

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

DATE: March 8, 2011

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) – FEBRUARY 2011 REVISION - #02-11

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 February 2011. 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 February 2011 PPM are provided below.

| <u>SECTION</u> | <u>REVISION</u> |
|-----------------------|--------------------------------------------------------------------|
| Section H: | 150 through 158: Earned Income Credit, deleted. |
| Section H: | 503 through 506: Savings Plus Plan 401(k)/457, updated. |
| Section H: | 628: Purchasing U.S. Savings Bonds, Form STD. 242, deleted. |
| Section I: | 700: Form W2 Wage and Tax Statement, 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