

State Controller's Office

Personnel and Payroll Services Division



It is the mission of the Personnel and Payroll Services Division to provide accurate and timely personnel and payroll services through quality customer service.

RESOURCES

[State Controller's Office/State Employees](#)

[California Department of Human Resources/State Employees](#)

[Payroll Flyers and Global Messages](#)

[Paycheck Calculator](#)

[Direct Deposit](#)

SCO KEY INITIATIVES

[Cal Employee Connect](#)

[CalATERS Replacment Project](#)

[California State Payroll System Project](#)

ADMINISTRATIVE CANCELLATION OF VOLUNTARY DEDUCTIONS

Employees desiring to cancel voluntary miscellaneous payroll deduction(s) should contact the respective company/companies or their personnel/payroll offices. An employee may write to Payroll Operations to request the cancellation of the following deductions:

- Charitable Contributions (Code 017)
- County Miscellaneous (Code 014)
- Credit Union (Code 051)
- Insurance (Codes 074 and 075 except 075/083 by contractual obligation)
- Membership Dues (Codes 088 and 089; excluding employees who, under terms of their MOU, have a maintenance of membership agreement in effect)
- Parking (Code 050, 360)
- State Agency Program Fees (Code 021)

REQUIREMENTS

To cancel the above deduction by the upcoming pay period, cancellation requests must be received in Payroll Operations by the 15th of the month. If any items are omitted, the cancellation request(s) will be returned to the employee.

A cancellation request must contain the following information:

- Statement requesting the deduction cancellation(s)
- Employee's full name
- Employee's social security number
- Deduction(s) to be canceled by deduction name as it appears on the earnings statement and/or by deduction/organization code, if known.
- Employee's mailing address
- Employee's original signature
- Date request(s) signed

Employee must send a written request for assistance to:

State Controller's Office
PPSD Payroll Operations
Miscellaneous Deductions Unit
P.O. Box 942850
Sacramento, CA 94250-5878

Payroll Operations will notify the company affected by the administrative cancellation. Employees should check their Statement of Earnings and Deductions to verify that cancellation(s) occurred. It is the employee's responsibility to ascertain that administration cancellation requests are honored. Employee's should also reach out to the respective company to confirm the cancelation.

To cancel voluntary miscellaneous payroll deductions not listed above, employees must contact either the organization through which the deduction(s) is/are withheld or their personnel/payroll office.

If an employee writes to Payroll Operations to request the cancellation of payroll deduction(s) not listed above, the cancellation request will be returned to the employee.

It is the employee's responsibility to make arrangements with the organization to refund any excess deductions that may have been withheld.

If you have any additional questions regarding any other personnel or payroll related matters, please feel free to reach out to your Departmental Human Resources Office.