

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

DATE: April 30, 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) – APRIL 2010 REVISION - #04-10

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 April 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 April 2010 PPM are provided below.

<u>SECTION</u>	<u>REVISION</u>
Section B:	003 – Payment Type Suffix Codes, updated.
Section B:	015 – Retirement ID and Social Security/Medicare (SS/MED) Status, updated.
Section B:	100 – Agency Codes; Alpha List of Active Agencies, updated.
Section B:	101 – Agency Codes; Numeric Listing of All Agency Codes, updated.
Section E:	458 – IDL/S Computation Formula; Mandatory Tax Withholding Factor, updated.
Section E:	803 – Calculating SDI/Rates, updated.
Section G:	105 – Miscellaneous Payments Processing Chart, updated.
Section H:	111 – California Personal Income Tax Formula Effective 11/01/09 Annualized Percentage Method: Standard Deduction Table, updated.
Section H:	214 – Retirement ID, Exclusion Amounts and State Share Rates (Chart), 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.

LC:AC:CSS