

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

DATE: January 15, 2026

PAYROLL LETTER #26-001

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

FROM: Lisa Dean, Chief
Personnel and Payroll Services Division**RE: KEYING INSTRUCTIONS FOR NON-PERSABLE HOLIDAY EARNINGS IDENTIFIERS**

Due to system limitations, the keying instructions for the NEW HOLIDAY EARNINGS IDS differ from the PERSABLE Holiday Earnings IDs. Please refer to [Payroll Letter #25-011](#) for the new Earnings IDs assigned.

Processing Payments

Submit all payment requests via the Payment Input Process (PIP) System. Use [Form STD.671](#) (Miscellaneous Payroll/Leave Actions) to log the information to enter via the PIP System and keep forms for department records. Please review details below for instructions to complete the document.

Before keying via the PIP system, complete [Form STD.671](#), items 1-3, 15-17, and 19-21 as follows:

<u>ITEM NUMBER(S)</u>	<u>ITEM NAME</u>	<u>ACTION</u>
1-3	Pay Period	Complete
15	Earnings ID	Complete
16	Days	Blank
17-18	Hrs/Hdths	Blank
19	Hourly Rate	Blank
20	WWG/FLSA	Blank
21	Computed Gross	Complete (MUST BE MANUALLY CALCULATED)

Updates to the Payroll Procedures Manual (PPM) are forthcoming. Please note there are no changes for processing for the PERSABLE Holiday Earnings IDs.

PPSD and CSU Contact Information:

- [PPSD Contacts and Additional Information](#)
- [Campus Information Retrieval System \(CIRS\)](#) | [Contact Email](#)

Web Resources:

- [For HR Personnel](#)
- [For State Employees](#)