

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

DATE: October 26, 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) – OCTOBER 2011 REVISION - #10-11

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 October 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 October 2011 PPM are provided below.

<u>SECTION</u>	<u>REVISION</u>
Section B:	036: Earnings ID, updated.
Section C:	318: Interchangeable Classes, updated.
Section D:	200: Payroll/Agency Cutoff/Transfer Date – 2011, updated.
Section G:	105: Miscellaneous Payment Processing Chart, updated.
Section H:	008: Deduction Priority, updated.
Section H:	620: Introduction, updated.
Section H:	621: Savings Bond Account through November 2010, updated.
Section H:	622: Undeliverable Savings Bonds, updated.
Section H:	623: Correspondence, updated.
Section H:	624: Replacement U.S. Savings Bond Process, updated.
Section H:	625.1: Online System, updated.
Section H:	626: MyCalPAYS, updated.
Section H:	627: Undelivered Escrow Account Refund Warrant, new.

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