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

FROM: DON SCHEPPMANN, Chief
Personnel/Payroll Services Division

RE: PAYROLL PROCEDURES MANUAL –NOVEMBER REVISION # 11 – 06

The Internet version of the Payroll Procedures Manual (PPM) has been updated and the sections below have been replaced with the current PDF version for November 2006. The manual can be obtained by accessing the State Controller’s Office public website at: http://www.sco.ca.gov/ppsdpdm/index.shtml.

Vertical revision bars in the right margins indicate additions, deletions, or changes. Revision bars are not inserted for format and minor grammatical changes.

The revised sections for the November 2006 PPM are provided below:

Section B - 003 - Payment Type Suffix Codes, revised.
  036 - Earnings ID, revised.
  100 - Agencies Codes, revised.
  101 - Numeric Listings of all Agency Codes, revised.
Section H - 214 - Retirement ID Exclusion Amounts and State Share Rate, revised.
Section I - 802 - IRS Determination Letters, Tax Remittance, revised.
Section N - 130.2.2 - Standard Business Mileage Reimbursement, revised.

PLEASE NOTE:

Effective November 20, 2006, the State Controller’s Office (SCO) changed the system and process used to subscribe and unsubscribe to the distribution lists that are used to send notifications of the availability of various SCO letters. The Automated Listserv Management System (Listserv) has replaced the Majordomo Automated List Management System (Majordomo). If you were a subscriber on Majordomo, your subscription was automatically transferred to Listserv as of November 21, 2006. Please refer to Personnel Letter 06-019 for further information.

For quick access to instructions for subscribe or unsubscribe go to: http://www.sco.ca.gov/ppsdpdm/index.shtml.

If you have any comments/suggestions or questions that would benefit the PPM, please contact Terri Yarbrough at (916) 322-1245 or via email at tyarbrough@sco.ca.gov.

DS:TY:CSS