

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

DATE: April 7, 2010

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

FROM: Lisa Crowe, Chief
Personnel and Payroll Services Division (PPSD)

RE: **PAYROLL PROCEDURES MANUAL (PPM) – MARCH 2010 REVISION - #03-10**

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 March 2010. The manual can be obtained by accessing the State Controller's Office [public website](#).

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 March 2010 PPM are provided below.

<u>SECTION</u>	<u>REVISION</u>
Section H:	214 – Retirement ID, Exclusion Amounts and State Share Rates, updated.
Section N:	128.1.1 - General Information, updated.
Section N:	129.1 – Personal Use of a State Vehicle, updated.
Section N:	129.1.2 – Fair Market Value and Federal Standard Mileage Rate, updated.
Section N:	129.2.2 - Fair Market Value and Federal Standard Mileage Rate, updated.
Section N:	130.2 – Standard Business Mileage Reimbursement, updated references.
Section N:	130.2.2 – Federal Standard Mileage Rates, updated.
Section N:	130.2.3 – Standard Business Mileage Reimbursement rates, updated
Section N:	139.1 – Chancellor's Doctoral Incentive Program, updated references.
Section N:	139.1.4 – Loan Program – Forgivable/Doctoral Incentive Program, updated example.
Section N:	147.2 – Moving/Relocation Mileage, updated references.
Section N:	147.2.2 – Federal Standard Mileage Rate, updated.
Section N:	161.1 – Federal Exclusion Rates, updated.
Section N:	161.3.2 – General Information, updated.
Section N:	171 – Withholding Requirements, updated.

PLEASE NOTE: Visit our [public website](#) for instructions to subscribe or unsubscribe to the Automated LISTSERV Management System (LISTSERV).

If you have any comments/suggestions or questions that will benefit the PPM, please contact Alice Contreras at 916-322-0683 or via email: acontreras@sco.ca.gov.