after December 23, 2019 through December 27, 2019 submit them 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 on the 10th Floor at 300 Capitol Mall. Offices located outside the Sacramento area can fax one copy of the documents to (916) 322-8137. Agencies and Campuses should continue to key the December 2019 PAR/PPT and Payroll Documents.

December 2019 PAR/PPT Calendar Year-End Separation

In early December 2019, submit the calendar year-end separation PAR/PPT to PPSD Payroll Operations for manual processing. PPSD should receive PAR/PPT no later than December 12, 2019 to ensure deferral amounts process timely. Additional information provided in [Payroll Letter #19-017](#), Lump Sum Separation Pay and Deferral Contributions.

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

MR:AR:SF:STSP:PPOB