

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

DATE: June 3, 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) – MAY 2010 REVISION - #05-10

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 May 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 May 2010 PPM are provided below.

<u>SECTION</u>	<u>REVISION</u>
Section A:	010 – Magnetic Tape changed to File Transfer Protocol (FTP).
Section B:	003 – Payment Type Suffix Codes, updated.
Section B:	016 – Deduction Codes, updated.
Section B:	019 – State Agency Program Fee Codes - Code 021, updated.
Section B:	022.1 – Civil Service Tax Sheltered Annuity - Code 040, updated.
Section B:	023 – Parking Organizations Codes - Code 050, updated.
Section B:	024 – Credit Union Organizations Codes - Code 051, updated.
Section B:	026 – Insurance/Employee Benefit Organization Codes - Code 075, updated.
Section B:	028 – Dues Associations Organization Codes - Code 089, updated.
Section B:	031 – Organization Codes: Code 352, 353, 354, 357, 358, 359, 360, 362, 378, 380, 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 C:	316 – On Demand Position Roster Listing, updated Magnetic Tape to FTP.
Section C:	317 - Request Form for Position Roster Listing, updated Magnetic Tape to FTP.
Section C:	503 – Schedule 8 Report, updated with FTP process.
Section C:	505 – Schedule 7A Report, updated with FTP process.
Section D:	201 – Bi-Weekly Pay Period 2011, updated.
Section G:	105 – Miscellaneous Payments Processing Chart, updated.
Section H:	006 – Magnetic Tape Process changed to File Transfer Protocol (FTP).

SECTION

REVISION

Section Z:

Attachment C-1 – Position Roster Listing Request, updated with FTP process.

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