

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

DATE: May 4, 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) – APRIL 2011 REVISION - #04-11

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 April 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 April 2011 PPM are provided below.

<u>SECTION</u>	<u>REVISION</u>
Section B:	003: Payment Type Suffix Codes, updated.
Section B:	036: Earnings ID, updated.
Section B:	100: Agency Codes, Alpha List of Active Agencies, updated.
Section B:	101: Numeric Listing of All Agency Codes, updated.
Section C:	318: Interchangeable Classes, updated.
Section G:	105: Miscellaneous Payments Processing Chart, updated.
Section I:	009: Exemptions, updated.
Section I:	704: Request for Duplicate Wage and Tax Statement, Form STD. 436, updated.
Section N:	129.1.2: Personal Use of a State Vehicle, Executive 5 levels, updated.
Section N:	130.2.2: Standard Business Mileage Reimbursement, mileage rates, updated.
Section N:	139.2.4: CS Forgivable Loan Programs, Reporting Instructions, updated.
Section N:	151: Scholarships, References, updated.
Section N:	161: Transportation Subsidies, References, updated.
Section N:	161.1: Transportation Subsidies, Federal Exclusion rates, updated.
Section N:	161.2: Discount Travel/Transit Passes, References, updated.
Section N:	161.4: Car/Vanpool (CSU ONLY), References, updated.
Section N:	161.5: Transportation in Commuter Highway Vehicle, References, updated.
Section N:	171: Fringe Benefits/Employee Business Expenses, Withholding Requirements, updated.
Section N:	172.1: Form STD. 675 Completion, column 9, updated.
Section Z:	Index: Index, H-2 Examples, attachments, 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